

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 Wednesday, August 20, 2025, at 6:00 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
Alex Pinto	Supervisor
Robert Keefe	Supervisor
Gary McKee	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the August 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**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the July 23,  
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 July 23, 2025, Board of Supervisors meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Engagement Letter from  
Grau & Associates for the Fiscal Year 2025  
Audit**

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Ms. Giles presented the engagement letter, which documents the auditor's acceptance of the appointment, the objective and scope of the audit, and the extent of the auditor's responsibility.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the engagement letter from Grau & Associates for the fiscal year 2025 audit was accepted.

**FIFTH ORDER OF BUSINESS****Public Hearing for the Purpose of Adopting the Fiscal Year 2026 Budget****A. Consideration of Resolution 2025-06, Relating to Annual Appropriations and Adopting the Fiscal Year 2026 Budget**

Mr. Haber stated that the purpose of this resolution is to adopt the budget in its final form.

Ms. Giles provided an overview of the budget, noting that assessments will remain flat this year.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the public hearing was opened.

There being no members of the public present, a motion to close the public hearing followed.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the public hearing was closed.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor Resolution 2025-06, relating to annual appropriations and adopting the budget for fiscal year 2026.

**B. Consideration of Resolution 2025-07, Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Haber stated that the purpose of this resolution is to levy the assessments and to certify the assessment roll to be sent to Clay County.

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On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2025-07, imposing special assessments and certifying an assessment roll was approved.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Request to Install Fencing Within a District Easement (3385 Golden Eye)**

Ms. Giles noted that this property is in Cheswick Oaks.

Mr. Cowling stated that he would work with the HOA on this request, as there is a drainage easement on the property.

## **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**

##### **1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2026**

Ms. Giles presented the proposed meeting schedule including meetings on the third Thursday of each month at 1:30 p.m., with the exception of May and July, which will be held on the third Wednesday at 6:00 p.m.

On MOTION by Mr. Keefe seconded by Mr. McKee with all in favor the fiscal year 2026 meeting schedule was approved as presented.

##### **2. Discussion of Goals & Objectives for Fiscal Year 2026**

Ms. Giles presented a list of proposed goals and objectives for fiscal year 2026. She noted Florida Statutes began requiring a list of goals and objectives in 2024.

On MOTION by Mr. McKee seconded by Mr. Keefe with all in favor the goals and objectives for fiscal year 2026 were approved as presented.

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

Ms. Hicks gave an overview of the operations report and recent events that have taken place.

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

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

**B. Check Register**

Ms. Giles presented the Check Register through the end of May totaling \$36,431.87

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

**C. Ratification of Boundary Amendment Funding Request #12**

A copy of boundary amendment funding request number 12 totaling \$668.50 was included in the agenda package for the Board's review.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor boundary amendment funding request number 12 was ratified.

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

- Mr. Keefe asked about the possibility of running electricity down Firethorn to get power to the sign. He also asked about getting a cost estimate for alternating streetlights on the outside of the sidewalk. Mr. Cowling responded that Clay Electric has indicated power from a nearby pole could be used. As for the streetlights, Mr. Cowling stated that the District would have to enter into an agreement with Clay Electric and there would be a cost of \$1,200 per light pole up front, on top of the electricity cost.
- Mr. Cowling stated that he is hoping to get the last consent for Cheswick the day after the meeting and will get it over to District Counsel for filing.

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**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 16, 2025, at 6:30 p.m. at the Plantation Oaks Amenity Center**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Keefe seconded by Mr. McKee 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