

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.

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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,

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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.

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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.

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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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Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Louis Cowling
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Chairman/Vice Chairman