

MINUTES OF MEETING  
WYNNFIELD LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Wynnfield Lakes Community Development District was held Wednesday, May 15, 2019 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida.

Present and constituting a quorum were:

Dr. Kristi Sweeney	Chairman (by phone)
Luis Diaz-Rodriguez	Vice Chairman
Claire Marsh	Supervisor
Sharon Thomaszfski	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jason Walters	District Counsel (by phone)
Don Craig	District Engineer
Chris Hall	Riverside Management Services
Richard Waters	Riverside Management Services

*The following is a summary of the discussions and actions taken at the May 15, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 20, 2019 Meeting**

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor the minutes of the March 20, 2019 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-03,  
Approving the Proposed Budget for Fiscal  
Year 2020 and Setting a Public Hearing Date  
for Adoption**

Mr. Laughlin stated currently we are not proposing an increase in assessments but this does cut it pretty close so if there are any type of improvements or if anyone has anything to discuss this is the time. We will approve the budget tonight and at the next meeting we will adopt it. We can decrease the total amount of the budget after approval, but we cannot increase the budget.

Ms. Marsh asked what happens to any surplus that does not get spent?

Mr. Laughlin stated it will roll over to the next year. What you want to take into consideration is that the assessments are collected in the property taxes and our fiscal year starts in October so we have a couple of months where we are running on the remainder of the last year's funds until we get that money in.

Mr. Diaz-Rodriguez stated I see that we're asking for painting of the swimming pool. I gather that's not included on the maintenance of the pool that we pay Crystal Clean for?

Mr. Laughlin stated no that is not part of Crystal Clean's scope.

Mr. Hall stated what is included in their scope is cleaning and maintaining the pool, its filters and the chlorine levels.

Ms. Thomaszfski stated there are a lot of leaves in the kiddie pool.

Ms. Sweeney stated I agree. I don't know the last time we bid those services out. The pool monitors have nets they can sweep the pool with and it could easily be done on a daily basis. Richard I guess you could tell me if the deck monitors could do that. I think it's a problem that could easily be rectified. I'm not saying we have to bid it out, just if we're questioning the amount.

Mr. Waters stated I could do it. Their off day is that Thursday.

Ms. Thomaszfski stated I agree. There are pool monitors there that are sitting there anyway. Have them skim it a couple times a day.

Mr. Waters stated I did speak to them about it and I've even gone through skimming it in the morning when I get there and before I leave in the afternoons. Their off days are Tuesday and Wednesday. We are increasing the amount that we do it.

Ms. Thomaszfski stated I was there this week and it wasn't as bad but there were quite a bit of leaves still so I asked somebody I was sitting with where the skimmer was because I was going to do it we just didn't know where they were.

Mr. Waters stated there are two locations. One is on the far wall and one is on the front wall where the shepherd's hooks are. We are required to have them by law in case somebody was to drown.

Mr. Diaz-Rodriguez asked I see there were some palm trees removed?

Mr. Waters stated yes they were literally pushing over due to rot so they were just a liability.

Ms. Thomaszfski stated maybe in the future we can take out that one tree that seems to be a problem with putting all of the leaves in the pool.

Mr. Waters stated I would love to do that.

Mr. Hall stated if we take it out we have rubber mulch over there now so we could continue with that.

Mr. Diaz-Rodriguez asked do we want to consider removing the tree?

Mr. Waters stated Chris can get an estimate for tree removal and patching additional rubber mulch over top of that spot.

Dr. Sweeney stated I don't know that we want to remove all of the vegetation around the pool. Is it something we can see if we can clean up with the deck monitor for a while and revisit it? I don't think it would be a great time to take it out now.

Ms. Thomaszfski stated it's not worth increasing the budget.

Mr. Waters stated I will have the deck monitor initial on a sheet a paper on the hour when they skim the pool and I will bring that to the next meeting to verify that's being done just keep in mind deck monitors are not seven days a week employees but I will skim it when they're not there.

Ms. Marsh asked where it says Reserve Funding-CY, what does the CY stand for and I noticed there's a \$20,000 difference between the adopted budget and proposed budget?

Mr. Laughlin stated I'll look into what CY stands for. There's a slight decrease in arbitrage, about \$600, there's a slight decrease in the annual audit, there is about a \$1,000 increase for GMS and there is a decrease for insurance. We also have this other current charges line, which is \$4,200. That is where the Crystal Springs water cooler was being charged to before

and now that we have that one that's tapped into the water line we can move some of that money around to a different line item. I can get the financials pulled and see exactly how much money we spent on that last year. We also had a slight increase in the field management and amenity center management. We added fitness center supplies at \$1,000 and then on the next page lake maintenance went up a little bit. A lot of these slight increases these vendors have a 2% or 3% increase per year and that's pretty common.

Ms. Thomaszfski asked what supplies were added to the fitness center?

Mr. Waters stated because we went to a bottomless water system we have to buy our own cups now and the filters and we replace that filter every six months. We also just added hand sanitizers that were requested at the last meeting. Compared to the bottled water it's an overall savings.

