

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.

October 21, 2021

Wilford Preserve CDD

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.

October 21, 2021

Wilford Preserve CDD

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.

October 21, 2021

Wilford Preserve CDD

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Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Louis Cowling

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Chairman/Vice Chairman