

WILFORD PRESERVE
Community Development District

NOVEMBER 18, 2021

AGENDA

**Wilford Preserve
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.WilfordPreserveCDD.com

November 12, 2021

Board of Supervisors
Wilford Preserve Community Development District
Staff Call In #: 1-888-394-8197 Code 343382

Dear Board Members:

The Wilford Preserve Community Development District Board of Supervisors Meeting is scheduled for **Thursday, November 18, 2021 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the October 21, 2021 Meeting
- IV. Consideration of Proposal for Asphalt Overlay
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer – Ratification of Requisition Nos. 108-111
 - C. District Manager
- VI. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Check Register
- VII. Supervisors' Requests and Audience Comments
- VIII. Next Scheduled Meeting – January 20, 2022 at 1:30 p.m. at the Plantation Oaks Amenity Center
- IX. Adjournment

MINUTES

MINUTES OF MEETING
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Wilford Preserve Community Development District was held on Thursday, October 21, 2021 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Shannon Ray	Supervisor
Linda Richardson	Supervisor
Louis Cowling	Vice Chairman

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Glynn Taylor	District Engineer
Daniel Laughlin	GMS, LLC by telephone
Jay Soriano	GMS, LLC
Becky Eddy	GMS, LLC
Steve Howell	Vesta Property Services
Tony Shiver	First Coast CMS

The following is a summary of the discussions and actions taken at the October 21, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 1:37 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 19, 2021 Meeting

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor the minutes of the August 19, 2021 meeting were approved as presented.

FOURTH ORDER OF BUSINESS**Consideration of Proposals for Amenity Management Services**

Ms. Giles reminded the Board at the last meeting Supervisor Cowling was authorized to work with staff on finalizing a scope of services to issue an RFP for facility management services. That scope included 20 hours per week for amenity management, janitorial maintenance, pool maintenance, and general facility maintenance services. Three proposals were received in response to the RFP from GMS, Vesta Property Services and First Coast CMS. A representative from each bidder gave a brief presentation of their staffing plans if they are awarded the contract.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor approving the proposal from Governmental Management Service for amenity management services was approved with staff authorized to work with the Vice Chair to finalize an agreement.

FIFTH ORDER OF BUSINESS**Consideration of Request from 2784 Copperwood Avenue to Install a Fence Within a Pond Maintenance Easement**

Ms. Giles presented a request from a homeowner to install a fence within a CDD easement. Mr. Taylor had no concerns with the request.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the request from 2784 Copperwood Avenue to install a fence within a CDD easement was approved.

SIXTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Haber informed the Board his practice group at Hopping Green & Sams is moving to a new firm, Kutak Rock as of November 15th. Mr. Haber would still be the point of contact at the new firm. He noted the rates would remain the same and the Board has the ability to terminate the contract at any time.

On MOTION by Ms. Richardson seconded by Ms. Ray with all in favor authorizing the Vice Chair to execute transition letter with the selection of Alternative #1 as well as the fee agreement was approved.

B. District Engineer - Ratification of Requisition Nos. 103-106

Mr. Taylor provided an overview of the requisitions, copies of which were included in the agenda package.

On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor requisition numbers 103-106 were ratified.

C. District Manager

Ms. Giles thanked the Board for transitioning to agenda packages in an electronic format, which will provide savings for the District and allows staff to update the agenda up to the day of the meeting if needed.

SEVENTH ORDER OF BUSINESS Financial Reports**A. Balance Sheet and Income Statement****B. Assessment Receipts Schedule****C. Check Register**

Ms. Giles gave a brief overview of the financial reports, copies of which were included in the agenda package. She asked for approval of the check register totaling \$20,038.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the check register was approved.

