

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, October 21, 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	Vice Chairman
Alex Pinto	Supervisor
Daniel Zaremba	Supervisor
Gary McKee	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Ray Howard <i>by phone</i>	District Engineer
Sayla Hicks	Amenity Manager
Jay Soriano	Operations Manager
Rhonda Mossing <i>by phone</i>	MBS Capital Markets

The following is a summary of the discussions and actions taken at the October 21, 2025, meeting.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 1:35 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

Organizational Matters

A. Acceptance of Resignation from Braden Smith

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Braden Smith's resignation from the Board of Supervisors was accepted.

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

Mr. Cowling motioned to appoint Daniel Zaremba.

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

C. 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. Zaremba. Next, Ms. Giles provided an overview of the Sunshine and Public Records Laws.

D. Consideration of Resolution Designating Officers

Ms. Giles noted the Board will need to designate a new Vice Chairman.

Mr. Cowling nominated Supervisor Keefe for Vice Chairman.

On MOTION by Mr. Cowling seconded by Mr. McKee with all in favor designating Robert Keefe as Vice Chairman was approved.

Ms. Giles reminded the Board that the remaining slate of officers is Mr. Cowling as Chair, Mr. McKee and Mr. Pinto as Assistant Secretaries, Ms. Giles as Secretary and Treasurer, and Jim Oliver, Daniel Laughlin, Matt Biagetti and Darrin Mossing as Assistant Secretaries and Assistant Treasurers. Mr. Zaremba will serve as Assistant Secretary.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2026-01, designating officers as listed above was approved.

FOURTH ORDER OF BUSINESS**Financing Matters****A. Consideration of Supplement to Investment Banking Agreement for Series 2026 Bonds (Phase 4 and Cheswick South)**

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Ms. Mossing stated that the FCC requires the investment banking agreement be considered before MBS can begin working on the underwriting of the bond issuance. The form of agreement supplements the original agreement from 2017. None of the terms have changed.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the second supplement to the investment banking agreement with MBS Capital Markets was approved.

B. Consideration of Authorizing Staff to Move Forward with Documents for the Series 2026 Bonds

Mr. Haber stated that the annexation of Cheswick into Wilford Preserve CDD has been finalized, so the next step is to prepare an assessment methodology, send a mailed notice to all landowners within the areas to be assessed, and to hold a public hearing to levy the assessments. There are a number of documents that need to be prepared by the financing team to move forward with that. The costs associated with those documents will be covered within cost of issuance for the bonds.

Mr. Keefe asked if the assessments will be finalized prior to the tax bill.

Mr. Haber responded that the assessments associated with the Phase 4 and Cheswick properties will not be collected until November of 2026.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor authorizing staff to move forward with the documents necessary to issue the Series 2026 bonds was approved.

Ms. Mossing stated that at the next board meeting, staff will be looking for consideration of an engineer's report and assessment methodology report and to set a public hearing date.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the September 16, 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 September 16, 2025, Board of Supervisors meeting were approved.

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SIXTH ORDER OF BUSINESS**Discussion of Policy Changes****A. Amenity Policies**

A redline version of the amenity policies was included in the agenda package for the Board's review. Ms. Giles stated that there are several administrative corrections, and the main purpose of the revisions is to add references to Cheswick.

Mr. Keefe asked how quickly the gate could be added to block off the pool area from the gym access.

Mr. Soriano responded that he has quotes from a couple companies for the gates for around \$5,500, but it will be at least two weeks before they could be installed.

Mr. Keefe suggested the Board approving a not to exceed amount to give Mr. Soriano the authority to move forward on the gates.

Mr. Cowling stated that he would look into whether Dream Finders could contribute to the cost of installing the gates.

Changes made following discussions on the policies were to change the deposit refund period to within 30 days after the rental and removing the sentence under the fitness center policies prohibiting children aged 13 and younger. Additionally, the Board's consensus was to give staff the authority to provide select individuals access to the gym after-hours by request.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the amenity policies were approved as revised.

