

**WILFORD PRESERVE**  
*Community Development District*

*JUNE 11, 2025*

## *AGENDA*

**Wilford Preserve  
Community Development District**  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
[www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com)

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June 4, 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 **Wednesday, June 11, 2025, at 6:00 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. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2026)
  - B. Oath of Office for Newly Appointed Supervisor
  - C. Consideration of Resolution 2025-04, Designating Officers
- IV. Approval of the Minutes of the May 20, 2025, Meeting
- V. Consideration of Proposal for Speed Humps (to be provided under separate cover)
- VI. Consideration of Resolution 2025-05, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date
- VII. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
  - D. Amenity / Operations Manager – Report

VIII. Financial Reports

A. Financial Statements as of May 31, 2025

B. Check Register

C. Ratification of Boundary Amendment Funding Request No. 11

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – Wednesday, July 23, 2025, at 1:30 p.m. at the Plantation Oaks Amenity Center

XI. Adjournment

### *THIRD ORDER OF BUSINESS*

*C.*

**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 11TH DAY OF JUNE, 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, May 20, 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 <i>by phone</i>	District Counsel
Glynn Taylor <i>by phone</i>	District Engineer
Jay Soriano	Operations Manager
Sayla Hicks	Amenity Manager

The following is a summary of the discussions and actions taken at the May 20, 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**

**Organizational Matters**

**A. Acceptance of Resignation of Daniel Foley**

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Daniel Foley's resignation from the Board of Supervisors was accepted.
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**B. Consideration of Appointing a New Supervisor to Fill the Vacancy**

This item was tabled.

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

This item was tabled.

**D. Consideration of Resolution 2025-04, Designating Officers**

This item was tabled.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the April 15,  
2025 Board of Supervisors Meeting**

There being no comments on the minutes, a motion to approve followed.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the minutes of the April 15, 2025, Board of Supervisors meeting was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of the Fiscal Year 2026 Budget**

Ms. Giles reminded the Board that the next few meetings were rescheduled at the last meeting, so the budget is now scheduled to be approved on June 11<sup>th</sup> at 6:00 p.m. and adopted in August at 6:00 p.m.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from GMS for  
Fiscal Year 2026 for Amenity Management,  
Pool Maintenance, Janitorial Services and  
Pool Monitors**

Ms. Giles presented the proposal from GMS for fiscal year 2026 and noted the proposal includes pricing for staffing Cheswick. Until the boundary amendment is finalized, Wilford Preserve and Cheswick fees will be billed separately.

On MOTION by Mr. Keefe seconded by Mr. McKee with all in favor the proposal from GMS for fiscal year 2026 amenity management, pool maintenance, janitorial and pool monitor fees was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

Mr. Taylor reported that Phase 4 is still in the process of being closed out with the county.

**C. District Manager**

**1. Report on the Number of Registered Voters**

Ms. Giles informed the Board there are 816 registered voters reported to be residing within the District's boundaries as of April 15, 2025.

**2. Reminder of Form 1 Deadline and Ethics Training Requirement**

Ms. Giles reminded the Board they are required to complete a Form 1 by July 1<sup>st</sup>, and to complete four hours' worth of ethics training by December 31<sup>st</sup>.

**D. Amenity / Operations Manager – Report**

Mr. Soriano reported that the fence gates have come in and are on the schedule to be installed shortly. Next, he informed the Board that a resident has reported erosion near a bulk head off Sycamore. Mr. Soriano also stated that Ms. Hicks is now working on Saturday's.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of April 30, 2025**

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

**B. Check Register**

Ms. Giles presented the Check Register through the end of April totaling \$68,585.28.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the Check Register was approved.
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**NINTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

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

**Supervisors Requests:**

- Mr. Keefe commented that Yellowstone has failed to mow the Ivory Palm pond several times and he does not want to see that continue. They are also not putting covers back on the valve boxes.
- Mr. Keefe commented that there is an active leak from the Firethorn exit to the amenity center, back towards Lancewood Court. Additionally, he's still getting consistent comments about water pooling on sidewalks.
- The Board discussed an incident at the pool and how to address similar situations in the future.
- Mr. McKee asked if there has been any further investigation into speed humps.
  - Mr. Taylor stated that he does not believe the county would be opposed to it, but the county would have to approve the install.
  - Mr. Taylor was asked to bring information back to the Board on what it would cost per speed hump and what the county would need to approve them.

**EIGHTH ORDER OF BUSINESS**

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

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman/Vice Chairman

## *SIXTH ORDER OF BUSINESS*

## RESOLUTION 2025-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Wilford Preserve Community Development District ("**District**") prior to June 15, 2025, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2025 and ending September 30, 2026 ("**Fiscal Year 2025/2026**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2025/2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 20, 2025

HOUR: 6:00 p.m.

LOCATION: Plantation Oaks Amenity Center  
845 Oakleaf Plantation Parkway  
Orange Park, Florida 32065

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Clay County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF June, 2025.**

ATTEST:

**WILFORD PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

# ***Wilford Preserve***

***Community Development District***

***Proposed Budget***  
***FY 2026***

***Presented by:***





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**Wilford Preserve**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY 2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<b>REVENUES:</b>					
Special Assessments - Tax Roll	\$ 505,573	\$ 675,456	\$ -	\$ 675,456	\$ 673,895
Direct Bill Phase 4	168,146	-	-	-	-
Developer Funded Cheswick South	263,580	-	-	-	263,580
Interest Income	6,000	9,325	2,500	11,825	6,000
Miscellaneous Income	668	1,016	300	1,316	1,000
<b>TOTAL REVENUES</b>	<b>\$ 943,967</b>	<b>\$ 685,797</b>	<b>\$ 2,800</b>	<b>\$ 688,597</b>	<b>\$ 944,475</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$ 4,800	\$ 2,400	\$ 2,400	\$ 4,800	\$ 4,800
FICA Taxes	367	184	184	367	367
Engineering	6,000	3,665	2,335	6,000	6,000
Attorney	15,000	2,859	12,141	15,000	15,000
Annual Audit	4,800	5,000	-	5,000	5,200
Assessment Roll Administration	5,618	5,618	-	5,618	5,899
Arbitrage Rebate	1,200	600	-	600	600
Dissemination Agent	7,865	5,243	2,622	7,865	8,258
Trustee Fees	7,000	6,592	-	6,592	7,000
Management Fees	55,213	36,809	18,405	55,213	57,974
Information Technology	1,060	707	353	1,060	1,113
Website Maintenance	1,272	848	424	1,272	1,336
Telephone	300	75	225	300	300
Postage	500	184	316	500	500
Insurance General Liability	7,500	7,296	-	7,296	8,208
Printing	1,200	86	1,114	1,200	1,200
Legal Advertising	3,000	879	2,121	3,000	3,000
Other Current Charges	600	2	598	600	600
Office Supplies	100	12	88	100	100
Dues, Licenses & Subscriptions	175	175	-	175	175
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 123,571</b>	<b>\$ 79,234</b>	<b>\$ 43,325</b>	<b>\$ 122,559</b>	<b>\$ 127,630</b>

**Operations & Maintenance**

**Amenity Center**

Insurance	\$ 11,546	\$ 10,500	\$ -	\$ 10,500	\$ 11,850
General Facility Maintenance	35,000	3,762	31,238	35,000	35,000
Amenity Manager	67,250	31,500	35,750	67,250	71,285
Janitorial Services	15,000	10,000	5,000	15,000	15,900
Pool Maintenance	30,000	20,000	10,000	30,000	31,800
Pool Chemicals	20,000	3,611	16,389	20,000	20,000
Pool Monitors	25,000	1,635	23,365	25,000	25,000
Security Monitoring	1,235	-	1,235	1,235	1,235
Security	93,325	29,880	15,912	45,792	93,325
Permit Fees	900	300	600	900	900
Telephone/Cable/Internet	1,000	-	1,000	1,000	1,000
Electric	25,000	4,571	20,429	25,000	25,200
Water/Sewer/Irrigation	55,000	17,417	7,583	25,000	55,000
Repairs & Replacements	25,000	11,776	8,224	20,000	25,000
Refuse Service	5,040	1,990	1,510	3,500	5,040
Special Events	6,000	581	2,000	2,581	6,000
Recreational Passes	1,500	260	1,240	1,500	2,500
Office Supplies/Mailings/Printing	600	-	600	600	600
<b>TOTAL AMENITY CENTER</b>	<b>\$ 418,396</b>	<b>\$ 147,783</b>	<b>\$ 182,074</b>	<b>\$ 329,858</b>	<b>\$ 426,635</b>