EIGHTH ORDER OF BUSINESS**Supervisors' Requests and Audience Comments**

Mr. Cowling thanked the amenity management services proposers, welcomed GMS as the selected provider and noted the goal is to have the amenity center open in December.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – November 18, 2021 at 1:30 p.m. at the Plantation Oaks Amenity Center

TENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

KUDZUE 3 Trucking & Paving

P.O. BOX 1799
YULEE, FL. 32041



OFFICE: 904-388-7838
FAX: 904-384-9638

PROPOSAL and CONTRACT REVISED

To: WILFORD PRESERVE CDD
475 WEST TOWN PLACE, STE 114
ST AUGUSTINE, FL 32092

Attn: DANIEL PIERATTI

Phone: 904-866-8191

E-Mail: daniel.pieratti@dreamfindershomes.com

Project: WILFORD PRESERVE PHASE 1

Location:

Date: 11/11/2021

Quantity	Units	Description			Unit Price	Total
13,626	SY	1" SP-9.5 COMMERCIAL OVERLAY	@	\$	7.02	\$ 95,654.52

TOTAL AMOUNT \$ **95,654.52**

QUANTITIES: The above noted quantities were not measured by Kudzue and therefore may not reflect the actual amount required for this project. Above amounts are to be used for estimation purposes only and actual measurements will be taken when project commences.

INCLUDES: One mobilization - Additional mobilizations are \$1,500.00 each.

EXCLUDES: Any traffic control devices and/or off duty officers. Testing and prime are the responsibility of the contractor unless noted otherwise.

IMPORTANT: Kudzue 3 Trucking & Paving is not responsible for failure of final products due to yielding, uneven base or irregularities in the base exceeding 1/4". No guarantee of drainage can be given for a rate of fall less than 2%. Mobilization & installation are conditional upon review & acceptance of the base by Kudzue personnel. Proposed work will be performed & accepted according to industry standards.

PRICING: The unit prices shown above are good for 30 days only. In order to guarantee these rates for six (6) months, please sign below & return a copy to us within the next 10 (ten) days.

A complete agreement between the two (2) parties includes the Terms and Conditions contained on page 2. A fully executed proposal is required prior to scheduling the work.

PREPARED BY:
RANDY MALOY
(904) 237-2309

ACCEPTED BY: _____
Signature
PRINTED NAME: _____
DATE: _____

PAGE 2

TERMS AND CONDITIONS

FINANCE CHARGES/INTEREST:

Customer will receive an invoice for the work performed. Customer must pay the entire amount by the 30th day from invoice date. If the balance is not paid by the 60th day from the invoice date, interest will accrue on that unpaid amount at the highest rate allowable by Florida law.

ATTORNEY'S FEES:

If Kudzue 3 Trucking, Inc. employs an attorney to enforce any provision of Customer's contract or invoice, or to defend any action brought by the Customer, its agents or employees against Kudzue 3 Trucking, Inc. or to collect any payment due to Kudzue 3 Trucking, Inc. from Customer, whether or not suit is instituted, Kudzue 3 Trucking, Inc. will be entitled to recover from Customer all costs and expenses incurred, including a reasonable attorney's fee.

PERSONAL GUARANTY:

The person signing this Terms and Conditions page on behalf of the Customer, personally and individually, guarantees the full and prompt performance of the Customer and the payment of all sums due to Kudzue 3 Trucking, Inc. As used in this Terms and Conditions page, the term "Customer" will also include the guarantor and any other party to this Contract or invoice and all waivers are equally applicable to those persons.

CUSTOMER: _____

SIGNATURE: _____ **DATE:** _____

PRINTED NAME & TITLE: _____

FIFTH ORDER OF BUSINESS

B.

**FORM OF REQUISITION
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 108
- (B) Name of Payee: England-Thims & Miller, Inc.
- (C) Amount Payable: \$9887.13
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. ☒ obligations in the stated amount set forth above have been incurred by the Issuer,

or

☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.


