

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 Tuesday, September 13, 2022 at 11:00 a.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Jordan Beall	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

The following is a summary of the discussions and actions taken at the September 13, 2022 meeting.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Giles called the meeting to order at 11:00 a.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Peter Groeneveld, 2988 Greywood Lane, asked if commercial vehicles are allowed to be parked on driveways. Mr. Cowling responded that issues such as that would be an HOA concern. He noted Floridian Property Management is the HOA manager for the District. Mr. Groeneveld also informed the Board that the pond in front of the pool is full of trash. He also asked the Board to think about aeration. Lastly, Mr. Groeneveld asked if the meeting time could be moved to the evening to allow for more resident participation. Mr. Cowling suggested adding a couple night meetings to the meeting schedule for now. Ms. Giles recommended the May and July meetings, which will likely be the meetings in which the budget is approved and subsequently adopted.

A resident asked when homeowners will be added to the Board. Ms. Giles responded that the District has to be six years old and have 250 registered voters. Mr. Haber added that if

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that occurs in an odd year, the general election will be held during the next even year. At that election two seats will be filled by qualified electors. Mr. Haber also explained that landowner's elections voted on by landowners are held every two years until the last seat turns over to a general election seat.

A resident asked if landowner means developer or resident. Mr. Haber responded that a landowner election is open for participation by both the developer and lot owners, i.e. residents. Each lot or each acre is allotted one vote.

Mr. Chris Kimbell, 3120 Firethorn Avenue, stated the minority will still be the community and the majority vote will fall to the developer. That could drag out 10 or 15 years. Ms. Giles stated that the District was formed in 2017, so the first even year after six years would be 2024.

A resident asked if the rental companies that are buying lots are responsible for the budget and associated increases, or if it's just homeowners. Mr. Haber responded that everyone that owns a lot is responsible for the assessment that gets levied against their lot whether it's a rental company, an individual, or the developer.

Mr. Groeneveld asked how long it will take for the second asphalt lift. Mr. Cowling responded once Phase 2A is 100% built out Clay County will allow the second asphalt lift and curb repair. He estimated that would take four or five months.

Mr. Jordan Gross, 836 Sycamore Way, stated that the sprinklers near his property are continuously turning on and off and flooding the sidewalk, which is creating an issue for kids trying to get to school. He also informed the Board of landscaping issues including dead plants and trees, excessive weeds and lack of mulch. Mr. Soriano explained that there's one company that installs landscaping, and another that maintains the landscaping. He stated that he's working with the installer to get them to agree to replace anything that needs to be.

Mr. Gross asked who is responsible for maintaining the trees right by the road. Mr. Soriano responded the lot owners. Mr. Cowling asked that if residents see issues with common area landscaping that they contact Mr. Soriano.

A resident asked if the same is true with the tree by the pond. Mr. Soriano responded that pond is different because there is a permit with St. Johns Water Management District. He stated that he'd rather those trees get big and full because it helps with erosion.

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A couple of residents reported issues with contractors and Mr. Cowling stated that he would forward the comments on to the developer’s construction team.

A couple of residents expressed their concerns of speeding in the community.

A resident asked if they should expect an increase in assessments each year. Ms. Giles responded that the needs from year to year cannot be predicted given factors such as inflation.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

The following items were tabled.

- A. Consideration of Appointing a New Supervisor**
- B. Oath of Office for Newly Appointed Supervisor**
- C. Consideration of Resolution 2022-06, Designating Officers**

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 21, 2022 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the minutes of the July 21, 2022 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07, Ratifying the Action of the District Manager in Resetting the Public Hearing on the Proposed Budget for Fiscal Year 2023**

Ms. Giles noted the purpose of this resolution is to ratify the resetting of the public hearing date from August 18, 2022 to September 13, 2022.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2022-07, ratifying the action of the District Manager in resetting the public hearing on the proposed budget for Fiscal Year 2023 was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearings for the Purpose of Adopting the Fiscal Year 2023 Budget and Imposing Operations and Maintenance Assessments**

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Mr. Haber noted that the intent of the public hearing is to cover both the adoption of the budget, and the imposition of operations and maintenance assessments for Fiscal Year 2023.

Ms. Giles provided an overview of the budget noting there is an increase in operations and maintenance assessments being proposed that amounts to \$24 per month. The main drivers behind the increase are the addition of Phase 2 landscaping, the pool, and the operations manager position.

Multiple residents commented on the lack of knowledge of the CDD and the board meetings. Ms. Giles informed them of the CDD's website, [www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com), and Ms. Richardson stated that the developer can ask the home sales team to provide informational packets.

A resident asked the Board to hold off on adoption of the budget to allow for more resident input. Ms. Giles explained that the budget must be adopted by September 15<sup>th</sup>. Ms. Richardson stated that the budget is based on the District's current contracts and the Board will do their best to address concerns so that by the time May of next year comes around, everyone will understand the prices and where they came from. Ms. Giles noted that the District's budget is not "use it or lose it". Any funds that are not used at the end of the year get rolled over to the next year and can be used as carry forward surplus or can be set aside in a capital reserve fund.

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor the public hearing for the purpose of adopting a budget and imposing operations and maintenance assessments for Fiscal Year 2023 was opened.
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A resident asked what a pool monitor is. Mr. Soriano responded that a pool monitor can check IDs to enforce the rules of the facility and to ensure everyone utilizing the facility is a resident. He noted pool monitors are not currently being provided.

The resident asked if the \$4,000 allotted for pool monitors is not used if the money could instead be used to purchase chairs and tables for the pool. Mr. Cowling responded that chairs and tables have already been ordered.

The resident asked when the club room can be used. Mr. Soriano responded that furniture is needed before it can be used.

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A resident asked if her granddaughter and her friends can use the pool. Mr. Cowling explained that there is a minimum age requirement and there are also guest policies to adhere to. Those can be found in the amenity policies located on the District's website.

A resident thanked the Board for considering later meetings and recommended providing more notification to residents of each meeting. He also stated that he thinks the budget is steep.

A resident stated that she could find cleanup of the playground included in the budget. Mr. Cowling responded that is included as part of the general maintenance of the community.

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor the public hearing for the purpose of adopting a budget and imposing operations and maintenance assessments for Fiscal Year 2023 was closed.

**A. Consideration of Resolution 2022-08, Relating to Annual Appropriations and Adopting the Fiscal Year 2023 Budget**

There being no further discussion on the budget, the following motion was made.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor resolution 2022-08, relating to annual appropriations and adopting the Fiscal Year 2023 budget was approved.

**B. Consideration of Resolution 2022-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023**

Mr. Haber explained that resolution 2022-09 serves two functions; it serves as the final document that levies and imposes the operations and maintenance assessments that will fund the budget that was just adopted. It also results in those assessments together with the debt service assessments being certified to Clay County to include on the property tax bills for collection on each lot.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor resolution 2022-09, imposing special assessments and certifying an assessment roll for Fiscal Year 2023 was approved.

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**SEVENTH ORDER OF BUSINESS**

**Ratification of Fence Installation Request at 3037 Greywood Lane**

Ms. Giles noted that the signed agreement from the homeowner has been received along with payment for the recording fee.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the request to install a fence at 3037 Greywood Lane was ratified.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer - Ratification of Requisition Nos. 126 and 140-142**

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

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor requisition number 126 and 140 through 142 were ratified.

**C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023**

A proposed meeting schedule including monthly meetings on the third Thursday of each month at 1:30 p.m. was included in the agenda package for the Board’s review. Based on previous discussions with meeting attendees, Ms. Giles recommended changing the times of the May 18, 2023, and July 20, 2023 meetings to later in day given that the budget will be discussed at both of the meetings. The Board directed staff to include meeting notifications in e-blasts sent out to the residents, and to set the May and July meeting time at 6:00 p.m.



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**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – October 20, 2022  
at 1:30 p.m. at the Plantation Oaks  
Amenity Center**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Beall 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