

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, September 15, 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
Gary McKee	Supervisor
Daniel Zaremba	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Craig Johnson <i>by phone</i>	District Engineer
Jay Soriano	Operations Manager

The following is a summary of the discussions and actions taken at the September 15, 2026 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

Approval of the Minutes of the August 18, 2026 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 August 18, 2026 meeting were approved.
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FOURTH ORDER OF BUSINESS**Consideration of Proposal from S3
Security to Add Cheswick Property**

Ms. Giles stated that the cost for adding security to the Cheswick property has been budgeted for.

On MOTION by Mr. Keefe seconded by Mr. McKee with all in favor adding the Cheswick property to the S3 scope was approved contingent on the cost coming in under the budgeted amount, with the Chair authorized to execute the agreement addendum.

FIFTH ORDER OF BUSINESS**Discussion of Parking and Towing
Policies**

Ms. Giles handed out suggestions provided by Supervisor Keefe to tighten up the parking and towing policies. Mr. Keefe added that from what he has researched, since the District has curbing that goes from the entrance to the exit, signs posted at each of the phase entrances would be sufficient. The fire marshal will need to be consulted on whether street parking needs to be limited to one side of the street.

A lengthy discussion was had on enforcement, sign placement, and the need to work with the county. Ms. Giles will circulate the suggested policies to gather feedback from the other board members and staff members.

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

Mr. Haber stated that the acquisition of the amenity center property for Cheswick should be completed within the next month. A response letter from the county regarding the proposed assessment for stormwater was provided to the board members.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager**1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year
2027**

Ms. Giles presented a proposed meeting schedule for fiscal year 2027 including meetings on the third Tuesday of each month at 1:30 p.m., with exception to May and July, which would

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be held at 6:00 p.m. on the third Wednesday of the months. It was noted if the new supervisors being sworn in to office November have conflicts, the schedule can be adjusted later.

On MOTION by Mr. Keefe seconded by Mr. McKee with all in favor the fiscal year 2027 meeting schedule was approved as presented.

2. Update to Agreement for Amenity Management and Operations & Maintenance Onsite Services

Ms. Giles stated that there are currently two agreements: an agreement with GMS for district management, and an agreement with GMS for onsite management and maintenance services. GMS is looking to separate the two and have the agreement for onsite management and maintenance services with CALM, LLC. It was noted the services, staff, term, and fees would stay the same.

On MOTION by Mr. Keefe seconded by Mr. McKee with all in favor the agreement with CALM, LLC was approved contingent on District Counsel's and the Chair's review.

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 stated that he was still looking into the drainage complaint from a resident. Silt fabric was pulled from a yard, but there is nothing else the CDD can do.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of August 31, 2026

Ms. Giles presented the Financial Statements.

B. Assessment Receipts Schedule

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

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C. Check Register

Ms. Giles presented the Check Register totaling \$141,458.68.

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

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

Mr. Keefe stated that a house in the CDD is being used as an AirBnB and the homeowner is advertising use of the amenity center with rentals. He asked to ensure the policies state that resident's access cannot be transferred to a rental property more than once every twelve months.

Mr. Cowling stated that he believes the HOA has a policy that states every six months.

The Board discussed needing a system that requires photographs to identify users. Ms. Giles stated that she would work with the Chair on the policies and bring changes to the Board at the next meeting.

EIGHTH ORDER OF BUSINESS

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

NINTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Pinto seconded by Mr. McKee 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