

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, April 21, 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 by telephone
Becky Eddy	Amenity Manager
Jay Soriano	GMS, LLC
Mike Johnson	Taylor & White

The following is a summary of the discussions and actions taken at the April 21, 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 1:43 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 March 17, 2022 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 March 17, 2022 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Changing the Designated Registered Agent

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Mr. Haber informed the Board the purpose of Resolution 2022-02 is to change the registered office to Kutak Rock’s address. Mr. Haber will remain the registered agent.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2022-02, designating a registered agent and registered office was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03,
Amending the Prompt Payment Policies**

Mr. Haber informed the Board the District already has prompt payment policies in place, however the Prompt Payment Act was amended during the last legislative session, largely related to the timing in which a contractor has the right to file a protest if they believe they are entitled to payment and the District is withholding payment. The purpose of this resolution is to bring those policies current with Florida Statutes.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor Resolution 2022-03, amending the prompt payment policies 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 updated the Board on the status of construction noting Phases 2 and 3 are nearing completion.

1. Consideration of Proposal for Preparation of a 20-Year Stormwater Needs Analysis Report

Ms. Giles reminded the Board of the legislative requirement to complete a stormwater needs analysis by June 30th and noted she and Mr. Taylor have been in communication on information needed for the report. The proposal totals \$10,000. Ms. Giles noted the report will need to be prepared every five years.

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On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor the proposal from Taylor & White for preparation of a stormwater needs analysis report was approved.

2. Ratification of Requisition 129

A copy of requisition 129, payable to Taylor & White in the amount of \$536.16 was included in the agenda package.

On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor requisition 129 was ratified.

3. Consideration of Requisitions 130 and 131

Copies of requisition numbers 130 and 131, payable to Jr. Davis Construction, Inc. in the amounts of \$30,313.55 and \$130,823.10 were included in the agenda package.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor requisition 130 was approved.

On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor requisition number 131 was approved, with the Chair authorized to work with the Engineer to confirm if the invoice attached to requisition 131 has already been paid.

C. District Manager

Ms. Giles noted staff will be looking for the Board’s guidance in regard to the Fiscal Year 2023 budget. The budget is scheduled to be approved at the May 19, 2022 meeting, and adopted at the August 18, 2022 meeting. Mr. Cowling stated that there are new areas coming online in Phases 3A and 3B that will need to be reflected in the budget, and there will also likely be higher water bills in the early months due to new landscape installations. Mr. Soriano will contact Yellowstone to obtain more recent quotes for the areas in Phases 3A and 3B.

D. Amenity Manager

Ms. Eddy informed the Board she’s been in communication with residents and one of the concerns is what all will be included in the amenities. Mr. Soriano noted the pool is

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scheduled to have marcite installed over the weekend. An e-blast will be sent to residents updating them on the status of the improvements.

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 \$9,785.48.

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

There being none, the next item followed.

NINTH ORDER OF BUSINESS Next Scheduled Meeting – May 19, 2022 at 1:30 p.m. at the Plantation Oaks Amenity Center

TENTH ORDER OF BUSINESS Adjournment

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

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Marilee Giles
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman