

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, April 18, 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 (by phone)
Jay Soriano	Operations Manager
Andrew Bevis	Amenity Manager

The following is a summary of the discussions and actions taken at the April 18, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the March 16, 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 March 16, 2023 Board of Supervisors meeting were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Updating the District's
Record Retention Policy; Resolution 2023-08**

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Wilford Preserve CDD

Mr. Haber informed the Board that there are two resolutions providing for two options in the agenda package. The first option is to retain District records in accordance with applicable State and Federal law, which means after certain periods of time, the District is required to destroy records. The second option is to retain records in perpetuity with the understanding that the Board can at any time direct that record to be destroyed, assuming the records are able to be destroyed legally. He also noted that there are two new matters related to record retention that the resolutions address. The first one is a transitory record, which is a record that no longer serves any useful purpose after a specific period of time, such as an email confirming attendance at a certain meeting. The law allows for those transitory records to be destroyed. The second matter is the law is clear that any hard copy if made into a digital copy no longer needs to be kept.

The Board made the motion below to select option two, which is to keep records in perpetuity until directed otherwise by the Board.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor Resolution 2023-08, updating the District's record retention policy was approved.

FIFTH ORDER OF BUSINESS

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

Mr. Haber provided an overview of Resolution 2023-09, the purpose of which is to set a public hearing for the purpose of adopting rules relating to overnight parking and traffic enforcement, as well as adopting revised suspension and termination rules. The Board stated that they would like a little more time to review the policies prior to implementing them, which would require a revision to Section 3 of the resolution.

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor 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 was approved as revised.

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Ms. Richardson asked if the residents would be made aware of the proposed rules.

Ms. Giles stated that she would include the rules in the May agenda package for reference.

SIXTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2024 Budget

Ms. Giles informed the board that the landscape maintenance line would need to be increased in the budget. She also noted that landscape contingency, security monitoring and off-duty officers have been added to the Fiscal Year 2024 budget. With all the changes included, the budget includes a 9% increase in assessments.

Mr. Soriano added that he has a few pond maintenance contractors coming out to review the property so they can provide proposals. He also asked for direction on whether pool monitor staffing hours should be increased. Mr. Cowling suggested increasing from \$4,000 to \$6,000.

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 No. 161

A copy of requisition number 161 payable to England Thims & Miller was included in the agenda package.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor requisition number 161 was ratified.

C. District Manager

Ms. Giles asked if the Board was interested in having a capital reserve study done.

Mr. Cowling asked if proposals could be sought.

Ms. Giles stated that she would bring some to the next meeting.

D. Amenity Manager

Mr. Soriano provided the Board with an amenity and operations report.

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Mr. Cowling stated if there is no improvement on landscape maintenance performance by end of spring, the District will need to consider seeking proposals.

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 also noted the check register totaling \$164,607.90 includes a transfer of around \$120,000 to the trustee for assessments received from the tax collector.

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

NINTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Supervisor Requests

Mr. Cowling provided an update on the development status stating that curb repair has been completed in Phases 2 and 2A and an asphalt inspection is scheduled for late May or early June.

Audience Comments

A resident asked how to get included in the community blasts.

Mr. Soriano responded that she could give Mr. Bevis her email and he can send her a link that she can use to sign up for the e-blasts.

The resident also informed the Board that the water at the dog park is not turned on. Lastly, she asked what can be done to allow the field to be utilized for football practices.

Mr. Cowling responded that the issue is when there are multiple teams utilizing the field with some not being patrons of the District and how that can be policed.

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

ELEVENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Louis Cowling
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Chairman/Vice Chairman