

WILFORD PRESERVE
Community Development District

MAY 20, 2025

AGENDA

**Wilford Preserve
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.WilfordPreserveCDD.com

May 13, 2025

Board of Supervisors
Wilford Preserve Community Development District

Dear Board Members:

The Wilford Preserve Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, May 20, 2025, at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
 - A. Acceptance of Resignation of Daniel Foley
 - B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2026)
 - C. Oath of Office for Newly Appointed Supervisor
 - D. Consideration of Resolution 2025-04, Designating Officers
- IV. Approval of the Minutes of the April 15, 2025, Meeting
- V. Discussion of the Fiscal Year 2026 Budget
- VI. Consideration of Proposal from GMS for Fiscal Year 2026 for Amenity Management, Pool Maintenance, Janitorial Services and Pool Monitors
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - 1. Report on the Number of Registered Voters (816)

2. Reminder of Form 1 Deadline and Ethics Training Requirement

D. Amenity / Operations Manager – Report

VIII. Financial Reports

A. Financial Statements as of April 30, 2025

B. Check Register

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – Wednesday, June 11, 2025, at 6:00 p.m. at the Plantation Oaks Amenity Center

XI. Adjournment

THIRD ORDER OF BUSINESS

A.

Dancil Foley

April 29, 2025

RE: Resignation as a Board member of the Wilford Preserve CDD.

Wilford Preserve CDD District Manager,
Effective April 29, 2025, I Daniel Foley, herby resign my position as a board member of the
Wilford Preserve CDD,

Sincerely,

A handwritten signature in black ink, appearing to be 'Daniel Foley', with a long, sweeping horizontal stroke extending to the right.

Daniel Foley

D.

RESOLUTION 2025-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
WILFORD PRESERVE COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Wilford Preserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Wilford Preserve Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 20TH DAY OF MAY, 2025.

ATTEST

**WILFORD PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

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, April 15, 2025, 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	District Counsel
Glynn Taylor <i>by phone</i>	Operations Manager
Sayla Hicks	Amenity Manager

The following is a summary of the discussions and actions taken at the April 15, 2025, 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

Ms. Giles stated there were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the March 18,
2025 Board of Supervisors Meeting**

Ms. Giles asked for a motion to approve the minutes.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the minutes of the March 18, 2025, Board of Supervisors meeting was approved.
--

FOURTH ORDER OF BUSINESS

**Acceptance of the Draft Fiscal Year 2024
Audit Report**

Ms. Giles presented the audit report on page 14 of the agenda package. She noted the financial statements were presented fairly. On page 37 is the internal control letter that explains there are no weaknesses to report. On page 39 is the compliance letter that shows they were compliant. She added there were no findings or recommendations for this year or the prior year.

Mr. Haber noted this has been fully updated.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor the FY24 Draft Audit Report, was approved.

FIFTH ORDER OF BUSINESS

Discussion and Guidance for Preparation of the Fiscal Year 2026

Ms. Giles stated the budget approval is set for May 21st at 6 p.m. and the Budget Adoption meeting will be on July 23rd at 6 p.m. Staff will make a draft of the budget by May 21st and the can make changes to it before the budget adoption.

Mr. Cowling noted the insurance price is high. Ms. Giles stated when they ask for an estimate, they give them a higher price than what it ends up being. She added if they are high on anything, they extra money stays with the district.

Mr. Keefe asked if the insurance is being used on the new Amenity building. Mr. Haber stated they are still waiting on a few individuals to finish their paperwork and it will be done. Mr. Keefe noted the insurance and security prices will go up once the amenity center is complete. Ms. Giles suggested to anticipate the costs and have that show in the budget. The CDD is not paying for anything with Wilford and Cheswick because they are self-funded.

Mr. Cowling asked if they wanted to levy and O&M Assessment on the Cheswick properties to allow for more time. Ms. Giles asked if they wanted to move the meeting days.

The meeting dates and times changed to May 20th at 1:30 p.m., June 11th at 6 p.m. for the budget approval, July 23rd at 1:30 p.m., and August 20th at 6 p.m. to adopt the budget.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber stated as soon as he gets the consents signed, he will file a petition with the county.

B. District Engineer

Mr. Taylor stated they received Cheswick's storm systems for phase 2 and they will be working on that shortly.

The CCUA documents must be revised to show the CDD took over Cheswick.

C. District Manager

Ms. Giles reminded the board members the Form 1 is due on July 1, 2025.

D. Amenity / Operations Manager – Report

Ms. Hicks presented the Operation Manager's report on page 44. She stated there was a Cheswick inspection that noted the water levels were too low, but everything else seems in good shape. She explained there is an Easter event on Saturday and there have already been over 60 residents RSVP.

Mr. Keefe stated he emailed Jay about the complaint on the pond not being mowed.

SEVENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of March 31, 2025

Ms. Giles presented the Financial Statements as of March 31, 2025.

B. Check Register

Ms. Giles presented the Check Register through the end of March. She asked for any questions, comments, or concerns. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor the Check Register, was approved.

SEVENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Ms. Giles noted there were no members of the public present.

Supervisors Requests:

- Mr. Cowling stated they are a few weeks away from receiving the Utility Acceptance and will have the consensus done this week.
- Mr. Cowling stated he is working on a memorial bench with a resident

- Mr. McKee asked for a follow-up on the dump truck that was parked in the street. He noted the county has a no commercial vehicle overnight parking in a residential area ordinance and they would educate the individual before they ticket them.
- Mr. Keefe stated there was some confusion on the parking rules throughout the district and would like to have an agreement between the CDD and the HOA to enforce those rules.
- Mr. Keefe stated the pond at Ivory Palm, did not get mowed.

EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 20, 2025, at
1:30 p.m. at the Plantation Oaks Amenity
Center**

NINTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SIXTH ORDER OF BUSINESS



Governmental Management Services

Serving Florida's New Communities

May 13, 2025

Marilee Giles
Wilford Preserve Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Amenity Management, Pool Maintenance, Janitorial Services and Pool Monitors

Dear Marilee:

Please consider this proposal for Governmental Management Services to continue providing the following services for the Wilford Preserve Community Development District:

<u>Services</u>	<u>FY 2025 Budget</u>	<u>FY 2025 Fee</u>	<u>FY 2026 Proposed Fee</u>
Amenity Management	\$67,250	\$47,250	\$71,285
Pool Maintenance	\$30,000	\$30,000	\$31,800
Janitorial Service	\$15,000	\$15,000	\$15,900
Pool Monitors	\$25,000	\$25,000	\$25,000

The ownership and management at Governmental Management Services would like to thank the Board of Supervisors in advance for your consideration of our request to provide these services to your community. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

Darrin Mossing

Darrin Mossing

President

Orlando

219 E. Livingston St.
Orlando, FL 32801

St. Augustine

475 West Town Place
Suite 114
St. Augustine, FL 32092

Palm Coast

393 Palm Coast Pkwy SW, #4
Palm Coast, FL 32137

Ft. Lauderdale

5385 N. Nob Hill Rd.
Sunrise, FL 33351

Tampa

18842 N. Dale Mabry Hwy
Lutz, FL 33548

Knoxville

1001 Bradford Way
Kingston, TN 37763

SEVENTH ORDER OF BUSINESS

C.

1.



Chris H. Chambliss

Supervisor of Elections Clay County, Florida

April 15, 2025

Wilford Preserve Community Development District
Attn.: Wesley Haber
107 West College Avenue
Tallahassee, Florida 32301

Dear Mr. Haber,

I have queried the number of eligible voters residing within the Wilford Preserve Community Development District as of April 15, 2025. At this time, there are 816 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at LGaver@ClayElections.com

Thank you,

Lynn Gaver, MFCEP
Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

D.

Wilford Preserve Community Development District (CDD)

2740 Firethorn Ave, Orange Park, FL 32065

wilfordpreservemanager@gmsnf.com

Memorandum

Date: May 2025
To: Board of Supervisors
From: Sayla Hicks - Wilford Preserve/Wilford Oaks Amenity Manager

Community:

Card Counts:

Wilford Preserve: New residents – 5

Replacement Key – 1

Wilford Oaks: All key fobs have been replaced to all residents since changing to Hi-Tech

Room Rentals:

- 2 Rentals in May

Operations:

- Pool gates have arrived; waiting to be installed
- Dreamfibers/internet has been installed at Cheswick/Wilford Oaks
- Mens bathroom door was having issues unlocking again, HiTech came out to replace the lock on 5/8.
- Sayla will be working Tuesday – Saturday now to be present on a weekend day
- Easter event had a great turn out with over 60+ kids.

For questions, comments, or clarification, please contact:

- Sayla Hicks, Wilford Amenity Manager
- Jay Soriano, GMS Operations Manager (904) 274-2450

wilfordpreservemanager@gmsnf.com

jsoriano@gmsnf.com

EIGHTH ORDER OF BUSINESS

A.

Wilford Preserve
Community Development District

Unaudited Financial Reporting
April 30, 2025



Wilford Preserve
Community Development District
Combined Balance Sheet
April 30, 2025

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
Assets:					
<u>Cash:</u>					
Operating Account	\$ 98,867	\$ -	\$ -	\$ -	\$ 98,867
Due from Other	-	-	-	4,440	4,440
Due from Capital Reserve Fund	5,255	-	-	-	5,255
Assessments Receivable	8,263	6,374	-	-	14,637
<u>Investments:</u>					
General Fund Custody	475,868	-	-	-	475,868
State Board of Administration (SBA)	2,831	-	-	-	2,831
<u>Series 2019</u>					
Reserve	-	204,305	-	-	204,305
Revenue	-	577,709	-	-	577,709
Prepaid Expenses	575	-	-	-	575
Deposits	1,350	-	-	-	1,350
Total Assets	\$ 593,009	\$ 788,388	\$ -	\$ 4,440	\$ 1,385,837
Liabilities:					
Accounts Payable	\$ 391	\$ -	\$ -	\$ -	\$ 391
Due to General Fund	-	-	5,255	-	5,255
Total Liabilities	\$ 391	\$ -	\$ 5,255	\$ -	\$ 5,646
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 575	\$ -	\$ -	\$ -	\$ 575
Deposits	1,350	-	-	-	1,350
Restricted for:					
Debt Service	-	788,388	-	-	788,388
Capital Project	-	-	-	4,440	4,440
Assigned for:					
Capital Reserve Fund	-	-	(5,255)	-	(5,255)
Capital Reserves	-	-	-	-	-
Unassigned	590,693	-	-	-	590,693
Total Fund Balances	\$ 592,618	\$ 788,388	\$ (5,255)	\$ 4,440	\$ 1,380,191
Total Liabilities & Fund Balance	\$ 593,009	\$ 788,388	\$ -	\$ 4,440	\$ 1,385,837

Wilford Preserve
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 505,573	\$ 505,573	\$ 675,456	\$ 169,883
Direct Bill Phase 4	168,146	-	-	-
Developer Funded Cheswick South	263,580	-	-	-
Interest Income	6,000	6,000	7,470	1,470
Miscellaneous Income	668	668	816	148
Total Revenues	\$ 943,967	\$ 512,241	\$ 683,742	\$ 171,501

Expenditures:

General & Administrative:

Supervisor Fees	\$ 4,800	\$ 2,800	\$ 2,000	\$ 800
FICA Taxes	367	214	153	61
Engineering	6,000	3,500	3,665	(165)
Attorney	15,000	8,750	2,859	5,891
Annual Audit	4,800	4,800	5,000	(200)
Assessment Roll Administration	5,618	5,618	5,618	-
Arbitrage Rebate	1,200	700	600	100
Dissemination Agent	7,865	4,588	4,588	0
Trustee Fees	7,000	6,592	6,592	-
Management Fees	55,213	32,208	32,208	0
Information Technology	1,060	618	618	0
Website Maintenance	1,272	742	742	-
Telephone	300	175	60	115
Postage	500	292	96	196
Insurance General Liability	7,500	7,500	7,296	204
Printing	1,200	700	78	622
Legal Advertising	3,000	1,750	798	953
Other Current Charges	600	350	-	350
Office Supplies	100	58	12	47
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 123,571	\$ 82,131	\$ 73,158	\$ 8,973

