

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.
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**FOURTH ORDER OF BUSINESS**

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

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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 21<sup>st</sup> at 6 p.m. and the Budget Adoption meeting will be on July 23<sup>rd</sup> at 6 p.m. Staff will make a draft of the budget by May 21<sup>st</sup> 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 20<sup>th</sup> at 1:30 p.m., June 11<sup>th</sup> at 6 p.m. for the budget approval, July 23<sup>rd</sup> at 1:30 p.m., and August 20<sup>th</sup> 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**

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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

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- 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.
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Signed by:

*Marilee Giles*

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Secretary/Assistant Secretary

DocuSigned by:

*Louis Cowling*

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Chairman/Vice Chairman