

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

October 17, 2023

Wilford Preserve CDD

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.

October 17, 2023

Wilford Preserve CDD

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**

October 17, 2023

Wilford Preserve CDD

**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**

October 17, 2023

Wilford Preserve CDD

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.

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
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Chairman/Vice Chairman