**Wilford Preserve**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY 2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<b><u>Ground Maintenance</u></b>					
Landscape Maintenance	\$ 260,000	\$ 69,120	\$ 34,560	\$ 103,680	\$ 260,000
Landscape Contingency	6,000	660	5,340	6,000	6,000
Irrigation Maintenance	5,000	-	5,000	5,000	5,000
Lake Maintenance	26,000	6,090	4,350	10,440	26,000
<b>TOTAL GROUND MAINTENANCE</b>	<b>\$ 297,000</b>	<b>\$ 75,870</b>	<b>\$ 49,250</b>	<b>\$ 125,120</b>	<b>\$ 297,000</b>
<b><u>Reserves</u></b>					
Capital Reserve Fund	\$ 105,000	\$ -	\$ 105,000	\$ 105,000	\$ 93,210
<b>TOTAL RESERVES</b>	<b>\$ 105,000</b>	<b>\$ -</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>	<b>\$ 93,210</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 943,967</b>	<b>\$ 302,887</b>	<b>\$ 379,649</b>	<b>\$ 682,537</b>	<b>\$ 944,475</b>
<b><u>Other Sources/(Uses)</u></b>					
Interlocal Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ (0)</b>	<b>\$ 382,910</b>	<b>\$ (376,849)</b>	<b>\$ 6,060</b>	<b>\$ -</b>

**Wilford Preserve**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2026**

**REVENUES**

**Special Assessments**

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund a portion of the General Operating Expenditures for the fiscal year. These are collected on the Clay County Tax Roll for platted lands. Unplatted lands are direct billed to the landowner.

**Interest Income**

The District will have funds invested in a money market fund with U.S. Bank that earns interest based upon the estimated balance invested throughout the year. Also included are insurance reimbursement costs.

**Miscellaneous Income**

Miscellaneous Income from proceeds from access cards from residents and guest of the community and any other income is deposited to the district.

**Expenditures - Administrative**

**Supervisors Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Engineering**

The District's engineer, will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Attorney**

The District's Attorney, Kutak Rock LLP, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**Annual Audit**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

**Assessment Roll Administration**

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

**Arbitrage Rebate**

The District is required to annually have an arbitrage rebate calculation on the District's Series 2018B & 2019A Special Assessment Revenue Bonds.

**Dissemination Agent**

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements the District's Special Assessment Bond Series 2018B and 2019A. An additional fee of \$500 is incurred for a revised amortization fee after the District makes an Optional Redemption payment towards any of the Bonds. It has contracted with Governmental Management Services, LLC to provide this service.

**Trustee Fees**

The District will issue bonds to be held with a Trustee at a qualified Bank. The amount of the trustee fees is based on the agreement between US Bank and the District for the Special Assessment Bond Series 2018B and anticipated issuance of Special Assessments Bonds Series 2019A.

**Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Information Technology**

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

**Website Maintenance**

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

**Telephone**

New internet and Wi-Fi service for Office.

**Postage**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Wilford Preserve**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2026**

**Expenditures - Administrative (continued)**

**Insurance General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

**Printing**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Other Current Charges**

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Due, Licenses & Subscriptions**

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

**Expenditures - Amenity Center**

**Insurance (Property)**

The District's property Insurance policy is with Florida Insurance Alliance, FIA specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to the Amenity Center.

**General Facility Maintenance**

The District has contracted with Governmental Management Services, LLC to provide maintenance and repairs necessary for upkeep of the Amenity Center and common grounds area.

**Amenity Manager**

The District has contracted with Governmental Management Services, LLC to provide Field Operations services, to include contract administration, field related inspections, etc.

**Janitorial Services**

The District is under contract with Governmental Management Services, LLC to provide janitorial cleaning for the Amenity Center.

**Pool Maintenance**

The District is under contract with Governmental Management Services, LLC for the maintenance of the Amenity Center Swimming Pool.

**Pool Chemicals**

The District will contract with local company to provide chemicals necessary for the maintenance of the Amenity Center swimming pool.

**Pool Monitors**

The District will contract with management company to provide personnel to monitor usage of the pool during peak swim season.

**Security Monitoring**

Maintenance costs of the security alarms/cameras provided by Hi-Tech System.

**Security**

The District will contract with security company for on-site patrols.

**Permit Fees**

Represents Permit Fees paid to the Department of Health for the swimming pool.

**Telephone/Cable/Internet**

The Amenity Center will contract with vendor to provide phone, cable and internet for Amenity Center.

**Expenditures - Amenity Center**

**Electric**

The cost of electricity provided by Clay Electric Cooperative. The District has the following meter:

Location	Account#		Monthly	Annual
2740 Firethorn Ave	9171539	\$	600	\$ 7,200
Contingency for new accounts				18,000
	<b>Total</b>	<b>\$</b>	<b>600</b>	<b>\$ 25,200</b>

**Wilford Preserve**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2026**

**Expenditures - Amenity Center (continued)**

**Water/Sewer/Irrigation**

Cost of reclaimed irrigation service from Clay County Utility Authority used by the district. The District has the following meters:

<b>Location</b>	<b>Account#</b>	<b>Monthly</b>		<b>Annual</b>
2736 Copperwood Avenue	A00040095	\$	100	\$ 1,200
632 Silverberry Avenue	A00040096		300	3,600
2738 Firethorn Avenue	A00043494		750	9,000
634 Ivory Palm Road	A00043493		80	960
2965 White Heron Trail	A00043492		150	1,800
451 Cheswick Oak Ave	A00043491		120	1,440
708 Sycamore Way	A00043489		80	960
832 Sycamore Way	A00043488		160	1,920
2530 Firethorn Avenue	A00043487		175	2,100
3048 Firethorn Avenue	A00043486		150	1,800
3140 Firethorn Avenue	A00043485		50	600
2744 Firethorn Avenue	A00044340		475	5,700
3169 Flower Branch Avenue	A00047819		150	1,800
678 Sycamore Way	A00048921		100	1,200
New accounts for Cheswick South				20,920
<b>Total</b>		<b>\$</b>	<b>2,840</b>	<b>\$ 55,000</b>

**Repairs & Replacements**

Regular maintenance and replacement cost incurred by the Amenity Center of the District.

**Refuse Service**

The District has contracted with Republic Service company for garbage disposal service.

<b>Location</b>	<b>Account#</b>	<b>Monthly</b>		<b>Annual</b>
2740 Firethorn Ave	xx-9614	\$	300	\$ 3,600
Cheswick South				1,440
<b>Total</b>		<b>\$</b>	<b>300</b>	<b>\$ 5,040</b>

**Special Events**

Represents estimated cost for the District to host any special events for the community throughout the Fiscal Year. Costs are partially offset by rental and miscellaneous income.

**Recreational Passes**

Represents the estimated cost for issuing access cards to the District's residents for Amenity Center privileges. Residents must purchase replacement cards and receipts are posted to miscellaneous income.

**Office Supplies / Mailings / Printing**

Consists of mailings to residents, access control expenses, etc.

**Expenditures - Ground Maintenance**

**Landscape Maintenance**

The District is contracted with a Yellowstone Landscape to maintain the common areas of the District, landscape light repairs, tree removals, tree trimmings, additional mulching and new projects and replacements.

<b>Contractor</b>	<b>Monthly</b>		<b>Annual</b>
Yellowstone	\$	9,165	\$ 109,980
New Area for Cheswick South			150,020
		<b>\$</b>	<b>260,000</b>

**Landscape Contingency**

For additional landscape services and possible storm cleanup.

**Irrigation Maintenance**

Cost of miscellaneous repairs and maintenance to irrigation system.

**Lake Maintenance**

The District has contracted with Solitude Lake Management to maintain the water quality in all the lakes on District property.

**Capital Reserve Fund**

The District will establish a reserve to fund the renewal and replacement of District's capital related facilities.

