

WILFORD PRESERVE
Community Development District

DECEMBER 19, 2023

AGENDA

**Wilford Preserve
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.WilfordPreserveCDD.com

December 12, 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, December 19, 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. Financial Reports
 - A. Financial Statements as of November 30, 2023

B. Check Register

VII. Supervisors' Requests and Audience Comments

VIII. Next Scheduled Meeting – Tuesday, January 16, 2024 at 1:30 p.m. at the Plantation Oaks Amenity Center

IX. Adjournment

THIRD ORDER OF BUSINESS

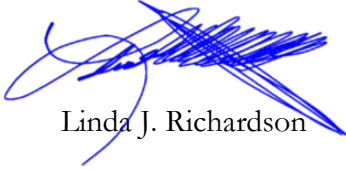
A.



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,



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 19TH DAY OF DECEMBER, 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. XXX ☐ 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

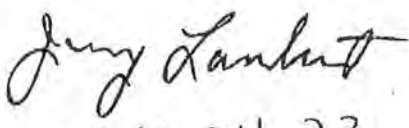
Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

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
 10-24-23			
Total			\$1,360.00
Payments/Credits			\$0.00
Balance Due			\$1,360.00



LAST VST: AUG 31, 2023 12:50 PM ET

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The Home Depot® Commercial Account
Ends in 9269

Link Another Card

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Invoice 9202092

Previous Invoice Next Invoice

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2

Frequently Asked Questions

[Send Secure Message](#)

Invoice Date	AUG 31, 2023
Purchase Order	WG41788457 Edit
Customer Service Agreement	WG41788457
Authorized Buyer Name	SORIANO, J.
Authorized Buyer ID	00026
Store Number	8119
Store Location	800-430-3376, US

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
BLACK SQUARE METAL OUTDOOR PATIO DIN	10052021310002500011	5	\$152.31	\$761.55
DISCOUNT	00000000000000000005	1	-\$81.55	-\$81.55

SUBTOTAL	\$580.00
TAX	\$0.00
SHIPPING	\$0.00
INVOICE TOTAL	\$580.00

Total Amount Due	\$680.00
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Invoice Due Date **OCT 31, 2023**

[Dispute a Transaction](#) | [Download Invoice](#)

CONTACT

The Home Depot® Commercial Account

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ADDITIONAL FEATURES
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St. Louis, MO 63179

PAYMENT ADDRESSES
The Home Depot® Commercial Account Payments
Home Depot Credit Services
P.O. Box 9001043
Louisville, KY 40220-1043

Home Depot Credit Services Overnight Delivery/Express
Payments
Attn: TND Commercial Account Payment
8716 Grady Lane
Building B, Suite 310
Louisville, KY 40213

REMITTANCE PAYMENTS ADDRESS

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Home Depot Credit Services
P.O. Box 76047
Phoenix, AZ 85062-8047

ESPAÑOL

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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. XXX ☐ 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.

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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
*SLEEING 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

D. Glynn Taylor, P.E.
CDD Meeting

Units	Billed Amount
2.50	412.50

*Project Admin. & Coordination-HRLY-NTE

D. Glynn Taylor, P.E.
EOR

Units	Billed Amount
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:
- (E) Fund or Account from which disbursement to be made: 2019A

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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**

SIXTH ORDER OF BUSINESS

A.

Wilford Preserve

Community Development District

Unaudited Financial Statements
as of
November 30, 2023



WILFORD PRESERVE
Community Development District
Combined Balance Sheet
November 30, 2023

	<u>General</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>Totals</u>
Assets:				
Cash	\$34,014	---	---	\$34,014
Investments:				
Debt Service 2018B				
Reserve	---	\$358,225	---	\$358,225
Revenue	---	\$6,598	---	\$6,598
Prepayment	---	\$280,933	---	\$280,933
Construction	---	---	\$9,052	\$9,052
Debt Service 2019A				
Reserve	---	\$190,536	---	\$190,536
Revenue	---	\$86,937	---	\$86,937
Construction	---	---	\$24,108	\$24,108
Due From Other	---	---	\$4,440	\$4,440
Investmnet - SBA	\$2,632	---	---	\$2,632
Investment - Custody	\$48,311	---	---	\$48,311
Utility Deposits	\$1,350	---	---	\$1,350
Total Assets	<u>\$86,307</u>	<u>\$923,229</u>	<u>\$37,600</u>	<u>\$1,047,136</u>
Liabilities:				
Accounts Payable	\$12,045	---	---	\$12,045
Accrued Expenses	\$21,216	---	---	\$21,216
Fund Balances:				
Restricted for 2018B Debt Service	---	\$645,756	---	\$645,756
Restricted for 2019A Debt Service	---	\$277,474	---	\$277,474
Restricted for 2018B Capital Projects	---	---	\$9,052	\$9,052
Restricted for 2019A Capital Projects	---	---	\$28,548	\$28,548
Nonspendable	\$1,350	---	---	\$1,350
Unassigned	\$51,696	\$0	\$0	\$51,696
Total Liabilities & Fund Equity	<u>\$86,307</u>	<u>\$923,229</u>	<u>\$37,600</u>	<u>\$1,047,136</u>

WILFORD PRESERVE
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending November 30, 2023

Adopted	Prorated	Actual	
Budget	11/30/23	11/30/23	Variance

REVENUES:

Assessments - Tax Roll	\$505,720	\$47,511	\$47,511	\$0
Interest	\$1,500	\$250	\$155	(\$95)
Micellaneous Revenue	\$0	\$0	\$175	\$175

TOTAL REVENUES

\$507,220	\$47,761	\$47,841	\$80
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EXPENDITURES:

Administrative

Engineering	\$6,000	\$1,000	\$0	\$1,000
Arbitrage	\$1,200	\$200	\$0	\$200
Dissemination	\$7,420	\$1,237	\$1,237	(\$0)
Attorney	\$15,000	\$2,500	\$0	\$2,500
Annual Audit	\$4,800	\$800	\$0	\$800
Assessment Administration	\$5,300	\$5,300	\$5,300	\$0
Trustee Fees	\$7,000	\$3,450	\$3,450	\$0
Management Fees	\$52,088	\$8,681	\$8,681	\$0
Information Technology	\$1,000	\$167	\$167	\$0
Website Compliance	\$1,200	\$200	\$200	\$0
Telephone	\$300	\$50	\$15	\$35
Postage	\$500	\$83	\$116	(\$32)
Printing & Binding	\$1,200	\$200	\$51	\$149
Insurance	\$7,245	\$7,245	\$6,818	\$427
Legal Advertising	\$3,000	\$500	\$0	\$500
Other Current Charges	\$600	\$100	\$15	\$85
Office Supplies	\$200	\$33	\$1	\$33
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0

Total Administrative

\$114,228	\$31,921	\$26,225	\$5,696
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Amenity Center

Insurance	\$11,762	\$11,762	\$10,218	\$1,544
General Facility Maintenance	\$20,000	\$3,333	\$0	\$3,333
Amenity Manager	\$47,250	\$7,875	\$3,938	\$3,938
Janitorial Services	\$10,070	\$1,678	\$839	\$839
Pool Maintenance	\$15,000	\$2,500	\$1,250	\$1,250
Pool Chemicals	\$10,000	\$1,667	\$0	\$1,667
Pool Monitors	\$15,000	\$2,500	\$0	\$2,500
Security Monitoring	\$1,200	\$200	\$170	\$30
Security	\$40,000	\$6,667	\$6,810	(\$144)

WILFORD PRESERVE
Community Development District
GENERAL FUND

Statement of Revenues & Expenditures
For the Period ending November 30, 2023

	Adopted	Prorated	Actual	
	Budget	11/30/23	11/30/23	Variance
Permit Fees	\$450	\$75	\$0	\$75
Telephone/Cable/Internet	\$2,000	\$333	\$0	\$333
Electric	\$16,200	\$2,700	\$978	\$1,722
Water/Sewer/Irrigation	\$36,524	\$6,087	\$3,438	\$2,649
Refuse Service	\$3,600	\$600	\$674	(\$74)
Special Events	\$5,000	\$833	\$0	\$833
Recreational Passes	\$1,500	\$250	\$0	\$250
Office Supplies / Mailings / Printing	\$600	\$100	\$0	\$100
<i>Total Amenity Center</i>	\$236,156	\$49,161	\$28,315	\$20,846
<u>Ground Maintenance</u>				
Landscape Maintenance	\$130,000	\$21,667	\$17,280	\$4,387
Landscape Contingency	\$2,500	\$417	\$0	\$417
Irrigation Maintenance	\$2,500	\$417	\$0	\$417
Lake Maintenance	\$14,336	\$2,389	\$1,740	\$649
Streetlighting	\$7,500	\$1,250	\$0	\$1,250
<i>Total Grounds Maintenance</i>	\$156,836	\$26,139	\$19,020	\$7,119
TOTAL EXPENDITURES	\$507,220	\$107,222	\$73,560	\$33,662
EXCESS REVENUES (EXPENDITURES)	\$0		(\$25,719)	
FUND BALANCE - Beginning	\$0		\$78,764	
FUND BALANCE - Ending	\$0		\$53,046	

Month By Month Income Statement

Fiscal Year 2024

Excess Revenues (Expenditures)

WILFORD PRESERVE
Community Development District
DEBT SERVICE FUND SERIES 2018B
Statement of Revenues & Expenditures
For the Period ending November 30, 2023

Adopted Budget	Prorated 11/30/23	Actual 11/30/23	Variance
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REVENUES:

Assessments - Direct Bill	\$98,038	\$0	\$0	\$0
Interest Income	\$3,000	\$3,000	\$8,675	\$5,675
Prepayment	\$0	\$0	\$177,973	\$177,973

TOTAL REVENUES	\$101,038	\$3,000	\$186,648	\$183,648
-----------------------	------------------	----------------	------------------	------------------

EXPENDITURES:

Series 2018

Interest Expense - 11/1	\$49,019	\$49,019	\$44,850	\$4,169
Principal Expense - 11/1 (Prepayment)	\$0	\$0	\$555,000	(\$555,000)
Interest Expense - 5/1	\$49,019	\$0	\$0	\$0

TOTAL EXPENDITURES	\$98,038	\$49,019	\$599,850	(\$550,831)
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OTHER SOURCES/(USES)

Transfer In/(Out)	\$0	\$0	(\$3,203)	(\$3,203)
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TOTAL OTHER SOURCES AND USES	\$0	\$0	(\$3,203)	(\$3,203)
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EXCESS REVENUES (EXPENDITURES)	\$3,000	(\$416,406)		
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FUND BALANCE - Beginning	\$306,361	\$1,062,161		
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FUND BALANCE - Ending	<u>\$309,361</u>	<u>\$645,756</u>		
-----------------------	------------------	------------------	--	--

Reserve	\$358,225
Revenue	\$6,598
Prepayment	\$280,933
Due from General Fund	\$0
Due from 2019A	\$0
	<u>\$645,756</u>

WILFORD PRESERVE
Community Development District
DEBT SERVICE FUND SERIES 2019A
Statement of Revenues & Expenditures
For the Period ending November 30, 2023

Proposed Budget	Prorated 11/30/23	Actual 11/30/23	Variance
--------------------	----------------------	--------------------	----------

REVENUES:

Assessment - Tax Roll	\$521,627	\$48,836	\$48,836	\$0
Interest Income	\$2,500	\$2,500	\$3,701	\$1,201

TOTAL REVENUES	\$524,127	\$51,336	\$52,537	\$1,201
-----------------------	------------------	-----------------	-----------------	----------------

EXPENDITURES:

Series 2019A

Interest Expense - 11/1	\$189,510	\$189,510	\$189,510	\$0
Interest Expense - 5/1	\$189,510	\$0	\$0	\$0
Principal Expense - 5/1	\$145,000	\$0	\$0	\$0

TOTAL EXPENDITURES	\$524,020	\$189,510	\$189,510	\$0
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EXCESS REVENUES (EXPENDITURES)	\$107	(\$136,973)		
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FUND BALANCE - Beginning	\$211,901	\$414,447		
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FUND BALANCE - Ending	<u>\$212,008</u>	<u>\$277,474</u>		
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Reserve	\$190,536
Revenue	\$86,937
Due To 2018B	<u>\$0</u>
	<u>\$277,474</u>

