

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, January 19, 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
Wes Dailey	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Glynn Taylor	District Engineer
Jay Soriano	GMS

The following is a summary of the discussions and actions taken at the January 19, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Giles called the meeting to order at 1:37 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Ms. Patrice Hutchinson, 2765 Firethorn, stated four houses to my right there is a streetlight, three houses to my left there is a streetlight and there is no lighting in the middle. It's getting dark around 5:30 and when people get off work, they want to go to the dog park. You can't see anything whatsoever at the dog park and it's a safety issue.

Mr. Cowling stated there was no lighting planned at the dog park. It's not meant to be used after dark. We can look into it though.

Mr. Haber stated there are a number of CDDs that have dawn to dusk hours. The question is how do you get people to comply with those. If there isn't signage posted saying park hours are dawn to dusk, that may be one way.

Mr. Soriano stated I will get signs.

January 19, 2023

Wilford Preserve CDD

**THIRD ORDER OF BUSINESS Minutes**

**A. Approval of the Minutes of the November 17, 2022 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 November 17, 2022 Board of Supervisors meeting were approved.

**B. Acceptance of the Minutes of the November 17, 2022 Landowner’s 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 November 17, 2022 Landowner’s meeting were accepted.

**FOURTH ORDER OF BUSINESS Consideration of Resolution 2023-06, Approving a Boundary Amendment**

Mr. Haber stated there is an abutting parcel of property to the CDD and there is a map of it included in the agenda package. There has been a request to have the boundaries of the CDD amended to add that parcel. In order to do that, there is a process the CDD needs to follow. Mainly that is the consideration and adoption of the resolution you have before you, which authorizes a petition to be filed with Clay County seeking the amendment of the CDD’s boundary to add the parcel. Once the petition is prepared and filed there is a public hearing that the county would hold and ultimately the goal would be the county’s adoption of an ordinance amending the ordinance that created the CDD to add this parcel to the CDD.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2023-06, approving a boundary amendment was approved.

**FIFTH ORDER OF BUSINESS Consideration of Boundary Amendment Funding Agreement with DFC Wilford, LLC**

Mr. Haber stated because the boundary amendment was not contemplated in the District’s budget for the fiscal year, and it’s a request for the owner of the property that is being



January 19, 2023

Wilford Preserve CDD

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor requisition numbers 149-154 were ratified.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Amenity Manager**

Mr. Soriano updated the Board on amenity operations and maintenance items, including notifying them of Ms. Becky Eddy's resignation, and trespassing/vandalism issues. He noted there has not yet been a discretionary spending amount set for staff by the Board to send when necessary. Mr. Haber noted a resolution can be brought to the next meeting.

The Board discussed purchasing a security camera system to assist with the vandalism issues. Mr. Haber recommended the system purchased have the capability to store recordings for at least 30 days.

Ms. Patrice Hutchinson mentioned an incident last week in which a young girl was shot with a pellet gun and stated those things are happening right across from the dog park. I understand it's dusk until dawn, but people are still out here because it's 5:00 or 6:00. Directly across from the dog park something was poured on the hood of my neighbor's car and his paint is gone. This is concern for me because it's so dark. It seems like because there is vandalism at the amenity center, we're jumping on the cameras, but I'm just asking for a light.

Mr. Cowling stated we're going to look at putting an additional security light in there. We will have to work with Clay Electric on it to see if they have the ability to do that from a new transformer. We don't have any electric running down to the dog park from our facility.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor staff purchasing security cameras was approved at an amount not to exceed \$2,500.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Check Register**

Ms. Giles gave a brief overview of the financial reports, copies of which were included in the agenda package. She asked for approval of the check register totaling \$17,727.24.

January 19, 2023

Wilford Preserve CDD

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

**TENTH ORDER OF BUSINESS****Supervisors' Requests and Audience Comments****Audience Comments**

Ms. Patrice Hutchinson stated I'm responsible to maintain the grass area in front of the sidewalk, which is fine, but there is an issue of people driving on it, so I've resodded it twice. It breaks a sprinkler or mashes the grass. I noticed when you first come into the neighborhood the first house has put two boulders, I guess to stop people from coming across. Not sure if that is allowed, but I'm trying to see if there is some way to hinder the speed that people are driving. I know some of it is the construction trucks, but some of it is just cars.

Mr. Cowling stated I think it's going to get better once the big trucks stop coming in and out in six to eight months, especially on your side. We're coming in to replace curbs and do a second asphalt lift probably in the next 90 days. Once we do that hopefully they'll stay on the road.

Ms. Patrice Hutchinson stated people are parking on the grass the same way they do in front of the model homes. Is a homeowner really in the right place to say get off the grass if I don't own that part of the property?

Mr. Cowling stated I would think you would be allowed to tell them not to park in the grass.

Mr. Soriano stated with things like the rock, if it were county right of way you wouldn't be allowed to. This is one of the first districts I've dealt with where the District owns the right of way, so I'm not sure how we should approach it.

Mr. Haber stated in other districts where they own the roads similar issues have been brought up. If you put up the rock and the CDD knows about it and doesn't do anything about it and someone drives on it and damages their car or injures themselves, they would probably sue you and would probably also sue the CDD.

Ms. Patrice Hutchinson stated so there's no way for me to stop someone from hitting the irrigation, but I'm responsible for fixing it?

Mr. Haber stated yes, as is everyone else in the community. If you wanted to, you could say I live within the CDD and I'm interested in the CDD installing speed bumps, but ultimately

January 19, 2023

Wilford Preserve CDD

it would be up to this board to say they agree that speed bumps are a good option and reach out to the county. All the county is going to do is say yes or no, and if it's a yes, the expense for putting in the speed bumps would be on the CDD. You're not alone in this issue.

**Supervisor Requests**

Mr. Cowling informed the Board that landscaping is being installed in Phase 3, so 3A is just about done and 3B is in process. Some replacement work is also getting done at the amenity center. Additionally, he noted residents will be informed by e-blast of the second asphalt lift and curb repair work.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 16, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center**

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Marlee Giles*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
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Chairman/Vice Chairman