

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 Wednesday, July 19, 2023 at 6:00 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
Cameron Zakrzewski	Riverside Management Services
Rhonda Mossing <i>by phone</i>	MBS Capital Markets

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

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Robert Keefe asked for an update on the decision made regarding security at the last meeting.

Mr. Soriano responded that proposals for security guard services were obtained and the proposal for S3 Security was approved. The specific details of the contract still need to be finalized.

Peter Groenveld asked when the second public hearing will be held.

Ms. Giles clarified that there are two public hearings on the agenda, one for the 2024 budget and one on the imposition of special assessments. Both will be held during this meeting.

July 19, 2023

Wilford Preserve CDD

Peter Groenveld asked how many homes are in Phase 3 and how many of those homes have a certificate of occupancy.

Mr. Cowling responded 138 homes total and there are 25 left to sell.

Peter Groenveld asked if the builder pays the CDD fee for the unsold homes.

Mr. Cowling responded yes.

Peter Groenveld stated that he has a fiber box in front of his house six to eight inches below grade and every time it rains it fills to the top with water. He asked if the boxes can be raised.

Mr. Cowling responded that they can and asked him to get with him after the meeting.

Peter Groenveld stated that the sidewalks are constantly wet and are slippery.

Mr. Cowling stated that there are two areas around the amenity center that are scheduled to be addressed.

Peter Groenveld stated that inflation is about 4% and asked why the CDD fees are being raised 22%.

Mr. Cowling responded that a lot of the increase is due to budgeting for security expenses. There are also increases due to insurance and pool monitors.

Robert Keefe asked for an update on the paving.

Mr. Cowling responded that it got pushed to Monday.

Robert Keefe asked that e-blast be sent to update on the paving schedule.

Marcus Hudson asked why the budget for electric has doubled.

Mr. Cowling responded that now the amenity center has come online the budget includes more realistic numbers based off usage.

Marcus Hudson asked about raising the height of the fencing since there is an issue with people jumping the fence to enter the pool.

Mr. Soriano stated that it's been talked about amongst the residents, but the Board has not yet considered it. He added that raising the fence height would be cheaper than an ongoing security guard cost, however it is still an expensive project.

Marcus Hudson asked if the number of units are the same for both 2023 and 2024 and if Phase 3 is included in the 2023 and 2024 totals.

Ms. Giles responded that there were 445 platted lots included in both 2023 and 2024 and it includes Phases 1, 2 and 3.

July 19, 2023

Wilford Preserve CDD

Peter Groenveld asked if Phase 4 will be part of Wilford Preserve.

Mr. Cowling responded that it will.

Peter Groenveld asked how many homes are planned for Phase 4.

Mr. Taylor responded 148.

Mr. Beall added that the properties on the right side when you're going South on Cheswick Road are not part of Wilford Preserve.

THIRD ORDER OF BUSINESS

Discussion of Series 2023 (Phase 4)

A. Consideration of Supplement to Investment Banking Agreement for 2023 Bonds

Ms. Mossing stated that the supplement to investment banking agreement for the 2023 bonds contains the same terms as the original agreement and authorizes her firm to proceed with putting numbers together and work on the bonds with the financing team. At the next meeting, a supplemental assessment methodology report and an assessment resolution that sets a public hearing will be provided at the August meeting. The closing is anticipated to be set for October 23rd.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the supplement to investment banking agreement for the 2023 bonds was approved.

B. Consideration of Authorizing Financing Team to Move Forward with Issuance of Series 2023 Bonds

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor authorizing the financing team to move forward with the issuance of the Series 2023 bonds was approved.

Mr. Haber clarified that the bonds issued for Phase 4 would only impact residents of Phase 4.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the June 15, 2023 Board of Supervisors Meeting

There were no comments on the minutes.

July 19, 2023

Wilford Preserve CDD

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the minutes of the June 15, 2023 Board of Supervisors meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Landscape Maintenance Services

The Board members reviewed and discussed six proposals submitted for landscape and irrigation maintenance services. Mr. Cowling made the motion below to rank Yellowstone the number one proposer with 97.51 points.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor awarding the contract for landscape and irrigation maintenance services to Yellowstone.

