

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, January 20, 2021 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	Chairperson
Luis Diaz-Rodriguez	Vice Chairman
Claire Marsh	Supervisor
Kate Priddy	Supervisor
Sharon Thomaszfski	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Don Craig	District Engineer (by phone)
Larry Edmiston	Riverside Management Services
Taylor Wright	Riverside Management Services
Timi Wright	Riverside Management Services

*The following is a summary of the discussions and actions taken at the January 20, 2021 meeting. An audio 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**

**A. November 18, 2020 Meeting**

There were no comments on the minutes.

On MOTION by Ms. Thomaszfski seconded by Mr. Diaz-Rodriguez with all in favor the minutes of the November 18, 2020 meeting were approved as presented.
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**B. December 2, 2020 Continued Meeting**

There were no comments on the minutes.

On MOTION by Ms. Priddy seconded by Dr. Sweeney with all in favor the minutes of the December 2, 2020 continued meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2020 Audit Report**

Mr. Laughlin informed the Board the auditor did not identify any deficiencies in internal control that they consider to be material weaknesses and therefore it is a clean audit.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor the Fiscal Year 2020 audit report was accepted.

**FIFTH ORDER OF BUSINESS**

**Selection of Audit Committee**

Mr. Laughlin stated the audit committee will serve for the purpose of choosing an auditor. I would recommend a motion to appoint the board members to serve as the audit committee.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the board members serving as the audit committee was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel – Consideration of Hopping Green and Sams 2021 Rate Increase Letter**

Ms. Kilinski asked the Board to consider an increase in hourly rates for the lawyers at Hopping Green and Sams that would be providing services to the District for 2021 as well as a standard rate increase of 2.5% per year thereafter. Ms. Kilinski noted legal fees have only increased once since 2005.

The Board asked that the language in the agreement be revised to note board approval is required for any future annual increases.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor the 2021 rate increase letter was approved subject to revising the letter to requiring board approval for future increases.

Ms. Marsh asked for an update on a person that has been causing various issues within the community. Mr. Laughlin informed the Board an off-duty officer was onsite for some time in the event issues arose, but the person in question did not show up during that time.

Ms. Thomaszfski asked for an update on the issue of the mulch that was destroyed by the landscape company. Mr. Laughlin informed the Board Yellowstone sent an email to staff stating that they are willing to replace the mulch at no charge to the community.

**B. District Engineer**

Mr. Craig provided an update on the lake bank erosion repairs noting he has spoken to seven contractors and none would bid the project due to heavy workloads. Mr. Craig recommended waiting a few months to attempt to obtain bids again.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operation Manager - Memorandum**

Mr. Edmiston gave an overview of maintenance projects completed since the last meeting and informed the Board the tennis court resurfacing is scheduled to begin February 3<sup>rd</sup>, the pool resurfacing is scheduled to begin February 22<sup>nd</sup>, and the chairs are scheduled to be re-strapped beginning February 9<sup>th</sup>.

Mr. Diaz-Rodriguez asked when the amenity center will be painted. Mr. Edmiston responded that he needs permission to obtain bids if the entire building needs to be painted versus just the trim due to the high cost. Mr. Edmiston suggested possibly pressure washing the building to see if it looks any better prior to painting. The Board also discussed the state of the roof on the amenity center. Mr. Edmiston noted he is having someone out to look at the amenity roof on Monday to see if it can be pressure washed in-house. Mr. Laughlin directed Mr. Edmiston to collect at least three quotes for painting of the amenity center for the next meeting and noted the Board could approve a not to exceed amount for the roof.

Mr. Diaz-Rodriguez noted the sidewalks leading to the tennis court and the sidewalk leading to the open area need to be pressure washed. Mr. Edmiston responded that he would address the issue.

The Board discussed putting RMS on notice and obtaining bids for facility operations and maintenance. Mr. Laughlin noted he would look at scope of service for other communities of similar needs and would bring that information to the next meeting.

On MOTION by Ms. Marsh seconded by Ms. Priddy with all in favor pressure washing the roof at an amount not to exceed \$2,000 was approved.

Ms. Priddy stated I think there was a homeowner that asked about mowing the gated entrance of the preserve area. Mr. Edmiston responded that he would provide the landscape team with a key to maintain the area.

Ms. Priddy stated the other thing a homeowner asked about was the dog park and whether that was CDD property. Mr. Laughlin responded it is. Your access card should work for it.

**E. Amenity Manager**

A copy of the maintenance report was included in the agenda package.

Dr. Sweeney noted the field is getting heavy use and asked that staff keep their eyes open for non-residents using the field.

Ms. Marsh asked that staff start planning some events for spring.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments / Supervisor's Requests**

Ms. Martha Rodriguez, 11948 Diamond Springs, informed the Board there is trash surrounding the spillway and in the lake. Mr. Laughlin asked that Mr. Edmiston get with the lake maintenance company and landscapers to clean the areas up and clean them up on a consistent schedule.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Check Register**

A copy of the check register totaling \$55,173.35 was included in the agenda package. Dr. Sweeney requested the check register be itemized in the future. Mr. Laughlin responded that he has already requested the accountant attach the corresponding invoices for future meetings.

On MOTION by Dr. Sweeney seconded by Ms. Priddy 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 receipts schedule showing the District is 97% collected was included in the agenda package.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 17, 2021 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, FL 32224**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson