

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, April 21, 2026, 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

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Glynn Taylor <i>by phone</i>	District Engineer
Jay Soriano	Operations Manager
Sayla Hicks	RMS

The following is a summary of the discussions and actions taken at the April 21, 2026 meeting.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Giles called the meeting to order at 1:32 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 March 17, 2026 Audit Committee and Board of Supervisors Meetings**

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 March 17, 2026, Audit Committee and Board of Supervisors meeting were approved.
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**FOURTH ORDER OF BUSINESS                      Acceptance of the Audit Committee’s Recommendation**

Ms. Giles stated that the audit committee recommended engaging Grau & Associates.

On MOTION by Mr. Keefe seconded by Mr. Pinto with all in favor the audit committee’s recommendation was accepted.

**FIFTH ORDER OF BUSINESS                      Discussion of Request for Speed Hump Installation on Firethorn Avenue**

Ms. Giles stated that a resident has requested a speed hump be installed on Firethorn.

Mr. Cowling asked that staff get the specific location the resident would like the speed hump installed.

This item was tabled to the next meeting.

**SIXTH ORDER OF BUSINESS                      Staff Reports**

**A. District Counsel**

Mr. Haber reported that the bonds have not yet been issued, but the closing is expected any day.

**B. District Engineer – Consideration of Proposal for Preparation of a Public Facilities Report**

Mr. Taylor stated that a proposal was approved by the board in 2024 and the report had already been started. He will complete the report and submit it to the board.

No action was taken on this item.

**C. District Manager**

Ms. Giles informed the Board that the costs for the stormwater needs analysis report and a pond bank inspection report will be included in the FY27 budget.

Next, Ms. Giles reminded the board members to file their Form 1 by July 1<sup>st</sup>.

Next, Ms. Giles reminded the board that there is an upcoming election and the qualifying period runs from June 8<sup>th</sup> through June 12<sup>th</sup>.

Lastly, Ms. Giles stated that the FY27 budget is scheduled to be approved at the May meeting and there are a few contracts expiring at the end of FY26.

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

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A copy of the amenity and operations report was included in the agenda package for the Board’s review.

**SEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Financial Statements as of February 28, 2026**

Ms. Giles presented the Financial Statements.

**B. Assessment Receipts Schedule**

Ms. Giles reported the fiscal year 2026 assessments are 99% collected.

**C. Check Register**

Ms. Giles presented the Check Register totaling \$54,228.14.

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

**EIGHTH ORDER OF BUSINESS                      Supervisors’ Requests and Audience Comments**

Mr. Cowling reported that Cheswick Phase 2 has been accepted by the county and Wilford Phase IV is in the process of going through utility acceptance and final county sign-off.

Mr. Keefe stated that there was an incident at the pool over the weekend in which around 40 kids were at the pool. He suggested moving to access cards that has pictures of the residents on them, so it is very clear who is a resident and who isn’t.

Ms. Hicks added that she recommends requiring that 15-year-olds and under must have an adult with them on the pool deck. The Board also discussed bringing off-duty Sheriff’s officers in.

Next, Mr. Keefe stated that a resident emailed the board with complaints regarding on-street parking.

Mr. Haber stated that if the District’s procedure for street parking is consistent with the county’s, the District could install signs and put a towing policy in place. Another route is coordinating with the HOA to have them fine vehicles parking on the street.

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**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 20,  
2026, at 1:30 p.m. at the Plantation Oaks  
Amenity Center**

**TENTH 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