

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, June 16, 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:

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| Shannon Ray | Supervisor |
| Linda Richardson | Supervisor |
| Louis Cowling | Vice Chairman |

Also present were:

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| Marilee Giles | District Manager |
| Wes Haber | District Counsel by telephone |
| Glynn Taylor | District Engineer by telephone |
| Becky Eddy | Amenity Manager |

The following is a summary of the discussions and actions taken at the June 16, 2022 meeting.

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

A resident, 2988 Greywood Lane, asked what is the hold up on the pool situation?

Mr. Cowling responded everything is done except for inspections and the sign-off from Clay County. We will probably have our final inspection scheduled for next week. We are shooting to have the pool open for the weekend of July 4th.

The resident asked are we going to have lifeguards at the pool?

Mr. Cowling responded no lifeguards at the pool. We do have facility attendants for the weekend, but no lifeguards on staff.

The resident asked what about the key fobs for the gate?

Ms. Eddy responded Mr. Soriano has said the paperwork is going back and forth with Alpha Dog to get everything finalized. I've had probably a couple hundred residents contact me about it.

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The resident asked what about rules?

Ms. Eddy responded the policies are on the website, www.WilfordPreserveCDD.com.

Ms. Ray asked and you all are going to mail out the access cards?

Ms. Eddy responded it's my plan to be onsite to have a homeowner to come up and sign for it because there will be a short form they have to fill out that lists everyone in their home and their relation to the homeowner.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 19, 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 May 19, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2021 Audit Report

Ms. Giles provided the Board with a brief overview of the audit report. There were no deficiencies in internal controls or findings to note.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor the Fiscal Year 2021 audit report was accepted.

FIFTH ORDER OF BUSINESS

Fence Installation Requests

A. Ratification of 2798 Copperwood Avenue

Ms. Giles informed the Board that the agreement related to installation of a fence at 2798 Copperwood Avenue has been completed and filed with the County. Mr. Cowling noted there is access via common area near this property.

On MOTION by Ms. Ray seconded by Mr. Cowling with all in favor the request to install a fence by 2798 Copperwood Avenue was ratified.

B. Consideration of 2672 Copperwood Avenue

Mr. Cowling noted he was fine with approval of the request by 2672 to install a fence as the District will have access to the easement via common area.

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On MOTION by Mr. Cowling seconded by Ms. Ray with all in favor the request to install a fence by 2672 Copperwood Avenue was approved.

C. Consideration of 636 Ivory Palm Road

Mr. Cowling stated that he believes 636 Ivory Palm Road is on a pond that only has one access easement. Ms. Ray suggested asking the homeowner to revise the plans to pull the fence line in by five-feet to allow for a ten-foot easement between the property submitting the request and the adjacent property.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor authorizing Supervisor Cowling to finalize and approve the revised request by 636 Ivory Palm Road was approved.

SIXTH ORDER OF BUSINESS

Discussion on the Fiscal Year 2023 Budget

There being nothing to discuss at this time, the next item followed.

SEVENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

1. Ratification of Requisition Nos. 135-136

Copies of the requisitions payable to England Thims & Miller and Kutak Rock were included in the agenda package for the Board’s review.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor requisition number 135 and 136 were ratified.

2. Acceptance of the Stormwater Needs Analysis Report

This item was tabled as the report was not yet finalized.

3. Acceptance of the Public Facilities Report

This item was tabled as the report was not yet finalized.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity Manager

Ms. Eddy informed the Board an e-blast will be sent out in anticipation of a grand opening on the second Friday of July.

NINTH 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 \$20,215.97.

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

TENTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

Mr. Cowling stated that Yellowstone will need to start maintaining the amenity site next week. Ms. Giles stated that she would inform Mr. Soriano. He also gave an update on the latest phases that are under construction.

Audience Comments

Mr. Donald Austin, 645 Ivory Palm Road, informed the Board that there was an incident at the pool on Sunday in which kids that were in the pool approached him while he was on a walk. Mr. Cowling advised him to call the Sheriff’s office and noted if there are incidents in the future amenity privileges can be revoked so long as the resident can be identified.

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ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – July 21, 2022 at
1:30 p.m. at the Plantation Oaks Amenity
Center**

TWELFTH 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:

Louis Cowling

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Chairman/Vice Chairman