Consulting Engineer



Chad Sigmon
 Dream Finders Homes, LLC
 14701 Philips Highway
 Suite 300
 Jacksonville, FL 32256

October 6, 2021
 Project No: 17186.14000
 Invoice No: 0199719

Project 17186.14000 Wilford Preserve Phase 2 - CEI Services
Professional Services rendered through October 2, 2021

Professional Personnel

		Hours	Rate	Amount	
Project Manager					
Donchez, James	9/4/2021	.50	123.97	61.99	
Donchez, James	9/11/2021	.50	123.97	61.99	
Donchez, James	9/18/2021	.75	123.97	92.98	
Donchez, James	9/25/2021	.50	123.97	61.99	
Donchez, James	10/2/2021	.50	123.97	61.99	
Sr. Inspector					
Hicks, Sommer	9/4/2021	3.50	75.27	263.45	
Hicks, Sommer	9/11/2021	3.00	75.27	225.81	
Hicks, Sommer	9/18/2021	5.00	75.27	376.35	
Hicks, Sommer	9/25/2021	4.00	75.27	301.08	
Hicks, Sommer	10/2/2021	5.00	75.27	376.35	
Inspector					
Long, Jason	9/18/2021	2.00	60.72	121.44	
Steeple, Travis	9/4/2021	1.00	60.72	60.72	
Steeple, Travis	9/11/2021	1.00	60.72	60.72	
Totals		27.25		2,126.86	
Total Labor					2,126.86

Expenses

Mileage				128.83	
Total Expenses		1.15 times	128.83		148.15

Invoice Total this Period \$2,275.01

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14175 Old St. Augustine Road • Jacksonville, Florida 32225 • Tel 904-642-8990 • Fax 904-946-5485
 CA 0000584 LC 0000016



Dream Finders Homes, LLC
14701 Philips Highway
Suite 300
Jacksonville, FL 32256

October 7, 2021
Project No: 17186.31000
Invoice No: 0199788

Project 17186.31000 Wilford Preserve Phase 3A & 3B - CEI

Professional Services rendered through October 2, 2021

Task 01 Limited Dev (CEI) Inspection Services for Phase 1A

Total Fee 63,434.27

Percent Complete

50.00 Total Earned 31,717.14
Previous Fee Billing 24,105.02
Current Fee Billing 7,612.12
Total Fee 7,612.12

Total this Task \$7,612.12

Invoice Total this Period \$7,612.12

England-Thim & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
11715 Oak St. Augustine Road • Jacksonville, Florida 32256 • Tel 904-642-9890 • Fax 904-649-6465
CA-00002561 LC-00003116

**FORM OF REQUISITION
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 110
- (B) Name of Payee: Eisman & Russo
- (C) Amount Payable: \$3.904.56
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

- 1. ☒ obligations in the stated amount set forth above have been incurred by the Issuer,

or

☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.


Consulting Engineer



6455 Powers Avenue
Jacksonville, FL 32217
904-733-1478

Wilford Preserve CDD CO
9556 Historic Kings Road S., Suite 102
Jacksonville, FL 32257
Glynn Taylor

Invoice number 2233-29
Date 11/09/2021

Project 2233 Wilford Reserve, Phase 1

Professional Services through 10/29/2021.

CEI SERVICES

	Hours	Rate	Billed Amount
Sr. Inspector			
Aaron M. Warren	7.00	76.56	535.92
Leonel J. Diaz	44.00	76.56	3,368.64
Phase subtotal			3,904.56
Invoice total			3,904.56

Invoice Summary

Description	Contract Amount	Total Billed	Remaining	Current Billed
CEI SERVICES	153,184.00	154,764.72	-1,580.72	3,904.56
Total	153,184.00	154,764.72	-1,580.72	3,904.56

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2233-29	11/09/2021	3,904.56	3,904.56				
	Total	3,904.56	3,904.56	0.00	0.00	0.00	0.00

**FORM OF REQUISITION
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

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- (A) Requisition Number: 111
- (B) Name of Payee: Taylor & White, Inc.
- (C) Amount Payable: \$6,205.00
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

- 1. ☒ obligations in the stated amount set forth above have been incurred by the Issuer,

or

☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

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Consulting Engineer



Taylor & White, Inc.