WILFORD PRESERVE
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For the Period ending November 30, 2023

	Series 2018B	Series 2019A
<u>REVENUES:</u>		
Interest Income	\$58	\$2,789
TOTAL REVENUES	\$58	\$2,789
<u>EXPENDITURES:</u>		
Capital Outlay	\$0	\$14,435
TOTAL EXPENDITURES	\$0	\$14,435
<u>OTHER SOURCES/(USES)</u>		
Interfund Transfer	\$3,203	\$0
TOTAL OTHER SOURCES/(USES)	\$3,203	\$0
EXCESS REVENUES (EXPENDITURES)	\$3,261	(\$11,646)
FUND BALANCE - Beginning	\$5,792	\$40,194
FUND BALANCE - Ending	\$9,052	\$28,548

WILFORD PRESERVE
Community Development District
Long Term Debt Report

SERIES 2018B, SPECIAL ASSESSMENT BONDS

INTEREST RATES:	5.75%	
MATURITY DATE:	5/1/2028	
RESERVE FUND DEFINITION	MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$358,225	
RESERVE FUND BALANCE	\$358,225	
BONDS OUTSTANDING - 7/23/18		\$6,230,000
Less: May 1, 2020		(\$990,000)
Less: August 1, 2020		(\$380,000)
Less: November 1, 2020		(\$265,000)
Less: February 1, 2021		(\$65,000)
Less: August 1, 2021		(\$55,000)
Less: November 1, 2021		(\$435,000)
Less: February 1, 2022		(\$220,000)
Less: May 1, 2022		(\$330,000)
Less: August 1, 2022		(\$415,000)
Less: November 1, 2022		(\$305,000)
Less: February 1, 2023		(\$320,000)
Less: May 1, 2023		(\$385,000)
Less: August 1, 2022		(\$505,000)
Less: November 1, 2023		(\$555,000)
CURRENT BONDS OUTSTANDING		\$1,005,000

SERIES 2019A, SPECIAL ASSESSMENT BONDS

INTEREST RATES:	4.6% - 5.2%	
MATURITY DATE:	11/1/2049	
RESERVE FUND DEFINITION	35% of MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$183,149	
RESERVE FUND BALANCE	\$183,149	
BONDS OUTSTANDING - 11/1/19		\$7,985,000
Less: May 1, 2020		(\$120,000)
Less: November 1, 2020		(\$20,000)
Less: May 1, 2021		(\$125,000)
Less: May 1, 2022		(\$130,000)
Less: May 1, 2023		(\$135,000)
CURRENT BONDS OUTSTANDING		\$7,455,000

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2024 Summary of Assessment Receipts

ASSESSED	# UNITS ASSESSED	SERIES 2019A DEBT ASMT	FY24 O&M ASMT	TOTAL ASSESSED
NET ASSESSMENTS TAX ROLL	445	519,803.94	505,703.79	1,025,507.72

SUMMARY OF TAX ROLL RECEIPTS

CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2019A DEBT RECEIPTS	O&M RECEIPTS	AMOUNT RECEIVED
1	11/6/2023	535.36	520.83	1,056.19
2	11/14/2023	6,900.12	6,712.94	13,613.06
3	11/28/2023	41,400.73	40,277.70	81,678.43
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL TAX ROLL RECEIPTS		48,836.21	47,511.47	96,347.68

TAX ROLL DUE	470,967.73	458,192.32	929,160.04
PERCENT COLLECTED	9%	9%	9%

B.

WILFORD PRESERVE
Community Development District

Check Register Summary- General Fund

10/1/23 - 11/30/23

Check Date	Check #'s	Total Amount
10/11/23	444-450	\$20,429.53
Total		\$20,429.53

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
10/11/23	00001	10/01/23 117	202310 310-51300-34000	OCT MANAGEMENT FEES	*	4,340.67	
		10/01/23 117	202310 310-51300-35200	OCT WEBSITE ADMIN	*	100.00	
		10/01/23 117	202310 310-51300-35100	OCT INFO TECH	*	83.33	
		10/01/23 117	202310 310-51300-31300	OCT DISSEM AGENT SRVCS	*	618.33	
		10/01/23 117	202310 310-51300-51000	OFFICE SUPPLIES	*	.42	
		10/01/23 117	202310 310-51300-42000	POSTAGE	*	82.35	
		10/01/23 117	202310 310-51300-42500	COPIES	*	20.10	
		10/01/23 117	202310 310-51300-41000	TELEPHONE	*	12.15	
				GOVERNMENTAL MANAGEMENT SERVICES			5,257.35 000444
10/11/23	00001	10/01/23 118	202310 330-57200-41000	OCT CONTRACT ADMIN	*	3,937.50	
		10/01/23 118	202310 320-57200-45500	OCT JANITORIAL	*	839.17	
		10/01/23 118	202310 320-57200-46500	OCT POOL MAINTANANCE	*	1,250.00	
				GOVERNMENTAL MANAGEMENT SERVICES			6,026.67 000445
10/11/23	00001	9/30/23 119	202310 310-51300-31000	FY24 ASSESS ROLL CERTIFY	*	5,300.00	
				GOVERNMENTAL MANAGEMENT SERVICES			5,300.00 000446
10/11/23	00026	10/01/23 392467	202310 320-57200-49600	OCT ACCESS MNGMNT SRVCS	*	85.00	
				HI-TECH SYSTEM ASSOCIATES			85.00 000447
10/11/23	00021	10/04/23 3292715	202308 310-51300-31500	AUG GENERAL COUNSEL	*	1,806.61	
				KUTAK ROCK LLP			1,806.61 000448
10/11/23	00020	9/30/23 8	202309 320-57200-46530	SEP POOL MONITOR SERVICE	*	490.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			490.00 000449
10/11/23	00035	9/22/23 9470	202309 320-57200-49600	SEP SECURITY SERVICE	*	1,463.90	
				SECURITY DEVELOPMENT GROUP LLC DBA			1,463.90 000450
				TOTAL FOR BANK A		20,429.53	
				WILP WILFORD PRES OKUZMUK			

CHECK	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME				STATUS	AMOUNTCHECK.....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#
TOTAL FOR REGISTER									20,429.53		

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 117**Invoice Date:** 10/1/23**Due Date:** 10/1/23**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - October 2023		4,340.67	4,340.67
Website Administration - October 2023		100.00	100.00
Information Technology - October 2023		83.33	83.33
Dissemination Agent Services - October 2023		618.33	618.33
Office Supplies		0.42	0.42
Postage		82.35	82.35
Copies		20.10	20.10
Telephone		12.15	12.15
Total			\$5,257.35
Payments/Credits			\$0.00
Balance Due			\$5,257.35

RECEIVED
OCT 10 2023
BY: _____

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 118**Invoice Date:** 10/1/23**Due Date:** 10/1/23**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Contract Administration - October 2023		3,937.50	3,937.50
Janitorial - October 2023		839.17	839.17
Pool Maintenance - October 2023		1,250.00	1,250.00

RECEIVED
OCT 04 2023
BY: _____

Jerry Landolt
10-4-23

Total	\$6,026.67
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Payments/Credits	\$0.00
-------------------------	---------------

Balance Due	\$6,026.67
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Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 119
Invoice Date: 9/30/23
Due Date: 9/30/23
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2024		5,300.00	5,300.00
<div><div>RECEIVED</div><div>OCT 05 2023</div><div>BY: _____</div></div>			

Total	\$5,300.00
--------------	-------------------

Payments/Credits	\$0.00
-------------------------	---------------

Balance Due	\$5,300.00
--------------------	-------------------



Tallahassee, FL 32308
2498 Centerville Rd.