B. Parking and Towing Policies

Ms. Giles stated that the parking and towing policies and associated maps will need to be updated to include the Cheswick property. A public hearing is necessary to amend the parking and towing policies, which would be scheduled for the December meeting. The updated policies and map will be brought back to a future meeting.

SEVENTH ORDER OF BUSINESS**Consideration of Proposals****A. Installation of Light Poles**

Mr. Cowling stated that Clay Electric's engineer has not had a chance to review the request from the CDD to install the light poles, so they have not yet been able to provide a price.

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First Coast Electric provided a proposal totaling \$57,950; however, Mr. Cowling believes Clay Electric's cost will be less. This item was tabled.

B. Cheswick Gate

Ms. Giles stated that there was discussion regarding the gate to block the pool access off from the gym previously in the meeting, however there was no motion made at the time. She asked if there is a motion to approve a not to exceed amount.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor installing gates at the Cheswick amenity center at an amount not to exceed \$6,000 was approved subject on conveyance of the amenity center to the CDD. Staff was authorized to work with the Chairman on finalizing the gates.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Haber had nothing to report.

Mr. Cowling asked what is needed to open the Cheswick amenity center to the residents.

Mr. Haber responded that insurance is needed, and the facility needs to be conveyed to the CDD.

On MOTION by Mr. Keefe seconded by Mr. McKee with all in favor authorizing the Chairman to work with the owner of the Cheswick Amenity Facility to accept/convey the facility to Wilford Preserve CDD was approved.

B. District Engineer

Ms. Giles stated that she would get with Mr. Howard on the engineer's report related to the Series 2026 bond issuance.

Mr. Howard reported that the speed table signs are scheduled to be installed on October 27th and the construction of the speed tables is scheduled to begin on November 10th.

C. District Manager – Update on the Fiscal Year 2025 Goals & Objectives

Ms. Giles reported that each of the goals and objectives set for fiscal year 2025 have been met.

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On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor declaring the 2025 goals and objectives complete was approved.

D. Amenity / Operations Manager – Report

Ms. Hicks provided an overview of the upcoming events.

Mr. Soriano stated that he would work with Mr. Cowling on getting signage ready for installation at the Cheswick amenity facilities. Next, Mr. Soriano reported that a bike rack has been requested.

NINTH ORDER OF BUSINESS**Financial Reports****A. Financial Statements as of September 30, 2025**

Ms. Giles presented the Financial Statements.

B. Check Register

Ms. Giles presented the Check Register totaling \$156,687.29, noting it is higher than normal due to a transfer of funds for the capital reserve account to the SBA account.

Mr. Keefe asked why the District is paying for landscape maintenance of Cheswick Oaks Avenue rather than the county or the developer.

Mr. Cowling responded that the roadway is owned by the county, so the District either has to rely on the county mowing it once every quarter, or the CDD will need to pay for maintenance if it wants it maintained for frequently.

Mr. Keefe asked about a Yellowstone invoice for a repair totaling 15 hours.

Mr. Soriano responded that the invoice has not yet been paid. He relayed the concerns to Yellowstone regarding the number of hours, and they reduced it by a few hours. Mr. Keefe drafted a letter that will be sent to Yellowstone requesting proof that the number of hours in the invoice were actually worked to make the repair if the account representative cannot agree to lowering the invoice further.

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

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TENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Audience Comments:

- Sheila Torres commented that there is still standing water near the big field. Next, she commented that one of the speed tables is slated to be installed inches from her driveway, which is going to make it difficult for her to enter and leave her driveway. She asked if it can be moved. Next, Ms. Torress requested table games be purchased for the community, and soccer goals for the field.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 10, 2025, at 10:00 p.m. at the Plantation Oaks Amenity Center

TWELFTH 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

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Louis Cowling

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Chairman/Vice Chairman