Civil Design & Consulting Engineers

INVOICE

9556 Historic Kings Road S., Suite 102
Jacksonville, Florida 32257
t: (904) 346-0671 - f: (904) 346-3051
www.TaylorandWhite.com

Wilford Preserve CDD
Attn: Bernadette Peregrino
District Accountant
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice number 4333
Date 11/09/2021

Project 16050.1 WILFORD PRESERVE CDD

Professional Services Rendered through 11/07/2021. ~PAYMENT TERMS: NET 10 DAYS~
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. *Denotes Hourly Task

Invoice Amount:
\$6,205.00

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
*PHASE 2A REVISIONS	0.00	24,515.00	24,515.00	0.00	0.00
ADDITIONAL SUPPLEMENTAL ENGINEER'S REPORT-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*TEMPORARY SALES TRAILER	0.00	565.00	565.00	0.00	0.00
ENGINEER'S SUPPLEMENTAL REPORT (LS)-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*DISTRICT ENGINEER-HRLY-NTE	60,000.00	79,503.75	84,641.25	141.07	5,137.50
*CONSTRUCTION OBSV/CERTS-HRLY-NTE	75,000.00	109,580.18	110,245.18	146.99	665.00
*PURCHASING AGENT-HRLY	24,200.00	20,605.00	20,605.00	85.14	0.00
*AMENITY CENTER MODIFICATION-CLOSED	0.00	23,740.00	23,740.00	0.00	0.00
*SLEEVING PLAN-CLOSED	0.00	2,898.75	2,898.75	0.00	0.00
*PROJECT ADMIN. & COORDINATION-HRLY-NTE	10,000.00	8,466.25	8,868.75	88.69	402.50
REIMBURSABLES	0.00	9,122.65	9,122.65	0.00	0.00
Total	179,200.00	288,996.58	295,201.58	164.73	6,205.00

*District Engineer-HRLY-NTE

	Units	Billed Amount
D. Glynn Taylor, P.E. dist eng district eng	5.00	825.00
Richard "JJ" Edwards <i>Review As-Built elevations and slopes of the Sanitary Sewer onsite Phase 2B. Review with Ray and DGT. Review redlined Paving and Drainage As-builts in house to provide Surveyor for verification. Coordinate with the Client regarding the Close Out and acceptance with CCUA and Clay County. Coordinate with the Contractor regarding the Close Out and acceptance with CCUA and Clay County. Contact CEI to discuss the review status of the recently submitted Pipe Repair Letter within Phase 2. Coordinate with County, Contractor, Client and CEI to setup Phase I curb inspection.</i>	4.00	460.00
Taylor L. Forth <i>as built review and engineers letter engineers letter, emails and comments on as built go over letter w/jj and areas of concern, revise letter verify cross slopes, revise letter per jj comments check as built cross slopes, revise letter, prep for CDD meeting finish as built letter, review w/glynn, prep submittal</i>	33.50	3,852.50

Wilford Preserve CDD
Project 16050.1 WILFORD PRESERVE CDD

Invoice number 4333
Date 11/09/2021

***District Engineer-HRLY-NTE**

Phase subtotal 5,137.50

***Construction Obsv/Certs-HRLY-NTE**

	Units	Billed Amount
Ray A. Howard	7.00	665.00
<i>Reviewed Phase 2 sewer as-builts and notified contractor about discrepancies.</i>		
<i>Reviewed as-builts for project.</i>		
<i>Reviewed as-builts for project.</i>		
<i>Worked on closeout package for CCUA.</i>		

***Project Admin. & Coordination-HRLY-NTE**

	Units	Billed Amount
Richard "JJ" Edwards	3.50	402.50
<i>Coordinate with the contractor regarding the status of the Clay County As-Builts submittal.</i>		
<i>Update CCUA Phase 2B Close Out Long forms. Create Contractor Warranty Document and SOV's and send to Contractor for signature.</i>		

subtotal 53.00 6,205.00

Invoice total **6,205.00**

SIXTH ORDER OF BUSINESS

A.

