

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, June 15, 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
Wes Haber	District Counsel
Glynn Taylor	District Engineer
Jay Soriano	Operations Manager
Andrew Bevis	Amenity Manager

The following is a summary of the discussions and actions taken at the June 15, 2023 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 1:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the May 18, 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 May 18, 2023 Board of Supervisors meeting were approved.

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FOURTH ORDER OF BUSINESS**Public Hearing to Consider Adopting Rules
Relating to Overnight Parking and Parking
Enforcement; Resolution 2023-11**

Mr. Haber asked if the goal is to address overnight parking at the amenity facility only.

Mr. Cowling responded amenity facilities, and any common areas, but not the streets.

Mr. Haber recommended approving the resolution subject to highlighting the areas on the exhibit map to be more specific with respect to the common areas. He also noted signage will need to be installed to allow for towing.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the public hearing was opened.

Robert Keefe stated that the exhibit to the policy does not include Phase 4 and asked if a public hearing will have to be held to add that area when it comes online, or if it should be included now. He also asked how this policy will apply to the areas across from the model homes where the sales staff parks.

Mr. Cowling stated that he tries to have the sales staff park in the parking lot, however there is not enough parking. Dream Finders will repair any damage once sales are complete.

Mr. Haber added that he views this resolution as designating the District's ability and authority to tow from these areas, subject to putting the requisite signage. If the intent is to have areas that are never allowed parking, a parking pass for areas that would otherwise never have parking at any time could be included in the policy.

Ms. Giles pointed out that Section 5a states that the District Manager or his or her designee may authorize vendors, consultants, in writing to park company vehicles to facilitate District business.

Mr. Haber stated that this resolution is focused on overnight parking, so the Board can broaden the policy to make it no parking at all for certain areas, and overnight parking for other areas.

Mr. Cowling suggested installing no parking signs for now as it will be difficult to enforce it during the day, however overnight parking is more easily enforced.

Ms. Giles noted this policy is for the District as a whole, not just Phases 1, 2 and 3.

Mr. Haber added that he believes the District would have to go through this step one more time to enforce parking and towing rules in Phase 4 once that area comes online.

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Scott Plavin asked if there are ordinances already in place for unincorporated areas when it comes to parking.

Mr. Haber stated that it does, but this Board does not have the authority to enforce county ordinances, so for the Board to have the authority to tow, this is the process that has to be taken.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the public hearing was closed.

Mr. Haber asked if the Board is looking to enforce overnight parking at the amenity center, no parking at various common areas and that staff will have the ability to give passes or other authority to deal with both no parking at all, and overnight parking. The map and the revision of the language in the policies will be subject to finalization by staff and the Vice Chair.

The Board agreed that is their intention.

On MOTION by Mr. Beall seconded by Ms. Richardson with all in favor Resolution 2023-11, adopting rules relating to overnight parking and parking enforcement was approved in substantial form with the Vice Chair authorized to finalize the policy with staff.

FIFTH ORDER OF BUSINESS

Public Hearing to Consider Adopting Revised Suspension and Termination Rules; Resolution 2023-12

Mr. Haber stated that his firm has been seeing more letters from lawyers seeking to sue districts because of technicalities, so his firm put together a set of suspension and termination rules that they feel puts the District in a stronger position for staff to enforce the rules.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the public hearing was opened.

A resident asked for clarity on the portion of the rules that states, “Committing or is alleged in good faith to have committed a crime on or off District property”.

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Mr. Haber responded that it would have to be someone using their best reasonable rational basis and the language is written that way to give staff the ability to have discretion.

Ms. Giles added that in a situation where staff suspends someone, a suspension letter is sent to the patron informing them of a hearing in which they will have the opportunity to address the Board with their side of the story and the Board makes the decision on how long the suspension will be, or if it will be terminated.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the public hearing was closed.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2023-12, adopting revised suspension and termination rules was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-13,
Expressing Intent to Accept the Permit
Related to the Operations and Maintenance
of the Water Management System**

Mr. Haber stated that the permit for the stormwater system has two phases, the construction phase and the operations and maintenance phase. The construction phase is typically in the name of the developer and then it switches to the operations and maintenance phase and gets assigned to the CDD because the CDD will be responsible for the ongoing operations and maintenance of the ponds. The letter attached as the exhibit to the resolution from the water management district certifies they have inspected it and determined the system is in compliance and the project is now in the operations and maintenance phase. This resolution authorizes assignment of the permit from the developer to the CDD and authorizes the execution of the request to transfer.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2023-13, expressing intent to accept the permit related to the operations and maintenance of the water management system was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposals for Aquatic
Maintenance Services**

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Mr. Soriano presented two proposals for aquatic maintenance services totaling \$768.93 and \$870 per month. He noted the current contractor has been slowly working to clean up some of the overgrowth in the ponds.

Ms. Richardson stated that she would prefer to start the new company in 30 days, rather than waiting until the next fiscal year.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor terminating the agreement with Solitude Lake Management was approved.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the proposal from The Lake Doctors for aquatic maintenance services totaling \$870 per month was approved.

EIGHTH ORDER OF BUSINESS

Update on Request for Proposals for Landscape Maintenance Services

Mr. Soriano informed the Board that the request for proposals was sent to 15 landscape companies and onsite meetings with some of those companies are in process. The proposals will be provided to the Board for review prior to the next meeting date.

NINTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2024 Budget

Ms. Giles noted this item was included on the agenda as placeholder in case there were any questions or discussion to be had. There being none, the next item followed.

TENTH ORDER OF BUSINESS

Consideration of Request for Installation of a Fence Within a Drainage Easement (3458 Flower Branch Avenue)

Mr. Soriano stated that the only concern he has with the request is the survey shows the fence going all the way back behind the easement and that is a pond bank. There is a neighboring property that already has a fence line so as long as they both line up, it should be fine, they just can't stretch down into the pond bank.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the request for installation of a fence at 3458 Flower Branch Avenue was approved.

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ELEVENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

Mr. Haber informed the Board that beginning in 2024, all CDD board members will be required to get four hours' worth of credits in training on things like the Sunshine Law, public records law, and ethics laws. His office is looking at how to become compliant with that and will provide more information as it becomes available.

B. District Engineer - Requisition No. 167

Mr. Taylor presented requisition 167 payable to Kutak Rock.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor requisition number 167 was ratified.

C. District Manager

Ms. Giles presented a document providing information on CDDs versus HOAs and asked for any feedback from the Board. She noted the document will be posted to the District's website.

D. Amenity Manager – Monthly Operations Report

Mr. Soriano provided the Board with an amenity and operations report and noted staffing hours at the pool have changed, so things are improving, although he is looking to add one more pool monitor.

TWELFTH 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 noted the check register totals \$35,964.34.

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

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THIRTEENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Mr. Cowling informed the Board that asphalt for Phase 2B is scheduled in June and it should be a one-to-two-day process. Once all the details have been finalized, the information will be provided to the HOA to be disseminated to the residents.

There were no audience comments.

FOURTEENTH ORDER OF BUSINESS Consideration of Proposals for Security Services

The Board reviewed three proposals for security guard services ranging from \$25 per hour to \$45 per hour.

A resident commented that he was opposed to armed security.

On MOTION by Mr. Beall seconded by Ms. Richardson with all in favor the proposal from S3 Security for security guard patrols less than 40 hours per week was approved with Supervisor Beall authorized to work staff to finalize the agreement.

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – July 19, 2023 at 6:00 p.m. at the Plantation Oaks Amenity Center

SIXTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Beall seconded by Ms. Richardson 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