

WILFORD PRESERVE
Community Development District

APRIL 18, 2023

AGENDA

**Wilford Preserve
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.WilfordPreserveCDD.com

April 11, 2023

Board of Supervisors
Wilford Preserve Community Development District

Dear Board Members:

The Wilford Preserve Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, April 18, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the March 16, 2023 Board of Supervisors Meeting
- IV. Consideration of Updating the District's Record Retention Policy; Resolution 2023-08
- V. Consideration of Resolution 2023-09, Setting a Public Hearing Date for the Purpose of Adopting Rules Relating to Overnight Parking and Traffic Enforcement and Adopting Revised Suspension and Termination Rules
- VI. Discussion of the Fiscal Year 2024 Budget
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer - Ratification of Requisition No. 161
 - C. District Manager
 - D. Amenity Manager
- VIII. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Check Register

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – May 18, 2023 at 6:00 p.m. at the Plantation Oaks Amenity Center

XI. Adjournment

MINUTES

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 16, 2023 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:

Louis Cowling	Vice Chairman
Linda Richardson	Supervisor
Jordan Beall	Supervisor

Also present were:

Marilee Giles	District Manager
Lindsey Whelan	District Counsel (by phone)
Jay Soriano	Operations Manager
Andrew Bevis	Amenity Manager

The following is a summary of the discussions and actions taken at the March 16, 2023 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 1:39 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Ms. Peter Groeweuld, 2988 Greywood Lane, stated south on Firethorn, south of Ivory Palm and north of the dog park, there is a section of the road about 30-feet that is coming totally apart, so if you're going to topcoat again next year, I'd suggest getting it fixed and then topcoat over it. The second issue is the corner of Firethorn and Greywood at the intersection cars are parked across Greywood, so when larger trucks come through, they can't make the big swing and they drive over somebody's lawn.

Mr. Cowling stated we are about ready to do the second lift in there, so I'll take a look at that today.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 19, 2023 Board of Supervisors 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 January 19, 2023 Board of Supervisors meeting were approved.

FOURTH ORDER OF BUSINESS

Ratification of Fourth Amendment to the Landscape and Irrigation Maintenance Agreement with Yellowstone Landscape

Ms. Giles stated this amendment adds the work for phases 3A and 3B and provides for an expiration date of September 30, 2023. We will need guidance as it pertains to the Fiscal Year 2024 budget for landscape.

Mr. Cowling stated I think there was a small increase in price.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the fourth amendment to the landscape and irrigation maintenance agreement with Yellowstone Landscape was ratified.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Whelan informed the Board the boundary amendment petition is in the works and will be filed as soon as it is complete.

B. District Engineer - Ratification of Requisition Nos. 155-159

Copies of requisitions 155 through 159 were included in the agenda package for the Board's review.

On MOTION by Mr. Cowling seconded by Mr. Richardson with all in favor requisition numbers 155-159 were ratified.

C. District Manager

Ms. Giles stated we will approve the FY24 budget on May 18th and we will adopt that budget on July 20th, so we still have one more meeting before approval of the budget. Jay,

Andrew, and I have started looking at some of those agreements that are set to expire between now and then.

The Board and staff discussed seeking landscape proposals for FY24. Mr. Soriano also suggested looking at what pricing other lake maintenance vendors could provide.

D. Amenity Manager

Mr. Soriano updated the Board on amenity operations and maintenance items and introduced the Board to the new onsite manager, Andrew Bevis.

Mr. Soriano presented a quote for the remainder of the pool furniture to be ordered in the amount of \$7,667.80.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the proposal from Horizon Casual for the remainder of the pool furniture totaling \$7,667.80 was approved.

SIXTH 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 also noted the check register totaling \$338,438.97 includes a transfer to the State Board of Administration investment account in the amount of \$270,000.

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

SEVENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Supervisor Requests

Ms. Richardson noted she and Mr. Cowling would not be available to attend the April 20th meeting, so it will need to be moved.

Mr. Cowling provided an update on the development status stating that curb repair has been completed in Phase 2 and an inspection is scheduled for the second lift of asphalt.

Audience Comments

A resident informed the Board that the recently poured sidewalk was carved into by one of the children in the area by the pool.

A resident asked what parts of the roadways will receive the second lift of asphalt.

Mr. Cowling responded Firethorn all the way down past Ivory Palm, Copperwood, Greywood and all the roadways around the amenity center.

A resident asked what constitutes the curbs being repaired.

Mr. Cowling responded that there are multiple reasons, including it being cracked or separating. He also clarified that construction funds are used to pay for the repairs, not the CDD's operating budget.

A resident asked about the areas that flood to where the sidewalk cannot be used in the area around the amenity center towards Ivory Palm on the side with the mailboxes, as well as on the other side where the lamp posts were leaning.

Mr. Cowling stated that he would take a look at the sidewalks.

A resident commented on lots not draining properly and areas of sidewalks that dip significantly. He also added that the trees along Firethorn seem very close together.

Mr. Cowling stated that the trees along the streets are requirements of the County.

Multiple residents commented on safety concerns at the pool.

Mr. Soriano stated that Mr. Bevins will now be onsite during certain hours and went over some of the amenity policies and options for security. Mr. Cowling added that signs can be posted at the amenity center with the pool rules.

A resident commented on cars parking on the grass at the amenity center. Ms. Richardson suggested installing a sign prohibiting parking on the grass and warning that towing will be enforced. Another resident added that overnight parking should be the priority. Ms. Giles stated that counsel can draft an overnight parking / towing policy.

A resident asked about the changes in water level in the retention pond at the entrance of Firethorn.

Mr. Soriano responded that it's due to dewatering from construction. Mr. Cowling added that the pond bank is also being repaired.

A resident informed the Board the dog park gate is broken.

Mr. Soriano stated that it would be taken care of.

A resident asked if there's anything can be done about a group practicing flag football on the District's field.

Mr. Cowling stated that the District can request the group come before the Board to consider entering into an agreement once they can be identified.

EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 20, 2023 at
1:30 p.m. at the Plantation Oaks Amenity
Center**

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Richardson seconded by Mr. Beall with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

MEMORANDUM

TO: WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT BOARD
OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: MARCH 16, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Wilford Preserve Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**WILFORD PRESERVE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Wilford Preserve Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the District's development of electronic record keeping systems.
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**WILFORD PRESERVE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

FIFTH ORDER OF BUSINESS

RESOLUTION 2023-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES RELATING TO OVERNIGHT PARKING AND TRAFFIC ENFORCEMENT; ADOPTING THE PROPOSED RULE AS A TEMPORARY POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Wilford Preserve Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is authorized by Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*; and

WHEREAS, the Board desires to set a public hearing to adopt the *Rules Relating to Overnight Parking and Traffic Enforcement* (“Policy”) attached hereto as **Exhibit A**; and

WHEREAS, the Board desires to adopt the Policy on a temporary basis to be in effect until it conducts its public hearing adopting the Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Board intends to adopt the Policy, a proposed copy of which is attached hereto as **Exhibit A**. The District will hold a public hearing on such policies at a meeting of the Board to be held on _____, 2023 at 1:30 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Section 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

Section 3. The Board hereby adopts the Policy on a temporary basis to be in effect until it conducts the public hearing set forth in Section One.

Section 4. This Resolution shall become effective immediately upon its adoption.

THIS RESOLUTION 2023-08 IS PASSED AND ADOPTED THIS 20TH DAY OF APRIL, 2023.

ATTEST:

**WILFORD PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Rules Relating to Overnight Parking and Traffic Enforcement

EXHIBIT A

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT RULE RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT

In accordance with Chapter 190, Florida Statutes, and on _____ at a duly noticed public meeting, the Board of Supervisors of the Wilford Preserve Community Development District (the “District”) adopted the following policy to govern overnight parking and parking enforcement on certain District property. This policy repeals and supersedes all prior rules and/or policies governing the same subject matter.

SECTION 1. INTRODUCTION. The District finds that parked Vehicles or Vessels (hereinafter defined) on certain of its property Overnight (hereinafter defined) cause hazards and danger to the health, safety and welfare of District residents, paid users and the public. This policy is intended to provide the District with a means to remove Vehicles and Vessels from District designated Tow-Away Zones consistent with this Policy and as indicated on **Exhibit A** attached hereto.

SECTION 2. DEFINITIONS.

- A. *Vehicle.* Any mobile item which normally uses wheels, whether motorized or not.
- B. *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- C. *Parked.* A Vehicle or Vessel left unattended by its owner or user.
- D. *Tow-Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action.
- E. *Overnight.* Between the hours of 10:00 p.m. and 6:00 a.m. daily.

SECTION 3. DESIGNATED PARKING AREAS. Those areas within the District’s boundaries depicted in **Exhibit A**, which is incorporated herein by reference, are hereby established as “Tow-Away Zones” during Overnight hours for all Vehicles and Vessels, as set forth in Sections 4 and 5 herein (“**Tow Away Zone**”).

SECTION 4. ESTABLISHMENT OF TOW-AWAY ZONES. The areas set forth in **Exhibit A** attached hereto are declared a Tow Away Zone.

SECTION 5. EXCEPTIONS.

- A. VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize vendors/consultants in writing to park company vehicles in order to facilitate District business. All vehicles so authorized must be identified by an Overnight Parking Pass.
- B. PARKING PASSES.** The Facility Manager, as such term is defined in the District's Amenity Facility Policies, shall have the right, in their sole discretion, to issue Overnight Parking Pass, which passes shall be visibly displayed in the parked cars. Cars that have been issued and visibly display an Overnight Parking Pass shall be entitled to park overnight in the Tow Away Zone.

SECTION 6. TOWING/REMOVAL PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District Manager and shall be posted on District property in the manner set forth in section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations, in accordance with section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a Vehicle or Vessel, the District Manager or his/her designee must verify that the subject Vehicle or Vessel was not authorized to park under this rule and then must contact a firm authorized by Florida law to tow/remove Vehicles or Vessels for the removal of such unauthorized Vehicle or Vessel at the owner's expense. The Vehicle or Vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.
- C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the policies set forth herein.

SECTION 7. PARKING AT YOUR OWN RISK. Vehicles or Vessels may be parked on District property pursuant to this rule, provided however that the District assumes no liability for any theft, vandalism and/ or damage that might occur to personal property and/or to such vehicles.

EXHIBIT A – Tow Away Zone

Effective date: _____

EXHIBIT A
TOW AWAY ZONE

SIXTH ORDER OF BUSINESS

***Wilford Preserve Community
Development District***

***Fiscal Year 2024
Proposed Budget***



Wilford Preserve

Community Development District

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Wilford Preserve

Community Development District

General Fund

Description	Adopted Budget FY 2023	Actual Thru 3/31/23	Projected Next 6 Month	Total Projected 9/30/23	Proposed Budget FY 2024
Revenues					
Assessments	\$413,784	\$378,093	\$35,690	\$413,784	\$439,760
Assessments - Lot Closing	\$0	\$9,066	\$0	\$9,066	\$0
Interest	\$0	\$2,514	\$850	\$3,364	\$0
Miscellaneous Revenue	\$0	\$61	\$25	\$86	\$0
Total Revenues	\$413,784	\$389,734	\$36,565	\$426,300	\$439,760
Expenditures					
Administrative					
Engineering	\$10,000	\$0	\$5,000	\$5,000	\$10,000
Arbitrage	\$1,200	\$600	\$600	\$1,200	\$1,200
Dissemination	\$7,000	\$3,500	\$3,500	\$7,000	\$7,420
Attorney	\$15,000	\$5,773	\$9,227	\$15,000	\$15,000
Annual Audit	\$4,800	\$2,000	\$2,800	\$4,800	\$4,800
Assessment Administration	\$5,000	\$5,000	\$0	\$5,000	\$5,300
Trustee Fees	\$7,000	\$6,592	\$0	\$6,592	\$7,000
Management Fees	\$49,140	\$24,570	\$24,570	\$49,140	\$52,088
Information Technology	\$1,250	\$625	\$625	\$1,250	\$1,325
Website Compliance	\$750	\$375	\$375	\$750	\$795
Telephone	\$300	\$68	\$232	\$300	\$300
Postage	\$500	\$126	\$374	\$500	\$500
Printing & Binding	\$1,500	\$189	\$1,311	\$1,500	\$1,500
Insurance	\$6,893	\$6,587	\$0	\$6,587	\$6,982
Legal Advertising	\$5,000	\$486	\$2,515	\$3,000	\$3,000
Other Current Charges	\$600	\$53	\$547	\$600	\$600
Office Supplies	\$500	\$1	\$50	\$51	\$200
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Administrative Expenses	\$116,608	\$56,720	\$51,726	\$108,445	\$118,186
Insurance	\$8,000	\$0	\$0	\$0	\$11,000
Pool Monitors	\$4,000	\$0	\$0	\$0	\$4,000
Field Operations Manager	\$45,000	\$22,500	\$22,500	\$45,000	\$47,700
Office Supplies / Mailings / Printing	\$600	\$0	\$600	\$600	\$600
Pool Maintenance	\$20,000	\$10,349	\$10,000	\$20,349	\$21,200
Pool Chemicals	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Permit Fees	\$450	\$0	\$450	\$450	\$450
Landscape Maintenance	\$112,690	\$51,348	\$51,345	\$102,693	\$112,690
Irrigation Maintenance	\$1,000	\$5,929	\$2,000	\$7,929	\$8,000
Lake Maintenance	\$14,336	\$4,667	\$4,668	\$9,335	\$14,336
General Facility Maintenance	\$15,000	\$3,769	\$3,768	\$7,537	\$15,000
Streetlighting	\$15,000	\$0	\$7,500	\$7,500	\$7,500
Telephone/Cable/Internet	\$2,500	\$0	\$1,125	\$1,125	\$2,000
Electric	\$15,000	\$4,564	\$4,566	\$9,130	\$16,200
Water/Sewer/Irrigation	\$20,000	\$14,394	\$14,394	\$28,788	\$36,524
Security Monitorig	\$0	\$510	\$510	\$1,020	\$1,200
Refuse Service	\$2,000	\$0	\$1,000	\$1,000	\$2,000

Wilford Preserve

Community Development District

General Fund

Description	Adopted Budget FY 2023	Actual Thru 3/31/23	Projected Next 6 Month	Total Projected 9/30/23	Proposed Budget FY 2024
Janitorial Services	\$9,500	\$4,910	\$4,752	\$9,662	\$10,074
Special Events	\$6,000	\$0	\$2,000	\$2,000	\$5,000
Recreational Passes	\$1,100	\$747	\$353	\$1,100	\$1,100
Maintenance Expenses	\$297,176	\$123,687	\$136,531	\$260,218	\$321,574
Total Expenses	\$413,784	\$180,407	\$188,257	\$368,664	\$439,760
Excess Revenues (Expenditures)	\$0	\$209,328	(\$151,691)	\$57,636	\$0

	FY 2023	FY 2024
Units	445	445
Gross Assess per Unit	\$989.20	\$1,051.30
Net Assess per Unit	\$929.85	\$988.22
Total Gross Assessment	\$440,194	\$467,830
Less: Discounts & Collections (6%)	(\$26,410)	(\$28,070)
Total Net Assessment	\$413,784	\$439,760

% Increase
6%
\$ Increase
\$62.10

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
General Fund Budget
FY 2024

REVENUES:

Assessments

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund a portion of the General Operating Expenditures for the fiscal year. These are collected on the Clay County Tax Roll for platted lands.

Interest

The District will have funds invested in a money market fund with U.S. Bank that earns interest based upon the estimated balance invested throughout the year. Also included are insurance reimbursement costs.

Miscellaneous Revenue

Miscellaneous Income from proceeds from access cards from residents and guest of the community and any other income is deposited to the district.

EXPENDITURES:

Administrative:

Engineering Fees

The District's engineer will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc. Taylor & White, Inc. serves as the District's engineering firm.

Arbitrage

The District is required to have an annual arbitrage rebate calculation on the District's Special Assessment Bond Series 2018B and anticipated issuance of Special Assessments Bonds Series 2019A. The District has contracted with Grau and Associates an independent auditing firm to perform the calculations.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements the District's Special Assessment Bond Series 2018B and anticipated issuance of Special Assessments Bonds Series 2019A. An additional fee of \$500 is incurred for a revised amortization fee after the District makes an Optional Redemption payment towards any of the Bonds. It has contracted with Governmental Management Services, LLC to provide this service.

Attorney

The District's has contracted with Kutak Rock, LLP for legal counsel providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
General Fund Budget
FY 2024

Annual Audit

The District is required to annually conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The fee is based on similar Community Development Districts and includes the GASB 34 pronouncement and has contracted with Grau and Associates.

Assessment Administration

Governmental Management Services serves as the District's Assessment Administrator responsible for certifying annual assessments to County Tax Collector, billing and collection of direct assessments, collection of prepaid assessments, maintaining lien book, etc.

Trustee Fees

The District will issue bonds to be held with a Trustee at a qualified Bank. The amount of the trustee fees is based on the agreement between US Bank and the District for the Special Assessment Bond Series 2018B and anticipated issuance of Special Assessments Bonds Series 2019A.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Compliance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

The cost of telephone and fax machine service.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
General Fund Budget
FY 2024

Insurance

The District will obtain a General Liability & Public Officials Liability Insurance policy with a firm that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Amenity Center:

Insurance (Property)

The District's property Insurance policy is with Florida Insurance Alliance, FIA specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to the Amenity Center.

Pool Monitors

The District will contract with management company to provide personnel to monitor usage of the pool during peak swim season.

Field Operations Manager

The District has contracted with Governmental Management Services, LLC to provide Field Operations services, to include contract administration, field related inspections, etc.

Office Supplies / Mailings / Printing

Consists of mailings to residents, access control expenses, etc.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
General Fund Budget
FY 2024

Pool Maintenance

The District is under contract with Governmental Management Services, LLC for the maintenance of the Amenity Center Swimming Pool.

Permit Fees

Represents Permit Fees paid to the Department of Health for the swimming pool.

Landscape Maintenance

The District is contracted with a Yellowstone Landscape to maintain the common areas of the District, landscape light repairs, tree removals, tree trimmings, additional mulching and new projects and replacements.

<u>Contract</u>	<u>Monthly</u>	<u>Annual</u>
Yellowstone	\$8,558	\$102,690
Contingency	\$833	\$10,000
	\$9,391	\$112,690

Irrigation Maintenance

Cost of miscellaneous repairs and maintenance to irrigation system.

Lake Maintenance

The District has contracted with Solitude Lake Management to maintain the water quality in all the lakes on District property.

<u>Contract</u>	<u>Monthly</u>	<u>Annual</u>
Solitude Lake Management	\$778	\$9,336
Contingency	\$417	\$5,000
	\$1,195	\$14,336

General Facility Maintenance

The District has contracted with Governmental Management Services, LLC to provide maintenance and repairs necessary for upkeep of the Amenity Center and common grounds area.

Street Lighting

The District will contract with utility company for street lighting cost to the community. The amount is based upon the agreement plus estimated cost for fuel charges.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
General Fund Budget
FY 2024

Telephone/Cable/Internet

The Amenity Center will contract with vendor to provide phone, cable and internet for Amenity Center.

Electric

The cost of electricity provided by Clay Electric Cooperative. The District has the following meter:

Location	Acc #	Average / month	Annual Budget
2740 Firethorn Ave	9171539	\$800	\$9,600
Contingency for new accounts		\$550	\$6,600
TOTAL		\$1,350	\$16,200

Water/Sewer/Irrigation

Cost of reclaimed irrigation service from Clay County Utility Authority used by the district. The District has the following meters:

Location	Acc #	Average / month	Annual Budget
2736 Copperwood Avenue	594193	\$26	\$312
632 Silverberry Avenue	594195	\$123	\$1,481
2738 Firethorn Avenue	602562	\$967	\$11,602
634 Ivory Palm Road	602561	\$26	\$310
2965 White Heron Trail	602560	\$101	\$1,217
451 Cheswick Oak Ave	602559	\$255	\$3,063
708 Sycamore Way	602557	\$72	\$862
832 Sycamore Way	602556	\$145	\$1,735
2530 Firethorn Avenue	602555	\$87	\$1,042
3048 Firethorn Avenue	602554	\$96	\$1,158
3140 Firethorn Avenue	602552	\$199	\$2,383
2744 Firethorn Avenue	604547	\$138	\$1,650
3169 Flower Branch Avenue	611984	\$117	\$1,398
678 Sycamore Way	614338	\$48	\$575
CONTINGENCY		\$645	\$7,736
TOTAL		\$3,044	\$36,524

Security Monitoring

Maintenance costs of the security alarms/cameras provided by Hi-Tech System.

Refuse Service

The District will contracted with local company for garbage disposal service.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
General Fund Budget
FY 2024

Janitorial Services

The District is under contract with Governmental Management Services, LLC to provide janitorial cleaning for the Amenity Center.

Special Events

Represents estimated cost for the District to host any special events for the community throughout the Fiscal Year. Costs are partially offset by rental and miscellaneous income.

Recreational Passes

Represents the estimated cost for access cards to the District's Amenity Center.

Recreational Passes

Represents the estimated cost for issuing access cards to the District's residents for Amenity Center privileges. Residents must purchase replacement cards and receipts are posted to miscellaneous income.

O&M ALLOCATION

PRODUCT TYPE	# UNITS	ERU	TOTAL ERUs	TOTAL ADMIN	ADMIN PER UNIT NET	PLATTED UNITS	PLATTED ERUs	AMENITY GROUNDS O&M	AMENITY GROUNDS PER UNIT NET	TOTAL O&M COSTS PER UNIT NET	TOTAL O&M COSTS PER UNIT GROSS
COMMON UTILITY ROW											
50'	357	1.00	357.00	\$94,814	265.59	357	357.00	\$257,982	\$722.64	\$988.22	\$1,051.30
60'	88	1.20	105.60	\$23,372	265.59	88	105.60	\$63,592	\$722.64	\$988.22	\$1,051.30
TOTAL	445		462.60	\$118,186		445	462.60	\$321,574			

O&M BUDGET	FY 2023	FY 2024
ADMIN	\$116,608	\$118,186
AMENITY GROUNDS	\$297,176	\$321,574
TOTAL NET	\$413,784	\$439,760
TOTAL GROSS	\$440,183	\$467,816

Wilford Preserve

Community Development District

Debt Service Fund

Series 2018B

Description	Adopted Budget FY 2023	Actual Thru 3/31/23	Projected Next 6 Month	Total Projected 9/30/23	Proposed Budget FY 2024
Revenues					
Assessments	\$169,913	\$0	\$142,313	\$142,313	\$115,863
Interest Income	\$100	\$6,453	\$1,500	\$7,953	\$3,000
Prepayment	\$0	\$770,728	\$0	\$770,728	\$0
Carry Forward Surplus*	\$328,406	\$394,412	\$0	\$394,412	\$85,552
Total Revenues	\$498,419	\$1,171,593	\$143,813	\$1,315,406	\$204,414
Expenditures					
Series 2018B					
Interest - 11/1	\$88,406	\$88,406	\$0	\$88,406	\$57,931
Principal - Prepayment 11/1	\$240,000	\$305,000	\$0	\$305,000	\$0
Interest - 2/1	\$0	\$4,600	\$0	\$4,600	\$0
Principal - Prepayment 2/1	\$0	\$320,000	\$0	\$320,000	\$0
Interest - 5/1	\$81,506	\$0	\$70,438	\$70,438	\$57,931
Principal - Prepayment 5/1	\$0	\$0	\$385,000	\$385,000	\$0
Principal - Prepayment 8/1	\$0	\$0	\$50,000	\$50,000	\$0
Interest - 8/1	\$0	\$0	\$1,438	\$1,438	\$0
Total Expenditures	\$409,913	\$718,006	\$506,875	\$1,224,881	\$115,863
Other Sources/(Uses)					
Transfer In/(Out)	\$0	(\$4,973)	\$0	(\$4,973)	\$0
Excess Revenues	\$88,506	\$448,614	(\$363,063)	\$85,552	\$88,552

*Reflects excess revenue at fiscal year end less reserve fund amount

Interest 11/1/24 \$ 57,931

Wilford Preserve
Community Development District
Series 2018B Special Assessment Bonds