Wilford Preserve

Community Development District

Unaudited Financial Statements
as of
October 31, 2021



WILFORD PRESERVE
Community Development District
Combined Balance Sheet
October 31, 2021

	<u>General</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>Totals</u>
<u>Assets:</u>				
Cash	\$35,193	---	---	\$35,193
Investments:				
Debt Service 2018B				
Reserve	---	\$358,225	---	\$358,225
Revenue	---	\$131,116	---	\$131,116
Prepayment	---	\$540,076	---	\$540,076
Construction	---	---	\$446	\$446
Debt Service 2019A				
Reserve	---	\$183,157.33	---	\$183,157
Revenue	---	\$206,012.14	---	\$206,012
Construction	---	---	\$2,365,650	\$2,365,650
Custody	\$1,819	---	---	\$1,819
Utility Deposits	\$150	---	---	\$150
Prepaid Expenses	\$9,577	---	---	\$9,577
Total Assets	<u>\$46,738</u>	<u>\$1,418,587</u>	<u>\$2,366,096</u>	<u>\$3,831,421</u>
<u>Liabilities:</u>				
Accounts Payable	\$6,685	---	---	\$6,685
Fund Balances:				
Restricted for 2018B Debt Service	---	\$1,029,417	---	\$1,029,417
Restricted for 2019A Debt Service	---	\$389,170	---	\$389,170
Restricted for 2018B Capital Projects	---	---	\$446	\$446
Restricted for 2019A Capital Projects	---	---	\$2,365,650	\$2,365,650
Nonspendable	\$9,577	---	---	\$9,577
Unassigned	\$30,476	\$0	\$0	\$30,476
Total Liabilities & Fund Equity	<u>\$46,738</u>	<u>\$1,418,587</u>	<u>\$2,366,096</u>	<u>\$3,831,421</u>

WILFORD PRESERVE
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending October 31, 2021

Adopted	Prorated	Actual	
Budget	10/31/21	10/31/21	Variance

REVENUES:

Assessments	\$327,829	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0
Micellaneous Revenue	\$0	\$0	\$0	\$0

TOTAL REVENUES	\$327,829	\$0	\$0	\$0
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EXPENDITURES:

ADMINISTRATIVE:

Engineering	\$10,000	\$833	\$0	\$833
Arbitrage	\$1,200	\$100	\$0	\$100
Dissemination	\$7,000	\$583	\$583	\$0
Attorney	\$20,000	\$1,667	\$0	\$1,667
Annual Audit	\$5,800	\$483	\$0	\$483
Assessment Administration	\$5,000	\$5,000	\$5,000	\$0
Trustee Fees	\$6,020	\$502	\$0	\$502
Management Fees	\$46,800	\$3,900	\$3,900	\$0
Information Technology	\$1,000	\$83	\$83	\$0
Website Compliance	\$600	\$50	\$50	\$0
Telephone	\$300	\$25	\$3	\$22
Postage	\$1,000	\$83	\$22	\$61
Printing & Binding	\$1,500	\$125	\$0	\$125
Insurance	\$6,512	\$543	\$0	\$543
Legal Advertising	\$5,000	\$417	\$75	\$342
Other Current Charges	\$600	\$50	\$49	\$1
Office Supplies	\$500	\$42	\$0	\$42
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0

Total Administrative	\$119,007	\$14,661	\$9,940	\$4,721
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Grounds Maintenance:

Insurance	\$8,000	\$667	\$0	\$667
Pool Monitors	\$4,000	\$333	\$0	\$333
Field Operations Manager	\$30,000	\$2,500	\$0	\$2,500
Office Supplies / Mailings / Printing	\$600	\$50	\$0	\$50
Pool Maintenance	\$20,000	\$1,667	\$0	\$1,667
Permit Fees	\$450	\$38	\$0	\$38
Landscape Maintenance	\$49,948	\$4,162	\$5,425	(\$1,263)
Irrigation Maintenance	\$1,000	\$83	\$0	\$83
Lake Maintenance	\$8,724	\$727	\$727	\$0

WILFORD PRESERVE
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending October 31, 2021

