

WILFORD PRESERVE
Community Development District

NOVEMBER 21, 2023

AGENDA

**Wilford Preserve
Community Development District**
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.WilfordPreserveCDD.com

November 14, 2023

Board of Supervisors
Wilford Preserve Community Development District

Dear Board Members:

The Wilford Preserve Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, November 21, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
 - A. Acceptance of Resignation from Linda Richardson
 - B. Consideration of Appointing a New Supervisor to Fill Vacancy
 - C. Oath of Office for Newly Appointed Supervisors
 - D. Consideration of Resolution 2024-02, Designating Officers
- IV. Approval of the Minutes of the October 17, 2023 Board of Supervisors Meeting
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer – Requisition Nos. 185-187 (Series 2019A)
 - C. District Manager
 - D. Amenity / Operations Manager – Monthly Operations Report (to be provided under separate cover)
- VI. Supervisors' Requests and Audience Comments

VII. Next Scheduled Meeting – Tuesday, December 19, 2023 at 1:30 p.m. at the Plantation Oaks Amenity Center

VIII. Adjournment

THIRD ORDER OF BUSINESS

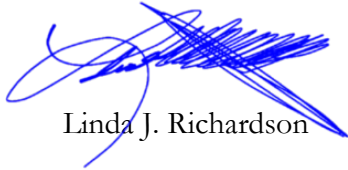
A.



This letter represents my official notice of resignation from my position of Assistant Secretary with Wilford Preserve Community Development District Board of Directors to be made final on the 26th of October, 2023

It has been with great pleasure to have served on the board and I will always appreciate the experience and knowledge I gained during my time here.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Linda J. Richardson', is written over the typed name. The signature is stylized with loops and a long horizontal stroke.

Linda J. Richardson

D.

RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
WILFORD PRESERVE COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Wilford Preserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Wilford Preserve Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21ST DAY OF NOVEMBER, 2023.

ATTEST

**WILFORD PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

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, October 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 <i>by phone</i>	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 October 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Public Hearing for the Purpose of Levying
Special Assessments; Consideration of
Resolution 2024-01**

Mr. Haber stated that this is the final step in the process of levying a master lien for debt assessments for the property recently added to the District. The assessments do not impact the remaining property and is the maximum amount of assessments the District would need in order to fund a portion of the infrastructure improvements that it intends on constructing. An additional boundary amendment was approved at the last meeting and it's possible that after

that boundary amendment, the assessment lien being considered at this meeting may be replaced with a broader assessment lien over all of the property added, in which case another public hearing will be held.

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

A resident asked for confirmation that the assessments will not affect the current homeowners in the future.

Ms. Giles responded correct.

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

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2024-01, equalizing, approving, confirming, and levying special assessments on property specially benefitted was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 21, 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 September 21, 2023 Board of Supervisors meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Requests to Install Fencing Within Easements

A. 665 Sycamore

Mr. Soriano informed the Board there is a drainage easement that would require the homeowner adjusting the plans. He recommended leaving five feet on each side.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the request to install fencing at 665 Sycamore was approved subject to a five-foot variance.

B. 3012 Water Elm

Mr. Cowling stated that he was okay with approving so long as it's confirmed there is access available.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the request to install fencing at 3012 Water Elm was approved subject to Mr. Soriano confirming there is access available.

C. 619 Sycamore

There being no concerns to discuss, a motion to approve followed.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the request to install fencing at 619 Sycamore was approved.

D. 2982 Firethorn

Mr. Taylor stated that the fence could go to the property line.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the request to install fencing at 2982 Firethorn was approved.

