

**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, December 16, 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
Gary McKee	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the December 16, 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 comments, the next item followed.

THIRD ORDER OF BUSINESS

**Public Hearing for the Purpose of Imposing
Special Debt Assessments; Consideration of
Resolution 2026-05**

Mr. Haber explained that the District is considering issuing a series of bonds that will only impact property within Phase 4 and Cheswick South. The District has already levied assessments on property within Phase 4, so the purpose of this resolution and public hearing is to levy assessments on property within Cheswick South.

December 16, 2025

Wilford Preserve CDD

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the public hearing for the purpose of imposing special debt assessments was opened.

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

On MOTION by Mr. Cowling seconded by Mr. McKee with all in favor the public hearing for the purpose of imposing special debt assessments was closed.

Supervisor Pinto joined the meeting at this time.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor Resolution 2026-05, imposing special debt assessments was approved.

FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Imposing Operations & Maintenance Assessments; Consideration of Resolution 2026-06

Mr. Haber explained that now that Cheswick South is within the District's boundary, operations and maintenance assessments need to be levied against the lots within that area. The O&M assessments will match the assessments for properties in other areas of the CDD, which is \$1,208.95. The deadline to collect the assessments via the Clay County property tax bills has passed for this year, so the assessments will be collected by the District Manager's office via an invoice. If the invoice is not paid, the assessments will be collected via the 2027 property tax bill.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor the public hearing for the purpose of imposing operations and maintenance assessments was opened.

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

December 16, 2025

Wilford Preserve CDD

On MOTION by Mr. McKee seconded by Mr. Cowling with all in favor Resolution 2026-06, imposing operations and maintenance assessments was approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the November 10, 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 November 10, 2025, Board of Supervisors meeting were approved.

SIXTH ORDER OF BUSINESS

Discussion of Installation of Light Poles or Solar Lights

Mr. Cowling stated that the solar lighting company quoted a deposit per light pole of \$100 and \$50 per month, per pole cost for a period of 20 years.

Mr. Keefe stated that he would poll the residents to get their input.

This item was tabled.

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

There being nothing to report, the next item followed.

D. Amenity / Operations Manager – Report

Mr. Soriano stated that the speed humps appear to be working. He noted he would be asking the engineer about a speed hump that is sitting lower than the others and will get some additional signage installed.

December 16, 2025

Wilford Preserve CDD

Next, the Board discussed needing to get a process in place to approve driveway modifications as the CDD has a right of way and easement in front of the driveways and Mr. Soriano wants to ensure residents are aware if the CDD needs to remove any portion of the driveway in the easement, the resident would be responsible for paying for any repairs necessary to return the driveway to its previous condition.

Mr. Keefe suggested giving the HOA the authority to approve the modifications, with exception to any areas that contain drainage easements so long as an easement variance agreement is executed and notarized.

Mr. Haber stated that the agreement would need to be executed by the CDD as well following a review to ensure all parameters are met. Staff will come up with a solution to minimize residents wait for approval.

EIGHTH ORDER OF BUSINESS**Financial Reports****A. Financial Statements as of November 30, 2025**

Ms. Giles presented the Financial Statements.

B. Check Register

Ms. Giles presented the Check Register totaling \$55,534.95

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

C. Boundary Amendment Funding Request #14

Ms. Giles presented the boundary amendment funding request totaling \$12,828.66.

On MOTION by Mr. Cowling seconded by Mr. Keefe with all in favor boundary amendment funding request number 14 was approved.

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

Louis Lockley asked how long the warranty would be on the solar lights and what happens if the lights need to be replaced after the term of the agreement is done.

December 16, 2025

Wilford Preserve CDD

Mr. Cowling responded that he did not have the warranty information yet. Mr. Soriano added that most likely the District would look to enter another lease after the 20 year term was up.

Mr. Cowling stated that the Cheswick property owners will discuss the transfer of the amenity property further in January.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 20, 2026, at 1:30 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
Secretary/Assistant Secretary

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Louis Cowling
Chairman/Vice Chairman

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RESOLUTION 2026-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE WILFORD PRESERVE COMMUNITY
DEVELOPMENT DISTRICT IMPLEMENTING SECTION
190.006(3), FLORIDA STATUTES, AND REQUESTING THAT
THE CLAY COUNTY SUPERVISOR OF ELECTIONS
CONDUCT THE DISTRICT'S GENERAL ELECTIONS;
PROVIDING FOR COMPENSATION; SETTING FORTH
THE TERMS OF OFFICE; AUTHORIZING NOTICE OF
THE QUALIFYING PERIOD; AND PROVIDING FOR
SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the Wilford Preserve Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Clay County Supervisor of Elections ("Supervisor") to conduct the District's elections by the qualified electors of the District at the general election ("General Election").

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

1. GENERAL ELECTION SEATS. Seat 1, currently held by Daniel Zaremba, and Seat 3, currently held by Alex Pinto, are scheduled for the General Election in November 2026. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.

2. QUALIFICATION PROCESS. For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. COMPENSATION. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. TERM OF OFFICE. The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2026. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **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.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 20th day of January 2026.

**WILFORD PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

DocuSigned by:

Louis Cowling

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Chairperson / Vice Chairperson

ATTEST:

Signed by:

Marilee Giles

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Secretary / Assistant Secretary

Exhibit A

**NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Wilford Preserve Community Development District (“District”) will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 North Orange Avenue, Green Cove Springs, Florida 32043, Phone: (904) 269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Wilford Preserve Community Development District has two (2) seats up for election, specifically seats 1 and 3. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Clay County Supervisor of Elections.

Publish on or before May 25, 2026.