	Adopted	Prorated	Actual	
	Budget	10/31/21	10/31/21	Variance
General Facility Maintenance	\$15,000	\$1,250	\$0	\$1,250
Streetlighting	\$15,000	\$1,250	\$0	\$1,250
Telephone/Cable/Internet	\$2,500	\$208	\$0	\$208
Electric	\$15,000	\$1,250	\$0	\$1,250
Water/Sewer/Irrigation	\$20,000	\$1,667	\$396	\$1,271
Refuse Service	\$2,000	\$167	\$0	\$167
Janitorial Services	\$9,500	\$792	\$0	\$792
Special Events	\$6,000	\$500	\$0	\$500
Recreational Passes	\$1,100	\$92	\$0	\$92
 Total Grounds Maintenance	 \$208,822	 \$17,402	 \$6,548	 \$10,854
 TOTAL EXPENDITURES	 \$327,829	 \$32,063	 \$16,488	 \$15,575
 EXCESS REVENUES (EXPENDITURES)	 \$0		 (\$16,488)	
 FUND BALANCE - Beginning	 \$0		 \$56,541	
 FUND BALANCE - Ending	 \$0		 \$40,053	

Month By Month Income Statement

Fiscal Year 2022

[illegible]

WILFORD PRESERVE
Community Development District
DEBT SERVICE FUND SERIES 2018B
Statement of Revenues & Expenditures
For the Period ending October 31, 2021

Adopted Budget	Prorated 10/31/21	Actual 10/31/21	Variance
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REVENUES:

Assessments	\$248,688	\$0	\$0	\$0
Interest Income	\$20	\$2	\$3	\$1
Prepayment	\$0	\$0	\$79,897	\$79,897
Carry Forward Surplus	\$285,549	\$0	\$0	\$0

TOTAL REVENUES

\$534,277	\$22	\$79,900	\$79,878
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EXPENDITURES:

Series 2018

Interest Expense - 11/01	\$128,656	\$0	\$0	\$0
Principal Prepayment -11/1	\$150,000	\$0	\$0	\$0
Interest Expense - 05/01	\$124,344	\$0	\$0	\$0

TOTAL EXPENDITURES

\$403,000	\$0	\$0	\$0
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OTHER SOURCES/(USES)

Transfer In/(Out)	\$0	\$0	(\$1)	(\$1)
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TOTAL OTHER SOURCES AND USES

\$0	\$0	(\$1)	(\$1)
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EXCESS REVENUES (EXPENDITURES)

\$131,277	\$79,898
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FUND BALANCE - Beginning

\$200,910	\$949,519
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FUND BALANCE - Ending

\$332,187	\$1,029,417
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WILFORD PRESERVE
Community Development District
DEBT SERVICE FUND SERIES 2019A
Statement of Revenues & Expenditures
For the Period ending October 31, 2021

Proposed Budget	Prorated 10/31/21	Actual 10/31/21	Variance
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REVENUES:

Assessment	\$521,628	\$0	\$0	\$0
Interest Income	\$0	\$0	\$2	\$2
Carry Forward Surplus	\$206,017	\$0	\$0	\$0
TOTAL REVENUES	\$727,645	\$0	\$2	\$2

EXPENDITURES:

Series 2019A

Interest Expense - 11/01	\$196,115	\$0	\$0	\$0
Interest Expense - 05/01	\$196,115	\$0	\$0	\$0
Principal Expense - 5/01	\$130,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$522,230	\$0	\$0	\$0

OTHER SOURCES/(USES)

Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES AND USES	\$0	\$0	\$0	\$0

EXCESS REVENUES (EXPENDITURES)	\$205,415	\$2
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FUND BALANCE - Beginning	\$226,451	\$389,168
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FUND BALANCE - Ending	<u>\$431,866</u>	<u>\$389,170</u>
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WILFORD PRESERVE
Community Development District
CAPITAL PROJECTS FUND

Statement of Revenues & Expenditures
For the Period ending October 31, 2021

	Series 2018B	Series 2019A
<u>REVENUES:</u>		
Interest Income	\$1	\$10
Developer Contributions	\$0	\$6,387
TOTAL REVENUES	\$1	\$6,397
<u>EXPENDITURES:</u>		
Capital Outlay	\$0	\$13,087
TOTAL EXPENDITURES	\$0	\$13,087
<u>OTHER SOURCES/(USES)</u>		
Interfund Transfer	\$0	\$0
TOTAL OTHER SOURCES/(USES)	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$1	(\$6,690)
FUND BALANCE - Beginning	\$445	\$2,372,340
FUND BALANCE - Ending	\$446	\$2,365,650

