

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 Wednesday, May 15, 2024 at 10:10 a.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
Braden Smith	Supervisor
Wes Dailey	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Jay Soriano	Operations Manager

The following is a summary of the discussions and actions taken at the May 15, 2024 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 10:10 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Robert Keefe stated he was disappointed that a pool monitor claimed that he had no knowledge of what his roles and responsibilities were as there was no defined scope of responsibility. He also commented that there's nothing to back the pool monitors up legally if a person needs to be removed from the property and that needs to be fixed.

Mr. Haber stated that the first step would be to ask someone to leave, and the next step of enforcement would be to suspend the offender from using the amenity facilities. If the person is found on property following a suspension, they can be trespassed by calling the Sheriff's office. He recommended ensuring the District will have the cooperation of the Sheriff's office.

Mr. Soriano noted that the appropriate paperwork has been filed with the Sheriff's office to ensure they can trespass individuals from District property.

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Wilford Preserve CDD

Robert Keefe stated that there is a policy prohibiting radios, speakers or CD players allowed without headphones, however people are not going to want to wear headphones around the pool. He thinks it's acceptable to use speakers, provided there's no explicit language and the pool monitor should have discretion with addressing issues with speaker use.

Mr. Soriano stated that he can bring back some proposed wording to revise the policy.

A resident stated that she was told by a pool monitor that he is only supposed to check the pool chemical level and that day he did not check the levels. She also reported a broken gate on the right-hand side as you enter the pool area. She also stated that there have been issues of children at the amenity center playing loud, explicit music that refuse to turn it down, and issues with non-residents reaching over the gate to open it.

Robert Keefe asked about the possibility of increasing the fence and gate height.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the April 16, 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 April 16, 2024 Board of Supervisors meeting were approved.

FOURTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2025 Budget

Ms. Giles stated that the numbers for Wilford Phase 4 and for Wilford Oaks are being finalized for the budget.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer - Requisition No. 194 (Series 2019A)

A copy of the requisition payable to Taylor & White totaling \$205 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 194 was ratified.

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C. District Manager

1. Report on the Number of Registered Voters (719)

Ms. Giles informed the Board there are 719 registered voters reported to be residing within the District’s boundaries.

2. Reminder of Qualifying Period for General Election

Ms. Giles reminded the Board there are two Board of Supervisors seats up for election in November, and the qualifying period for interested candidates will take place in June. She also reminded the Board of the requirements to turn in a Form 1 by July 1st, and to complete ethics training by December 31st.

3. Discussion of Change to July and August Meeting Dates and/or Times

Ms. Giles asked the Board if they’d like to adjust the times and/or dates of the July and August meetings with the budget approval date being moved later.

Mr. Cowling suggested moving the July meeting to 1:30 p.m. and the August meeting to 6:00 p.m.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano gave an overview of the amenity and operations report. He also informed the Board he will be bringing quotes to the next meeting to expand the fencing at the amenity center.

Mr. Cowling stated that the Board could also look at changing the gate to an arched style to prevent people from being able to reach over the gate to open it.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of April 30, 2024

B. Check Register

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 \$30,748.68.

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

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SEVENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Supervisor Requests

Mr. Cowling stated the final county inspection has been completed on all phases, although there are still some minor items that are being taken care of.

Audience Comments

Robert Keefe reminded the Board of the request for increased security.

A resident asked what the responsibilities are of the security guards.

Ms. Giles stated that the agreement should be included in an agenda package on the website, which would detail the scope of services.

The resident also informed the Board of flooding on the sidewalk near the field and the pool chairlift being broken.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – June 12, 2024 at 6:00 p.m. at the Plantation Oaks Amenity Center

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Smith 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