SIXTH ORDER OF BUSINESS

Public Hearings

Mr. Haber stated that he was comfortable with one public hearing that covers both the budget and the imposition of special assessments.

Ms. Giles provided an overview of the Fiscal Year 2024 budget, noting that it includes an increase in assessments of \$219 per year, per household.

A. Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget and Imposing Special Assessments

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

An audience member noted that expenditures was spelled wrong in the budget.

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

Mr. Cowling asked what staff came up with regarding streetlighting.

Mr. Soriano responded that Clay Electric will bill residents for subdivision lighting directly.

Ms. Giles noted if the streetlight line item is not used in the budget, those funds will become surplus.

July 19, 2023

Wilford Preserve CDD

1. Consideration of Resolution 2023-14, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor Resolution 2023-14, relating to annual appropriations and adopting the budget for Fiscal Year 2024 was approved.

1. Consideration of Resolution 2023-15, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor Resolution 2023-15, imposing special assessments and certifying an assessment roll for Fiscal Year 2024 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Request for Installation of a Fence Within a Drainage Easement (2958 Firethorn)

Mr. Soriano noted on the right side of the home there is a large access easement and currently the homeowner’s plans have the fence going up to the middle line of the easement.

Mr. Cowling stated that there are only two accesses on that pond, and neither one can be closed.

Mr. Soriano recommended asking the homeowner to pull the fence back off the center line of the easement.

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor the request for installation of a fence within a drainage easement at 2958 Firethorn was approved subject to revising the fence line to a 10-foot variance.

EIGHTH ORDER OF BUSINESS

Consideration of Agreements with Kudzue 3 Trucking, Inc. for the Second Asphalt Lift for Phase 2 and the Amenity Center

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the agreements with Kudzue 3 Trucking, Inc. for the asphalt lift in Phase 2 and the amenity center parking lot were approved.

NINTH ORDER OF BUSINESS

Staff Reports

July 19, 2023

Wilford Preserve CDD

A. District Counsel

Mr. Haber noted that there is a tight schedule to issue the bonds and asked the board members to notify Ms. Giles office if they find they are not able to attend the August or September meetings.

B. District Engineer - Requisition Nos. 168-171 (Series 2019A) and 76 (Series 2018B)

Mr. Taylor presented requisitions 168 through 171 for Series 2019A bonds and requisition 76 for the Series 2018B bonds.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor requisition numbers 168, 169 and 76 were ratified.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor requisition numbers 170 and 171 were approved.

C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2024

Ms. Giles presented a meeting schedule for the third Thursday of each month. She proposed revising to the third Tuesday of each month, with exception to the May and July meetings, which will be held on the third Wednesday.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the Fiscal Year 2024 meeting schedule was approved as revised.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano provided the Board with an amenity and operations report. He noted the furniture for the pool has been delivered and a TV is on order.

TENTH 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 \$33,985.78.

July 19, 2023

Wilford Preserve CDD

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

ELEVENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

Mr. Cowling informed the Board that paving for Phase 2B is scheduled to start on Monday. Striping will be done approximately two weeks after the paving is completed.

Audience Comments

An audience member commented that after it rains there are a lot of areas in the sidewalk that cannot be accessed and once the water recedes, the sidewalks are slippery. She also commented on an area near the big field on Copperwood being flooded.

Mr. Cowling responded that the portion of sidewalk on Copperwood is being addressed in the next few weeks. He will look into the areas.

An audience member stated that there are a bunch of dead trees next to the playground.

Mr. Cowling stated that some proposals to replace those have been received.

An audience member stated that part of the asphalt and some landscaping was destroyed when the curbs were installed.

Mr. Cowling responded that he will make a list of any repairs needed while he is out next week.

**TWELFTH ORDER OF BUSINESS Next Scheduled Meeting – August 17, 2023
at 1:30 p.m. at the Plantation Oaks
Amenity Center**

THIRTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Marilee Giles
A38999D0EDC14F4...
Secretary/Assistant Secretary

DocuSigned by:
Louis Cowling
1C2C73D66B98412...
Chairman/Vice Chairman