Mr. Laughlin stated so the reason the reserve funding is lower is to make up the difference so that we don't have to increase the assessments. We have a pretty healthy reserve fund. We currently have \$225,000. I think the reserve study is recommending more than the \$22,000 we're putting in but not a whole lot more. The reserve study is getting a little old so I can go out and get proposals to get it redone but we will talk about that when we get to my report.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor resolution 2019-03, approving the proposed budget for fiscal year 2020 and setting a public hearing date for July 17, 2019 at 6:00 p.m. at the University of North Florida was approved.
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## **FIFTH ORDER OF BUSINESS    Staff Reports**

### **A.    District Counsel**

Mr. Walters stated session did wrap up on Saturday so will be circulating the end of legislative session wrap up to the board. You will notice a few things that we are going to have to come into compliance with but for the majority of those they have a delayed limitation because they have to go through rulemaking and policy setting by different agencies so we will continue to monitor those and make sure when the time comes we are able to be compliant with any of those changes.

**B. District Engineer**

Ms. Thomaszfski asked did we ever fix the erosion issue?

Mr. Laughlin stated I actually have the agreements now so we will get going on that.

**C. District Manager**

Mr. Laughlin stated I think it's a good idea to get the reserve study updated. The one we have now is from 2012 and a lot changes within a few years. They cover 30 years but it's good to keep it updated. I will bring proposals to the next meeting. As far as the reserve study we have now I looked at some of the items that I was asked to look at during the last meeting. The water fountains are in there for the years 2018-2019 for \$3,000 and that amount has been set aside. Chris was looking into water fountains so we can actually use the reserve money for that instead of general fund money. The fitness center carpets were not in there. They have a gym equipment line. It includes a playground equipment line and there is \$26,000 set aside for that. It's not specifically the playground fence but there is \$5,800 set aside for fencing for the year 2021.

**D. Operation Manager's Report**

- 1. Memorandum**
- 2. Proposal for Berm Enhancement**
- 3. Proposal for Painting of Spray Feature**
- 4. Quotes for Water Fountains**

Mr. Hall stated I did include a couple of options for the water fountains. The difference between the two is one is stainless steel and one is just metal. Stainless will last longer but they both have the same kind of warranty and there's about a \$300 difference between the two. Even without stainless we are at well over \$1,000. We will install it in-house.

Mr. Diaz-Rodriguez stated I have a little bit of experience with those things and stainless is the way to go.

Mr. Hall stated the Yellowstone proposal, is for what Ms. Marsh had requested. We don't know exactly what we want to do up there, but we want to spruce up the berms up front, take out some pine trees and add more grasses. I'm working with the landscapers to try and spruce up the front entry without really any additional cost. We've added a lot of plant material through there.

Mr. Diaz-Rodriguez stated the one area that is really in distress is up there by the spillover in Wynnfield Lakes Circle. All the grass is dead.

Mr. Hall stated there is no irrigation there so we can't really put St. Augustine grass there unless we put in irrigation.

Mr. Diaz-Rodriguez stated one of the reasons we changed landscaping companies is because they were not doing a good job and that was one of the areas that was mentioned and now these guys are doing the same thing.

Dr. Sweeney stated the former landscaping company is who put in that vegetation so I don't disagree that the landscaping hasn't had a 200% increase but I also think they're trying to correct some of the problems we had with the previous landscape company. It doesn't mean we can't ask them to give us a proposal to enhance it.

Mr. Diaz-Rodriguez stated I just think it needs to be maintained in the same manner that I maintain my own yard.

Dr. Sweeney stated then I think we need to have that message relayed to Yellowstone.

Mr. Diaz-Rodriguez stated I'd be delighted to meet with Chris or Richard and point out the problems.

Mr. Hall stated we can have the landscape manager come and meet us.

Dr. Sweeney stated I thought we made an agreement with the neighbor on the corner to do the irrigation so can we check to see if that is happening? You guys can report back to us in July. Can we have them bring us a proposal in July for the spillway?

Mr. Hall stated absolutely.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor Yellowstone's proposal for enhancement of the berm was approved.

Mr. Laughlin stated I was looking at the reserve study and it has replacement year 2017-2018 for replacement of pool play equipment and it's a large amount, \$40,000 so the painting of the spray feature could probably fall within that.

Dr. Sweeney asked does the structure absolutely need it right now? Unless it's dire I think it's something that could wait until the end of summer.

Mr. Hall stated it's just for aesthetics. We could push it off as long as you'd like. I could have our maintenance guys touch up some spots without having to shut everything down for now.

Mr. Laughlin stated we can table this proposal until later in the year. We have the quote for the water fountains and since that is part of the reserve study we can go ahead and replace it.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor purchasing stainless steel water fountains per the quote included in the agenda package was approved.

#### **E. Amenity Manager**

Mr. Waters stated Ms. Priddy asked about Republic Services at the last meeting. Our current rate is \$445.91 a month. There are fuel and environmental charges in that as well as Duval County charge and there's nothing we can do about that. I told them you're considering going public and doing some shredding and negotiated basically and they lowered it to \$325 a month. That's a savings of \$1,450.92 a year and that's going to start next month. We would need to sign a three-year contract but they agreed to no rate increase in 2020 and a 7% increase once in 2021 and then a 7% increase once the following year. Even with those increases that's a savings.

