

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, May 20, 2026, 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
Robert Keefe	Vice Chairman
Alex Pinto	Supervisor
Daniel Zaremba	Supervisor
Gary McKee	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the May 20, 2026 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the April 21, 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 April 21, 2026, Audit Committee and Board of Supervisors meeting were approved.

FOURTH ORDER OF BUSINESS

Discussion of Amenity Privileges Suspension

May 20, 2026

Wilford Preserve CDD

Ms. Giles stated that copies of the letter notifying the resident of their suspension, and the response letter from the resident were provided to the Board. The minor was found to be riding a motorbike on the sports field and staff made the decision to suspend the minor until the date of the Board meeting, during which the Board could decide whether to extend the suspension or consider the suspension served.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor, lifting the suspension was approved.

FIFTH ORDER OF BUSINESS

**Ratification of Engagement Letter with
Grau & Associates for the Fiscal Year 2026
Audit**

Ms. Giles stated that the engagement letter documents and confirms the auditor’s acceptance of the appointment and the scope of the audit.

On MOTION by Mr. Cowling seconded by Mr. McKee with all in favor, the engagement letter with Grau & Associates for the fiscal year 2026 audit was ratified.

SIXTH ORDER OF BUSINESS

**Discussion of Request for Speed Hump
Installation on Firethorn Avenue**

Mr. Soriano stated that after Ivory Palm, there is a straight area of the roadway. While there is a stop sign that should slow driver’s down, there have been reports of speeding in the area.

Mr. Keefe stated that he thinks the only logical area to install a speed hump would be between Flower Branch and Greywood.

Mr. McKee stated that he would drive the area and identify a good spot and report back.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposal from GMS
for Fiscal Year 2027 Amenity and Field
Operations Management Services**

Mr. Soriano presented the proposal, noting that his position of part-time field operations manager has been added since the last proposal.

Mr. Cowling questioned the decrease in the amount for pool chemicals, and whether the line item should be removed from the proposal altogether.

May 20, 2026

Wilford Preserve CDD

Mr. Soriano responded that the pool chemical fee is \$20,000, not \$10,500. The District pays Hawkins directly for the pool chemicals, so the line item would need to be removed from the proposal.

On MOTION by Mr. Cowling seconded by Mr. McKee with all in favor, the proposal from GMS was approved in substantial form.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2026-11, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date

Ms. Giles presented the proposed budget, noting there is a 4% increase in assessments being proposed.

Mr. Cowling stated that he has received some proposals for landscaping that would shift the total budget downward.

On MOTION by Mr. Cowling seconded by Mr. McKee with all in favor, Resolution 2026-11, approving the proposed budget for fiscal year 2027 and setting a public hearing for July 22, 2026 at 6:00 p.m. was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2026-12, Setting a Public Hearing to Adopt Revised Rules of Procedure

Mr. Haber stated that the purpose of the revisions is to get the rules in line with legislative changes, with the most substantive change being amendments to the noticing requirement for adopting rule and rate changes. He recommended setting the public hearing for July 22nd to keep it in line with the next budget meeting.

Mr. Keefe requested a redlined copy of the changes.

On MOTION by Mr. Keefe seconded by Mr. Cowling with all in favor, Resolution 2026-12, setting a public hearing for July 22, 2026 at 6:00 p.m. to adopt revised rules of procedure was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

May 20, 2026

Wilford Preserve CDD

Mr. Haber reported that the bonds have not yet been issued, but he believes all comments made by the landowner have been resolved.

B. District Engineer – Acceptance of the Public Facilities Report

Ms. Giles presented the public facilities report, which provides an overview of the existing facilities and any planned improvements.

C. District Manager

1. Report on the Number of Registered Voters

Ms. Giles informed the Board that there are 796 registered voters reported to be residing within Wilford Preserve’s boundaries.

2. Reminder of Upcoming Election

Ms. Giles reminded the board members of the election coming up in November. The qualifying period runs from June 8th through June 12th.

