

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, November 17, 2022 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Louis Cowling	Vice Chairman
Linda Richardson	Supervisor
Wes Dailey	Supervisor

Also present were:

Marilee Giles	District Manager
Joe Brown	District Counsel by telephone
Glynn Taylor	District Engineer
Jay Soriano	GMS
Becky Eddy	GMS

The following is a summary of the discussions and actions taken at the November 17, 2022 meeting.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Giles called the meeting to order at 1:34 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Mr. Dailey.

**B. Consideration of Resolution 2023-03, Canvassing and Certifying the Results of the Landowner's Election**

Ms. Giles stated the landowner's election meeting was held just prior to this meeting at which time Jordan Beall, Seat 1 and Wes Dailey, Seat 3, were elected by virtue of votes for a

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four-year term, and Batey McGraw, Seat 5, was elected by virtue of votes cast for a two-year term. The purpose of this resolution is to canvass the votes and declare and certify the results of said election.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2023-03, canvassing and certifying the results of the landowner’s election was approved.

**C. Consideration of Resolution 2023-04, Designating Officers**

Ms. Giles noted the current slate of officers is Mr. McGraw as Chairman, Mr. Cowling as Vice Chair, Ms. Richardson, Mr. Beall and Mr. Dailey as Assistant Secretary, and from the district manager’s office, Ms. Giles as Secretary and Treasurer, and Mr. Daniel Laughlin, Mr. Jim Oliver and Mr. Darrin Mossing as Assistant Secretaries and Assistant Treasurers.

There were no requests to change the slate of officers.

On MOTION by Mr. Dailey seconded by Mr. Cowling with all in favor Resolution 2023-04, designating officers as detailed above was approved.

**FOURTH ORDER OF BUSINESS                      Consideration of Resolution 2023-05,  
Approving the Acquisition of Amenity  
Improvements**

Mr. Brown stated this resolution addresses the acquisition of completed amenity improvements within the District that have been constructed and completed by the developer. We’ve included as attachments several form documents that would be approved by the resolution in substantial form, including the developer request letter for acquisition of the improvements pursuant to the existing acquisition agreement in connection with the Series 2019A bonds and includes an affidavit regarding the actual costs paid for the improvements, which would be the basis for the funds paid. It includes a District Engineer certificate certifying the improvements are complete and that it is appropriate at this time to acquire them as part of the District’s capital improvement plan. It includes a contractor acknowledgement and release, which addresses both the payment of all funds to subcontractors and the District’s ability to rely on any warranties related to construction of the improvements and also includes some indemnification provisions for the benefit of the District. In addition, it also includes

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copies of the related construction documents, change orders and payment applications reflecting evidence that the improvements have been completed. There is also a form of bill of sale that would be used for the acquisition to document the District’s acquiring of the improvements. The resolution does include a provision for the Board and staff to proceed, which is to say that completion of the acquisition and the documents attached in substantial form would not have to wait for the next board meeting to be completed.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2023-05, approving the acquisition of amenity improvements was approved.

**FIFTH ORDER OF BUSINESS**                                      **Approval of Minutes of the October 20, 2022 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the minutes of the October 20, 2022 meeting were approved as presented.

**SIXTH ORDER OF BUSINESS**                                      **Other Business**

There being no other business, the next item followed.

**SEVENTH ORDER OF BUSINESS**                                      **Staff Reports**

**A. District Counsel**

There being nothing further to report, the next item followed.

**B. District Engineer - Ratification of Requisition Nos. 146-148**

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

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor requisition numbers 146-148 were ratified.

**C. District Manager**

There being nothing to report, the next item followed.

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**D. Amenity Manager**

Mr. Soriano provided the Board with a report detailing amenity usage and maintenance items taken care of between meetings. He informed the Board that staff received multiple calls concerning the pond levels, however he noted the weirs are doing their job.

Mr. Cowling asked Mr. Taylor who should be responsible for the trees installed in the right of way as some have fallen over and died. Mr. Taylor responded that the homeowner should be responsible.

**EIGHTH 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 \$38,730.92.

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

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

Mr. Cowling informed the board that the entry sign was damaged, and a replacement sign has been ordered.

**TENTH ORDER OF BUSINESS                      Next Scheduled Meeting – December 15, 2022 at 1:30 p.m. at the Plantation Oaks Amenity Center**

**ELEVENTH ORDER OF BUSINESS                      Adjournment**

On MOTION by Ms. Richardson seconded by Mr. Dailey 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