SIXTH ORDER OF BUSINESS

**Ratification of Engagement Letter with
Grau & Associates for the Fiscal Year 2023
Audit**

Ms. Giles stated that the engagement letter documents and confirms the auditor's objective and scope to audit the financial statements for Fiscal Year 2023.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the engagement letter from Grau & Associates for the Fiscal Year 2023 audit was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

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

B. District Engineer - Requisition Nos. 182-184 (Series 2019A)

Copies of the requisitions were included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor requisition numbers 182 through 184 were ratified.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano provided the Board with an amenity and operations report and informed the Board the amenity center schedule will be adjusted now that it’s not as busy. Additionally, he stated that the security company has been onsite for almost a full month and he will speak to ASAP Towing about beginning the process of towing as needed.

Mr. Cowling stated that the County will begin maintaining Cheswick Oak Avenue and their policy is to mow every six to eight weeks, so he’d like to get a price to supplement any maintenance needed to the front entrance.

EIGHTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of September 30, 2023

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 \$52,789.31 and is higher this month due to the annual insurance premium.

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

Audience Comments

Kelly Ure stated that he appreciates Mr. Cowling going out to look at their drainage problem.

Mr. Cowling stated that he forwarded the concern to the warranty department, and they said they would look at it.

Supervisor Requests

Mr. Cowling stated that the developer is inspecting all of the pond banks now and will probably start looking at curbs in November to get the second lift and curb repairs completed by January or February.

TENTH ORDER OF BUSINESS

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

ELEVENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

B.

**FORM OF REQUISITION
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 185
- (B) Name of Payee: Governmental Management Services, LLC
- (C) Amount Payable: \$1360.00
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.


Consulting Engineer

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 124
Invoice Date: 10/18/23
Due Date: 10/18/23
Case:
P.O. Number:

Bill To:
Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Construction Funds Balance		1,360.00	1,360.00
<i>Jerry Lambert</i> 10-24-23			
Total			\$1,360.00
Payments/Credits			\$0.00
Balance Due			\$1,360.00



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Invoice Details

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Invoice 9202092

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Invoice Date: **AUG 31, 2023**

Purchase Order: **WG41788457** [Edit](#)

Customer Service Agreement: **WG41788447**

Authorized Buyer Name: **SOBRIANO, J.**

Authorized Buyer ID: **00020**

Store Number: **8119**

Store Location: **800-430-3376, US**

PRODUCT	SUPT	QUANTITY	UNIT PRICE	TOTAL PRICE
BLACK SQUARE METAL OUTDOOR PATIO DIN	10052021310002600011	5	\$152.31	\$761.55
DISCOUNT	00000000000000000005	1	-\$81.55	-\$81.55
			SUBTOTAL	\$680.00
			TAX	\$0.00
			SHIPPING	\$0.00
			INVOICE TOTAL	\$680.00

Total Amount Due: **\$680.00**

Invoice Due Date: **OCT 31, 2023**

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Technical Assistance: 1-866-875-5493

For TTY: Use TTY or other Relay Service

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St. Louis, MO 63178

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Louisville, KY 40290-1643

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Invoice 9612067

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Table with invoice details: Invoice Date (AUG 31, 2023), Purchase Order (WG41781803 Edil), Customer Service Agreement (WG41731805), Authorized Buyer Name (SORIANO, J.), Authorized Buyer ID (00028), Store Number (8119), Store Location (800-420-3376, US)

Table with line items: PRONST, QUANTITY, UNIT PRICE, TOTAL PRICE. Includes item: BLACK SQUARE METAL OUTDOOR PATIO DIN and a DISCOUNT.

SUBTOTAL \$680.00
TAX \$0.00
SHIPPING \$0.00
INVOICE TOTAL \$680.00

Total Amount Due \$680.00

Invoice Due Date OCT 31, 2023

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Home Depot Credit Services
P.O. Box 790340
St. Louis, MO 63179

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Louisville, KY 40290-1043

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**FORM OF REQUISITION
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 186
- (B) Name of Payee: Taylor & White, Inc.
- (C) Amount Payable: \$784.26
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.


Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE
DEVELOPMENT DISTRICT**

By: _____
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.