Mr. Laughlin stated Jason, correct me if I'm wrong but with all of our agreements we have a seven-day termination clause in them.

Mr. Walters stated that's correct. We have that provision in all of our contracts. We will prepare the agreement for that.

Mr. Waters stated someone also at the last meeting mentioned Comcast so I called and spoke to them. We were paying \$305.91 a month and I told them our internet was lagging and they've raised prices but our neighborhood had AT&T fiber installed. They agreed to a reduction of \$76.51 a month with no contract and they tripled our internet speed. That's a savings of \$918.12 a year.

We bought our Precor equipment from Advantage Sports and Fitness and basically we have two-year protection with Precor. This year in January the warranty wore off and I noticed we had some warranty work in the amount of \$796 so I started digging around to see if we could get an extended warranty. I got Southeast Fitness, who does all of our preventative maintenance to send me their Precor certification and I was able to extend the warranty on all of the fitness equipment for three additional years at no additional cost. They also back-billed everything that they had billed us from January through this month through the warranty service, which means we will have \$1,053 sent back to us, which will be put into the general fund.

The summer movie series coming up so I will start advertising that and then on the last day of school on the 31<sup>st</sup> we're bringing in a snow cone machine at the pool.

**SIXTH ORDER OF BUSINESS**

**Audience Comments / Supervisor’s Requests**

Ms. Thomaszfski stated my first comment is to thank Daniel and Richard for writing the HOA with the email list. The second thing is I wanted to let everybody know that someone said to compliment the CDD because they love the backboard that we put in on the tennis court.

Dr. Sweeney stated I got an email saying the same thing. I also want to thank Richard for taking care of all of these things.

A resident stated we have people that live on Diamond Spring who are feeding the ducks and geese. I made a comment about sending a letter out to that individual.

Mr. Laughlin stated if you can give me that address I can write the letter.

Mr. Waters stated I know the address through communication with David and the people that come through the community. He’s seen them and I could give you the person that I know regularly feeds them and the person that occasionally feeds them. We have another district where the geese have eaten almost all of the grass off the pond bank and it’s just dirt and we’ve had to pay to replace it.

Mr. Diaz-Rodriguez stated the HOA will contact them.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Check Register**

Mr. Laughlin stated the total of the check run is \$76,176.77.

On MOTION by Ms. Thomaszfski seconded by Mr. Diaz-Rodriguez with all in favor the Check Register was approved.

**B. Balance Sheet & Income Statement**

A copy of the balance sheet and income statement was included in the agenda package.

**C. Special Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

**EIGHTH ORDER OF BUSINESS**

**Next Meeting Scheduled – July 17, 2019, 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, FL 32224**



Mr. Laughlin stated the next meeting will be July 17, 2019 at 6:00 p.m. at this location and this will be our budget adoption meeting.

Mr. Waters stated one more thing. A resident couldn't attend and asked me to ask about a portable badminton set that could be check out to homeowners for use during the summer. I looked on Walmart's site and they have lawn checkers and chess, a portable corn hole game, croquet, Frisbees etc. for around \$50 each so I didn't know if the board would be interested in purchasing them and putting them in plastic storage area on the side of the building where resident's could access them.

Dr. Sweeney asked can you put a proposal together for what you're thinking and then we can look at it in July?

Ms. Thomaszfski asked are we liable if somebody hits somebody else with a tennis racquet for instance?

Mr. Laughlin stated I'm sure we could have them sign a waiver when they rent the equipment out.

Mr. Diaz-Rodriguez stated the other thing is how do we keep track of this equipment?

Mr. Waters stated we could only have it available while I'm there or the deck monitors are there on the weekend and then it could be stored during the wintertime.

Ms. Thomaszfski stated I like Kristi's idea of a proposal.

Mr. Waters stated I also had Jacksonville reach out to me and this would be at zero cost to the district. The Jaguars would send a bus to pick up residents at the amenity center, they would sit in a cabana in the south end zone in the shade, they would get all they could drink and eat, and tickets to all sit together in the upper level. We could tout it as a community outing.

Dr. Sweeney stated I think it would be worth getting the rest of the details and sending it out to see if there would be enough interest.

**NINTH ORDER OF BUSINESS**

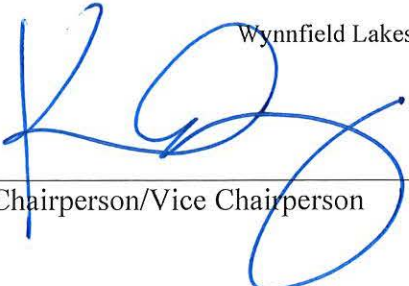
**Adjournment**

On MOTION by Dr. Sweeney seconded by Ms. Thomaszfski with all in favor the meeting was adjourned.
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May 15, 2019

Wynnfield Lakes CDD

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson