

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, February 20, 2024 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:

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| Louis Cowling | Vice Chairman |
| Jordan Beall | Supervisor |
| Braden Smith | Supervisor |

Also present were:

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| Marilee Giles | 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 February 20, 2024 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

Peter Groeneveld asked if anyone is going to send a letter to the homeowner with a box truck that sometimes sticks out in the street and has caused damage to the grass.

Mr. Cowling stated that it is an HOA issue.

Peter Groeneveld stated that he was told it was mandatory for everyone to have a tan fence and asked why the fences at the pool and dog park are white.

Mr. Cowling stated that he would look at the architectural review rules.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the December 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. Smith with all in favor the minutes of the December 19, 2023 Board of Supervisors meeting were approved.

Mr. Soriano joined the meeting at this time.

FOURTH ORDER OF BUSINESS

Consideration of Requests to Install Fencing in Easements

Ms. Giles stated that Mr. Soriano and Mr. Taylor have reviewed the following requests.

A. 605 Sycamore

There being no concerns with the request, a motion to approve followed.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the request to install fencing at 605 Sycamore was approved.

B. 2978 Firethorn

There being no concerns with the request, a motion to approve followed.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the request to install fencing at 2978 Firethorn was approved.

C. 3024 Water Elm

Ms. Giles stated that the homeowner at 3024 Water Elm had a fence up previously and will be replacing the fencing with a different type of fence.

Mr. Soriano stated that the backup documentation mentions the fence going across an easement, and it is going across a corner of the easement, however it will not affect the District's access.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the request to install fencing at 3024 Water Elm was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel – Memo Regarding Ethics Training

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Mr. Haber informed the Board that all CDD supervisors are no required to obtain four hours of ethics training by the end of each year. A memorandum was presented that provided options for completing that training. He noted there is no certificate or acknowledgement for completing the training on the free courses. The board members will acknowledge their completion of the training courses on the 2024 Form 1 that they will submit in 2025.

B. District Engineer - Requisition Nos. 189 and 191 (Series 2019A)

Copies of the requisitions payable to Taylor & White were included in the agenda package for the Board's review.

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| On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor requisition numbers 189 and 191 were ratified. |
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C. District Manager

Ms. Giles informed the Board the budget for Fiscal Year 2025 will be approved at the May 15th meeting and the adoption will be scheduled for the July 17th meeting.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano provided the Board with an amenity and operations report and reported on vandalism in which the door handles and mirrors were ripped off. He also reported that a fight took place at the amenity center, and he is in possession of footage of the fight but cannot tell if the people involved are residents. He asked whether the footage should be shared with the community to ask for help in identifying the people involved.

Mr. Haber advised that the footage taken by cameras other than the CDD's camera can be shared. The footage taken by the CDD's camera should not be shared as it is considered exempt and confidential from public record.

Mr. Cowling stated if any residents were involved, access to the amenity facilities can be suspended and their parents can be notified.

Mr. Soriano also reported on issues with homeowners parking in the grass and stated that he may get the HOA involved.

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Lastly, Mr. Soriano relayed a request to allow the Clay County Sheriff's Office to access the District's security camera system noting there would be an annual fee after the first year. This item will be included on the next agenda for further discussion.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of January 31, 2024

B. Check Registers

1. December

2. January

Ms. Giles gave a brief overview of the financial reports, copies of which were included in the agenda package and noted the check register for December totals \$69,837.32 and the check register for January totals \$37,433.73.

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| On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the check registers were approved. |
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C. Boundary Amendment Funding Request #1

A copy of boundary amendment funding request number one totaling \$14,025.66 was included in the agenda package for the Board's review.

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| On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor boundary amendment funding request #1 was approved. |
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SEVENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Supervisor Requests

Mr. Cowling stated that the second asphalt lift and all curb repairs have been done in all three phases and striping is in progress. The final walk through with Clay County will be done once striping is complete. Silt fences and other construction related items will be removed in the next 30 days. He is currently looking into lighting the entry sign.

Audience Comments

Robert Keefe relayed a complaint of drainage issues on the sidewalk in front of 634 Lancewood Court. Additionally, the area in front of the mailboxes on Flower Branch has a rut

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from people driving up on it. He also expressed his concern on the fight at the amenity center. Lastly, he commented that there are other parking issues with a semi-truck on Firethorn and the same homeowner parking his smaller vehicle on the CDD-owned grass between the street and sidewalk, and another issue across from the pool.

Mr. Cowling stated that he would discuss what can be done to fix the depression at the mailboxes with Mr. Taylor.

EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting – March 19, 2024
at 1:30 p.m. at the Plantation Oaks
Amenity Center**

NINTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Louis Cowling
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Chairman/Vice Chairman