

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, March 17, 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
Wes Haber	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 March 17, 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 February 23, 2022 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 February 23, 2022 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Landscape Proposals**

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Mr. Cowling presented two landscape and irrigation maintenance services proposals from Yellowstone, one for maintenance of the amenity center for an annual total of \$28,890 and one for maintenance of the common areas in Phase 2B for an annual total of \$8,700.

On MOTION by Ms. Richardson seconded by Ms. Ray with all in favor the proposals from Yellowstone for maintenance of the amenity center and Phase 2B are approved.

**FIFTH ORDER OF BUSINESS**

**Discussion on Request for Fence Installation in Easement**

Documents provided by a homeowner at 2798 Copperwood Avenue were included in the agenda package for the Board’s review of a request to install a fence within the District’s easement. Mr. Taylor stated that the plans have the poles for the fence being installed directly over a pipe. He also noted that to this point, no homeowner has been allowed to install improvements in a drainage easement.

On MOTION by Ms. Ray seconded by Mr. Cowling with all in favor denying the request to install the fence within the easement and authorizing the Chair and staff to work with the homeowner on an alternative solution was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

Mr. Taylor presented requisition number 127 for the Board’s approval of an invoice from England Thims & Miller for consulting engineering services for Phase 3A and 3B.

On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor requisition number 127 was approved.

**C. District Manager**

There being nothing to report, the next item followed.

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**SEVENTH ORDER OF BUSINESS                      Financial Reports**

**A.    Balance Sheet and Income Statement**

**B.    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 \$25,238.64.

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

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

Mr. Cowling provided an update on the amenity center project noting the water meters are installed and the electric meter should be installed within the day, which will allow other projects to move forward.

**NINTH ORDER OF BUSINESS                      Next Scheduled Meeting – April 21, 2022 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.

DocuSigned by:  
*Marilee Giles*  
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Secretary/Assistant Secretary

DocuSigned by:  
*[Signature]*  
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Chairman/Vice Chairman