

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, August 17, 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
Glynn Taylor <i>by phone</i>	District Engineer
Jay Soriano	Operations Manager
Andrew Bevis	Amenity Manager
Rhonda Mossing <i>by phone</i>	MBS Capital Markets

The following is a summary of the discussions and actions taken at the August 17, 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

Robert Keefe asked how to identify what in the agenda package applies to the previous bond series, and what will be covered under the bonds related to Phase 4. He also recommended seeking quotes for the installation of speed bumps as they've become a concern for the community.

Ms. Giles responded that under the requisitions covered under the engineer's report are for the Series 2019 bonds. The invoices under the check register are reoccurring expenses.

Robert Keefe asked if there is anything that shows the expenses that have come from the bond money.

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Mr. Haber explained that the construction account is held by a trustee and in order for the District to pay anything out of that account, the trustee needs to be provided a requisition which is signed by the Chair and engineer and has the invoices attached.

Robert Keefe clarified that he was looking for a summary of all invoices that have been paid out of the bond money.

Ms. Giles stated that District staff maintains a list of requisitions processed, but it is not something that is included in the agenda package or posted to the website.

Mr. Haber also explained that the developer is responsible for paying any expenses incurred after the bond money is depleted.

THIRD ORDER OF BUSINESS

Financing Matters – Series 2023 Bonds (Phase 4)

A. Consideration of Supplemental Engineer's Report

Mr. Haber noted that Exhibit 4 of the engineer's report identifies various types of improvements that were identified in the prior engineer's report and are the various components of the improvements that are considered Phase 4 that would be paid for in part from the Series 2023 bonds.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the supplemental engineer's report was approved.

B. Consideration of Supplemental Assessment Report

Ms. Giles summarized that the supplemental assessment methodology report provides a methodology for allocating the proposed debt to be incurred by the CDD. Table 1 provides the number of planned units, 148 single family homes, Table 2 provides the estimated costs, Table 3 provides the financing plan, and Table 4 provides the estimated par debt and assessment amounts for each product type.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the supplemental assessment report was approved.

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C. Assessment Resolutions

Mr. Haber stated that Resolution 2023-16 starts the process of levying assessments to secure the 2023 bonds. Because the Phase 4 property was not in the District when it was first established, it was not covered by the initial assessment levy process. This is intended to levy an assessment lien to only the Phase 4 property. Section 4 of the resolution specifies that the estimated cost for the entire project is \$30,535,500 and the estimated cost for the Phase 4 project is \$8,011,625. This assessment process is levying assessments in an amount not to exceed \$2,630,000, which will be divided amongst all the homes within in the boundary of Phase 4.

Mr. Haber also stated that Resolution 2023-17 sets a date to hold a public hearing to formally levy the assessments. A notice will be sent to the owner of the Phase 4 property about the public hearing and Resolution 2023-16 will be published in a newspaper along with another notice.

1. Resolution 2023-16, Declaring Special Assessments

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2023-16, declaring special assessments was approved.

2. Resolution 2023-17, Setting a Public Hearing

Mr. Haber recommended setting the public hearing for the October 17, 2023 meeting scheduled to be held at 1:30 p.m. at the same location.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2023-17, setting a public hearing for October 17, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 19, 2023 Board of Supervisors Meeting

There were no comments on the minutes.

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On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the minutes of the July 19, 2023 Board of Supervisors meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Request for Installation of a Fence Within an Access Easement (585 Sycamore)

Ms. Giles noted that she forwarded the resident’s request to Mr. Taylor, Mr. Soriano and Mr. Bevis and Mr. Taylor responded that he saw no issues with the request.

Mr. Cowling concurred that he had no issues with the request.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the request for installation of a fence within an access easement at 585 Sycamore was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

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

B. District Engineer - Requisition Nos. 172-176 (Series 2019A)

Copies of the requisitions 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 172 through 176 were ratified.

C. District Manager

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

D. Amenity / Operations Manager – Monthly Operations Report

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

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 \$26,432.84.

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

EIGHTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Audience Comments

Robert Keefe asked if there is an agreement with someone to ensure the food trucks attend events, or if food truck owners are contacted individually.

Mr. Soriano responded that there is not a private contract with the group used for food trucks, however there is a person that coordinates food trucks for multiple communities in the area.

Robert Keefe stated that he would ask a gentleman that resides off Flower Branch that runs a food truck to speak with staff about the opportunity to attend events.

Supervisor Requests

Mr. Cowling informed the Board that home building is wrapping up in Phase 3 so the developer will start working with the county on curb repair and working to obtain bids for asphalt paving in the next 90 days.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – September 21, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Richardson seconded by Mr. Cowling 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