Wilford Preserve
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
<u>Operations & Maintenance</u>				
Amenity Center Expenditures				
Insurance	\$ 11,546	\$ 11,546	\$ 10,500	\$ 1,046
General Facility Maintenance	35,000	20,417	3,084	17,333
Amenity Manager	67,250	39,229	27,563	11,667
Janitorial Services	15,000	8,750	8,750	-
Pool Maintenance	30,000	17,500	17,500	-
Pool Chemicals	20,000	11,667	3,548	8,118
Pool Monitors	25,000	14,583	619	13,965
Security Monitoring	1,235	720	-	720
Security	93,325	54,440	26,001	28,439
Permit Fees	900	525	-	525
Telephone/Cable/Internet	1,000	583	-	583
Electric	25,000	14,583	4,062	10,521
Water/Sewer/Irrigation	55,000	32,083	14,795	17,288
Repairs & Replacements	25,000	14,583	6,736	7,848
Refuse Service	5,040	2,940	1,720	1,220
Special Events	6,000	3,500	531	2,969
Recreational Passes	1,500	875	260	615
Office Supplies/Mailings/Printing	600	350	-	350
Subtotal Amenity Center Expenditures	\$ 418,396	\$ 248,875	\$ 125,668	\$ 123,207
Ground Maintenance Expenditures				
Landscape Maintenance	\$ 260,000	\$ 151,667	\$ 60,480	\$ 91,187
Landscape Contingency	6,000	3,500	660	2,840
Irrigation Maintenance	5,000	2,917	-	2,917
Lake Maintenance	26,000	15,167	6,090	9,077
Subtotal Ground Maintenance Expenditures	\$ 297,000	\$ 173,250	\$ 67,230	\$ 106,020
Total Operations & Maintenance	\$ 715,396	\$ 422,125	\$ 192,898	\$ 229,227
Reserves				
Capital Reserve Fund	\$ 105,000	\$ -	\$ -	\$ -
TOTAL RESERVES	\$ 105,000	\$ -	\$ -	\$ -
Total Expenditures	\$ 943,967	\$ 504,256	\$ 266,056	\$ 238,200
Excess (Deficiency) of Revenues over Expenditures	\$ 0	\$ 7,985	\$ 417,686	\$ (66,699)
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out)	\$ -	\$ -	\$ 2,077	\$ 2,077
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 2,077	\$ 2,077
Net Change in Fund Balance	\$ 0	\$ 7,985	\$ 419,763	\$ (64,622)
Fund Balance - Beginning	\$ -		\$ 172,856	
Fund Balance - Ending	\$ 0		\$ 592,618	

Community Development District Month to Month

[illegible]

Expenditures:

General & Administrative:

Supervisor Fees	\$	-	\$	-	\$	400	\$	400	\$	400	\$	400	\$	400	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,000
FICA Taxes		-		-		31		31		31		31		31		-		-		-		-		-		153
Engineering		-		3,500		-		-		-		-		165		-		-		-		-		-		3,665
Attorney		1,554		225		29		661		-		-		391		-		-		-		-		-		2,859
Annual Audit		-		-		-		-		-		-		5,000		-		-		-		-		-		5,000
Assessment Roll Administration		5,618		-		-		-		-		-		-		-		-		-		-		-		5,618
Arbitrage Rebate		-		-		600		-		-		-		-		-		-		-		-		-		600
Dissemination Agent		655		655		655		655		655		655		655		-		-		-		-		-		4,588
Trustee Fees		3,450		-		-		3,142		-		-		-		-		-		-		-		-		6,592
Management Fees		4,601		4,601		4,601		4,601		4,601		4,601		4,601		-		-		-		-		-		32,208
Information Technology		88		88		88		88		88		88		88		-		-		-		-		-		618
Website Maintenance		106		106		106		106		106		106		106		-		-		-		-		-		742
Telephone		-		-		5		39		-		7		9		-		-		-		-		-		60
Postage		26		13		15		9		15		8		10		-		-		-		-		-		96
Insurance General Liability		7,296		-		-		-		-		-		-		-		-		-		-		-		7,296
Printing		8		9		18		0		17		16		11		-		-		-		-		-		78
Legal Advertising		322		75		75		82		82		82		82		-		-		-		-		-		798
Other Current Charges		-		-		-		-		-		-		-		-		-		-		-		-		-
Office Supplies		9		0		1		0		1		0		0		-		-		-		-		-		12
Dues, Licenses & Subscriptions		175		-		-		-		-		-		-		-		-		-		-		-		175
Total General & Administrative	\$	23,908	\$	9,273	\$	6,624	\$	9,815	\$	5,995	\$	5,994	\$	11,549	\$	-	\$	-	\$	-	\$	-	\$	-	\$	73,158

Wilford Preserve
Community Development District
Debt Service Fund Series 2018 B
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues:				
Special Assessments - Direct Bill	\$ 24,725	\$ -	\$ -	\$ -
Special Assessments - Prepayments	-	-	76,460	76,460
Interest Income	5,000	2,917	3,290	373
Total Revenues	\$ 29,725	\$ 2,917	\$ 79,749	\$ 76,833
Expenditures:				
Interest -11/1	\$ 12,363	\$ 12,363	12,363	\$ -
Principal Prepayment - 11/1	-	-	430,000	(430,000)
Interest - 5/1	12,363	-	-	-
Total Expenditures	\$ 24,725	\$ 12,363	\$ 442,363	\$ (430,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 5,000	\$ (9,446)	\$ (362,613)	\$ (353,167)
Other Financing Sources/(Uses):				
Transfer (Out)	\$ -	\$ -	\$ (5,005)	\$ (5,005)
Transfer In	-	-	1,716	
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (3,290)	\$ (5,005)
Net Change in Fund Balance	\$ 5,000	\$ (9,446)	\$ (365,903)	\$ (358,173)
Fund Balance - Beginning	\$ 10,110		\$ 365,903	
Fund Balance - Ending	\$ 15,110		\$ -	

Wilford Preserve
Community Development District
Debt Service Fund Series 2019
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 521,627	\$ 521,627	\$ 521,009	\$ (617)
Interest Income	7,500	7,500	14,399	6,899
Total Revenues	\$ 529,127	\$ 529,127	\$ 535,409	\$ 6,282
Expenditures:				
Interest -11/1	\$ 186,175	\$ 186,175	\$ 186,175	\$ -
Interest - 5/1	186,175	-	-	-
Principal - 5/1	150,000	-	-	-
Total Expenditures	\$ 522,350	\$ 186,175	\$ 186,175	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 6,777	\$ 342,952	\$ 349,234	\$ 6,282
Net Change in Fund Balance	\$ 6,777	\$ 342,952	\$ 349,234	\$ 6,282
Fund Balance - Beginning	\$ 239,841		\$ 439,154	
Fund Balance - Ending	\$ 246,618		\$ 788,388	