WILFORD PRESERVE
Community Development Distrist
Long Term Debt Report

SERIES 2018B, SPECIAL ASSESSMENT BONDS

INTEREST RATES:	5.75%	
MATURITY DATE:	5/1/2028	
RESERVE FUND DEFINITION	MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$358,225	
RESERVE FUND BALANCE	\$358,225	
BONDS OUTSTANDING - 7/23/18		\$6,230,000
Less: May 1, 2020		(\$990,000)
Less: August 1, 2020		(\$380,000)
Less: November 1, 2020		(\$265,000)
Less: February 1, 2021		(\$65,000)
Less: August 1, 2021		(\$55,000)
CURRENT BONDS OUTSTANDING		\$4,475,000

SERIES 2019A, SPECIAL ASSESSMENT BONDS

INTEREST RATES:	4.6% - 5.2%	
MATURITY DATE:	11/1/2049	
RESERVE FUND DEFINITION	35% of MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$183,045	
RESERVE FUND BALANCE	\$183,149	
BONDS OUTSTANDING - 11/1/19		\$7,985,000
Less: May 1, 2020		(\$120,000)
Less: November 1, 2020		(\$20,000)
Less: May 1, 2021		(\$125,000)
CURRENT BONDS OUTSTANDING		\$7,720,000

B.

WILFORD PRESERVE
Community Development District

Check Register Summary- General Fund

10/1/2021-10/31/2021

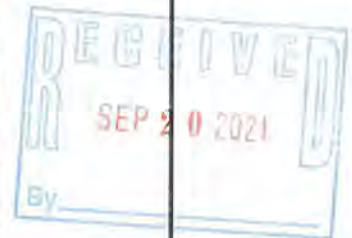
Check Date	Check #'s	Total Amount
10/12/21	237-239	\$10,986.00
10/26/21	240-243	\$5,618.46
Total		\$16,604.46

1001 Bradford Way
Kingston, TN 37763

Invoice #: 60
Invoice Date: 9/17/21
Due Date: 9/17/21
Case:
P.O. Number:

Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

1.310.51300.31000
1A



Total	\$5,000.00
Payments/Credits	\$0.00
Balance Due	\$5,000.00

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

September 15, 2021

Wilford Preserve CDD
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 125060
Billed through 07/31/2021

General Counsel
WLPCDD 00001

WSH

1.310.51300.31500
3A

FOR PROFESSIONAL SERVICES RENDERED

07/06/21	WSH	Confer with Hogge regarding July meeting.	0.20 hrs
07/07/21	WSH	Confer with Hogge regarding July meeting and O&M assessments.	0.40 hrs
07/21/21	WSH	Review correspondence regarding e-mails and confer with client regarding same.	0.50 hrs
07/26/21	KFJ	Prepare amendment to landscaping agreement; confer with Haber.	0.40 hrs
07/28/21	WSH	Review and revise amendment to landscape maintenance agreement.	0.40 hrs
Total fees for this matter			\$553.00

MATTER SUMMARY

Jusevitch, Karen F.- Paralegal
Haber, Wesley S.



0.40 hrs	145 /hr	\$58.00
1.50 hrs	330 /hr	\$495.00

TOTAL FEES	\$553.00
INTEREST CHARGE ON PAST DUE BALANCE	\$8.00

TOTAL CHARGES FOR THIS MATTER	\$561.00
--------------------------------------	-----------------

BILLING SUMMARY

Jusevitch, Karen F.- Paralegal
Haber, Wesley S.

0.40 hrs	145 /hr	\$58.00
1.50 hrs	330 /hr	\$495.00

TOTAL FEES	\$553.00
INTEREST CHARGE ON PAST DUE BALANCE	\$8.00

TOTAL CHARGES FOR THIS BILL	\$561.00
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Please include the bill number with your payment.

