

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, June 12, 2024 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Louis Cowling	Chairman
Braden Smith	Vice Chairman
Jordan Beall	Supervisor
Daniel Foley	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Glynn Taylor	District Engineer
Jay Soriano	Operations Manager

The following is a summary of the discussions and actions taken at the June 12, 2024 meeting.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Giles called the meeting to order at 6:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Leo Pacatan asked if the amenity center for Phase 2 will have a fitness center.

Mr. Cowling responded that it would have a small fitness center geared more towards cardio equipment.

Leo Pacatan asked if the expanded fencing proposed will be for that area.

Mr. Soriano responded that the fencing is a discussion based off requests related to safety and people jumping the fence.

Leo Pacatan commented on the need for more professional security and questioned if there are any policies or procedures that could be adopted to prevent non-residents from using the pool.

June 12, 2024

Wilford Preserve CDD

Mr. Cowling stated that the Board can look at amending the guest policy if overcrowding becomes an issue.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Batey McGraw**

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the resignation of Batey McGraw was accepted.

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

Mr. Cowling nominated Daniel Foley to fill the vacancy through the end of the seat’s term (November 2024).

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor appointing Daniel Foley to seat 5 was approved.

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

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Mr. Foley. Ms. Giles also provided an overview of the public records and Sunshine laws.

**D. Consideration of Resolution Designating Officers**

Ms. Giles noted a new Chairman needs to be designated in addition to adding Mr. Foley as an officer.

On MOTION by Mr. Smith seconded by Mr. Beall with all in favor designating Mr. Cowling as the Chairman was approved.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor designating Mr. Smith as the Vice Chairman was approved.

Ms. Giles stated that included in the resolution is designation of GMS employees as officers to allow them to sign CDD documents on her behalf should it be needed, including

June 12, 2024

Wilford Preserve CDD

herself as Secretary and Treasurer, and Daniel Laughlin, Darrin Mossing and Jim Oliver as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor Resolution 2024-06, designating officers as detailed above was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 15, 2024 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the minutes of the May 15, 2024 Board of Supervisors meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption**

Ms. Giles presented the proposed budget for Fiscal Year 2025, noting there is a reduction in assessments for Phases 1, 2 and 3 and assessments for Cheswick South and Phase 4 have been added to the budget. Additionally, a capital reserve fund has been added to the budget. Assessments will be levied for the first time against Cheswick South and Phase 4, therefore a mailed notice will be required for those landowners.

The Board, audience members and staff discussed the security and access issues. Mr. Soriano presented options for increasing the height of the pool fence for around \$15,000 and wrapping the front of the amenity center in fencing to increase security for around \$40,000.

Mr. Cowling recommended increasing the assessments back to the levels they were last year, and using the revenues that would generate to add to the security line item.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor Resolution 2024-04, approving the proposed budget for Fiscal Year 2025 and setting a public hearing for August 20, 2024 at 6:00 p.m. was approved.

June 12, 2024

Wilford Preserve CDD

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05,  
Designating a Date, Time and Location for  
a Landowner Election**

Ms. Giles informed the Board an elector for Seat 2 will be chosen through the landowner’s election process. She recommended designating the landowner’s election for November 19, 2024 at 1:30 p.m. to coincide with the regular meeting schedule.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor Resolution 2024-05, setting a landowner’s election for November 19, 2024 at 1:30 p.m. was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Amenity Center Gates**

Mr. Soriano stated that he can purchase taller gates for the amenity center under his discretionary amount if the Board is in favor.

There were no objections from the Board.

**B. Fiscal Year 2025 Field Operations and Amenity Management Services**

Mr. Soriano stated that he spoke to the Chairman about using the same hours for the Cheswick South amenity center as is used for the Wilford Preserve amenity center.

Mr. Cowling added that between the two facilities, there should be a staff member onsite on a full-time basis.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Haber reminded the Board members that their Form 1 is due to be completed by July 1<sup>st</sup>. He also informed the audience members that there are two seats up for general election and the deadline for qualifying for the seats is June 14<sup>th</sup> at noon.

**B. District Engineer**

**1. Requisition No. 195 (Series 2019A)**

A copy of the requisition payable to Taylor & White totaling \$205 was included in the agenda package for the Board’s review.

June 12, 2024

Wilford Preserve CDD

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor requisition number 195 was ratified.

**2. Acceptance of the Annual Engineer’s Report**

Mr. Taylor stated that in short, the engineer’s report states that the majority of the project is complete.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the annual engineer’s report was accepted.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Amenity / Operations Manager – Monthly Operations Report**

Mr. Soriano gave an overview of the amenity and operations report. He also informed the Board that the drain grates are being replaced, and the battery to the chair lift has been found.

**NINTH ORDER OF BUSINESS                      Financial Reports**

**A. Financial Statements as of May 31, 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 \$42,524.55.

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

**TENTH ORDER OF BUSINESS                      Supervisors’ Requests and Audience Comments**

**Supervisor Requests**

Mr. Cowling stated that the developer is working on getting the Wilford Oaks amenity center up and operational in the next 60 days.

**Audience Comments**

June 12, 2024

Wilford Preserve CDD

Stephanie Deckard stated that asked if there is supposed to be a streetlight in her cul-de-sac off Firethorn.

Mr. Cowling stated that he could look at the electric plans.

Leo Pacatan stated that enforcing the requirement to provide proof of residency such as by signing in will curb a lot of the issues if it's initiated now.

Phil Greco commented on the need to do something to slow down the vehicles coming into and leaving the community.

Ms. Giles stated that she and Mr. Taylor would work together to determine what is needed to get acceptance from the county to install speed humps or speed tables.

Louis Lockley recommended new board members repeat the oath back rather than accepting what is read. He also stated that the filters are red on the water fountains by the pool.

Sheila Torres commented on flooding on the sidewalk by the park on Copperwood. She also commented that there appears to be a broken sprinkler on the big field off Copperwood. Next, she commented on communication issues with complaints not being rectified. Lastly, she commented on the spicket being broken in the dog park and the trash being full.

Gary McKee seconded the comment that speeding in the community needs to be addressed. He also asked if there is going to be another exit to another main road.

Mr. Cowling responded in the Clay County plan there will eventually be an exit to Kindewood, but for now it will just a dead-end turnaround.

John Jarrett commented on how dark it is when you come off Cheswick onto Firethorn. He also stated that around a third of the streetlights along Copperwood are out.

Mr. Soriano stated that residents can report light issues on Clay Electric's website.

John Jarrett asked if the same process can be used to get a streetlight installed at the entrance.

Mr. Cowling stated that an agreement with Clay Electric would be needed to add more lights to the common areas.

John Jarrett also commented on the speeding in the community being an issue.

Dennis Lemke asked who owns the sidewalks.

Mr. Cowling responded that the CDD does.

Dennis Lemke stated that a lot of the sidewalks have collapsed so water sits on them and they get slippery.

June 12, 2024

Wilford Preserve CDD

Mr. Soriano stated that currently the sidewalks are pressure washed once per year, so that could be increased.

Dennis Lemke asked who is responsible for the trees between the sidewalks and the curb.

Mr. Cowling responded that they are the homeowner’s responsibility.

Dennis Lemke stated that he does not think most people understand that.

Mr. Cowling stated that the trees are in the HOA covenants and restrictions.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 17, 2024 at 1:30 p.m. at the Plantation Oaks Amenity Center**

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the meeting was adjourned.

DocuSigned by:  
*Marilee Giles*  
A38999D0EDC14E4...  
Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
1C2C73D66B98412...  
Chairman/Vice Chairman