

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, June 11, 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
Braden Smith	Vice Chairman
Robert Keefe	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Jay Soriano	Operations Manager
Sayla Hicks	Amenity Manager

The following is a summary of the discussions and actions taken at the June 11, 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**

Chad Covert asked if there will be an official transition to Wilford Oaks. Mr. Cowling responded that Wilford Preserve CDD will include Wilford Oaks, so there will be no changeover.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2026)**

Mr. Cowling nominated Alex Pinto to fill the vacant seat on the Board.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor appointing Alex Pinto to the Board of Supervisors was approved.

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

Ms. Giles, being a notary public for the State of Florida, administered an oath of office to Mr. Pinto. Next, she gave an overview of the public records and Sunshine Laws.

### **C. Consideration of Resolution 2025-04, Designating Officers**

Ms. Giles stated that the current slate of officers is Mr. Cowling as Chair, Mr. Smith as Vice Chair, Mr. Keefe and Mr. McKee as Assistant Secretaries, and from GMS's office, Ms. Giles as Secretary and Treasurer, and Jim Oliver, Darrin Mossing, Daniel Laughlin and Matt Biagetti as Assistant Secretaries and Assistant Treasurers.

The Board's consensus was to leave the slate as-is with Mr. Pinto added as an Assistant Secretary.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2025-04, designating officers as detailed above was approved.

### **FOURTH ORDER OF BUSINESS**

#### **Approval of the Minutes of the May 20, 2025 Board of Supervisors Meeting**

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

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor the minutes of the May 20, 2025, Board of Supervisors meeting was approved.

### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Proposal for Speed Humps**

Mr. Soriano provided an overview of a quote from Raulerson Paving LLC to install three speed tables for a total of \$14,973 between Firethorn and Copperwood. He also showed the Board a speed hump option as well.

Mr. Cowling asked for this item to be put back on next month's agenda to allow Supervisor McKee to provide feedback on specific locations.

This item was tabled.

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## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2025-05, Approving a Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date**

Ms. Giles provided an overview of the proposed budget, noting there is no increase in the operations and maintenance assessments being proposed.

Mr. Keefe asked if the Cheswick Oaks residents will be assessed if the boundary amendment is finalized during the budget cycle. Mr. Haber responded that the CDD always has the ability to levy an assessment, but the method in which the residents get billed will be determined by the timing. If the boundary is amended in time to meet the tax roll deadline, they will be billed through the property tax bills. If that timing does not work out, the residents will be billed directly through an invoice being mailed to the homeowners. For new homes, the developer can collect the assessments during the closing process.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2025-05, approving the proposed budget for fiscal year 2026 and setting a public hearing for August 20, 2025 at 6:00 p.m. was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

There being nothing to report, the next item followed.

#### **B. District Engineer**

There being nothing to report, the next item followed.

#### **C. District Manager**

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**

Ms. Hicks gave an overview of the operations report.

Mr. Soriano informed the Board of an erosion issue occurring due to the nearby homeowner not using downspouts or other methods to divert the water. He will be speaking with the homeowner and will keep an eye on the area.

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**EIGHTH ORDER OF BUSINESS                      Financial Reports****A. Financial Statements as of May 31, 2025**

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

**B. Check Register**

Ms. Giles presented the Check Register through the end of May totaling \$36,625.24.

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

**C. Ratification of Boundary Amendment Funding Request No. 11**

Ms. Giles presented boundary amendment funding request number 11 totaling \$1,575.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Boundary Amendment Funding Request No. 11 was ratified.

**NINTH ORDER OF BUSINESS****Supervisors' Requests and Audience Comments****Supervisors Requests:**

- Mr. Cowling stated that Dream Finders is working on getting the petitions done and the boundary amendment submitted.
- Mr. Keefe stated that there was an incident at the amenity center recently with a non-resident in which the Sheriff's Office had to be called to get the person to leave. He asked that in the future any non-residents be trespassed automatically if a situation gets to the point that the Sheriff's Office must be called. He also suggested increasing security coverage in the summer.
  - Mr. Soriano stated that is the typical procedure, however the hard part is getting support from CCSO.
- Mr. Keefe relayed questions from Wilford Oaks residents on whether that neighborhood will get a sign similar to what Wilford Preserve has at the entrance.

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- Mr. Cowling stated that a sign has been designed, they are just awaiting pricing information.

**Audience Comments**

- Sheila Torres commented that the gates at the dog park are damaged and the fence inside isn't connected properly. The water spicket is still not working.
  - Mr. Soriano stated that he will address those issues.
- A resident asked if the CDD fees are paying to mow Cheswick Oaks.
  - Mr. Cowling responded that Dream Finders is currently paying to mow Cheswick Oaks.
- A resident suggested installing a sign that the property is under surveillance.
- Louis Lockley asked if Cheswick Oaks and Wilford Preserve are one community or separate in terms of trespassing.
  - Mr. Cowling responded that currently Cheswick Oaks residents do not have access to the Wilford amenity facility, and vice versa.

**TENTH ORDER OF BUSINESS**

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

**ELEVENTH ORDER OF BUSINESS****Adjournment**

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

Signed by:

*Marilee Giles*

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Secretary/Assistant Secretary

DocuSigned by:

*Louis Cowling*

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Chairman/Vice Chairman