AMORTIZATION SCHEDULE

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/23	\$2,015,000.00	5.750%	\$0	\$57,931.25	
05/01/24	\$2,015,000.00	5.750%	\$0	\$57,931.25	\$115,862.50
11/01/24	\$2,015,000.00	5.750%	\$0	\$57,931.25	
05/01/25	\$2,015,000.00	5.750%	\$0	\$57,931.25	\$115,862.50
11/01/25	\$2,015,000.00	5.750%	\$0	\$57,931.25	
05/01/26	\$2,015,000.00	5.750%	\$0	\$57,931.25	\$115,862.50
11/01/26	\$2,015,000.00	5.750%	\$0	\$57,931.25	
05/01/27	\$2,015,000.00	5.750%	\$0	\$57,931.25	\$115,862.50
11/01/27	\$2,015,000.00	5.750%	\$0	\$57,931.25	
05/01/28	\$2,015,000.00	5.750%	\$2,015,000.00	\$57,931.25	\$2,130,862.50
			\$2,015,000.00	\$579,312.50	\$2,594,312.50

Wilford Preserve

Community Development District

Debt Service Fund

Series 2019A

Description	Approved Budget FY 2023	Actual Thru 3/31/23	Projected Next 6 Month	Total Projected 9/30/23	Proposed Budget FY 2024
Revenues					
Assessments	\$521,627	\$476,171	\$45,456	\$521,627	\$521,627
Assessments - Lot Closing	\$0	\$11,538	\$0	\$11,538	\$0
Interest Income	\$100	\$4,262	\$1,500	\$5,762	\$2,000
Carry Forward Surplus*	\$211,901	\$212,157	\$0	\$212,157	\$230,854
Total Revenues	\$733,628	\$704,128	\$46,956	\$751,084	\$754,481
Expenditures					
<u>Series 2018B</u>					
Interest - 11/1	\$192,615	\$192,615	\$0	\$192,615	\$ 189,510
Interest - 5/1	\$192,615	\$0	\$192,615	\$192,615	\$ 189,510
Principal Expense - 5/1	\$135,000	\$0	\$135,000	\$135,000	\$ 145,000
Total Expenditures	\$520,230	\$192,615	\$327,615	\$520,230	\$524,020
Excess Revenues	\$213,398	\$511,513	(\$280,659)	\$230,854	\$230,461

*Reflects excess revenue at fiscal year end less reserve fund amount

Interest 11/1/24 \$ 186,175

Debt Service Allocation FY 2024				
Development Type	# of Units	Net Per Unit	Net Assessment	(6% Clay County) Gross Assessment
50' Lot	357	\$1,130.53	\$403,599	\$429,361
60' Lot	87	\$1,356.64	\$118,028	\$125,561
	444		\$521,627	\$554,922

Wilford Preserve

Community Development District

SERIES 2019A AMORTIZATION SCHEDULE (Combined)

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/1/23	\$7,455,000		\$189,510	\$517,125
5/1/24	\$7,455,000	\$145,000	\$189,510	
11/1/24	\$7,310,000		\$186,175	\$520,685
5/1/25	\$7,310,000	\$150,000	\$186,175	
11/1/25	\$7,160,000		\$182,725	\$518,900
5/1/26	\$7,160,000	\$160,000	\$182,725	
11/1/26	\$7,000,000		\$179,045	\$521,770
5/1/27	\$7,000,000	\$165,000	\$179,045	
11/1/27	\$6,835,000		\$174,920	\$518,965
5/1/28	\$6,835,000	\$175,000	\$174,920	
11/1/28	\$6,660,000		\$170,545	\$520,465
5/1/29	\$6,660,000	\$185,000	\$170,545	
11/1/29	\$6,475,000		\$165,920	\$521,465
5/1/30	\$6,475,000	\$190,000	\$165,920	
11/1/30	\$6,285,000		\$161,170	\$517,090
5/1/31	\$6,285,000	\$200,000	\$161,170	
11/1/31	\$6,085,000		\$156,170	\$517,340
5/1/32	\$6,085,000	\$215,000	\$156,170	
11/1/32	\$5,870,000		\$150,795	\$521,965
5/1/33	\$5,870,000	\$225,000	\$150,795	
11/1/33	\$5,645,000		\$145,170	\$520,965
5/1/34	\$5,645,000	\$235,000	\$145,170	
11/1/34	\$5,410,000		\$139,295	\$519,465
5/1/35	\$5,410,000	\$245,000	\$139,295	
11/1/35	\$5,165,000		\$133,170	\$517,465
5/1/36	\$5,165,000	\$260,000	\$133,170	
11/1/36	\$4,905,000		\$126,670	\$519,840
5/1/37	\$4,905,000	\$275,000	\$126,670	
11/1/37	\$4,630,000		\$119,795	\$521,465
5/1/38	\$4,630,000	\$285,000	\$119,795	
11/1/38	\$4,345,000		\$112,670	\$517,465
5/1/39	\$4,345,000	\$300,000	\$112,670	
11/1/39	\$4,045,000		\$105,170	\$517,840
5/1/40	\$4,045,000	\$315,000	\$105,170	
11/1/40	\$3,730,000		\$96,980	\$517,150
5/1/41	\$3,730,000	\$335,000	\$96,980	
11/1/41	\$3,395,000		\$88,270	\$520,250
5/1/42	\$3,395,000	\$350,000	\$88,270	
11/1/42	\$3,045,000		\$79,170	\$517,440
5/1/43	\$3,045,000	\$370,000	\$79,170	
11/1/43	\$2,675,000		\$69,550	\$518,720
5/1/44	\$2,675,000	\$390,000	\$69,550	
11/1/44	\$2,285,000		\$59,410	\$518,960
5/1/45	\$2,285,000	\$410,000	\$59,410	
11/1/45	\$1,875,000		\$48,750	\$518,160
5/1/46	\$1,875,000	\$435,000	\$48,750	
11/1/46	\$1,440,000		\$37,440	\$521,190
5/1/47	\$1,440,000	\$455,000	\$37,440	
11/1/47	\$985,000		\$25,610	\$518,050
5/1/48	\$985,000	\$480,000	\$25,610	
11/1/48	\$505,000		\$13,130	\$518,740
5/1/49	\$505,000	\$505,000	\$13,130	
11/1/49				\$518,130
		\$7,455,000	\$6,234,450	\$14,017,065

SEVENTH ORDER OF BUSINESS

B.

**FORM OF REQUISITION
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 161
- (B) Name of Payee: England-Thims & Miller, Inc.
- (C) Amount Payable: \$917.14
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. XXX ☐ obligations in the stated amount set forth above have been incurred by the Issuer,

or

☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.


Consulting Engineer



Dream Finders Homes, LLC
 14701 Philips Highway
 Suite 300
 Jacksonville, FL 32256

March 02, 2023
 Project No: 17186.31000
 Invoice No: 0207138

Project 17186.31000 Wilford Preserve Phase 3A & 3B - CEI

Professional Services rendered through February 25, 2023

Task 01 Limited Dev (CEI) Inspection Services for Phase 1A

Total Fee 63,434.27

Percent Complete

100.00

Total Earned

63,434.27

Previous Fee Billing

63,434.27

Current Fee Billing

0.00

Total Fee

0.00

Total this Task

0.00

Task 02 Additional Services
Professional Personnel

		Hours	Rate	Amount
Project Manager				
Donchez, James	2/4/2023	.50	123.97	61.99
Donchez, James	2/11/2023	.50	123.97	61.99
Donchez, James	2/18/2023	.50	123.97	61.99
Donchez, James	2/25/2023	1.00	123.97	123.97
Assistant Project Manager				
Brown, Corey	2/4/2023	1.00	101.20	101.20
Brown, Corey	2/11/2023	1.00	101.20	101.20
Brown, Corey	2/18/2023	2.00	101.20	202.40
Brown, Corey	2/25/2023	2.00	101.20	202.40
Totals		8.50		917.14

Total Labor

917.14

Total this Task

\$917.14

Invoice Total this Period

\$917.14

England-Thim & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 11775 Old St. Augustine Road • Jacksonville, Florida 32228 • tel 904 612-8900 • fax 904 646-9485
 CA-00002554 LC-0000316

EIGHTH ORDER OF BUSINESS

A.

Wilford Preserve

Community Development District

Unaudited Financial Statements
as of
March 31, 2023



WILFORD PRESERVE
Community Development District
Combined Balance Sheet
March 31, 2023

	<u>General</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>Totals</u>
Assets:				
Cash	\$230,644	---	---	\$230,644
Investments:				
Debt Service 2018B				
Reserve	---	\$358,225	---	\$358,225
Revenue	---	\$11,382	---	\$11,382
Prepayment	---	\$437,232	---	\$437,232
Construction	---	---	\$5,698	\$5,698
Debt Service 2019A				
Reserve	---	\$185,127	---	\$185,127
Revenue	---	\$509,534	---	\$509,534
Construction	---	---	\$1,916,179	\$1,916,179
Due From Other	---	---	\$4,440	\$4,440
Investmnet - SBA	\$21,979	---	---	\$21,979
Investment - Custody	\$4,952	---	---	\$4,952
Utility Deposits	\$1,350	---	---	\$1,350
Prepaid Expenses	\$575	---	---	\$575
Total Assets	<u>\$259,500</u>	<u>\$1,501,501</u>	<u>\$1,926,317</u>	<u>\$3,687,318</u>
Liabilities:				
Accounts Payable	\$90	---	---	\$90
Contracts Payable	---	---	\$15,028	\$15,028
Retainage Payable	---	---	\$492,607	\$492,607
Fund Balances:				
Restricted for 2018B Debt Service	---	\$806,839	---	\$806,839
Restricted for 2019A Debt Service	---	\$694,662	---	\$694,662
Restricted for 2018B Capital Projects	---	---	\$5,698	\$5,698
Restricted for 2019A Capital Projects	---	---	\$1,412,984	\$1,412,984
Unassigned	\$258,835	\$0	\$0	\$258,835
Total Liabilities & Fund Equity	<u>\$259,500</u>	<u>\$1,501,501</u>	<u>\$1,926,317</u>	<u>\$3,687,318</u>

WILFORD PRESERVE
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending March 31, 2023

Adopted	Prorated	Actual	
Budget	03/31/23	03/31/23	Variance

REVENUES:

Assessments - Tax Roll	\$285,464	\$281,854	\$281,854	\$0
Assessments - Direct	\$128,320	\$96,240	\$96,240	\$0
Assessments - Lot Closing	\$0	\$0	\$9,066	\$9,066
Interest	\$0	\$0	\$2,514	\$2,514
Micellaneous Revenue	\$0	\$0	\$61	\$61

TOTAL REVENUES

\$413,784	\$378,093	\$389,734	\$11,641
-----------	-----------	-----------	----------

EXPENDITURES:

ADMINISTRATIVE:

Engineering	\$10,000	\$5,000	\$0	\$5,000
Arbitrage	\$1,200	\$600	\$600	\$0
Dissemination	\$7,000	\$3,500	\$3,500	\$0
Attorney	\$15,000	\$7,500	\$5,773	\$1,727
Annual Audit	\$4,800	\$2,400	\$2,000	\$400
Assessment Administration	\$5,000	\$5,000	\$5,000	\$0
Trustee Fees	\$7,000	\$6,592	\$6,592	\$0
Management Fees	\$49,140	\$24,570	\$24,570	\$0
Information Technology	\$1,250	\$625	\$625	(\$0)
Website Compliance	\$750	\$375	\$375	\$0
Telephone	\$300	\$150	\$68	\$82
Postage	\$500	\$250	\$126	\$124
Printing & Binding	\$1,500	\$750	\$189	\$561
Insurance	\$6,893	\$6,893	\$6,587	\$306
Legal Advertising	\$5,000	\$2,500	\$486	\$2,015
Other Current Charges	\$600	\$300	\$53	\$247
Office Supplies	\$500	\$250	\$1	\$249
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0

Total Administrative

\$116,608	\$67,430	\$56,720	\$10,711
-----------	----------	----------	----------

Grounds Maintenance:

Insurance	\$8,000	\$0	\$0	\$0
Pool Monitors	\$4,000	\$2,000	\$0	\$2,000
Field Operations Manager	\$45,000	\$22,500	\$22,500	\$0
Office Supplies / Mailings / Printing	\$600	\$300	\$0	\$300
Pool Maintenance	\$20,000	\$10,000	\$10,349	(\$349)
Pool Chemicals	\$5,000	\$2,500	\$0	\$2,500
Permit Fees	\$450	\$225	\$0	\$225

WILFORD PRESERVE
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending March 31, 2023

	Adopted	Prorated	Actual	
	Budget	03/31/23	03/31/23	Variance
Landscape Maintenance	\$112,690	\$56,345	\$51,348	\$4,997
Irrigation Maintenance	\$1,000	\$1,000	\$5,929	(\$4,929)
Lake Maintenance	\$14,336	\$7,168	\$4,667	\$2,501
General Facility Maintenance	\$15,000	\$7,500	\$3,769	\$3,731
Streetlighting	\$15,000	\$7,500	\$0	\$7,500
Telephone/Cable/Internet	\$2,500	\$1,250	\$0	\$1,250
Electric	\$15,000	\$7,500	\$4,564	\$2,936
Water/Sewer/Irrigation	\$20,000	\$10,000	\$14,394	(\$4,394)
Security Monitorig	\$0	\$0	\$510	(\$510)
Refuse Service	\$2,000	\$1,000	\$0	\$1,000
Janitorial Services	\$9,500	\$4,750	\$4,910	(\$160)
Special Events	\$6,000	\$3,000	\$0	\$3,000
Recreational Passes	\$1,100	\$550	\$747	(\$197)
Total Grounds Maintenance	\$297,176	\$145,088	\$123,687	\$21,401
TOTAL EXPENDITURES	\$413,784	\$212,518	\$180,407	\$32,112
EXCESS REVENUES (EXPENDITURES)	\$0		\$209,328	
FUND BALANCE - Beginning	\$0		\$50,083	
FUND BALANCE - Ending	\$0		\$259,410	

Month By Month Income Statement Fiscal Year 2023

Excess Revenues (Expenditures)

WILFORD PRESERVE
Community Development District
DEBT SERVICE FUND SERIES 2018B
Statement of Revenues & Expenditures
For the Period ending March 31, 2023

Adopted Budget	Prorated 03/31/23	Actual 03/31/23	Variance
-------------------	----------------------	--------------------	----------

REVENUES:

Assessments - Direct Bill	\$169,913	\$0	\$0	\$0
Interest Income	\$100	\$100	\$6,453	\$6,353
Prepayment	\$0	\$0	\$770,728	\$770,728

TOTAL REVENUES

\$170,013	\$100	\$777,181	\$777,081
-----------	-------	-----------	-----------

EXPENDITURES:

Series 2018

Interest Expense - 11/1	\$88,406	\$88,406	\$88,406	\$0
Principal Expense - 11/1 (Prepayment)	\$240,000	\$240,000	\$305,000	(\$65,000)
Interest Expense - 2/1	\$0	\$0	\$4,600	(\$4,600)
Principal - Prepayment 2/1	\$0	\$0	\$320,000	(\$320,000)
Interest Expense - 5/1	\$81,506	\$0	\$0	\$0

TOTAL EXPENDITURES

\$409,913	\$328,406	\$718,006	(\$389,600)
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OTHER SOURCES/(USES)

Transfer In/(Out)	\$0	\$0	(\$4,973)	(\$4,973)
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TOTAL OTHER SOURCES AND USES

\$0	\$0	(\$4,973)	(\$4,973)
-----	-----	-----------	-----------

EXCESS REVENUES (EXPENDITURES)

(\$239,900)	\$54,202
-------------	----------

FUND BALANCE - Beginning

\$328,406	\$752,637
-----------	-----------

FUND BALANCE - Ending

\$88,506	\$806,839
----------	-----------

Reserve	\$358,225
Revenue	\$11,382
Prepayment	\$437,232
	<u>\$806,839</u>

WILFORD PRESERVE
Community Development District
DEBT SERVICE FUND SERIES 2019A
Statement of Revenues & Expenditures
For the Period ending March 31, 2023

Proposed Budget	Prorated 03/31/23	Actual 03/31/23	Variance
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REVENUES:

Assessment - Tax Roll	\$357,926	\$353,395	\$353,395	\$0
Assessment - Direct	\$163,701	\$122,776	\$122,776	\$0
Assessments - Lot Closing	\$0	\$0	\$11,538	\$11,538
Interest Income	\$100	\$100	\$4,262	\$4,162

TOTAL REVENUES

\$521,727	\$476,271	\$491,971	\$15,700
-----------	-----------	-----------	----------

EXPENDITURES:

Series 2019A

Interest Expense - 11/1	\$192,615	\$192,615	\$192,615	\$0
Interest Expense - 5/1	\$192,615	\$0	\$0	\$0
Principal Expense - 5/1	\$135,000	\$0	\$0	\$0

TOTAL EXPENDITURES

\$520,230	\$192,615	\$192,615	\$0
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EXCESS REVENUES (EXPENDITURES)

\$1,497	\$299,356
---------	-----------

FUND BALANCE - Beginning

\$211,901	\$395,306
-----------	-----------

FUND BALANCE - Ending

\$213,398	\$694,662
-----------	-----------

Reserve	\$185,127
Revenue	\$509,534
	<u>\$694,662</u>

WILFORD PRESERVE
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For the Period ending March 31, 2023

	Series 2018B	Series 2019A
<u>REVENUES:</u>		
Interest Income	\$28	\$19,188
TOTAL REVENUES	\$28	\$19,188
<u>EXPENDITURES:</u>		
Capital Outlay	\$0	\$18,011
TOTAL EXPENDITURES	\$0	\$18,011
<u>OTHER SOURCES/(USES)</u>		
Interfund Transfer	\$4,973	\$0
TOTAL OTHER SOURCES/(USES)	\$4,973	\$0
EXCESS REVENUES (EXPENDITURES)	\$5,001	\$1,177
FUND BALANCE - Beginning	\$698	\$1,411,807
FUND BALANCE - Ending	\$5,698	\$1,412,984

WILFORD PRESERVE
Community Development District
Long Term Debt Report

SERIES 2018B, SPECIAL ASSESSMENT BONDS

INTEREST RATES:	5.75%	
MATURITY DATE:	5/1/2028	
RESERVE FUND DEFINITION	MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$358,225	
RESERVE FUND BALANCE	\$358,225	
BONDS OUTSTANDING - 7/23/18		\$6,230,000
Less: May 1, 2020		(\$990,000)
Less: August 1, 2020		(\$380,000)
Less: November 1, 2020		(\$265,000)
Less: February 1, 2021		(\$65,000)
Less: August 1, 2021		(\$55,000)
Less: November 1, 2021		(\$435,000)
Less: February 1, 2022		(\$220,000)
Less: May 1, 2022		(\$330,000)
Less: August 1, 2022		(\$415,000)
Less: November 1, 2022		(\$305,000)
Less: February 1, 2023		(\$320,000)
CURRENT BONDS OUTSTANDING		\$2,450,000

SERIES 2019A, SPECIAL ASSESSMENT BONDS

INTEREST RATES:	4.6% - 5.2%	
MATURITY DATE:	11/1/2049	
RESERVE FUND DEFINITION	35% of MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$183,149	
RESERVE FUND BALANCE	\$183,149	
BONDS OUTSTANDING - 11/1/19		\$7,985,000
Less: May 1, 2020		(\$120,000)
Less: November 1, 2020		(\$20,000)
Less: May 1, 2021		(\$125,000)
Less: May 1, 2022		(\$130,000)
CURRENT BONDS OUTSTANDING		\$7,590,000

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2023 Summary of Assessment Receipts

ASSESSED	# UNITS ASSESSED	SERIES 2019A DEBT ASMT (1)	FY23 O&M ASMT (1)	TOTAL ASSESSED
DFC WILFORD LLC	138	163,701.31	128,319.53	292,020.85
NET DIRECT INVOICE	138	163,701.31	128,319.53	292,020.85
NET ASSESSMENTS TAX ROLL	307	357,920.42	285,463.34	643,383.75
TOTAL NET ASSESSMENTS	445	521,621.73	413,782.87	935,404.60

RECEIVED	BALANCE DUE	SERIES 2019A DEBT PAID	O&M PAID	TOTAL PAID
DFC WILFORD LLC	73,005.21	122,775.99	96,239.65	219,015.64
TOTAL DUE / RECEIVED DIRECT	73,005.21	122,775.99	96,239.65	219,015.64
TAX ROLL DUE / RECEIVED	8,135.14	353,394.77	281,853.84	635,248.61
TOTAL DUE / RECEIVED	81,140.35	476,170.76	378,093.49	854,264.25

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	AMOUNT RECEIVED	SERIES 2019A DEBT RECEIPTS	O&M RECEIPTS
1	11/9/2022	947.27	526.98	420.29
2	11/16/2022	-	-	-
3	11/28/2022	50,873.74	28,301.54	22,572.20
4	12/12/2022	503,478.27	280,089.68	223,388.59
5	12/19/2022	50,564.40	28,129.45	22,434.95
6	1/11/2023	4,167.17	2,318.24	1,848.93
7	2/7/2023	23,155.66	12,881.71	10,273.95
8	3/7/2023	2,062.10	1,147.17	914.93
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		635,248.61	353,394.77	281,853.84

(1)Series 2019A Debt and O&M due 50% 10/1/22, 25% due 2/1/23, and 25% due 5/1/23

Series 2018B Bond Debt must be paid in full on a per lot basis upon sale
to a builder/homeowner. Interest on remaining Debt Assessed due 50%

B.

WILFORD PRESERVE
Community Development District

Check Register Summary- General Fund

3/1/23 - 3/31/23

Check Date	Check #'s	Total Amount
3/3/23	364	\$122,775.99
3/16/23	365-372	\$41,570.61
3/24/23	373	\$261.30
Total		\$164,607.90

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/16/23	00021	2/25/23 3183004	202301 310-51300-31500	JAN GENERAL COUNSEL	*	1,689.78	
				KUTAK ROCK LLP			1,689.78 000370
3/16/23	00015	3/01/23 PSI-5277	202303 330-57200-46000	MAR LAKE MAINTENANCE	*	777.89	
				SOLITUDE LAKE MANAGEMENT			777.89 000371
3/16/23	00016	1/01/23 JAX47984	202301 330-57200-42000	JAN LANDSCAPE MAINTENANCE	*	8,558.00	
		2/01/23 JAX48903	202302 330-57200-42000	FEB LANDSCAPE MAINTENANCE	*	8,558.00	
		3/01/23 JAX49997	202303 330-57200-42000	MAR LANDSCAPE MAINTENANCE	*	8,558.00	
				YELLOWSTONE LANDSCAPE			25,674.00 000372
3/24/23	00001	3/15/23 98	202302 320-57200-45000	GEN FAC MAINT	*	77.48	
		3/15/23 98	202302 320-57200-46500	POOL MAINT	*	183.82	
				GOVERNMENTAL MANAGEMENT SERVICES			261.30 000373
TOTAL FOR BANK A						164,607.90	
TOTAL FOR REGISTER						164,607.90	

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
March 2, 2023	\$ 122,775.99	Oksana Kuzmuk

Payable to:
US Bank #27

Date Check Needed:	Budget Category:
ASAP	1.300.20700.10000

Intended Use of Funds Requested:	
DS SE 2019A DFC WILFORD, LLC CK#7362	\$ 81,850.66
DS SE 2019A DFC WILFORD, LLC CK#7376	\$ 40,925.33
	<u>TOTAL</u> \$ 122,775.99
(Attach supporting documentation for request.)	

Wilford Preserve Community Development District

475 West Town Place, Suite 114

St. Augustine, FL 32092

Phone: 904-940-5850

December 13, 2022

VIA FEDERAL EXPRESS

U.S. Bank, N.A.-CDD

Lockbox Services-12-2657

EP-MN-01LB

1200 Energy Park Drive

ST. Paul, MN 55108

Reference: Assessment Receipts FY2023

Attached, please find assessment receipts for Fiscal Year 2023 to be applied as follows:

BOND ISSUE	ACCOUNT	AMOUNT
SERIES 2018B	REVENUE	-
SERIES 2019A	REVENUE	81,850.66
GENERAL FUND	CUSTODY	64,159.77
TOTAL DEPOSIT		\$ 146,010.43

Should you have any questions regarding the above or enclosed, please feel free to contact me.

Sincerely,

Sheryl Fulks

Sheryl Fulks

Assessment Roll Administrator

(GMS) Governmental Management Services

475 West Town Place, Suite 114

St. Augustine, FL 32092

Phone: 904-940-5850

sfulks@gmsnf.com

PAYEE	CHECK NUMBER	CHECK DATE	AMOUNT	O&M	DEBT SERVICE
DFC WILFORD, LLC	DFCW1-00007362	12/8/22	146,010.43	64,159.77	81,850.66
			-	-	-
			-	-	-
			-	-	-
TOTAL DEPOSIT			\$ 146,010.43	\$ 64,159.77	\$ 81,850.66

Wilford Preserve Community Development District

475 West Town Place, Suite 114

St. Augustine, FL 32092

Phone: 904-940-5850

January 3, 2023

VIA FEDERAL EXPRESS

U.S. Bank, N.A.-CDD
Lockbox Services-12-2657
EP-MN-01LB
1200 Energy Park Drive
ST. Paul, MN 55108

Reference: Assessment Receipts FY2023

Attached, please find assessment receipts for Fiscal Year 2023 to be applied as follows:

BOND ISSUE	ACCOUNT	AMOUNT
SERIES 2018B	REVENUE	-
SERIES 2019A	REVENUE	40,925.33
GENERAL FUND	CUSTODY	32,079.88
TOTAL DEPOSIT		\$ 73,005.21

022

Should you have any questions regarding the above or enclosed, please feel free to contact me.

Sincerely,

Sheryl Fulks

Sheryl Fulks
Assessment Roll Administrator
(GMS) Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092
Phone: 904-940-5850
sfulks@gmsnf.com

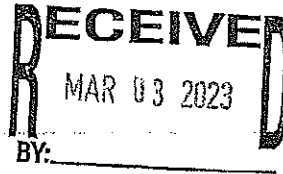
PAYEE	CHECK NUMBER	CHECK DATE	AMOUNT	O&M	DEBT SERVICE
DFC WILFORD, LLC	DFCW1-00007376	1/31/23	73,005.21	32,079.88	40,925.33
			-	-	-
			-	-	-
			-	-	-
TOTAL DEPOSIT			\$ 73,005.21	\$ 32,079.88	\$ 40,925.33

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Bill To:

Willford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Invoice #: 96
Invoice Date: 3/1/23
Due Date: 3/1/23
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - March 2023	1,310.573	4,095.00	4,095.00
Website Administration - March 2023	352	62.50	62.50
Information Technology - March 2023	351	104.17	104.17
Dissemination Agent Services - March 2023	313	583.33	583.33
Office Supplies	510	0.09	0.09
Postage	420	18.51	18.51
Copies	425	10.65	10.65

Total \$4,874.25

Payments/Credits \$0.00

Balance Due \$4,874.25

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 97

Invoice Date: 3/1/23

Due Date: 3/1/23

Case:

P.O. Number:

Bill To:Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Contract Administration - March 2023	1,330.572.410	3,750.00	3,750.00
Janitorial - March 2023	1,320.572.455	791.67	791.67
Pool Maintenance - March 2023	465	1,666.67	1,666.67
<div><div>RECEIVED</div><div>MAR 03 2023</div><div>BY: _____</div></div> <div><i>Jerry Lambert</i> 3-3-23</div>			

Total \$6,208.34**Payments/Credits** \$0.00**Balance Due** \$6,208.34

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Wilford Preserve CDD
1408 Hamlin Avenue, Unit E
Saint Cloud, FL 34771

Invoice No. 23801
Date 03/02/2023

1,310.513.322

SERVICE	AMOUNT
Audit FYE 09/30/2022	\$ 2,000.00
Current Amount Due	\$ 2,000.00

RECEIVED
MAR 02 2023
BY: _____

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,000.00	0.00	0.00	0.00	0.00	2,000.00

Payment due upon receipt.



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 380597
Invoice Date: 03/01/2023
Completed: 03/01/2023
Terms: Due on Aging Date
Bid#:

Bill to:

Wilford Preserve
475 West Town Place Ste 114
Saint Augustine, FL 32092

[Click Here to Pay Online!](#)

475 West Town Place
Ste 114

HiTechFlorida.com

Description	Qty	Rate	Amount
105010 - Access Control System - Wilford Preserve - 2535 Firethorn AV, Orange Park, FL			
Enterprise Cloud Device Management Service	1.00	\$85.00	85.00
Sales Tax			0.00

1,320,572.496

RECEIVED
MAR 01 2023
BY: _____

Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at
Hi-Tech Customer Portal. You will need your customer number and billing zip code to
create a new login.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$85.00
Payments	\$0.00
Balance Due	\$85.00

**INVOICE**

PAGE: 1

P.O. BOX 2317
JACKSONVILLE, FL 32203-2317

SHIPPED TO:
WILFORD PRESERVE COMM DEVELOP
2740 FIRETHORN AVENUE

ORANGE PARK, FL 32073

SOLD TO:
WILFORD PRESERVE COMM DEVELOP
475 W TOWN PL
SUITE 114
SAINT AUGUSTINE, FL 32092

INVOICE DATE	10/10/22
INVOICE NUMBER	711226720
A/R LEVEL	A1261817
ORDER NUMBER	46656262
ACCOUNT NUMBER	1762094

FOR INQUIRIES CALL: 8664126726 FAX: 8777126726

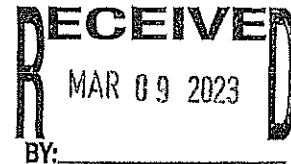
ORDER DATE	ORDER NO	CUSTOMER P.O.	WHSE.	TERMS	CASH DISCOUNT
10/6/22	46656262	BECKY106		NET 30 DAYS	\$0.00

ITEM NO.	DESCRIPTION	ORDERED	SHIPPED	B/O	LIST PRICE	NET PRICE	EXT AMT CODE
CLO35419	PINE-SOL CLNR/DEOD LEMON 144OZ	1	1.00	0	60.1890	60.19	60.19
CROPP-RB-200	DOGGY POO BAGS GRN8X9" .75GL	1	1.00	0	69.8800	69.88	69.88
KIK11008638431	PURE BRIGHT GERMICIDAL BLEACH GAL	1	1.00	0	16.8600	16.86	16.86

Code to:

Wilford Preserve CDD - Gen. Facility Maint

01.320.572.45000



NET MERCHANDISE TOTAL	TAX TOTAL	FREIGHT	OTHER	INVOICE TOTAL
146.93			7.95	\$154.88

TERMS AND CONDITIONS FROM CURRENT CATALOG APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION. * NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NO	INVOICE AMOUNT DUE
0001762094	10/10/22	711226720	\$154.88
		INVOICE BALANCE	\$154.88

SOLD TO:
WILFORD PRESERVE COMM DEVELOP
475 W TOWN PL
SUITE 114
SAINT AUGUSTINE, FL 32092

REMIT TO:
The Home Depot Pro
PO Box 404468
Atlanta, GA 30384-4468

A 1 1/2 % SERVICE CHARGE WILL BE ADDED TO ALL PAST DUE BALANCES. * NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

**INVOICE**

PAGE: 1

P.O. BOX 2317
JACKSONVILLE, FL 32203-2317

SHIPPED TO:
WILFORD PRESERVE COMM DEVELOP
2740 FIRETHORN AVENUE

ORANGE PARK, FL 32073

SOLD TO:
WILFORD PRESERVE COMM DEVELOP
475 W TOWN PL
SUITE 114
SAINT AUGUSTINE, FL 32092

INVOICE DATE	10/10/22
INVOICE NUMBER	711226738
A/R LEVEL	A1261817
ORDER NUMBER	46656404
ACCOUNT NUMBER	1762094

FOR INQUIRIES CALL: 8664126726 FAX: 8777126726

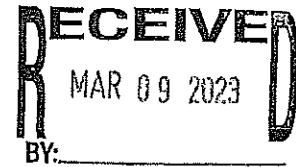
ORDER DATE	ORDER NO.	CUSTOMER P.O.	WHSE.	TERMS	CASH DISCOUNT
10/6/22	46656404	BECKY106		NET 30 DAYS	\$0.00