3. Reminder of Form 1 and Ethics Training

Ms. Giles reminded the board members to complete their Form 1 by July 1st, and to complete four hours of ethics training prior to the end of the year.

D. Amenity / Operations Manager – Report

A copy of the amenity and operations report was included in the agenda package for the Board’s review. Mr. Soriano reported that there is some erosion occurring around a drain on Sycamore that needs to be addressed. Next, he reported a resident cut their foot in the pool. The pool contractor was brought out to inspect the pool and didn’t find anything upon an initial inspection but will be brought back out for a more in-depth inspection.

Mr. Keefe asked Mr. Soriano to ensure Yellowstone instructs their workers to only use CDD access easements when maintaining the property.

Next, Mr. Keefe asked for an update on updating the access cards to include photos of the residents.

May 20, 2026

Wilford Preserve CDD

Mr. Soriano responded that the printer would be around \$2,000 and the cards would be anywhere from \$2 to \$7 per card. He will look into cheaper options that allows staff to identify residents with their access cards.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of April 30, 2026

Ms. Giles presented the Financial Statements.

B. Assessment Receipts Schedule

Ms. Giles reported the on-roll fiscal year 2026 assessments are 100% collected.

C. Check Register

Ms. Giles presented the Check Register totaling \$34,542.78.

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

TWELFTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Mr. Keefe requested a revision to the age limit for the playground. It should only be 15 and up for the pool area. Additionally, he recommended revising the policies to state that golf carts are allowed on the field if they are following Florida law and being used responsibly.

Mr. Cowling reported that houses are being built in Wilford 4 and the pool should be accepted within the next 30 days.

Mr. McKee stated that he's noticed a lot of younger kids driving golf carts in the community.

Mr. Keefe stated that he believes Florida Law states that a person must be at least 16 years old to drive a golf cart, so anyone concerned should contact Clay County Sheriff's Office.

Rick Toups commented that there seems to be a conflict in who can police the golf cart safety issues as the Sheriff's Office has indicated they have no say in policing golf carts. Next, he commented on the excessive street parking and too many guests being allowed at the pool.

Patrick Terrell stated that his main reason for coming to the meeting was to ask that the pool tile issue be addressed as his child was the one that was injured. He would be happy to point

May 20, 2026

Wilford Preserve CDD

out where it happened if need be. Next, he stated that Sycamore is another area where speeding is an issue and could use at least two speed humps.

Ashley Ellis asked what the update to the playground age would be.

Mr. Keefe responded he believes a parent should be able to say if their six-year-old wants to go to the playground by themselves.

Ashley Ellis asked if there will be security for Wilford Oaks.

Ms. Hicks responded that there would be.

Ashley Ellis asked if there will be another entrance into the community.

Mr. Cowling responded that eventually there would be another entrance per the county’s ten-year plan.

Ashley Ellis asked about adding streetlights along Cheswick.

Mr. Keefe responded that would be the county’s responsibility. The only area the CDD could install lights is along community property. It is very cost prohibitive.

Leo Pacatan asked if there would be monitoring of individuals attending the pool.

Mr. Soriano responded that he can only see which households are using the facilities.

Sheila Torres recommended not lowering the age for which kids can use the facilities unsupervised. She also recommended installing some amenities that older kids could enjoy.

Gary Smiekle agreed with lowering the age for kids to use the playground unsupervised. Next, he suggested adding soccer nets to the athletic field.

Jose Duarte asked what happened with a gentleman that came to a previous meeting to discuss crime watch.

Ms. Giles stated that the district partnered with CCSO on the crime watch matter.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – June 16, 2026, at 1:30 p.m. at the Plantation Oaks Amenity Center

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Keefe seconded by Mr. Pinto with all in favor the meeting was adjourned.

May 20, 2026

Wilford Preserve CDD

Signed by:

Marlee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Louis Cowling

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Chairman/Vice Chairman