

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, August 20, 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
Daniel Foley	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Glynn Taylor	District Engineer
Jay Soriano	Operations Manager
Triston Cottrell	S3 Security

The following is a summary of the discussions and actions taken at the August 20, 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

Robert Keefe stated that Yellowstone is not cutting the entire property each week. The common area near his mailbox has not been cut in three weeks and the main field got cut twice in four weeks.

Mr. Cowling stated that the District will put them on notice.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointing a New Supervisor to Fill Vacancy

This item was tabled.

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B. Oath of Office for Newly Appointed Supervisor

This item was tabled.

C. Consideration of Resolution Designating Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 17, 2024 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the minutes of the July 17, 2024 Board of Supervisors meeting were approved.

FIFTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget and Imposing Special Assessments for Fiscal Year 2025

Ms. Giles provided an overview of the fiscal year 2025 budget, noting it includes Phase IV and Cheswick South. There is no increase in assessments proposed.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the public hearing for the purpose of adopting the fiscal year 2025 budget and imposing special assessments was opened.

There being no comments from members of the public, a motion to close the public hearing followed.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the public hearing for the purpose of adopting the fiscal year 2025 budget and imposing special assessments was closed.

Mr. Haber asked if the funds included in the revenue section related to Phase IV and Cheswick South are to be collected via assessments or via a funding obligation.

Ms. Giles responded funding obligation.

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Mr. Haber asked that on page 10 the gross assessment amount be changed to match the amount on page one, and on page one the difference in the amount of the assessments and the amount of direct funding be identified.

A. Consideration of Resolution 2024-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor Resolution 2024-08, relating to annual appropriations and adopting the budget for Fiscal Year 2025 was approved subject to the revisions stated above.

B. Consideration of Resolution 2024-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor Resolution 2024-09, imposing special assessments and certifying an assessment roll for Fiscal Year 2025 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Cowling asked if a funding agreement needs to be drafted for Cheswick South.

Mr. Haber responded yes, with whoever will be responsible for paying their share of the operations and maintenance. It should be in place no later than October 1st.

B. District Engineer – Requisition Nos. 199-200 (Series 2019A)

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

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor requisition numbers 199 and 200 were ratified.

C. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

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Ms. Giles presented a proposed meeting schedule for fiscal year 2025 including meetings on the third Tuesday of each month, with two evening meetings for the budget discussions.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the meeting schedule for fiscal year 2025 was approved as presented.

2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025

Mr. Haber informed the Board that new legislation came out that requires all special districts to adopt goals and objectives and report that those goals and objectives were met. A proposed annual reporting form was enclosed in the agenda package for the Board's review.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the performance measures/standards and annual reporting form was approved as presented.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano presented the operations report, as well a proposal from T&M Electric of Clay County to repair a burial pole that was damaged by a resident's vehicle for a total of \$5,040. He added that he has spoken to the resident about reimbursing the District through a payment plan.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the proposal to repair a burial pole for a cost of \$5,040.

Next, Mr. Soriano presented a proposal from Fence Depot \$3,212.35 to replace the current gate to the amenity center with a taller gate to prevent people from breaking in. He noted the installation will be done by maintenance staff and asked for a not to exceed of \$3,500.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor purchasing a replacement gate at an amount not to exceed \$3,500 was approved.

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SEVENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of July 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 \$31,039.89.

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

C. Boundary Amendment Funding Request No. 5

A copy of boundary amendment funding request number five totaling \$528 was included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor boundary amendment funding request number 5 was approved.

EIGHTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

Mr. Cowling stated that Phases 3A and 3B will soon be closed out, and the District will be fully accepted by the county and CCUA. He also stated that he and Mr. Soriano will meet with Yellowstone regarding the issues within the community.

NINTH ORDER OF BUSINESS Next Scheduled Meeting – September 17, 2024 at 1:30 p.m. at the Plantation Oaks Amenity Center

TENTH ORDER OF BUSINESS Adjournment

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

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

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Louis Cowling
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Chairman/Vice Chairman