

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 Monday, November 10, 2025, at 10:00 a.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    |
| Gary McKee    | Supervisor    |

Also present were:

|                                |                     |
|--------------------------------|---------------------|
| Marilee Giles                  | District Manager    |
| Wes Haber <i>by phone</i>      | District Counsel    |
| J.J. Edwards <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 November 10, 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**

**Financing Matters for Cheswick South**

**A. Consideration of Supplemental Engineer's Report**

A copy of the supplemental engineer's report was included in the agenda package for the Board's review. Mr. Edwards noted the only change made was to state that the CCUA permits were accepted and the utilities are now owned by CCUA.

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On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the supplemental engineer's report was approved.

**B. Consideration of Supplemental Assessment Methodology Report**

Ms. Giles stated that the supplemental assessment methodology report provides the methodology for allocating the proposed debt to the Cheswick South properties. The total cost estimate comes to \$39,852,265 and the total par debt comes to \$6,595,000.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the supplemental methodology report was approved.

*Supervisor Pinto joined the meeting at this time.*

**C. Consideration of Resolution 2026-02, Declaring Special Assessments**

Mr. Haber noted the supplemental engineer's report and supplemental assessment methodology report get attached to resolution 2026-02 as exhibits. This resolution only impacts the Cheswick South properties. A copy of the resolution will be published in the newspaper and notices will be sent to each property owner informing them of the public hearing to be held. The District has already gone through the process to levy assessments in Phase IV.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2026-02, declaring special assessments was approved.

**D. Consideration of Resolution 2026-03, Setting a Public Hearing Date to Consider Imposing Special Assessments**

Mr. Haber stated that a public hearing is needed to levy the debt assessments for the Cheswick South properties, and that public hearing is anticipated to be held on December 16, 2025 at 1:30 p.m.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2026-03, setting a public hearing for December 16, 2025 at 1:30 p.m. to impose special assessments was approved.

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**E. Consideration of Resolution 2026-04, Declaring O&M Assessments and Setting a Public Hearing Date**

Mr. Haber stated that the purpose of resolution 2026-04 is to levy operations and maintenance assessments on all of the properties in Cheswick South. The budget for fiscal year 2026, which levies O&M assessments against all properties in Wilford Preserve CDD, has already been adopted, however Cheswick South was not within the District's boundaries when that budget was adopted. The intent is for the CDD to directly collect the O&M assessments for the Cheswick South properties for fiscal year 2026 rather than the assessments appearing on the property tax bill. In the event those assessments are not paid, the assessments will be included on the November 2026 property tax bill along with the fiscal year 2027 assessments.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor Resolution 2026-04, declaring operations and maintenance assessments and setting a public hearing for December 16, 2025 at 1:30 p.m. was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 21, 2025 Board of Supervisors Meeting**

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

On MOTION by Mr. McKee seconded by Mr. Cowling with all in favor the minutes of the October 21, 2025, Board of Supervisors meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal for Installation of Light Poles**

Mr. Cowling informed the Board that Clay Electric provided a preliminary cost estimate of around \$55,000. He noted that estimate does not include conduit installation. As no plans are prepared yet, the infrastructure work has not yet been bid out. He suggested exploring the possibility of solar lighting.

The Board's consensus was to have Supervisor Cowling investigate solar lighting options.

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**SEVENTH ORDER OF BUSINESS****Consideration of Request to Install  
Fence in CDD Easement (3379 Golden  
Eye)**

Ms. Giles stated that the property has a maintenance easement in the rear for the pond bank. Mr. Soriano added that the only concern would be if any property owners tried to push a fence down to the water's edge.

On MOTION by Mr. Keefe seconded by Mr. McKee with all in favor the request to install a fence at 3379 Golden Eye was approved subject to staff coordinating with homeowner and providing a written notice of approval was approved.

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

There being nothing to report, the next item followed.

**B. District Engineer**

Ms. Hicks reported that the speed tables were scheduled to be installed November 12<sup>th</sup> and residents were informed via e-blast.

Mr. Edwards will confirm the details including as how long the road will be closed and how traffic will be managed.

**C. District Manager**

Ms. Giles reminded the Board members to complete four hours of ethics training by December 31<sup>st</sup>.

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

Mr. Soriano informed the Board that the Cheswick amenity fencing was quoted at \$6,500. He also provided an update on a Yellowstone invoice in which the hours were questioned during the last meeting. The invoice total was updated to \$603.83.

Ms. Hicks reported that Hi-Tech is being paid to come out every week or two to repair the access control for the men's bathroom door. They are asking for the frame to be redone. Mr. Soriano stated that he will work with Hi-Tech.

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# **EIGHTH ORDER OF BUSINESS                      Financial Reports**

## **A. Financial Statements as of October 31, 2025**

Ms. Giles presented the Financial Statements.

## **B. Check Register**

Ms. Giles presented the Check Register totaling \$51,345.25

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

## **C. Boundary Amendment Funding Request #13**

Ms. Giles presented the boundary amendment funding request totaling \$2,486.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor boundary amendment funding request number 13 was approved.

# **NINTH ORDER OF BUSINESS**

## **Supervisors' Requests and Audience Comments**

There were no audience members present.

Mr. Cowling stated that the Cheswick owners want to see an offering soon and see everything in place prior to conveying the amenity center to the District.

Mr. Keefe asked staff to look into the vehicles parking on the grass on Ivory Palm and Firethorn and install no parking signs.

# **TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – December 16, 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.

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Signed by:  
  
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Secretary/Assistant Secretary

DocuSigned by:  
  
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Chairman/Vice Chairman