**Wilford Preserve**  
**Community Development District**  
**Proposed Budget**  
**Debt Service Series 2019A Special Assessment Bonds**

Description	Adopted Budget FY 2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<b>REVENUES:</b>					
Special Assessments - Tax Roll	\$ 521,627	\$ 521,009	\$ 617	\$ 521,627	\$ 521,627
Interest Earnings	7,500	17,082	3,000	20,082	10,000
Carry Forward Surplus <sup>(1)</sup>	239,841	234,849	-	234,849	254,208
<b>TOTAL REVENUES</b>	<b>\$ 768,968</b>	<b>\$ 772,940</b>	<b>\$ 3,617</b>	<b>\$ 776,558</b>	<b>\$ 785,835</b>
<b>EXPENDITURES:</b>					
Interest - 11/1	\$ 186,175	\$ 186,175	\$ -	\$ 186,175	\$ 182,725
Interest - 5/1	186,175	186,175	-	186,175	182,725
Principal - 5/1	150,000	150,000	-	150,000	160,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 522,350</b>	<b>\$ 522,350</b>	<b>\$ -</b>	<b>\$ 522,350</b>	<b>\$ 525,450</b>
<b>Other Sources/(Uses)</b>					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 522,350</b>	<b>\$ 522,350</b>	<b>\$ -</b>	<b>\$ 522,350</b>	<b>\$ 525,450</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 246,618</b>	<b>\$ 250,590</b>	<b>\$ 3,617</b>	<b>\$ 254,208</b>	<b>\$ 260,385</b>
<sup>(1)</sup> Carry Forward is Net of Reserve Requirement				Interest Due 11/1/26	<u>\$ 179,045</u>

**Wilford Preserve**  
**Community Development District**  
**AMORTIZATION SCHEDULE (Combined)**  
**Debt Service Series 2019A Special Assessment Bonds**

Period	Outstanding Balance	Principal	Interest	Annual Debt Service
11/01/25	\$ 7,160,000		\$ 182,725	
05/01/26	7,160,000	\$ 160,000	182,725	\$ 525,450
11/01/26	7,000,000		179,045	
05/01/27	7,000,000	165,000	179,045	523,090
11/01/27	6,835,000		174,920	
05/01/28	6,835,000	175,000	174,920	524,840
11/01/28	6,660,000		170,545	
05/01/29	6,660,000	185,000	170,545	526,090
11/01/29	6,475,000		165,920	
05/01/30	6,475,000	190,000	165,920	521,840
11/01/30	6,285,000		161,170	
05/01/31	6,285,000	200,000	161,170	522,340
11/01/31	6,085,000		156,170	
05/01/32	6,085,000	215,000	156,170	527,340
11/01/32	5,870,000		150,795	
05/01/33	5,870,000	225,000	150,795	526,590
11/01/33	5,645,000		145,170	
05/01/34	5,645,000	235,000	145,170	525,340
11/01/34	5,410,000		139,295	
05/01/35	5,410,000	245,000	139,295	523,590
11/01/35	5,165,000		133,170	
05/01/36	5,165,000	260,000	133,170	526,340
11/01/36	4,905,000		126,670	
05/01/37	4,905,000	275,000	126,670	528,340
11/01/37	4,630,000		119,795	
05/01/38	4,630,000	285,000	119,795	524,590
11/01/38	4,345,000		112,670	
05/01/39	4,345,000	300,000	112,670	525,340
11/01/39	4,045,000		105,170	
05/01/40	4,045,000	315,000	105,170	525,340
11/01/40	3,730,000		96,980	
05/01/41	3,730,000	335,000	96,980	528,960
11/01/41	3,395,000		88,270	
05/01/42	3,395,000	350,000	88,270	526,540
11/01/42	3,045,000		79,170	
05/01/43	3,045,000	370,000	79,170	528,340
11/01/43	2,675,000		69,550	
05/01/44	2,675,000	390,000	69,550	529,100
11/01/44	2,285,000		59,410	
05/01/45	2,285,000	410,000	59,410	528,820
11/01/45	1,875,000		48,750	
05/01/46	1,875,000	435,000	48,750	532,500
11/01/46	1,440,000		37,440	
05/01/47	1,440,000	455,000	37,440	529,880
11/01/47	985,000		25,610	
05/01/48	985,000	480,000	25,610	531,220
11/01/48	505,000		13,130	
05/01/49	505,000	505,000	13,130	531,260
<b>Total</b>	<b>\$ 7,160,000</b>	<b>\$ 5,483,080</b>	<b>\$ 12,643,080</b>	



**Wilford Preserve**  
**Community Development District**  
**Non-Ad Valorem Assessments Comparison**  
**2025-2026**

Neighborhood	O&M Units	Annual Maintenance Assessments			
		FY 2026	FY 2025	Increase/ (decrease)	
50'	493	<b>\$1,208.95</b>	\$1,208.95	\$0.00	<b>0.00%</b>
60'	100	<b>\$1,208.95</b>	\$1,208.95	\$0.00	<b>0.00%</b>
Total	593				

Gross Assessments		\$716,909.46
Less: Discount	4.00%	28,676.38
Less: Commission fees	2.00%	14,338.19
Net Assessments		<u><u>\$673,894.89</u></u>

**Wilford Preserve**  
**Community Development District**  
**Proposed Budget**  
**Capital Reserve Fund**

Description	Adopted Budget FY 2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<b>REVENUES:</b>					
Interest Income	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Capital Reserve Funding	105,000	-	105,000	105,000	93,210
Carry Forward Balance	-	-	-	-	100,245
<b>TOTAL REVENUES</b>	<b>\$ 107,000</b>	<b>\$ -</b>	<b>\$ 107,000</b>	<b>\$ 107,000</b>	<b>\$ 195,455</b>
<b>EXPENDITURES:</b>					
Repairs and Replacements	\$ -	\$ -	\$ -	\$ -	\$ -
Capitl Outlay	-	5,255	1,500	6,755	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 5,255</b>	<b>\$ 1,500</b>	<b>\$ 6,755</b>	<b>\$ 10,000</b>
<b>Other Sources/(Uses)</b>					
Transfer in/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 5,255</b>	<b>\$ 1,500</b>	<b>\$ 6,755</b>	<b>\$ 10,000</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 107,000</b>	<b>\$ (5,255)</b>	<b>\$ 105,500</b>	<b>\$ 100,245</b>	<b>\$ 185,455</b>

## *SEVENTH ORDER OF BUSINESS*

*D.*

**Wilford Preserve Community Development District (CDD)**

2740 Firethorn Ave, Orange Park, FL 32065

[wilfordpreservemanager@gmsnf.com](mailto:wilfordpreservemanager@gmsnf.com)

**Memorandum**

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

**Community:**

*Card Counts:*

*Wilford Preserve: New residents – 3*

*Replacement Key – 1*

**Room Rentals:**

- 2 Rentals in June

**Operations:**

- We hired a second pool monitor, to help over at Cheswick and help fill in when needed
- Cheswick building has been pressure washed completely (floors, ceilings, front of building)
- June Summer kickoff pool party at Wilford Preserve is June 14<sup>th</sup> with DJ & Pizza party

**For questions, comments, or clarification, please contact:**

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

[wilfordpreservemanager@gmsnf.com](mailto:wilfordpreservemanager@gmsnf.com)

[jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com)

**Wilford Preserve Community Development District (CDD)**

2740 Firethorn Ave, Orange Park, FL 32065

[wilfordpreservemanager@gmsnf.com](mailto:wilfordpreservemanager@gmsnf.com)

**Memorandum**



***Before pressure washing***

**Wilford Preserve Community Development District (CDD)**

2740 Firethorn Ave, Orange Park, FL 32065

[wilfordpreservemanager@gmsnf.com](mailto:wilfordpreservemanager@gmsnf.com)

**Memorandum**



***After***

**Wilford Preserve Community Development District (CDD)**

2740 Firethorn Ave, Orange Park, FL 32065

[wilfordpreservemanager@gmsnf.com](mailto:wilfordpreservemanager@gmsnf.com)

**Memorandum**





*EIGHTH ORDER OF BUSINESS*

*A.*

***Wilford Preserve***  
***Community Development District***

***Unaudited Financial Reporting***  
***May 31, 2025***



**Wilford Preserve**  
**Community Development District**  
**Combined Balance Sheet**  
**May 31, 2025**

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account	\$ 61,845	\$ -	\$ -	\$ -	\$ 61,845
Due from Other	-	-	-	4,440	4,440
Due from Capital Reserve Fund	5,255	-	-	-	5,255
<b>Investments:</b>					
General Fund Custody	485,975	-	-	-	485,975
State Board of Administration (SBA)	2,842	-	-	-	2,842
<b>Series 2019</b>					
Reserve	-	205,018	-	-	205,018
Revenue	-	249,877	-	-	249,877
Prepaid Expenses	575	-	-	-	575
Deposits	1,350	-	-	-	1,350
<b>Total Assets</b>	<b>\$ 557,842</b>	<b>\$ 454,895</b>	<b>\$ -</b>	<b>\$ 4,440</b>	<b>\$ 1,017,177</b>
<b>Liabilities:</b>					
Due to General Fund	\$ -	\$ -	\$ 5,255	\$ -	\$ 5,255
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,255</b>	<b>\$ -</b>	<b>\$ 5,255</b>
<b>Fund Balance:</b>					
Nonspendable:					
Prepaid Items	\$ 575	\$ -	\$ -	\$ -	\$ 575
Deposits	1,350	-	-	-	1,350
Restricted for:					
Debt Service	-	454,895	-	-	454,895
Capital Project	-	-	-	4,440	4,440
Assigned for:					
Capital Reserve Fund	-	-	(5,255)	-	(5,255)
Unassigned	555,917	-	-	-	555,917
<b>Total Fund Balances</b>	<b>\$ 557,842</b>	<b>\$ 454,895</b>	<b>\$ (5,255)</b>	<b>\$ 4,440</b>	<b>\$ 1,011,922</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 557,842</b>	<b>\$ 454,895</b>	<b>\$ -</b>	<b>\$ 4,440</b>	<b>\$ 1,017,177</b>

**Wilford Preserve**  
**Community Development District**

**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**

**For The Period Ending May 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/25	Thru 05/31/25	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	9,325	3,325
Miscellaneous Income	668	668	1,016	348
<b>Total Revenues</b>	<b>\$ 943,967</b>	<b>\$ 512,241</b>	<b>\$ 685,797</b>	<b>\$ 173,556</b>

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ 4,800	\$ 3,200	\$ 2,400	\$ 800
FICA Taxes	367	245	184	61
Engineering	6,000	4,000	3,665	335
Attorney	15,000	10,000	2,859	7,141
Annual Audit	4,800	4,800	5,000	(200)
Assessment Roll Administration	5,618	5,618	5,618	-
Arbitrage Rebate	1,200	800	600	200
Dissemination Agent	7,865	5,243	5,243	0
Trustee Fees	7,000	6,592	6,592	-
Management Fees	55,213	36,809	36,809	0
Information Technology	1,060	707	707	0
Website Maintenance	1,272	848	848	-
Telephone	300	200	75	125
Postage	500	333	184	150
Insurance General Liability	7,500	7,500	7,296	204
Printing	1,200	800	86	714
Legal Advertising	3,000	2,000	879	1,121
Other Current Charges	600	400	2	398
Office Supplies	100	67	12	55
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 123,571</b>	<b>\$ 90,337</b>	<b>\$ 79,234</b>	<b>\$ 11,103</b>

**Wilford Preserve**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/25	Thru 05/31/25	Variance
<b><u>Operations &amp; Maintenance</u></b>				
<b>Amenity Center Expenditures</b>				
Insurance	\$ 11,546	\$ 11,546	\$ 10,500	\$ 1,046
General Facility Maintenance	35,000	23,333	3,762	19,571
Amenity Manager	67,250	44,833	31,500	13,333
Janitorial Services	15,000	10,000	10,000	-
Pool Maintenance	30,000	20,000	20,000	-
Pool Chemicals	20,000	13,333	3,611	9,723
Pool Monitors	25,000	16,667	1,635	15,031
Security Monitoring	1,235	823	-	823
Security	93,325	62,217	29,880	32,337
Permit Fees	900	600	300	300
Telephone/Cable/Internet	1,000	667	-	667
Electric	25,000	16,667	4,571	12,096
Water/Sewer/Irrigation	55,000	36,667	17,417	19,249
Repairs & Replacements	25,000	16,667	11,776	4,891
Refuse Service	5,040	3,360	1,990	1,370
Special Events	6,000	4,000	581	3,419
Recreational Passes	1,500	1,000	260	740
Office Supplies/Mailings/Printing	600	400	-	400
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 418,396</b>	<b>\$ 282,779</b>	<b>\$ 147,783</b>	<b>\$ 134,996</b>
<b>Ground Maintenance Expenditures</b>				
Landscape Maintenance	\$ 260,000	\$ 173,333	\$ 69,120	\$ 104,213
Landscape Contingency	6,000	4,000	660	3,340
Irrigation Maintenance	5,000	3,333	-	3,333
Lake Maintenance	26,000	17,333	6,090	11,243
<b>Subtotal Ground Maintenance Expenditures</b>	<b>\$ 297,000</b>	<b>\$ 198,000</b>	<b>\$ 75,870</b>	<b>\$ 122,130</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 715,396</b>	<b>\$ 480,779</b>	<b>\$ 223,653</b>	<b>\$ 257,126</b>
<b>Reserves</b>				
Capital Reserve Fund	\$ 105,000	\$ -	\$ -	\$ -
<b>TOTAL RESERVES</b>	<b>\$ 105,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 943,967</b>	<b>\$ 571,117</b>	<b>\$ 302,887</b>	<b>\$ 268,229</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 0</b>	<b>\$ (58,876)</b>	<b>\$ 382,910</b>	<b>\$ (94,673)</b>
<b><u>Other Financing Sources/(Uses):</u></b>				
Transfer In/(Out)	\$ -	\$ -	\$ 2,077	\$ 2,077
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,077</b>	<b>\$ 2,077</b>
<b>Net Change in Fund Balance</b>	<b>\$ 0</b>	<b>\$ (58,876)</b>	<b>\$ 384,987</b>	<b>\$ (92,596)</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 172,856</b>	
<b>Fund Balance - Ending</b>	<b>\$ 0</b>		<b>\$ 557,842</b>	

**Wilford Preserve**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Revenues:</u></b>													
Special Assessments - Tax Roll	\$ -	\$ 38,466	\$ 540,912	\$ 3,651	\$ 1,308	\$ 8,531	\$ 82,588	\$ -	\$ -	\$ -	\$ -	\$ -	675,456
Interest Income	258	34	34	1,831	1,903	1,604	1,806	1,855	-	-	-	-	9,325
Miscellaneous Income	-	-	375	100	-	150	191	200	-	-	-	-	1,016
<b>Total Revenues</b>	<b>\$ 258</b>	<b>\$ 38,500</b>	<b>\$ 541,321</b>	<b>\$ 5,581</b>	<b>\$ 3,211</b>	<b>\$ 10,285</b>	<b>\$ 84,585</b>	<b>\$ 2,055</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 685,797</b>
<b><u>Expenditures:</u></b>													
<b><u>General &amp; Administrative:</u></b>													
Supervisor Fees	\$ -	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	\$ -	\$ -	\$ -	2,400
FICA Taxes	-	-	31	31	31	31	31	31	-	-	-	-	184
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	655	-	-	-	-	5,243
Trustee Fees	3,450	-	-	3,142	-	-	-	-	-	-	-	-	6,592
Management Fees	4,601	4,601	4,601	4,601	4,601	4,601	4,601	4,601	-	-	-	-	36,809
Information Technology	88	88	88	88	88	88	88	88	-	-	-	-	707
Website Maintenance	106	106	106	106	106	106	106	106	-	-	-	-	848
Telephone	-	-	5	39	-	7	9	15	-	-	-	-	75
Postage	26	13	15	9	15	8	10	88	-	-	-	-	184
Insurance General Liability	7,296	-	-	-	-	-	-	-	-	-	-	-	7,296
Printing	8	9	18	0	17	16	11	8	-	-	-	-	86
Legal Advertising	322	75	75	82	82	82	82	82	-	-	-	-	879
Other Current Charges	-	-	-	-	-	-	-	2	-	-	-	-	2
Office Supplies	9	0	1	0	1	0	0	0	-	-	-	-	12
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 23,908</b>	<b>\$ 9,273</b>	<b>\$ 6,624</b>	<b>\$ 9,815</b>	<b>\$ 5,995</b>	<b>\$ 5,994</b>	<b>\$ 11,549</b>	<b>\$ 6,076</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79,234</b>

