

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, February 23, 2022 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
Joe Brown	District Counsel by telephone
Glynn Taylor	District Engineer
Becky Eddy	Amenity Manager
Jay Soriano	GMS, LLC

The following is a summary of the discussions and actions taken at the February 23, 2022 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 1:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the November 18, 2021 Meeting

There were no comments on the minutes.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor the minutes of the November 18, 2021 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

Ratification of Resident Requests for Fence Installations within District Easements

A. 728 Sycamore Way

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Wilford Preserve CDD

B. 2730 Copperwood Avenue

Ms. Giles noted both requests have been reviewed by Mr. Taylor and Mr. Cowling. Ms. Ray stated that she was concerned with the fact that the resident at 728 Sycamore is proposing the fence be part aluminum and part vinyl. Given that the lot is located on a pond, she believes the entire fence should be aluminum. She also stated that she was concerned that the driveway widening would conflict with County requirements. Ms. Richardson asked that Ms. Giles confirm if the HOA approved the driveway improvements. Ms. Ray asked that the ARB be contacted to ensure what they are approving is in line with what the CDD expects.

On MOTION by Ms. Ray seconded by Mr. Cowling with all in favor requests for fence installations at 728 Sycamore Way and 2730 Copperwood Avenue were ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Designating Officers

Ms. Giles asked that the Board approve changes to GMS staff members that are listed as officers of the District, including removing Jim Perry and adding Jim Oliver, Ernesto Torres, and Daniel Laughlin as Assistant Secretaries and Assistant Treasurers for document and check signing purposes.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor Resolution 2022-01, designating officers with the changes as listed above was approved.

SIXTH ORDER OF BUSINESS

Consideration of Kutak Rock Fee Agreement

Mr. Brown noted that the fee agreement for Kutak Rock is very similar to the agreement with the prior firm, Hopping Green & Sams and there were no changes to the hourly rates.

On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor the Kutak Rock fee agreement was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

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There being nothing to report, the next item followed.

B. District Engineer

1. Ratification of Requisition Nos. 107 and 113-119

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. Richardson with all in favor requisition numbers 107 and 113-119 were ratified.

2. Consideration of Requisition Nos. 120-125

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 120-125 were approved.

C. District Manager

There being nothing to report, Ms. Giles asked if Ms. Eddy had anything to report.

Ms. Eddy informed the Board an email has been set up so that she can begin communicating with the residents and start the process for issuing access cards. That email address is manager@wilfordpreserveccd.com.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

C. Check Registers

- 1. November / December**
- 2. January**

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 registers totaling \$22,516.56 for November and December, and \$6,166.72 for January.

On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor the check registers were approved.

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NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Mr. Cowling informed the board Phase 2 was accepted by the County. He anticipates landscaping proposals to be presented at the next meeting. The amenity project now has water and reclaimed so landscape improvement installations have begun. He asked that consideration of amenity and landscape related proposals be included on the next meeting's agenda.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – March 17, 2022
at 1:30 p.m. at the Plantation Oaks
Amenity Center**

ELEVENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Louis Cowling
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Chairman/Vice Chairman