Consulting Engineer



Taylor & White, Inc.
Civil Design & Consulting Engineers

INVOICE

9556 Historic Kings Road S., Suite 102
Jacksonville, Florida 32257
t: (904) 346-0671 - f: (904) 346-3051
www.TaylorandWhite.com

Wilford Preserve CDD
Attn: Bernadette Peregrino
District Accountant
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice number 5392
Date 11/15/2023

Project 16050.1 WILFORD PRESERVE CDD

Professional Services Rendered through 11/12/2023. ~PAYMENT TERMS: NET 10 DAYS~
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. *Denotes Hourly Task

Invoice Amount:
\$784.26

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
*PHASE 2A REVISIONS CLOSED	0.00	24,515.00	24,515.00	0.00	0.00
ADDITIONAL SUPPLEMENTAL ENGINEER'S REPORT-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*TEMPORARY SALES TRAILER	0.00	565.00	565.00	0.00	0.00
ENGINEER'S SUPPLEMENTAL REPORT (LS)-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*DISTRICT ENGINEER-HRLY-NTE	60,000.00	100,656.25	101,068.75	168.45	412.50
*CONSTRUCTION OBSV/CERTS-HRLY-NTE	75,000.00	117,435.18	117,435.18	156.58	0.00
*PURCHASING AGENT-HRLY	24,200.00	20,605.00	20,605.00	85.14	0.00
*STORMWATER & WASTEWATER 20 YEAR NEEDS ANALYSIS	10,000.00	5,430.00	5,430.00	54.30	0.00
*AMENITY CENTER MODIFICATION-CLOSED	0.00	23,740.00	23,740.00	0.00	0.00
*SLEEVING PLAN-CLOSED	0.00	2,898.75	2,898.75	0.00	0.00
*PROJECT ADMIN. & COORDINATION-HRLY-NTE	10,000.00	11,978.75	12,308.75	123.09	330.00
REIMBURSABLES	0.00	10,182.41	10,224.17	0.00	41.76
Total	189,200.00	328,006.34	328,790.60	173.78	784.26

***District Engineer-HRLY-NTE**

	Units	Billed Amount
D. Glynn Taylor, P.E. CDD Meeting	2.50	412.50

***Project Admin. & Coordination-HRLY-NTE**

	Units	Billed Amount
D. Glynn Taylor, P.E. EOR	2.00	330.00

subtotal 4.50 742.50

Reimbursables

Mileages

Billed
Amount

41.76

Invoice total **784.26**

**FORM OF REQUISITION
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

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- (A) Requisition Number: 187
- (B) Name of Payee: Taylor & White, Inc.
- (C) Amount Payable: \$7500.00
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
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or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
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**WILFORD PRESERVE
DEVELOPMENT DISTRICT**

By: _____
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

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Consulting Engineer



Taylor & White, Inc.
Civil Design & Consulting Engineers

INVOICE

9556 Historic Kings Road S., Suite 102
Jacksonville, Florida 32257
t: (904) 346-0671 - f: (904) 346-3051
www.TaylorandWhite.com

Wilford Preserve CDD
Attn: Bernadette Peregrino
District Accountant
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice number 5393
Date 11/15/2023

Project **16050.3 WILFORD PRESERVE CDD
SERIES 2023A**

Professional Services Rendered through 11/12/2023. ~PAYMENT TERMS: NET 10 DAYS~
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. *Denotes Hourly Task

Invoice Amount:
\$7,500.00

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
SUPPLEMENTAL ENGINEERS REPORT FOR PHASE IV- (LS)	15,000.00	15,000.00	15,000.00	100.00	0.00
SUPPLEMENTAL ENGINEERS RPT FOR CHESWICK SOUTH (LS)	15,000.00	0.00	7,500.00	50.00	7,500.00
*PROJECT ADMINISTRATION- (HRLY)	0.00	290.00	290.00	0.00	0.00
REIMBURSABLES	0.00	0.00	0.00	0.00	0.00
Total	30,000.00	15,290.00	22,790.00	75.97	7,500.00

Invoice total **7,500.00**