Wilford Preserve
Community Development District
Statement of Revenues and Expenditures

Capital Projects Funds

For The Period Ending April 30, 2025

Description	SE 2018B	SE 2019A
<u>Revenues</u>		
<i><u>Interest Income:</u></i>		
Construction	\$ 374	\$ 289
Transfer In	2,928	-
Total Revenues	\$ 3,302	\$ 289
<u>Expenditures</u>		
Capital Outlay	\$ 27,062	\$ 22,286
Transfer Out	1,716	-
Total Expenditures	\$ 28,778	\$ 22,286
Excess Revenues (Expenditures)	\$ (25,476)	\$ (21,997)
Beginning Fund Balance	\$ 25,476	\$ 26,437
Ending Fund Balance	\$ (0)	\$ 4,440

Wilford Preserve
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2025

	Adopted Budget	Prorated Budget Thru 04/30/25	Actual Thru 04/30/25	Variance
Revenues				
Interest Income	\$ 2,000	\$ -	\$ -	\$ -
Capital Reserve Funding	105,000	-	-	-
Carry Forward Balance	-	-	-	-
Total Revenues	\$ 107,000	\$ -	\$ -	\$ -
Expenditures:				
Repairs and Replacements	\$ -	\$ -	\$ -	\$ -
Capital Outlay	-	-	5,255	(5,255)
Total Expenditures	\$ -	\$ -	\$ 5,255	\$ (5,255)
Excess (Deficiency) of Revenues over Expenditures	\$ 107,000		\$ (5,255)	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 107,000		\$ (5,255)	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ 107,000		\$ (5,255)	

Wilford Preserve
Community Development District
Long Term Debt Report

Series 2018B, Special Assessment Bonds			
Interest Rate:	5.75%		
Maturity Date:	5/1/2028		
Reserve Fund Definition	Maximum Annual Debt Service		
Reserve Fund Requirement	\$	-	
Reserve Fund Balance		-	
BONDS OUTSTANDING - 7/23/2018	\$	6,230,000	
Less: May 1, 2020		(990,000)	
Less: August 1, 2020		(380,000)	
Less: November 1, 2020		(265,000)	
Less: February 1, 2021		(65,000)	
Less: August 1, 2021		(55,000)	
Less: November 1, 2021		(435,000)	
Less: February 1, 2022		(220,000)	
Less: May 1, 2022		(330,000)	
Less: August 1, 2022		(415,000)	
Less: November 1, 2022		(305,000)	
Less: February 1, 2023		(320,000)	
Less: May 1, 2023		(385,000)	
Less: August 1, 2022		(505,000)	
Less: November 1, 2023		(555,000)	
Less: February 1, 2024		(370,000)	
Less: May 1, 2024		(205,000)	
Less: November 1, 2024		(430,000)	
Current Bonds Outstanding	\$	-	

Series 2019A, Special Assessment Bonds			
Interest Rate:	4.6% - 5.2%		
Maturity Date:	11/1/2049		
Reserve Fund Definition	35% of Maximum Annual Debt Service		
Reserve Fund Requirement	\$	204,305	
Reserve Fund Balance		204,305	
BONDS OUTSTANDING - 11/1/2019	\$	7,985,000	
Less: May 1, 2020		(120,000)	
Less: November 1, 2020		(20,000)	
Less: May 1, 2021		(125,000)	
Less: May 1, 2022		(130,000)	
Less: May 1, 2023		(135,000)	
Less: May 1, 2024		(145,000)	
Current Bonds Outstanding	\$	7,310,000	

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2025 Summary of Assessment Receipts

ASSESSED	# UNITS ASSESSED	SERIES 2019A DEBT ASMT	FY25 O&M ASMT	TOTAL ASSESSED
NET ASSESSMENTS TAX ROLL	593	519,803.94	673,892.91	1,193,696.84

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2019A DEBT RECEIPTS	O&M RECEIPTS	AMOUNT RECEIVED
1	11/7/2024	796.10	1,032.10	1,828.20
2	11/13/2024	5,927.90	7,685.15	13,613.05
3	11/26/2024	22,946.48	29,748.67	52,695.15
4	12/6/2024	413,257.59	535,762.32	949,019.91
5	12/19/2024	3,972.52	5,150.11	9,122.63
6	1/27/2025	2,816.05	3,650.82	6,466.87
7	2/6/2025	1,008.57	1,307.55	2,316.12
8	3/8/2025	6,580.44	8,531.12	15,111.56
9	4/7/2025	57,329.86	74,324.53	131,654.39
10	5/6/2025	6,373.98	8,263.46	14,637.44
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL TAX ROLL RECEIPTS		521,009.49	675,455.83	1,196,465.32

TAX ROLL DUE	(1,205.55)	(1,562.92)	(2,768.48)
PERCENT COLLECTED	100%	100%	100%

B.

WILFORD PRESERVE
Community Development District

Check Register Summary

April 30, 2025

Fund	Date	Check No.	Amount
General Fund			
<i>Payroll</i>	4/17/25	50008-50009	\$ 369.40
Sub-Total			\$369.40
<i>Accounts Payable</i>	4/1/25	711	\$ 223.89
	4/9/25	712-718	19,890.85
	4/22/25	719-721	3,606.24
	4/29/25	722-730	44,494.90
Sub-Total			\$ 68,215.88
Total			\$ 68,585.28

PR300R

PAYROLL CHECK REGISTER

RUN 4/17/25 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50008	1	GARY A MCKEE	184.70	4/17/2025
50009	2	ROBERT C KEEFE	184.70	4/17/2025
TOTAL FOR REGISTER			369.40	

WILP WILFORD PRES DLAUGHLIN

Attendance Sheet

District Name: Wilford Preserve CDD

Board Meeting Date: April 15, 2025

	Name	In Attendance	Fee
1	Louis Cowling	<input checked="" type="checkbox"/>	N/A
2	Braden Smith	<input type="checkbox"/>	N/A
3	Daniel Foley	<input type="checkbox"/>	N/A
4	Robert Keefe	<input checked="" type="checkbox"/>	\$200
5	Gary McKee	<input checked="" type="checkbox"/>	\$200

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:

Maurice S. J.
District Manager Signature

April 15, 2025
Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/01/25	00001	3/14/25 190	202502 320-57200-45000	MAINTENACNE SUPPLIES	*	223.89	
				GOVERNMENTAL MANAGEMENT SERVICES			223.89 000711
4/09/25	00001	4/01/25 191	202504 310-51300-34000	APR MANAGEMENT FEES	*	4,601.08	
		4/01/25 191	202504 310-51300-35200	APR WEBSITE ADMIN	*	106.00	
		4/01/25 191	202504 310-51300-35100	APR INFORMATION TECH	*	88.33	
		4/01/25 191	202504 310-51300-31300	APR DISSEMINATION SVCS	*	655.42	
		4/01/25 191	202504 310-51300-51000	OFFICE SUPPLIES	*	.42	
		4/01/25 191	202504 310-51300-42000	POSTAGE	*	9.66	
		4/01/25 191	202504 310-51300-42500	COPIES	*	11.10	
		4/01/25 191	202504 310-51300-41000	TELEPHONE	*	8.86	
		4/01/25 191	202504 320-57200-46510	POOL CHEMICALS-TRICHLOR	*	104.94	
				GOVERNMENTAL MANAGEMENT SERVICES			5,585.81 000712
4/09/25	00001	4/01/25 192	202504 330-57200-41000	APR CONTRACT ADMIN	*	3,937.50	
		4/01/25 192	202504 320-57200-45500	APR JANITORIAL SERVICES	*	1,250.00	
		4/01/25 192	202504 320-57200-46500	APR POOL MAINTENANCE	*	2,500.00	
				GOVERNMENTAL MANAGEMENT SERVICES			7,687.50 000713
4/09/25	00010	4/01/25 27338	202504 310-51300-32200	AUDIT FYE 9/30/24	*	5,000.00	
				GRAU AND ASSOCIATES			5,000.00 000714
4/09/25	00030	4/04/25 7028657	202504 320-57200-46510	APR POOL CHEMICALS	*	832.23	
				HAWKINS INC			832.23 000715
4/09/25	00026	4/01/25 421778	202504 320-57200-49600	APR CLOUD MGMT SERVICES	*	85.00	
				HI-TECH SYSTEM ASSOCIATES			85.00 000716
4/09/25	00011	4/03/25 25-00116	202504 310-51300-48000	NOTICE OF MEETING-4/15/25	*	81.75	
				JACKSONVILLE DAILY RECORD			81.75 000717
				WILP WILFORD PRES OKUZMUK			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/09/25	00020	3/31/25 17	202503 320-57200-46530	MAR POOL MONITOR SERVICES	*	618.56	
				RIVERSIDE MANAGEMENT SERVICES			618.56 000718
4/22/25	00001	4/11/25 2464	202503 320-57200-45000	MAINTENANCE SUPPLIES	*	35.26	
				GOVERNMENTAL MANAGEMENT SERVICES			35.26 000719
4/22/25	00026	4/15/25 76270	202504 320-57200-49600	SERVICE CALL-ACCESS SYSTM	*	95.00	
				HI-TECH SYSTEM ASSOCIATES			95.00 000720
4/22/25	00035	4/01/25 10969	202504 320-57200-49600	APR SECURITY SERVICES	*	3,475.98	
				SECURITY DEVELOPMENT GROUP LLC			3,475.98 000721
4/29/25	00026	4/15/25 422340	202504 320-57200-49500	PROXIMITY CLAMSHELL CARDS	*	164.45	
				HI-TECH SYSTEM ASSOCIATES			164.45 000722
4/29/25	00026	4/23/25 423167	202504 320-57200-49500	SQUARE KEY FOBS	*	95.50	
				HI-TECH SYSTEM ASSOCIATES			95.50 000723
4/29/25	00033	4/23/25 2015343	202504 330-57200-46000	APR LAKE MAINTENANCE	*	870.00	
				THE LAKE DOCTORS INC			870.00 000724
4/29/25	00018	4/22/25 6048	202504 310-51300-31100	PROF SRVS THUR 04/20/25	*	165.00	
				TAYLOR & WHITE INC			165.00 000725
4/29/25	00016	12/03/24 814980	202412 320-57200-42000	DEC LANDSCAPE MAINTENANCE	*	8,640.00	
				YELLOWSTONE LANDSCAPE			8,640.00 000726
4/29/25	00016	1/01/25 833440	202501 320-57200-42000	JAN LANDSCAPE MAINTENANCE	*	8,640.00	
				YELLOWSTONE LANDSCAPE			8,640.00 000727
4/29/25	00016	2/01/25 847662	202502 320-57200-42000	FEB LANDSCAPE MAINTENANCE	*	8,640.00	
				YELLOWSTONE LANDSCAPE			8,640.00 000728
4/29/25	00016	3/01/25 871887	202503 320-57200-42000	MAR LANDSCAPE MAINTENANCE	*	8,640.00	
				YELLOWSTONE LANDSCAPE			8,640.00 000729
				WILP WILFORD PRES OKUZMUK			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/29/25	00016	4/01/25 892823	202504 320-57200-42000	APR LANDSCAPE MAINTENANCE	*	8,640.00	
YELLOWSTONE LANDSCAPE							8,640.00 000730

TOTAL FOR BANK A						68,215.93	
TOTAL FOR REGISTER						68,215.93	

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Bill To:

Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Approved
1.320.57200.45000
Sayla Hicks
Wilford Preserve
3/17/25

Invoice #: 190
Invoice Date: 3/14/25
Due Date: 3/14/25
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		223.89	223.89
<i>Alison Moxing</i> 3-21-25			

RECEIVED

By Tara Lee at 9:46 am, Mar 31, 2025

Total \$223.89

Payments/Credits \$0.00

Balance Due \$223.89

MAINTENANCE BILLABLE PURCHASES

Period Ending 3/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
WILFORD PRESERVE				
	1/30/25	Constant Contact Monthly Fee	35.26	S.H.
	2/10/25	14 Gallon Storage Bin (2)	20.65	S.H.
	2/10/25	Scotch Tape	2.30	S.H.
	2/10/25	First Aid Kit for Office	28.72	S.H.
	2/10/25	Trash Bags	28.72	S.H.
	2/10/25	Odor Absorber (2)	2.25	S.H.
	2/10/25	AA 10-pack Batteries	12.50	S.H.
	2/10/25	Disinfectant Spray	6.29	S.H.
	2/10/25	Paper Towels	22.98	S.H.
	2/10/25	Water	9.13	S.H.
	2/28/25	Microfiber Towels 24pk (2)	29.85	S.H.
	2/28/25	Toilet Bowl Brush	8.02	S.H.
	2/28/25	Lysol	17.23	S.H.
		TOTAL	<u>\$223.89</u>	

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice**Invoice #:** 191**Invoice Date:** 4/1/25**Due Date:** 4/1/25**Case:****P.O. Number:****Bill To:**

Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - April 2025		4,601.08	4,601.08
Website Administration - April 2025		106.00	106.00
Information Technology - April 2025		88.33	88.33
Dissemination Agent Services - April 2025		655.42	655.42
Office Supplies		0.42	0.42
Postage		9.66	9.66
Copies		11.10	11.10
Telephone		8.86	8.86
Pool Chemicals - Trichlor		104.94	104.94

Total	\$5,585.81
--------------	-------------------

Payments/Credits	\$0.00
-------------------------	---------------

Balance Due	\$5,585.81
--------------------	-------------------

RECEIVED*By Tara Lee at 12:00 pm, Apr 03, 2025*

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 192

Invoice Date: 4/1/25

Due Date: 4/1/25

Case:

P.O. Number:

Bill To:

Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Contract Administration - April 2025		3,937.50	3,937.50
Janitorial - April 2025		1,250.00	1,250.00
Pool Maintenance - April 2025		2,500.00	2,500.00
<p>Alison Morning</p> <p>4-3-25</p>			

Alison Moring
4-3-25

4-3-25

Total	\$7,687.50
--------------	-------------------

Payments/Credits	\$0.00
-------------------------	---------------

Balance Due	\$7,687.50
--------------------	-------------------

RECEIVED

By Tara Lee at 9:08 am, Apr 04, 2025

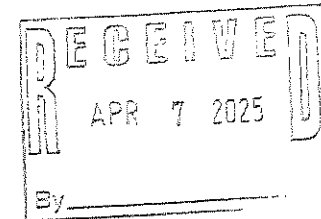
001.310.51300.32200

Grau and Associates

1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823



Wilford Preserve CDD
475. West Town Place, Ste 114
St. Augustine, FL 32902

Invoice No. 27338
Date 04/01/2025

SERVICE

AMOUNT

Project: Audit - FYE September 30, 2024
Audit

RECEIVED

By Tara Lee at 11:04 am, Apr 08, 2025

\$ 5,000.00

Subtotal: 5,000.00

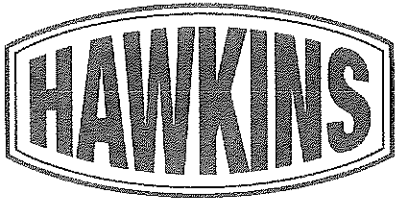
Total 5,000.00

Current Amount Due \$ 5,000.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
5,000.00	0.00	0.00	0.00	0.00	5,000.00

Payment due upon receipt.

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$832.23
Invoice Number	7028657
Invoice Date	4/4/25
Sales Order Number/Type	4775728 SL
Branch Plant	74
Shipment Number	5711521

Sold To: 486849
ACCOUNTS PAYABLE
WILFORD PRESERVE COMMUNITY
DEVELOPMENT
475 W Town Pl
St Augustine FL 32092-3648

Ship To: 486854
WILFORD PRESERVE COMMUNITY
DEVELOPMENT
2740 Firethorn Ave
Orange Park FL 32073-1698

1.320.57200.46510
Sayla Hicks
Approved on 4/8/25

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release		Sales Agent #
5/4/25	Net 30	PPD Origin	HWTG						385
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 7870-1	N	250.0000	GA	\$2.9500	GA	2,417.5 LB	\$737.50
		1 LB BLK (Mini-Bulk)		250.0000	GA			2,417.5 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
2.000	42871	Sulfuric Acid 38-40%	N	1.0000	DD	\$67.7274	DD	162.0 LB	\$67.73
		15 GA DD		1.0000	DD			172.0 GW	
2.001	699922	15 GA Blu/Black Deldrum	N	1.0000	DD	\$15.0000	RD	10.0 LB	\$15.00
		DELDRM 1H1/X1.9/250		1.0000	RD			10.0 GW	

Related Order #: 04775728

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

RECEIVED

By Tara Lee at 11:08 am, Apr 08, 2025

Page 1 of 1

Tax Rate

Sales Tax

0 %

\$0.00

Invoice Total

\$832.23

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@Hawkinsinc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com

CASH IN ADVANCE/EFT PAYMENTS:
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§80-1.4(a), 80-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.



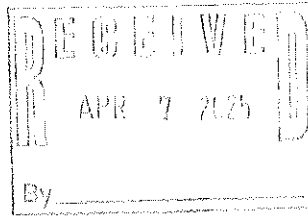
Tallahassee, FL 32308
2498 Centerville Rd.

001.320.57200.49600

Invoice

Bill to:

Wilford Preserve
475 West Town Place Ste 114
Saint Augustine, FL 32092



Invoice #: 421778
Invoice Date: 04/01/2025
Completed: 04/01/2025
Terms: Due on Aging Date
Bid#:

475 West Town Place
Ste 114

[Click Here to Pay Online!](#)

HiTechFlorida.com

Description	Qty	Rate	Amount
9-12161-ACC-1 - Access Control System - Wilford Preserve - 2535 Firethorn AV. Orange Park, FL			
Enterprise Cloud Device Management Service	1.00	\$85.00	85.00
Sales Tax			6.38

RECEIVED

By Tara Lee at 11:01 am, Apr 08, 2025

Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$91.38
Payments	\$-6.38
Balance Due	\$85.00

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

April 3, 2025

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

RECEIVED

By Tara Lee at 9:12 am, Apr 04, 2025

Serial #	25-00116C	PO/File #		\$81.75
				Payment Due
Notice of Board of Supervisors Meeting				
				\$81.75
				Publication Fee
Wilford Preserve Community Development District				
Case Number				Amount Paid
Publication Dates	4/3			
County	Clay			

***Payment is due before
the Proof of Publication
is released.***

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 25-00116C on your
check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

**WILFORD PRESERVE
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF BOARD OF
SUPERVISORS MEETING**

Notice is hereby given that the Board of Supervisors ("Board") of the Wilford Preserve Community Development District ("District") will hold a regular meeting on Tuesday, April 15, 2025 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065, where the Board may consider any business that may properly come before it ("Meeting"). An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or mgiles@gmsnf.com ("District Manager's Office") and is also expected to be available on the District's website, www.WilfordPreserveCDD.com, at least seven days prior to the meeting.

The meeting will be conducted in accordance with the provisions of Florida law for community development districts and will be open to the public. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Marilee Giles
District Manager
00 (25-00116C)

Apr. 3

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 17
Invoice Date: 3/31/2025
Due Date: 3/31/2025
Case:
P.O. Number:

Bill To:
Wilford Preserve CDD

Description	Hours/Qty	Rate	Amount
Pool Monitor Services through March 2025 1.320.572.46530	28.77	21.50	618.56
Alison Moring 4-4-25			

Total \$618.56

Payments/Credits \$0.00

Balance Due \$618.56

RECEIVED

By Tara Lee at 10:29 am, Apr 07, 2025

POOL MONITOR

Amount

\$ 21.50 \$ 618.56

GL Code 1.320.572.46530

\$ 618.56

**WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
POOL MONITOR BILLABLE HOURS FOR MARCH 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/15/25	5.53	L.D.	Pool Monitor
3/16/25	4.85	L.D.	Pool Monitor
3/22/25	5.37	L.D.	Pool Monitor
3/23/25	4.07	L.D.	Pool Monitor
3/29/25	4.35	L.D.	Pool Monitor
3/30/25	4.6	L.D.	Pool Monitor
GRAND TOTAL	<u><u>28.77</u></u>		

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice**Bill To:**

Wilford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Approved
Sayla Hicks
1.320.57200.45000
4/14/25
Wilford Preserve

Invoice #: 2464**Invoice Date:** 4/11/25**Due Date:** 4/11/25**Case:****P.O. Number:**

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		35.26	35.26
<i>Alison Mossing</i> 4-17-25			

Total	\$35.26
--------------	----------------

Payments/Credits	\$0.00
-------------------------	---------------

Balance Due	\$35.26
--------------------	----------------

RECEIVED

By Tara Lee at 10:22 am, Apr 17, 2025

Period Ending 4/05/25

WILFORD PRESERVE

<u>PRICE</u>	<u>EMPLOYEE</u>
---------------------	------------------------

35.26 S.H.

TOTAL	\$35.26
-------	---------



Tallahassee, FL 32308
2498 Centerville Rd.

Bill to:

Wilford Preserve
475 West Town Place Ste 114
Saint Augustine, FL 32092

[Click Here to Pay Online!](#)

Invoice

Invoice #: 76270
Invoice Date: 04/15/2025
Completed: 04/15/2025
Terms: Due On Receipt
Bid#:
Service Ticket: 76270

475 West Town Place
Ste 114

HiTechFlorida.com

Description	Qty	Rate	Amount
9-12161-ACC-1 - Access Control System - Wilford Preserve - 2535 Firethorn AV, Orange Park, FL			
Minimum Service Call Charge	1.00	\$95.00	95.00
Sales Tax			0.00

RECEIVED

By Tara Lee at 2:25 pm, Apr 16, 2025

Tech Resolution Note:

WCT: Arrived to site and could not get the Men's bathroom to open. Finally was able to slide something in between the lock and latch to release it. Once the door strike was out I tried to lock and unlock from ADC to see if anything happened. I could feel the lock try to do something each lock and unlock. Verified power out of the smart pack and verified power at the door strike. Peeled sticker back to expose the screw holding it together and disassembled the lock to understand what has been happening here. The insides of the strike are bent again from excessive force. Reassembled the lock and placed sticker back on strike. Replaced the lock and it functions as it should. Contacted the owner and spoke with Noah. Moving forward the repairs will cost for the lock if it is damaged again since it's being used in a manner outside of spec limits. Contacted Sayla and informed her and she will add a sign to the door to try and stop the force being used.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$95.00
Payments	\$0.00
Balance Due	\$95.00



Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
cathie@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

Wilford Preserve CDD
2740 Firethorn Avenue
Orange Park, Florida 32073

INVOICE # 10969

DATE 04/01/2025

DUE DATE 04/30/2025

TERMS End of the month

SERVICE MONTH

April

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 6 Dedicated hours Fri - Sun	72	31.15	2,242.80
Vehicle Patrol 3 patrols a day Mon - Thurs	54	18.67	1,008.18
Fuel Charge Fuel Charge	1	100.00	100.00
Holiday Service Holiday - Easter	1	125.00	125.00

SUBTOTAL	3,475.98
TAX	0.00
TOTAL	3,475.98
BALANCE DUE	\$3,475.98



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 422340
Invoice Date: 04/15/2025
Completed: 04/15/2025
Terms: Due On Receipt
Bid#: 0
Job: 9316-1

475 West Town Place
Ste 114

Bill to:

Wilford Preserve
475 West Town Place Ste 114
Saint Augustine, FL 32092

[Click Here to Pay Online!](#)

HiTechFlorida.com

Description	Qty	Rate	Amount
Wilford Preserve - 2535 Firethorn AV. Orange Park, FL			
Shipping and Handling	1.00	\$19.95	19.95
125KHZ PROXIMITY CLAMSHELL CARD	50.00	\$2.89	144.50
Sales Tax			0.00

Hi Tech
1.320.57200.49
600
Security

Tara R. Lee

Recoded to: Recreational Passes (1.320.57200.49500)

RECEIVED

By Tara Lee at 8:46 am, Apr 24, 2025

Tech Resolution Note:

Access

To review or pay your account online, please visit our online bill payment portal at Hi-Tech Customer Portal. You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$164.45
Payments	\$0.00
Balance Due	\$164.45



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 423167
Invoice Date: 04/23/2025
Completed: 04/23/2025
Terms: Due On Receipt
Bid#: 0
Job: 9316-1

Bill to:
Wilford Preserve
475 West Town Place Ste 114
Saint Augustine, FL 32092

Hi Tech
~~1.320.57200.49600~~
~~Security~~
4/23/25
Sayla Hicks

475 West Town Place
Ste 114

[Click Here to Pay Online!](#)

Recpded to Recreational Passes (1.320.57200.49500)