Bill to:

Wilford Preserve
475 West Town Place Ste 114
Saint Augustine, FL 32092

[Click Here to Pay Online!](#)

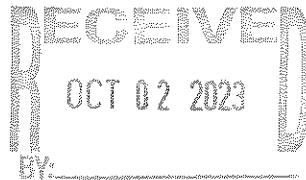
Invoice

Invoice #: 392467
Invoice Date: 10/01/2023
Completed: 10/02/2023
Terms: Due on Aging Date
Bid#:

475 West Town Place
Ste 114

HiTechFlorida.com

Description	Qty	Rate	Amount
9-12161-ACC-1 - Access Control System - Wilford Preserve - 2535 Firethorn AV, Orange Park, FL	1.00	\$85.00	85.00
Enterprise Cloud Device Management Service			0.00
Sales Tax			



Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$85.00
Payments	\$0.00
Balance Due	\$85.00

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 4, 2023

Check Remit To:

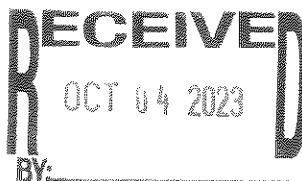
Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3292715

Client Matter No. 23023-1

Notification Email: eftgroup@kutakrock.com

Mr. James Perry
Wilford Preserve CDD
Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3292715
23023-1

Re: General Counsel

For Professional Legal Services Rendered

08/01/23	W. Haber	0.60	198.00	Review parking policy and confer with Giles regarding update to same; review and finalize landscape maintenance agreement
08/16/23	W. Haber	0.40	132.00	Prepare for Board meeting
08/17/23	W. Haber	2.90	957.00	Prepare for and participate in Board meeting
08/18/23	W. Haber	0.30	99.00	Review and revise agreement for fence installation
08/25/23	W. Haber	0.60	198.00	Prepare agreement for security services; confer with Trustee
TOTAL HOURS		4.80		

KUTAK ROCK LLP

Wilford Preserve CDD

October 4, 2023

Client Matter No. 23023-1

Invoice No. 3292715

Page 2

TOTAL FOR SERVICES RENDERED	\$1,584.00
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DISBURSEMENTS

Meals	19.17
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Travel Expenses	203.44
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TOTAL DISBURSEMENTS	<u>222.61</u>
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TOTAL CURRENT AMOUNT DUE	<u>\$1,806.61</u>
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Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 8
Invoice Date: 9/30/2023
Due Date: 9/30/2023
Case:
P.O. Number:

Bill To:
Wilford Preserve CDD

Description	Hours/Qty	Rate	Amount
Pool Monitor Services through September 2023 1,320.572.46530 RECEIVED OCT 09 2023 BY: _____ <i>Jerry Lambert</i> 10-9-23	24.5	20.00	490.00

Total	\$490.00
Payments/Credits	\$0.00
Balance Due	\$490.00

WILFORD PRESERVE CDD

POOL MONITOR

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
24.5	Pool Monitor	\$ 20.00	\$ 490.00

Covers September 2023

GL Code 1.320.572.46530

TOTAL DUE:

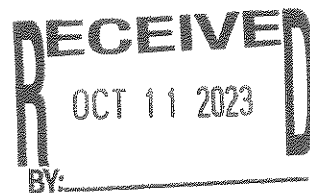
\$ 490.00

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
POOL MONITOR BILLABLE HOURS FOR SEPTEMBER 2023

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/2/23	4.17	L.D.	Pool Monitor
9/4/23	3.25	L.D.	Pool Monitor
9/9/23	3.72	L.D.	Pool Monitor
9/10/23	3.68	L.D.	Pool Monitor
9/16/23	2.98	L.D.	Pool Monitor
9/17/23	4.18	L.D.	Pool Monitor
9/24/23	2.52	L.D.	Pool Monitor
GRAND TOTAL	<u>24.50</u>		



Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
cathie@sthreesecurity.com
www.sthreesecurity.com



INVOICE

BILL TO
Wilford Preserve CDD
2740 Firethorn Avenue
Orange Park, Florida 32073

Please Code to Wilford Preserve Security & Monitoring:
1.320.57200.49600

INVOICE # 9470
DATE 09/22/2023
DUE DATE 09/30/2023
TERMS End of the month

SERVICE MONTH
September

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 6 Dedicated hours Fri - Sun starting on 9/22/23	30	29.95	898.50
Vehicle Patrol 3 patrols a day Mon - Thurs starting on 9/22/23	12	17.95	215.40
Fuel Charge Fuel Charge	1	100.00	100.00
Provisioning Fee One time start up fee	1	250.00	250.00

SUBTOTAL	1,463.90
TAX	0.00
TOTAL	1,463.90
BALANCE DUE	\$1,463.90