**Wilford Preserve**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Operations &amp; Maintenance</u></b>													
<b>Amenity Center Expenditures</b>													
Insurance	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,500
General Facility Maintenance	1,276	80	1,071	90	307	224	35	679	-	-	-	-	3,762
Amenity Manager	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	-	-	-	-	31,500
Janitorial Services	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	-	-	-	10,000
Pool Maintenance	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	-	-	-	20,000
Pool Chemicals	899	-	905	18	776	12	937	62	-	-	-	-	3,611
Pool Monitors	-	-	-	-	-	-	619	1,017	-	-	-	-	1,635
Security Monitoring	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	3,492	3,823	3,998	3,955	3,324	3,754	3,656	3,879	-	-	-	-	29,880
Permit Fees	-	-	-	-	-	-	-	300	-	-	-	-	300
Telephone/Cable/Internet	-	-	-	-	-	-	-	-	-	-	-	-	-
Electric	649	610	539	635	561	549	519	509	-	-	-	-	4,571
Water/Sewer/Irrigation	2,490	2,736	1,989	2,431	1,710	1,557	1,882	2,622	-	-	-	-	17,417
Repairs & Replacements	772	839	1,090	270	908	2,857	-	5,040	-	-	-	-	11,776
Refuse Service	214	213	212	269	270	271	271	270	-	-	-	-	1,990
Special Events	-	-	434	97	-	-	-	50	-	-	-	-	581
Recreational Passes	-	-	-	-	-	-	260	-	-	-	-	-	260
Office Supplies/Mailings/Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 27,979</b>	<b>\$ 15,989</b>	<b>\$ 17,927</b>	<b>\$ 15,452</b>	<b>\$ 15,543</b>	<b>\$ 16,913</b>	<b>\$ 15,866</b>	<b>\$ 22,115</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>147,783</b>
<b>Ground Maintenance Expenditures</b>													
Landscape Maintenance	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ -	\$ -	\$ -	\$ -	69,120
Landscape Contingency	660	-	-	-	-	-	-	-	-	-	-	-	660
Irrigation Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Lake Maintenance	870	870	870	870	870	870	870	-	-	-	-	-	6,090
Streetlighting	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Ground Maintenance Expenditures</b>	<b>\$ 10,170</b>	<b>\$ 9,510</b>	<b>\$ 9,510</b>	<b>\$ 9,510</b>	<b>\$ 9,510</b>	<b>\$ 9,510</b>	<b>\$ 9,510</b>	<b>\$ 8,640</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>75,870</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 38,149</b>	<b>\$ 25,499</b>	<b>\$ 27,437</b>	<b>\$ 24,962</b>	<b>\$ 25,053</b>	<b>\$ 26,423</b>	<b>\$ 25,376</b>	<b>\$ 30,755</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>223,653</b>
<b>Reserves</b>													
Capital Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL RESERVES</b>													
<b>Total Expenditures</b>	<b>\$ 62,058</b>	<b>\$ 34,771</b>	<b>\$ 34,061</b>	<b>\$ 34,776</b>	<b>\$ 31,048</b>	<b>\$ 32,416</b>	<b>\$ 36,925</b>	<b>\$ 36,831</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>302,887</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (61,800)</b>	<b>\$ 3,729</b>	<b>\$ 507,260</b>	<b>\$ (29,195)</b>	<b>\$ (27,837)</b>	<b>\$ (22,131)</b>	<b>\$ 47,660</b>	<b>\$ (34,776)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>382,910</b>
<b>Other Financing Sources/Uses:</b>													
Transfer In/(Out)	-	-	-	-	-	2,077	-	-	-	-	-	-	2,077
<b>Total Other Financing Sources/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,077</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2,077</b>
<b>Net Change in Fund Balance</b>	<b>\$ (61,800)</b>	<b>\$ 3,729</b>	<b>\$ 507,260</b>	<b>\$ (29,195)</b>	<b>\$ (27,837)</b>	<b>\$ (20,054)</b>	<b>\$ 47,660</b>	<b>\$ (34,776)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>384,987</b>



**Wilford Preserve**  
**Community Development District**  
**Debt Service Fund Series 2019**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/25	Thru 05/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 521,627	\$ 521,627	\$ 521,009	\$ (617)
Interest Income	7,500	7,500	17,082	9,582
<b>Total Revenues</b>	<b>\$ 529,127</b>	<b>\$ 529,127</b>	<b>\$ 538,091</b>	<b>\$ 8,964</b>
<b>Expenditures:</b>				
Interest -11/1	\$ 186,175	\$ 186,175	\$ 186,175	\$ -
Interest - 5/1	186,175	186,175	186,175	-
Principal - 5/1	150,000	150,000	150,000	-
<b>Total Expenditures</b>	<b>\$ 522,350</b>	<b>\$ 522,350</b>	<b>\$ 522,350</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 6,777</b>	<b>\$ 6,777</b>	<b>\$ 15,741</b>	<b>\$ 8,964</b>
<b>Net Change in Fund Balance</b>	<b>\$ 6,777</b>	<b>\$ 6,777</b>	<b>\$ 15,741</b>	<b>\$ 8,964</b>
<b>Fund Balance - Beginning</b>	<b>\$ 239,841</b>		<b>\$ 439,154</b>	
<b>Fund Balance - Ending</b>	<b>\$ 246,618</b>		<b>\$ 454,895</b>	

**Wilford Preserve**  
**Community Development District**  
**Debt Service Fund Series 2018 B**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending May 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/25	Thru 05/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Direct Bill	\$ 24,725	\$ -	\$ -	\$ -
Special Assessments - Prepayments	-	-	76,460	76,460
Interest Income	5,000	3,333	3,290	(44)
<b>Total Revenues</b>	<b>\$ 29,725</b>	<b>\$ 3,333</b>	<b>\$ 79,749</b>	<b>\$ 76,416</b>
<b>Expenditures:</b>				
Interest -11/1	\$ 12,363	\$ 12,363	12,363	\$ -
Principal Prepayment - 11/1	-	-	430,000	(430,000)
Interest - 5/1	12,363	-	-	-
<b>Total Expenditures</b>	<b>\$ 24,725</b>	<b>\$ 12,363</b>	<b>\$ 442,363</b>	<b>\$ (430,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,000</b>	<b>\$ (9,029)</b>	<b>\$ (362,613)</b>	<b>\$ (353,584)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer (Out)	\$ -	\$ -	\$ (5,005)	\$ (5,005)
Transfer In	-	-	1,716	
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,290)</b>	<b>\$ (5,005)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 5,000</b>	<b>\$ (9,029)</b>	<b>\$ (365,903)</b>	<b>\$ (358,589)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 10,110</b>		<b>\$ 365,903</b>	
<b>Fund Balance - Ending</b>	<b>\$ 15,110</b>		<b>\$ -</b>	

**Wilford Preserve**  
**Community Development District**  
**Statement of Revenues and Expenditures**

**Capital Projects Funds**

**For The Period Ending May 31, 2025**

Description	SE 2018B	SE 2019A
<b><u>Revenues</u></b>		
<i><u>Interest Income:</u></i>		
Construction	\$ 374	\$ 289
Transfer In	2,928	-
Total Revenues	\$ 3,302	\$ 289
<b><u>Expenditures</u></b>		
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 May 31, 2025**

	Adopted Budget	Prorated Budget Thru 05/31/25	Actual Thru 05/31/25	Variance
<b>Revenues</b>				
Interest Income	\$ 2,000	\$ -	\$ -	\$ -
Capital Reserve Funding	105,000	-	-	-
Carry Forward Balance	-	-	-	-
<b>Total Revenues</b>	<b>\$ 107,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures:</b>				
Repairs and Replacements	\$ -	\$ -	\$ -	\$ -
Capital Outlay	-	-	5,255	(5,255)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,255</b>	<b>\$ (5,255)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 107,000</b>		<b>\$ (5,255)</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 107,000</b>		<b>\$ (5,255)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ 107,000</b>		<b>\$ (5,255)</b>	