Tara R. Lee

RECEIVED

By Tara Lee at 8:53 am, Apr 24, 2025

HiTechFlorida.com

Description	Qty	Rate	Amount
Wilford Preserve - 2535 Firethorn AV. Orange Park, FL			
125KHZ PROXIMITY CLAMSHELL CARD	-50.00	\$2.89	(144.50)
Rosslare 125kHz 26Bit KeyFob - Square	50.00	\$4.80	240.00
Sales Tax			0.00

Tech Resolution Note:

change from cards to fobs

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$95.50
Payments	\$0.00
Balance Due	\$95.50

MAKE CHECK PAYABLE TO:



Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER EXP. DATE
SIGNATURE AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

Wilford Preserve CDD
475 W Town Place Suite 114
St Augustine, FL 32092

Lake Doctors
4/23/25
1.330.57200.46000
Sayla Hicks

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

ACCOUNT NUMBER	DATE	BALANCE
730725	4/23/2025	\$870.00

00000007307253001000000026911200000008700094

Please Return this invoice with your payment and
notify us of any changes to your contact information.

Wilford Preserve CDD

2639 Firethorn Ave Orange Park, FL 32073

Invoice Due Date 4/23/2025

Invoice 2015343

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4/23/2025	Water Management - Monthly		\$870.00	\$0.00	\$870.00

ponds 2,3,4,5,8,9,10,11,12,14- treated the ponds for algae and spike rush
ponds 6,7,8- treated in and around the ponds for invasive aquatic weeds
thanks

RECEIVED

By Tara Lee at 8:43 am, Apr 24, 2025

Please provide remittance information when submitting payments,
otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00
Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$870.00

This Invoice Total:

\$870.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 730725

Portal Registration #: 6DDB50F5

Customer E-mail(s): chogge@gmsnf.com,wilfordpreservemanager@gmsnf.com,okuzmuk@gmsnf

Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address

4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

INVOICE

FOR PROFESSIONAL SERVICES RENDERED

Taylor & White, Inc.

Civil Design & Consulting Engineers

9556 Historic Kings Road South - Suite 102 - Jacksonville, Florida 32257 - (904) 346-0671 - www.TaylorandWhite.com



PROFESSIONAL CIVIL ENGINEERING SERVICES

Wilford Preserve CDD District Manager
Marilee Giles
GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice number 6048
Date 04/22/2025

Project **16050.4 WILFORD PRESERVE CDD-
GENERAL FUND**

Professional Services Rendered through 04/20/2025. ~PAYMENT TERMS: NET 10 DAYS~
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. *Denotes Hourly Task

Invoice Amount:
\$165.00

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
*CDD MEETING- GENERAL FUND- (HRLY)	0.00	1,155.00	1,155.00	0.00	0.00
PUBLIC FACILITY REPORT- (LS)	7,000.00	3,500.00	3,500.00	50.00	0.00
*PROJECT ADMINISTRATION - (HRLY)	0.00	0.00	165.00	0.00	165.00
REIMBURSABLES	0.00	80.64	80.64	0.00	0.00
Total	7,000.00	4,735.64	4,900.64	70.01	165.00

*Project Administration - (HRLY)

D. Glynn Taylor, P.E.

Billed
Amount
165.00

RECEIVED

By Tara Lee at 12:30 pm, Apr 23, 2025

Invoice total **165.00**



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
814980	12/3/2024
TERMS	PO NUMBER
Net 30	

Bill To:

Wilford Preserve CDD (JAX)
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Wilford Preserve CDD (JAX)

Address: Sycamore Way
Orange Park , FL 32073

Invoice Due Date: January 2, 2025

Invoice Amount: \$8,640.00

Description	Current Amount
Monthly Landscape Maintenance December 2024	\$8,640.00

Wilford Preserve
4/23/25
1.320.57200.42000
Sayla Hicks

Invoice Total **\$8,640.00**

RECEIVED

By Tara Lee at 2:35 pm, Apr 23, 2025

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE

LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
833440	1/1/2025
TERMS	PO NUMBER
Net 30	

Bill To:

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Wilford Preserve CDD**Address:** Sycamore Way
Orange Park, FL 32073**Invoice Due Date:** January 31, 2025**Invoice Amount:** \$8,640.00

Description	Current Amount
Monthly Landscape Maintenance January 2025	\$8,640.00

Wilford Preserve
4/23/25
1.320.57200.42000
Sayla Hicks

Invoice Total **\$8,640.00**

RECEIVED
By Tara Lee at 2:37 pm, Apr 23, 2025

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE LANDSCAPE

Bill To:

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Property Name: Wilford Preserve CDD

Address: Sycamore Way
Orange Park, FL 32073

INVOICE

INVOICE #	INVOICE DATE
847662	2/1/2025
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: March 3, 2025

Invoice Amount: \$8,640.00

Description	Current Amount
Monthly Landscape Maintenance February 2025	\$8,640.00

Wilford Preserve
4/23/25
1.320.57200.42000
Sayla Hicks

Invoice Total **\$8,640.00**

RECEIVED

By Tara Lee at 2:38 pm, Apr 23, 2025

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE LANDSCAPE

Bill To:

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Property Name: Wilford Preserve CDD

Address: Sycamore Way
Orange Park, FL 32073

INVOICE

INVOICE #	INVOICE DATE
871887	3/1/2025
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: March 31, 2025

Invoice Amount: \$8,640.00

Description	Current Amount
Monthly Landscape Maintenance March 2025	\$8,640.00

Wilford Preserve
4/23/25
1.320.57200.42000
Sayla Hicks

Invoice Total **\$8,640.00**

RECEIVED

By Tara Lee at 2:45 pm, Apr 23, 2025

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE
LANDSCAPE

Bill To:

Wilford Preserve CDD
c/o Governmental Management Services, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

Property Name: Wilford Preserve CDD

Address: Sycamore Way
Orange Park, FL 32073

INVOICE

INVOICE #	INVOICE DATE
892823	4/1/2025
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: May 1, 2025

Invoice Amount: \$8,640.00

Description	Current Amount
Monthly Landscape Maintenance April 2025	\$8,640.00

Wilford Preserve
4/23/25
1.320.57200.42000
Sayla Hicks

RECEIVED

By Tara Lee at 2:46 pm, Apr 23, 2025

Invoice Total **\$8,640.00**

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286