

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, November 19, 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
Robert Keefe	Supervisor
Gary McKee	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Glynn Taylor <i>by phone</i>	District Engineer
Sayla Hicks	Amenity Manager

The following is a summary of the discussions and actions taken at the November 19, 2024 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 1:34 p.m. and called the roll. She also noted that she swore Mr. Keefe and Mr. McKee into office prior to the meeting.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution 2025-02, Canvassing and Certifying the Results of the Landowner's Election

Ms. Giles informed the Board that Louis Cowling was elected to Seat 2 during the landowner's election held prior to the regular board meeting.

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On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2025-02, canvassing and certifying the results of the landowner’s election was approved.

B. Oath of Office for Newly Elected Supervisors

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Mr. Cowling. Oaths were administered to Mr. Keefe and Mr. McKee prior to the meeting. She and Mr. Haber then provided a brief overview of the Sunshine and Public Records Laws.

C. Consideration of Resolution 2025-03, Designating Officers

Ms. Giles stated that the current slate of officers is Mr. Cowling as Chairman, Mr. Smith as Vice Chair, Daniel Foley, Robert Keefe and Gary McKee as Assistant Secretaries, Marilee Giles as Secretary and Treasurer, and Matt Biagetti, Jim Oliver, Daniel Laughlin and Darrin Mossing as Assistant Secretaries and Assistant Treasurers.

There being no changes to the slate of officers requested, a motion to approve the resolution followed.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2025-03, designating officers as detailed above was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the October 15, 2024 Meeting

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. McKee with all in favor the minutes of the October 15, 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 31st.

B. District Engineer – Ratification of Requisition Nos. 205 and 206

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Copies of requisition numbers 205 and 206 were included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor requisition numbers 205 and 206 were ratified.

Mr. Taylor stated that he should have the public facilities report completed prior to the next meeting.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity / Operations Manager – Monthly Operations Report

Ms. Hicks gave an overview of the events held between meetings.

Mr. Keefe stated that a resident has asked about the status of the ability to have running water at the dog park.

Ms. Hicks stated that she’s received a question regarding the standing water in the dog park area.

Mr. Cowling responded that he would look into both issues.

SIXTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of September 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 \$32,187.33.

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

C. Boundary Amendment Funding Request No. 8

A copy of boundary amendment funding request number eight totaling \$561 was included in the agenda package for the Board’s review.

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On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor boundary amendment funding request number 8 was approved.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Mr. Cowling stated that he believes there are some funds left in the bond accounts before they can be closed, so he suggested looking at any projects that need to be done.

Ms. Giles stated that there is \$27,000 in the Series 2018 account. She will get with Mr. Soriano to see where those funds would be best used.

EIGHTH ORDER OF BUSINESS

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

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. McKee seconded by Mr. Keefe with all in favor the meeting was adjourned.

Signed by:
Manlee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Louis Cowling
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Chairman/Vice Chairman