

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, October 15, 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
Jordan Beall	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Jay Soriano	Operations Manager
Matt Biagetti	GMS, LLC

The following is a summary of the discussions and actions taken at the October 15, 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 the Vacant Seat**

Mr. Smith stated his intention to resign from Seat 4.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor Braden Smith's resignation was accepted.
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On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor appointing Braden Smith to Seat 1 was approved.

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Mr. Smith.

Mr. Beall stated his intention to resign from Seat 3.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor Jordan Beall's resignation was accepted.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor appointing Jordan Beall to Seat 4 was approved.

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Mr. Beall.

Mr. Foley stated his intention to resign from Seat 5.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor Daniel Foley's resignation was accepted.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor appointing Daniel Foley to Seat 3 was approved.

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Mr. Foley.

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

The oaths were administered during the previous item.

**C. Consideration of Resolution Designating Officers**

Ms. Giles stated that the current slate of officers is Mr. Cowling as Chairman, Mr. Smith as Vice Chair, and the remaining two supervisors as Assistant Secretaries. She asked to

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add Matt Biagetti as an Assistant Secretary and Assistant Treasurer while leaving the other GMS officers in place.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor Resolution 2025-01, designating officers as detailed above was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the September 17, 2024 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 September 17, 2024 Board of Supervisors meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Haber reminded the Board members the ethics training is due to be completed by December 31<sup>st</sup>.

**B. District Engineer – Consideration of Proposal to Prepare a Public Facilities Report**

Ms. Giles presented the proposal from Taylor & White to prepare a public facilities report, as required by Florida Statutes to be completed every seven years. The fee for preparing the report is \$7,000.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the proposal from Taylor & White to prepare a public facilities report was approved.

**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 that the amenity manager position is now full-time.



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On MOTION by Mr. Smith seconded by Mr. Foley 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