ITEM NO.	DESCRIPTION	ORDERED	SHIPPED	B/O	LIST PRICE	NET PRICE	EXT AMT CODE
REN10409-CA	RENOWN LINER 24X24 6MIC BLK	1	1.00	0	24.0200	24.02	24.02

Code to:

Wilford Preserve CDD - Gen. Facility Maint

01.320.572.45000



NET MERCHANDISE TOTAL	TAX TOTAL	FREIGHT	OTHER	INVOICE TOTAL
24.02			7.95	\$31.97

TERMS AND CONDITIONS FROM CURRENT CATALOG APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION. * NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NO.	INVOICE AMOUNT DUE
0001762094	10/10/22	711226738	\$31.97
		INVOICE BALANCE	\$31.97

SOLD TO:
WILFORD PRESERVE COMM DEVELOP
475 W TOWN PL
SUITE 114
SAINT AUGUSTINE, FL 32092

REMIT TO:
The Home Depot Pro
PO Box 404468
Atlanta, GA 30384-4468

A 1 1/2 % SERVICE CHARGE WILL BE ADDED TO ALL PAST DUE BALANCES. * NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

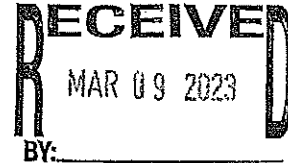
INVOICE

March 9, 2023

Date

1,310.513.480

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092



Serial #	23-00094C	PO/File #		\$74.50
				Payment Due
	Notice of Board of Supervisors Meeting			
				\$74.50
	Wilford Preserve Community Development District			Publication Fee
Case Number				Amount Paid
Publication Dates	3/9			
County	Clay			

*Payment is due before
the Proof of Publication
is released.*

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 23-00094C on your
check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**WILFORD PRESERVE
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF BOARD OF
SUPERVISORS MEETING**

Notice is hereby given that the Board of Supervisors ("Board") of the Wilford Preserve Community Development District ("District") will hold a regular meeting on Thursday, March 16, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065, where the Board may consider any business that may properly come before it ("Meeting"). An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or mgiles@gmsnf.com ("District Manager's Office") and is also expected to be available on the District's website, www.WilfordPreserveCDD.com, at least seven days prior to the meeting.

The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

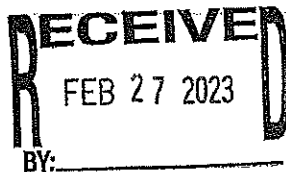
Marilee Giles
District Manager

Mar. 9 00 (23-00094C)

KUTAK ROCK LLP
TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

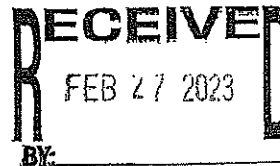
Federal ID 47-0597598

February 25, 2023



Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3183004
Client Matter No. 23023-1



Mr. James Perry
Wilford Preserve CDD
Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3183004
23023-1

1,310.513.315

Re: General Counsel

For Professional Legal Services Rendered

01/05/23	W. Haber	0.20	66.00	Review agenda for January meeting
01/07/23	L. Whelan	0.50	192.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
01/16/23	W. Haber	0.20	66.00	Review revised agenda package
01/19/23	W. Haber	3.10	1,023.00	Prepare for and participate in Board meeting
01/21/23	K. Magee	0.10	24.50	Prepare memorandum regarding statutory notice requirements
01/23/23	K. Jusevitch	0.60	87.00	Prepare amendment to site management agreement and prepare spending limit resolution; confer with Haber
01/30/23	W. Haber	0.20	66.00	Review January meeting minutes
TOTAL HOURS		4.90		

KUTAK ROCK LLP

Wilford Preserve CDD

February 25, 2023

Client Matter No. 23023-1

Invoice No. 3183004

Page 2

TOTAL FOR SERVICES RENDERED	\$1,525.00
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DISBURSEMENTS

Meals	9.12
Travel Expenses	155.66

TOTAL DISBURSEMENTS	<u>164.78</u>
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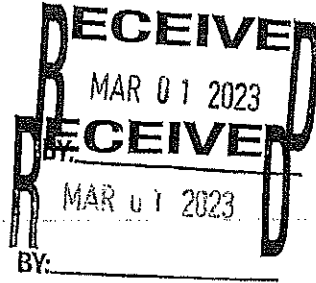
TOTAL CURRENT AMOUNT DUE	<u>\$1,689.78</u>
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SOLITUDE

LAKE MANAGEMENT

Please Remit Payment to:

Solitude Lake Management, LLC
1320 Brookwood Drive
Suite H
Little Rock, AR 72202
Phone #: (888) 480-5253
Fax #: (888) 358-0088



INVOICE

Page: 1

Invoice Number: PSI-52773
Invoice Date: 3/1/2023

Bill
To: Wilford Preserve CDD
Governmental Management Services
475 West Town Place, Suite 114
Saint Augustin, FL 32092

Ship
To: Wilford Preserve CDD
Governmental Management Services
475 West Town Place, Suite 114
St Augustine, FL 32092
United States

Ship Via
Ship Date 3/1/2023
Due Date 3/31/2023
Terms Net 30

Customer ID 10842
P.O. Number
P.O. Date 3/1/2023
Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance		1	1	777.89	777.89
March Billing					
3/1/2023 - 3/31/2023					
Wilford Pres LAKE ALL					

1,330,572,460

Amount Subject to Sales Tax 0.00
Amount Exempt from Sales Tax 777.89

Subtotal: 777.89
Invoice Discount: 0.00
Total Sales Tax: 0.00
Payment Amount: 0.00
Total: 777.89



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
JAX 479848	1/1/2023
TERMS	PO NUMBER
Net 30	

Bill To:

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Wilford Preserve CDD

Invoice Due Date: January 31, 2023

Invoice Amount: \$8,558.00

Description	Current Amount
Monthly Landscape Maintenance January 2023	\$8,558.00

1,330,572.420

RECEIVED
MAR 02 2023
BY: _____

Invoice Total \$8,558.00

RECEIVED
MAR 02 2023
BY: _____

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
JAX 489035	2/1/2023
TERMS	PO NUMBER
Net 30	

Bill To:

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Wilford Preserve CDD

Invoice Due Date: March 3, 2023

Invoice Amount: \$8,558.00

Description	Current Amount
Monthly Landscape Maintenance February 2023	\$8,558.00

1,330,572.420

RECEIVED
MAR 02 2023
BY: _____

Invoice Total

\$8,558.00

Excellence
IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
JAX 499977	3/1/2023
TERMS	PO NUMBER
Net 30	

Bill To:

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Wilford Preserve CDD

Invoice Due Date: March 31, 2023

Invoice Amount: \$8,558.00

Description	Current Amount
Monthly Landscape Maintenance March 2023	\$8,558.00

1,330,572.420

Invoice Total

\$8,558.00

Excellence

RECEIVED
MAR 02 2023
BY: _____

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286

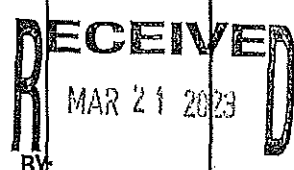

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 98
Invoice Date: 3/15/23
Due Date: 3/15/23
Case:
P.O. Number:

Bill To:

Willford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		261.30	261.30
Gen. Fac. Maint \$77 ⁴⁸ 1.320.57200.45000			
Pool maint. \$183 ⁸² 1.320.57200.46500			
			
 3-21-23			

Total \$261.30

Payments/Credits \$0.00

Balance Due \$261.30

MAINTENANCE BILLABLE PURCHASES

Period Ending 3/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
WILFORD PRESERVE	2/7/23	2 Gallons Muriatic Acid (8)	183.82	J.S.
	2/20/23	Locking Black Mailbox	77.49	J.S.
		TOTAL	<u>\$261.30</u>	