**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)
<b>Current Bonds Outstanding</b>		<b>\$</b>	<b>-</b>

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	\$	205,018	
Reserve Fund Balance		205,018	
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)
Less: May 1, 2024			(150,000)
<b>Current Bonds Outstanding</b>		<b>\$</b>	<b>7,160,000</b>

**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**

**May 31, 2025**

<b>Fund</b>	<b>Date</b>	<b>Check No.</b>	<b>Amount</b>
<b>General Fund</b>			
<i>Payroll</i>	5/28/25	50010-50011	\$ 369.40
Sub-Total			\$369.40
<i>Accounts Payable</i>	5/6/25	731	\$ 390.50
	5/13/25	732-743	35,162.59
	5/21/25	744-745	702.75
Sub-Total			\$ 36,255.84
<b>Total</b>			<b>\$ 36,625.24</b>



CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50010	1	GARY A MCKEE	184.70	5/28/2025
50011	2	ROBERT C KEEFE	184.70	5/28/2025

TOTAL FOR REGISTER                      369.40

WILP WILFORD PRES    DLAUGHLIN

# Attendance Sheet

District Name: Wilford Preserve CDD

Board Meeting Date: May 20, 2025

	Name	In Attendance	Fee
1	Louis Cowling	<input checked="" type="checkbox"/>	N/A
2	Braden Smith	<input type="checkbox"/>	N/A
3	<del>Daniel Foley</del>	<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:

  
District Manager Signature

May 20, 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	AMOUNT	....CHECK..... AMOUNT #
5/06/25	00021	4/28/25 3555038	202502 310-51300-31500	FEB GENERAL COUNSEL	*	390.50	
				KUTAK ROCK LLP			390.50 000731
5/13/25	00001	4/30/25 195	202503 320-57200-49400	CHILI'S GIFT CARD	*	50.00	
				GOVERNMENTAL MANAGEMENT SERVICES			50.00 000732
5/13/25	00001	5/01/25 193	202505 310-51300-34000	MAY MANAGEMENT FEES	*	4,601.08	
		5/01/25 193	202505 310-51300-35200	MAY WEBSITE ADMIN	*	106.00	
		5/01/25 193	202505 310-51300-35100	MAY INFORMATION TECH	*	88.33	
		5/01/25 193	202505 310-51300-31300	MAY DISSEMINATION SVCS	*	655.42	
		5/01/25 193	202505 310-51300-51000	OFFICE SUPPLIES	*	.36	
		5/01/25 193	202505 310-51300-42000	POSTAGE	*	87.73	
		5/01/25 193	202505 310-51300-42500	COPIES	*	7.50	
		5/01/25 193	202505 310-51300-41000	TELEPHONE	*	15.44	
		5/01/25 193	202505 320-57200-46510	POOL CHEMICALS - TRICHLOR	*	26.24	
		5/01/25 193	202505 320-57200-46510	POOL CHEMCIALS-LIQ BLEACH	*	35.81	
				GOVERNMENTAL MANAGEMENT SERVICES			5,623.91 000733
5/13/25	00001	5/01/25 194	202505 330-57200-41000	MAY CONTRACT ADMIN	*	3,937.50	
		5/01/25 194	202505 320-57200-45500	MAY JANITORIAL SERVICES	*	1,250.00	
		5/01/25 194	202505 320-57200-46500	MAY POOL MAINTENANCE SVCS	*	2,500.00	
				GOVERNMENTAL MANAGEMENT SERVICES			7,687.50 000734
5/13/25	00023	4/17/25 86067137	202504 320-57200-45000	JANITORIAL SUPPLIES	*	60.92	
				HD SUPPLY FORMERLY HOME DEPOT PRO			60.92 000735
5/13/25	00011	5/08/25 25-00155	202505 310-51300-48000	NOTICE OF MEETING-5/20/25	*	81.75	
				JACKSONVILLE DAILY RECORD			81.75 000736

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
5/13/25	00020	4/30/25 191	202504 320-57200-46530	APRIL LIFEGUARDS	*	1,016.74	
				RIVERSIDE MANAGEMENT SERVICES			1,016.74 000737
5/13/25	00035	5/01/25 11056	202505 320-57200-49600	MAY SECURITY SERVICES	*	3,793.77	
				SECURITY DEVELOPMENT GROUP LLC			3,793.77 000738
5/13/25	00040	12/02/24 69697	202505 330-57200-41100	RPL DAMAGED DIRECT POLE	*	5,040.00	
				T&M ELECTRIC OF CLAY COUNTY LLC			5,040.00 000739
5/13/25	00016	5/01/25 907094	202505 320-57200-42000	MAY LANDSCAPE MAINTENANCE	*	8,640.00	
				YELLOWSTONE LANDSCAPE			8,640.00 000740
5/13/25	00021	11/07/24 3480203	202505 300-13100-10200	BOUNDARY AMENDMENT - 8/24	*	561.00	
				KUTAK ROCK LLP			561.00 000741
5/13/25	00021	1/14/25 3512099	202505 300-13100-10200	BOUNDARY AMENDMENT 10/24	*	1,353.00	
				KUTAK ROCK LLP			1,353.00 000742
5/13/25	00021	3/06/25 3535727	202505 300-13100-10200	BOUNDARY AMENDMENT 12/24	*	1,254.00	
				KUTAK ROCK LLP			1,254.00 000743
5/21/25	00026	4/30/25 76392	202504 320-57200-45000	INSTAL NEW SURFACE STRIKE	*	617.75	
				HI-TECH SYSTEM ASSOCIATES			617.75 000744
5/21/25	00026	5/01/25 423381	202505 320-57200-49600	MAY CLOUD MGMT SERVICES	*	85.00	
				HI-TECH SYSTEM ASSOCIATES			85.00 000745
TOTAL FOR BANK A						36,255.84	
TOTAL FOR REGISTER						36,255.84	

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 28, 2025

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. James Perry  
Wilford Preserve CDD  
Governmental Management Services  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3555038  
23023-1

Re: General Counsel

For Professional Legal Services Rendered

02/16/25	L. Whelan	0.50	192.50	Monitor legislative process relating to matters impacting special districts
02/18/25	W. Haber	0.60	198.00	Prepare for and participate in Board meeting

TOTAL HOURS 1.10

TOTAL FOR SERVICES RENDERED \$390.50

TOTAL CURRENT AMOUNT DUE \$390.50

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

**Invoice #: 195**  
**Invoice Date: 4/30/25**  
**Due Date: 4/30/25**  
**Case:**  
**P.O. Number:**

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

<b>Balance Due</b>	<b>\$50.00</b>
--------------------	----------------

**By Tara Lee at 9:13 am, May 08, 2025**

Chili's Grill & Bar  
Oakleaf #1404  
9530 Applecross Rd..  
Jacksonville, FL 32222

**PhoneNumber1: 9047787551**

**Check No: 40002**

**Table No: 0**

**Date: 02/26/2025 01:39 PM**

**Server: Desiree**

**AMERICAN EXPRESS/3053 Sale/Chip Read TID:\*\*\*\*3324**

**RRN:011245404972307 AID:A0000000025010801**

**TVR:0000008000 IAD:FFDBEA9324CC42143030 TSI:E800**

**ARC:00 TRN SEQ:00006681 TRN ID:105150 NET:AMEX**

**MODE:Issuer Auth Code:879199**

Description	Qty	Price
GIFT CARD	1.00	50.00
-----		
Sub Total		50.00
-----		
Total		50.00
Amount Paid		50.00

-----  
Join My Chili's and get  
FREE Chips & Salsa with every visit.  
See Terms & Conditions.  
-----

Gift Card activation is  
delayed by 4 hours.

**Governmental Management Services, LLC**

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

**Invoice****Invoice #:** 193**Invoice Date:** 5/1/25**Due Date:** 5/1/25**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 - May 2025		4,601.08	4,601.08
Website Administration - May 2025		106.00	106.00
Information Technology - May 2025		88.33	88.33
Dissemination Agent Services - May 2025		655.42	655.42
Office Supplies		0.36	0.36
Postage		87.73	87.73
Copies		7.50	7.50
Telephone		15.44	15.44
Pool Chemicals - Trichlor		26.24	26.24
Pool Chemicals - Liquid Bleach		35.81	35.81
<b>Total</b>			<b>\$5,623.91</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,623.91</b>

**RECEIVED**  
*By Tara Lee at 8:36 am, May 08, 2025*



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

# Invoice

Invoice #: 194  
Invoice Date: 5/1/25  
Due Date: 5/1/25  
Case:  
P.O. Number:

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

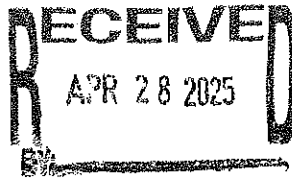
Description	Hours/Qty	Rate	Amount
Contract Administration - May 2025		3,937.50	3,937.50
Janitorial - May 2025		1,250.00	1,250.00
Pool Maintenance - May 2025		2,500.00	2,500.00
<i>Alison Moring</i> 5-7-25			

**RECEIVED**  
By Tara Lee at 8:33 am, May 08, 2025

Total	\$7,687.50
Payments/Credits	\$0.00
Balance Due	\$7,687.50



9000 Southside Blvd.  
Bldg. 100 Suite 1102  
Jacksonville FL 32256



# INVOICE

Page 1 of 1

INVOICE DATE	04/17/2025
INVOICE NUMBER	860671379
ACCOUNT NUMBER	1762094
ORDER NO.	62138607

FOR INQUIRIES CALL: (866) 412-6726  
FAX: (877) 712-6726  
www.HomeDepotPro.com/Institutional  
customer@supplyworks.com

Please mail payments to the remit address at the bottom of this bill

## SOLD TO:

1310 1 MB 0.622 E0285X 10351 014234505034 S2 P10781570 0001:0001



WILFORD PRESERVE COMM DEVELOP  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

ENROLLMENT ACCOUNT #:	ENROLLMENT TOKEN:
AMS1762094	HDG LTW XXH

## SHIPPED TO:

WILFORD PRESERVE COMM DEVELOP  
2740 FIRETHORN  
ORANGE PARK FL 32073

ORDER NO.		CONTROL NO.		CUSTOMER P.O.		SHIPPED VIA		TERMS		CASH DISCOUNT AMT				
62138607						JX20N - JACKSONVI		NET 30 DAYS		0.00				
LN	ITEM NO.		CAT	DESCRIPTION		ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
1	3563110		B	RVNS L NTLT GLV 100/BX		2	2	0	BX			19.99		39.98
							HANDLING		20.94					
\$7.95 Handling Charge														
\$12.99 Minimum Order Charge														
Delivery information for this invoice may be found at: <a href="http://www.HomeDepotPro.com/Institutional">www.HomeDepotPro.com/Institutional</a>														
Approved by: Sayla Hicks 5/6/25 1.320.57200.45000 HD supply														
<div>RECEIVED</div> <div>By Tara Lee at 4:27 pm, May 06, 2025</div>														
NET MERCHANDISE TOTAL				TAX TOTAL				SPECIAL CHARGES				INVOICE TOTAL		
39.98				0.00				20.94				60.92		

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
1762094	860671379	04/17/2025	60.92
			NET DUE DATE 05/17/25
			NET AMOUNT PAID

## SOLD TO:

WILFORD PRESERVE COMM DEVELOP  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

## REMIT TO:

HD SUPPLY FORMERLY HOME DEPOT PRO  
PO Box 40468  
Atlanta GA 30384-4468

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

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

## INVOICE

May 8, 2025

Date

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

Serial #	25-00155C	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	5/8			
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 # 25-00155C on your  
check or remittance advice.

**RECEIVED**

By Tara Lee at 10:14 am, May 09, 2025

**Your notice was published on both [jaxdailyrecord.com](http://jaxdailyrecord.com) and [floridapublicnotices.com](http://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.

**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**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, May 20, 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](http://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

May 8 00 (25-00155C)

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

# Invoice

**Bill To:**  
Wilford Preserve CDD

**Invoice #:** 191  
**Invoice Date:** 4/30/2025  
**Due Date:** 4/30/2025  
**Case:**  
**P.O. Number:**

Description	Hours/Qty	Rate	Amount
Pool Monitor Services through April 2025	47.29	21.50	1,016.74
<div>Alison Moring 5-7-25</div>			

**RECEIVED**

By Tara Lee at 2:35 pm, May 07, 2025

<b>Total</b>	\$1,016.74
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,016.74

**WILFORD PRESERVE CDD**

**POOL MONITOR**

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
47.29	Pool Monitor	\$ 21.50	\$ 1,016.74
	Covers April 2025		
	GL Code 1.320,572.46530		
	TOTAL DUE:		<u>\$ 1,016.74</u>

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/5/25	3.88	L.D.	Pool Monitor
4/6/25	5.3	L.D.	Pool Monitor
4/12/25	4.7	L.D.	Pool Monitor
4/13/25	5.37	L.D.	Pool Monitor
4/19/25	5.52	L.D.	Pool Monitor
4/19/25	3.18	E.W.	Pool Monitor for Event
4/19/25	3.18	T.W.	Pool Monitor for Event
4/20/25	5.37	L.D.	Pool Monitor
4/26/25	5.42	L.D.	Pool Monitor
4/27/25	5.37	L.D.	Pool Monitor
<b>GRAND TOTAL</b>	<u>47.29</u>		



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 # 11056

DATE 05/01/2025

DUE DATE 05/31/2025

TERMS End of the month

### SERVICE MONTH

May

ACTIVITY	QTY	RATE	AMOUNT
<b>Dedicated Officer I</b>	84	31.15	2,616.60
6 Dedicated hours Fri - Sun			
<b>Vehicle Patrol</b>	51	18.67	952.17
3 patrols a day Mon - Thurs			
<b>Fuel Charge</b>	1	100.00	100.00
Fuel Charge			
<b>Holiday Service</b>	1	125.00	125.00
Holiday - Memorial Day			

SUBTOTAL	3,793.77
TAX	0.00
TOTAL	3,793.77
BALANCE DUE	<b>\$3,793.77</b>





**T&M Electric of Clay County,  
200 College Drive**

Orange Park, FL 32065  
Phone: (904) 272-0272  
License# EC0001152

# Invoice

Invoice Number
69697
Invoice Date
12/02/2024

**Bill To:** Governmental Management Svc  
9655 Florida Mining Blvd W Ste  
  
Jacksonville, FL 32257

**Re:** Commercial Service  
Wilford Preserve Amenity Cente

Job No	Customer Job No	Customer PO	Payment Terms	Due Date
COMSV			Net 15 Days	12/17/2024
Quantity	Description		Rate/Unit	Price

Provide material and labor to perform the following at the Wilford Preserve Amenity Center located at 2639 Firethorn Avenue in Orange Park, FL as per local and national electrical codes which is outlined below:

1.00	1. Provide material and labor to replace 1 damaged direct burial pole with 1 SA type light fixture as required.	5,040.00	5,040.00
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**RECEIVED**

**By Tara Lee at 8:28 am, May 08, 2025**

Subtotal	\$	5,040.00
Sales Tax (if applicable)	\$	0.00
<b>Total Due</b>	<b>\$</b>	<b>5,040.00</b>

*Thank you for your business!*



**YELLOWSTONE**  
LANDSCAPE

**INVOICE**

INVOICE #	INVOICE DATE
907094	5/1/2025
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:** May 31, 2025

**Invoice Amount:** \$8,640.00

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

Wilford Preserve  
1.320.57200.42000  
Sayla Hicks  
5/2/25

**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

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 7, 2024

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. James Perry  
Wilford Preserve CDD  
Governmental Management Services  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3480203  
23023-4

Re: Boundary Amendment

For Professional Legal Services Rendered

08/06/24	W. Haber	0.50	165.00	Review and revise proposed agreement with landowner; confer with Cowling regarding same
08/26/24	W. Haber	0.30	99.00	Confer with Cowling regarding status of landowner consent; confer with landowner representatives regarding same
08/28/24	W. Haber	0.90	297.00	Prepare for and participate in call with property owner regarding agreement and consent for boundary amendment
TOTAL HOURS		1.70		

**KUTAK ROCK LLP**

Wilford Preserve CDD  
November 7, 2024  
Client Matter No. 23023-4  
Invoice No. 3480203  
Page 2

