

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 Tuesday, December 19, 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
Jordan Beall	Supervisor
Wes Dailey	Supervisor
Braden Smith	

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Glynn Taylor	District Engineer
Jay Soriano	Operations Manager

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

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Laughlin called the meeting to order at 1:30 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Peter Groeneveld stated that more speed limit signs are needed, especially on the straight stretch of Firethorn and Cheswick Oaks. He also asked about the new rules for on-street parking.

Mr. Soriano stated that just parking on the common areas is restricted for now.

Peter Groeneveld stated that the issue is with cars parking on both sides of the streets, which in some areas is causing trucks to have to drive on the grass to avoid the cars.

Mr. Cowling stated that staff can get with the engineer who can communicate with the county on getting additional street signs.

Peter Groeneveld asked if law enforcement can ticket speeders in the community.

December 19, 2023

Wilford Preserve CDD

Mr. Laughlin responded yes.

Mr. Soriano stated that staff can ask the Sheriff’s Office to request they monitor the area more.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation from Linda Richardson**

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor, Linda Richardson’s resignation from the Board of Supervisors was accepted.

**B. Consideration of Appointing a New Supervisor to Fill Vacancy**

Mr. Cowling nominated Braden Smith to fill the vacancy.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor, appointing Braden Smith to the Board of Supervisors was approved.

**C. Oath of Office for Newly Appointed Supervisor**

Mr. Laughlin, being a notary public for the State of Florida, administered an oath of office to Braden Smith. Following administration of the oath of office, Mr. Laughlin provided a brief overview of the public records and Sunshine laws.

**D. Consideration of Resolution 2024-02, Designating Officers**

Mr. Laughlin noted the current slate of officers is Mr. McGraw as Chair, Mr. Cowling as Vice Chair, the remaining supervisors are designated as Assistant Secretaries, Marilee Giles is the Secretary and Treasurer, and Mr. Laughlin, Jim Oliver, Darrin Mossing and Howard McGaffney are Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor, Resolution 2024-02, designating Mr. Smith as an Assistant Secretary with the remaining slate of officers to stay the same was approved.

December 19, 2023

Wilford Preserve CDD

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 17, 2023 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor the minutes of the October 17, 2023 Board of Supervisors meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer - Requisition Nos. 185-187 (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 185 through 187 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 that Mr. Bevis is no longer with the District and a new staff member is in place.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of November 30, 2023**

**B. Check Register**

Mr. Laughlin gave a brief overview of the financial reports, copies of which were included in the agenda package and noted the check register totals \$20,429.53.

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

**SEVENTH ORDER OF BUSINESS**

**Supervisors’ Requests and Audience Comments**

December 19, 2023

Wilford Preserve CDD

**Supervisor Requests**

Mr. Cowling stated that the developer is working on scheduling the second asphalt lift and curb repairs in Phase 3A and 3B.

**EIGHTH ORDER OF BUSINESS**

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

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Marilee Giles*  
A38999D0EDC14F4...

Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
1C2C73D66B98412

Chairman/Vice Chairman