**Bill To:**

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Property Name: Wilford Preserve CDD

INVOICE

INVOICE #	INVOICE DATE
JAX 262218	9/1/2021
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: October 1, 2021

Invoice Amount: \$5,425.00

Description	Current Amount
Monthly Landscape Maintenance September 2021	\$5,425.00

Invoice Total **\$5,425.00**



1.330.57200.42000
16A

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 85372			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Wilford Preserve Community Development District

Mr. Wesley Haber
Hopping, Green and Sams P.A.
119 South Monroe Street, Suite 300
Tallahassee, FL 32301

2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: wesh@hgslaw.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: www.wilfordpreserveccd.com
8. County(ies): Clay
9. Function(s): Community Development
10. Boundary Map on File: 03/24/2017
11. Creation Document on File: 03/24/2017
12. Date Established: 03/03/2017
13. Creation Method: Local Ordinance
14. Local Governing Authority: Clay County
15. Creation Document(s): County Ordinance 2017-9
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 11/02/2020

6A

1.310.513.540

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Wesley Haber Date: 10/14/21

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. ☐ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. ☐ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. ☐ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 61

Invoice Date: 10/1/21

Due Date: 10/1/21

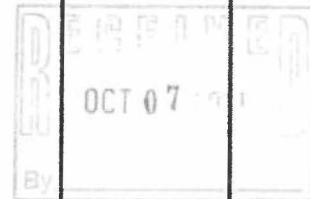
Case:

P.O. Number:

Bill To:

Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	1A	Hours/Qty	Rate	Amount
Management Fees - October 2021	1,310.51300.34000		3,900.00	3,900.00
Website Administration - October 2021	1,310.51300.35200		50.00	50.00
Information Technology - October 2021	1,310.51300.35700		83.33	83.33
Dissemination Agent Services - October 2021	1,310.51300.31300		583.33	583.33
Office Supplies	1,310.51300.51000		0.06	0.06
Postage	1,310.51300.42000		22.12	22.12
Copies	1,310.51300.42500		0.45	0.45
Telephone	1,310.51300.41000		2.67	2.67



Total \$4,641.96

Payments/Credits \$0.00

Balance Due \$4,641.96

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

October 14, 2021

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 21-00256C PO/File # \$74.50
Amount Due

Notice of Board of Supervisors Meeting

Amount Paid

Wilford Preserve Community Development District

\$74.50

Payment Due

Case Number

11A

Publication Dates 10/14

1,310.513.480

County Clay

*Payment is due before the
Proof of Publication is released.*

*For your convenience, you
may remit payment at <https://www.jaxdailyrecord.com/send-payment>.*



Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**WILFORD PRESERVE
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF BOARD OF
SUPERVISORS MEETING**

Notice is hereby given that the Board of Supervisors ("Board") of the Wilford Preserve Community Development District ("District") will hold a regular meeting on Thursday, October 21, 2021 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065, where the Board may consider any business that may properly come before it ("Meeting"). An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or dlaughlin@gmsnf.com ("District Manager's Office") and is also expected to be available on the District's website, www.WilfordPreserveCDD.com, at least seven days prior to the meeting.

The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Daniel Laughlin
District Manager

Oct. 14 00 (21-00256C)



Voice: (888) 480-5253 Fax: (888) 358-0088

INVOICE

Invoice Number: PI-A00685742

Invoice Date: 10/01/21

PROPERTY: Wilford
Preserve CDD

SOLD TO: Wilford Preserve CDD
Governmental Management Services
475 West Town Place, Suite 114
St Augustine, FL 32092
United States

15A
1.330.572.460

CUSTOMER ID	CUSTOMER PO	Payment Terms	
10842		Net 30	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Katie Cabanillas			10/31/21

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR51988 10/01/21 - 10/31/21 Lake & Pond Management Services		727.00	727.00



PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	727.00
Sales Tax	0.00
Total Invoice	727.00
Payment Received	0.00
TOTAL	727.00