TOTAL FOR SERVICES RENDERED		\$561.00
TOTAL CURRENT AMOUNT DUE		\$561.00
UNPAID INVOICES:		
August 12, 2024	Invoice No. 3436934	528.00
September 26, 2024	Invoice No. 3453872	297.00
TOTAL DUE		<u>\$1,386.00</u>

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 14, 2025

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. James Perry  
Wilford Preserve CDD  
Governmental Management Services  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3512099  
23023-4

---

Re: Boundary Amendment

For Professional Legal Services Rendered

10/04/24	W. Haber	0.70	231.00	Review and revise agreement regarding landowner consent; confer with Cowling and Budd regarding same
10/14/24	W. Haber	0.80	264.00	Review tri-party agreement and confer with Cowling and Budd regarding same
11/05/24	W. Haber	0.60	198.00	Review and respond to inquiry regarding landowner consent and status of petition; revise petition
11/06/24	W. Haber	0.40	132.00	Review and respond to correspondence regarding landowner consents and funding obligation; confer with Sigmon
11/11/24	W. Haber	0.20	66.00	Review correspondence regarding status
11/20/24	W. Haber	0.20	66.00	Confer with Cowling regarding agreement with landowner

**KUTAK ROCK LLP**

Wilford Preserve CDD  
January 14, 2025  
Client Matter No. 23023-4  
Invoice No. 3512099  
Page 2

11/22/24	W. Haber	0.30	99.00	Review correspondence from counsel for landowner regarding consent to boundary amendment
11/25/24	W. Haber	0.70	231.00	Confer with counsel for landowner regarding consent and tri-party agreement; review petition
11/27/24	W. Haber	0.20	66.00	Confer with Cowling regarding status; review tri-party agreement

TOTAL HOURS 4.10

TOTAL FOR SERVICES RENDERED \$1,353.00

TOTAL CURRENT AMOUNT DUE \$1,353.00

**UNPAID INVOICES:**

August 12, 2024	Invoice No. 3436934	528.00
September 26, 2024	Invoice No. 3453872	297.00
November 7, 2024	Invoice No. 3480203	561.00

TOTAL DUE \$2,739.00

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 6, 2025

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. James Perry  
Wilford Preserve CDD  
Governmental Management Services  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3535727  
23023-4

Re: Boundary Amendment

For Professional Legal Services Rendered

12/09/24	W. Haber	0.50	165.00	Confer with landowner representatives regarding acquisition and related matters
12/16/24	W. Haber	0.40	132.00	Confer with Cowling; prepare correspondence to counsel for landowner
01/06/25	W. Haber	0.30	99.00	Confer with counsel for property owner regarding tri-party agreement
01/08/25	W. Haber	0.40	132.00	Review revised tri-party agreement; confer with Cowling and Budd regarding same
01/15/25	W. Haber	0.50	165.00	Review correspondence regarding tri-party agreement; review revisions to agreement
01/27/25	W. Haber	0.30	99.00	Review final version of Tri-Party agreement; confer with Cowling regarding same
01/29/25	W. Haber	1.20	396.00	Confer with landowner counsel regarding consent and tri-party agreement; review and revise petition

PRIVILEGED AND CONFIDENTIAL  
ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

**KUTAK ROCK LLP**

Wilford Preserve CDD

March 6, 2025

Client Matter No. 23023-4

Invoice No. 3535727

Page 2

01/31/25	W. Haber	0.20	66.00	Confer with Cowling regarding landowner consents
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TOTAL HOURS	3.80
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TOTAL FOR SERVICES RENDERED	\$1,254.00
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TOTAL CURRENT AMOUNT DUE	\$1,254.00
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## UNPAID INVOICES:

September 26, 2024	Invoice No. 3453872	297.00
November 7, 2024	Invoice No. 3480203	561.00
January 14, 2025	Invoice No. 3512099	1,353.00

TOTAL DUE	<u>\$3,465.00</u>
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Tallahassee, FL 32308  
2498 Centerville Rd.

## Invoice

**Bill to:**

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

Invoice #: 76392  
Invoice Date: 04/23/2025  
Completed: 04/30/2025  
Terms: Due On Receipt  
Bid#:   
Service Ticket: 76392

475 West Town Place  
Ste 114

[Click Here to Pay Online!](#)

Approved by:  
Sayla Hicks  
5/13/25  
1.320.57200.45000  
Wilford Preserve

**HiTechFlorida.com**

Description	Qty	Rate	Amount
9-12161-ACC-1 - Access Control System - Wilford Preserve - 2535 Firethorn AV. Orange Park, FL			
9600 Electric Strike	1.00	\$499.00	499.00
Minimum Service Call Charge	1.00	\$95.00	95.00
Service Labor	0.25	\$95.00	23.75
Sales Tax			0.00

**RECEIVED**

By Tara Lee at 4:07 pm, May 13, 2025

**Tech Resolution Note:**

WCT: Arrived to site and spoke with Vic to identify the correct gate. Removed old surface strike and replaced with new. Before installing used the app to test the strike for functionality. Installed new surface strike.

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

<b>Total</b>	<b>\$617.75</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$617.75</b>



Tallahassee, FL 32308  
2498 Centerville Rd.

## Invoice

Invoice #: 423381  
Invoice Date: 05/01/2025  
Completed: 05/01/2025  
Terms: Due on Aging Date  
Bid#:

**Bill to:**

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

Approved by:  
Sayla Hicks  
5/13/25  
~~1.320.572.00.45000~~  
Wilford Preserve

475 West Town Place  
Ste 114

[Click Here to Pay Online!](#)

Recorded to Security - 1.320.572.496 TRL

**HiTechFlorida.com**

Description	Qty	Rate	Amount
9-12161-ACC-1 - Access Control System - Wilford Preserve - 2535 Firethorn AV, Orange Park, FL	1.00	\$85.00	85.00
Enterprise Cloud Device Management Service			0.00
Sales Tax			

**RECEIVED**

By Tara Lee at 4:10 pm, May 13, 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

<b>Total</b>	\$85.00
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$85.00

*C.*

Wilford Preserve

Community Development District

Boundary Amendment Funding Request #11\*

May 27, 2025

PAYEE		GENERAL FUND
1	KUTAK ROCK LLP - Invoice 3555040 from 4/28/2025 Boundary Amendment	\$ 1,575.00
TOTAL		\$ 1,575.00

Please make check payable to:  
Wilford Preserve CDD  
475 W Town Place Suite 114  
Saint Augustine, FL 32092

DocuSigned by:

Louis Cowling

4C9C73D666D08413...

Signature:Chairman/Vice Chairman

Signed by:

Marilee Giles

A38999D0EDC14E4...

Signature:Secretary/Asst. Secretary

\* Boundary Amendment Funding Agreement Between Wilford Preserve CDD and DFC Wilford, 4, LLC from 2/1/2023

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 28, 2025

Mr. James Perry  
Wilford Preserve CDD  
Governmental Management Services  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

**Check Remit To:**

Kutak Rock LLP  
PO Box 30057  
Omaha, NE 68103-1157

**ACH/Wire Transfer Remit To:**

ABA #104000016  
First National Bank of Omaha  
Kutak Rock LLP  
A/C # 24690470  
Reference: Invoice No. 3555040  
Client Matter No. 23023-4  
Notification Email: eftgroup@kutakrock.com

Invoice No. 3555040  
23023-4

Re: Boundary Amendment  
For Professional Legal Services Rendered

02/10/25	K. Haber	3.80	1,026.00	Research expansion parcel land owners and review consent documents
02/11/25	K. Haber	1.30	351.00	Research expansion parcel landowners and review consent documents
02/12/25	W. Haber	0.60	198.00	Prepare correspondence to Cowling regarding consent and status of petition

TOTAL HOURS	5.70	
TOTAL FOR SERVICES RENDERED		\$1,575.00
TOTAL CURRENT AMOUNT DUE		\$1,575.00

UNPAID INVOICES:

November 7, 2024	Invoice No. 3480203	561.00
January 14, 2025	Invoice No. 3512099	1,353.00
March 6, 2025	Invoice No. 3535727	1,254.00
TOTAL DUE		<u>\$4,743.00</u>