

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, April 16, 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:

Louis Cowling	Vice Chairman
Jordan Beall	Supervisor
Braden Smith	Supervisor
Wes Dailey	Supervisor

Also present were:

Marilee Giles	District Manager
Tucker Mackie <i>by phone</i>	District Counsel
Glynn Taylor <i>by phone</i>	District Engineer
Jay Soriano	Operations Manager

The following is a summary of the discussions and actions taken at the April 16, 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

Robert Keefe stated that he has called Mr. Soriano a couple of times regarding the dog park as it is not being properly maintained. He also stated that he thought someone was out working on a leak, however it has now been a month since a leak began at the amenity center on the Firethorn side. Lastly, he stated that there are kids coming in with Orbeez guns that are allegedly from outside the neighborhood that need to be addressed for the safety of the community.

Mr. Cowling stated that he and Mr. Soriano are working on the leak.

Mr. Soriano, Mr. Cowling and Mr. Keefe discussed potential solutions to the issue of the kids with the Orbeez guns including adding signage, security and the addition of pool monitors as it gets closer to summer.

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Louis Lockley echoed the same concerns over the Orbeez guns and added concerns of issues with graffiti, foul language, an attendant being threatened, kids jumping the fences to get into the pool, trash, and issues with the locks and door handles.

Robert Keefe asked the Board to look at getting quotes for 24/7 security at the amenity center.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 19, 2024 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 March 19, 2024 Board of Supervisors meeting were approved.

FOURTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2025 Budget

Ms. Giles stated that she has noted the Board would like to see proposals to increase security coverage.

Mr. Cowling and Mr. Soriano discussed possible changes in staffing and hours onsite.

Ms. Giles recommended approving the budget at the June meeting, which would require moving the meeting up to meet the requirement to approve the budget prior to June 15th. The Board agreed to move the June meeting up to June 12, 2024 at 6:00 p.m. The Board also agreed to change the time of the May meeting to 10:00 a.m. Lastly, Ms. Giles noted 60 days are required between approval of the budget and adoption of the budget, so the budget will be adopted at the August meeting.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Confirming Use of the Clay County Supervisor of Elections for the District's 2024 General Election

Ms. Giles stated that this resolution confirm use of the Clay County Supervisor of Elections to conduct the District's election in conjunction with the general election. Seats 4 and 5 are scheduled to go through the general election process.

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On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor Resolution 2024-03, confirming use of the Clay County Supervisor of Elections for the District’s 2024 General Election.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer - Requisition No. 193 (Series 2019A)

A copy of the requisition payable to Taylor & White totaling \$780 was included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor requisition number 193 was ratified.

C. District Manager

Ms. Giles reminded the Board that the Form 1 will now need to be filled out and filed electronically by July 1st. She also reminded the Board of the new requirement for CDD board members to complete ethics training by December 31st.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano gave an overview of the amenity and operations report.

Mr. Cowling asked if access cards can have photos on them.

Mr. Soriano responded that they can, and it would be a few thousand dollars to get them printed. He recommended having a database set up in which pictures of the families are taken as they come in, so staff is able to identify patrons. He will discuss the process and costs involved further at a future meeting.

Louis Lockley commented on trash being left after the food truck events.

Mr. Soriano stated that he will get on the food trucks as they are supposed to assist with the trash as part of their agreement.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of March 31, 2024

B. Check Register

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Ms. Giles gave a brief overview of the financial reports, copies of which were included in the agenda package and noted the check register totals \$29,970.85.

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

C. Consideration of Boundary Amendment Funding Request No. 2

A copy of the funding request totaling \$745.50 was included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Mr. Dailey with all in favor boundary amendment funding request number two was approved.

EIGHTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

Supervisor Requests

Mr. Cowling stated that all phases have been approved by Clay County and the second asphalt lift has been applied. He is working on installing more signage per the request of the county.

Audience Comments

Louis Lockley suggested asking residents to write down the times in which incidents happen to assist staff with security matters.

Mr. Soriano asked that he be emailed if residents have concerns of issues happening at certain times so he knows when to ensure the facility is staffed.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – May 15, 2024 at 10:00 p.m. at the Plantation Oaks Amenity Center

TENTH ORDER OF BUSINESS

Adjournment

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On MOTION by Mr. Cowling seconded by Mr. Dailey 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