

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, September 17, 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	Chairman
Braden Smith	Vice Chairman
Daniel Foley	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Jay Soriano	Operations Manager
Triston Cottrell	S3 Security
Marla Dietrich	S3 Security
Blake Dougherty	Yellowstone Landscape

The following is a summary of the discussions and actions taken at the September 17, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointing a New Supervisor to Fill Vacancy

This item was tabled.

B. Oath of Office for Newly Appointed Supervisor

This item was tabled.

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C. Consideration of Resolution Designating Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 20, 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 August 20, 2024 Board of Supervisors meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Budget Deficit Funding Agreement for Fiscal Year 2025

Ms. Haber stated this agreement was discussed at the prior meeting in connection with the adoption of the budget. There is a portion of the budget identified as Cheswick South that does not have an assessment levied against it, because the property is not yet within the boundary of the CDD, but it has been identified as an area that is going to contribute for funding purposes for the overall budget. I'm not sure of the exact name of the entity, but it will be signed by an entity that will be on the hook for funding that portion of the budget to the extent those amounts are needed.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the fiscal year 2025 budget deficit funding agreement was approved in substantial form with staff authorized to work with the Chair on finalizing the agreement.

SIXTH ORDER OF BUSINESS

Ratification of the Engagement Letter with Grau & Associates for Fiscal Year 2024

Ms. Giles stated the engagement letter documents and confirms the auditor's objective and scope to audit the financial statements of the District for the fiscal year ending September 30, 2024.

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On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the engagement letter with Grau & Associates for fiscal year 2024 audit services was ratified.

SEVENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer – Requisition Nos. 201 and 204 (Series 2019A)

Copies of the requisitions payable to Taylor & White and Highland Products 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 201 and 204 were ratified.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano presented the operations report, and informed the Board the order for fencing has been set up with installation expected in October. He also reported that he is getting some complaints regarding the fans at the gazebo, so they will be replaced.

Mr. Cowling suggested getting a timer for the fans.

Lastly, Mr. Soriano reported that Yellowstone is caught up on cuts and they are working on catching up on irrigation issues.

EIGHTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of August 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 \$33,959.24.

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

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C. Ratification of Boundary Amendment Funding Request No. 6

A copy of boundary amendment funding request number five totaling \$4,250 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 6 was approved.

NINTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – October 15, 2024
at 1:30 p.m. at the Plantation Oaks
Amenity Center**

ELEVENTH 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

DocuSigned by:

Louis Cowling

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Chairman/Vice Chairman