

MINUTES OF MEETING
WYNNFIELD LAKES COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of the Wynnfield Lakes Community Development District was held Wednesday, April 29, 2020 at 6:00 p.m. using *Zoom* media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Dr. Kristi Sweeney	Chairman
Luis Diaz-Rodriguez	Vice Chairman
Claire Marsh	Supervisor
Kate Priddy	Supervisor
Sharon Thomaszfski	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jason Walters	District Counsel
Don Craig	District Engineer
Chris Hall	Riverside Management Services
Lance Faiman	Riverside Management Services

The following is a summary of the discussions and actions taken at the April 29, 2020 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 6:05 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the January 15, 2020 Meeting

On MOTION by Ms. Priddy seconded by Dr. Sweeney with all in favor the minutes of the January 15, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Update on Refurbishment of the Splash Pad

Mr. Hall informed the Board the refurbishment is completed with exception to the new flat slide which should be ready by the end of the week following the meeting. Mr. Hall also informed the Board there have been some minor marcite issues in the pool and Crystal Clean is investigation the problem.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-02, Adopting an Internal Controls Policy

Mr. Walters stated on an annual basis as required by statute we have all of our financials audited by a certified CPA firm that is independent from anyone else associated with the District. There is some language that has been added to the statutes regarding having an internal controls policy, so we've included that guidance from the auditors to conform with the statutory requirements. This is something we've done for years, but we wanted to memorialize that by resolution and we will continue to have all of our financials audited on an annual basis.

On MOTION by Mr. Diaz-Rodriguez seconded by Ms. Marsh with all in favor Resolution 2020-02 was approved.

SIXTH ORDER OF BUSINESS

Discussion on the Fiscal Year 2021 Budget

Mr. Laughlin stated this is for discussion purposes. Our next meeting in a few weeks will be the budget approval. We do not have an increase of assessments proposed currently.

Ms. Thomaszfski asked about the increase in the landscaping line. Mr. Hall responded the increase was a cost of living increase for the year. Mr. Laughlin noted he would look into the original proposal to investigate whether the company listed proposed annual fees for only the year in which the proposal was submitted, or if numbers for future years were given.

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Mr. Diaz-Rodriguez questioned whether Goose Masters has been effective. Mr. Hall informed the Board that Goose Masters is on their third year of service and the cost of the service will be decreasing for FY21. Mr. Laughlin noted the service could be discussed further at the May meeting if necessary and the budget will be adjusted to note the decrease.

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

Mr. Walters updating the Board following the Governor's latest press conference at 5:00 on April 29, 2020 on the COVID-19 pandemic stated, it appears the game plan for Florida is a softening of some of the restrictions beginning on Monday. There were no changes to his stay at home order or directives related to bars, gyms, or personal services. Obviously, we operate a fitness facility, so we've been monitoring the directives and press conferences and everything else and I expect we will have a summary with some guidance for facilities that we will be able to issue tomorrow, but my initial blush at this is it won't change a whole lot for us. There are still some pretty stiff restrictions that we will have to navigate. He did not give a direct timeline on moving from a phase one to a phase two and what that would look like. I think the approach is to start with phase one and then monitor and see how things unfold and make decisions from there. We will keep the Board and staff informed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. Operation Manager - Memorandum

Mr. Hall gave an overview of the memorandum included in the agenda package and presented to the Board a proposal to repair the concrete surface underneath the tennis court and install posts on the tennis court for a total of \$1,000 to coincide with the previous approved proposal for resurfacing of the tennis court.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the proposal for concrete repair and installation of posts for \$1,000 was approved.
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Mr. Diaz-Rodriguez expressed concern over the lakes not being maintained. Mr. Hall and Mr. Laughlin stated they would be in contact with the lake maintenance service provide Lake Doctors, Inc. to discuss the issues.

Dr. Sweeney asked if staff could obtain proposals for lake maintenance services from other providers.

Mr. Hall also informed the Board a new downspout would be installed at the amenity center, and landscape enhancements would be installed at various locations in the common areas.

E. Amenity Manager

Mr. Faiman informed the Board the Spring Fling event was canceled and the facility has been maintained as needed since it's been shut down due to the pandemic.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

There were no audience members present and no supervisors' requests.

NINTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

Mr. Laughlin stated there are two check registers included in the agenda package since the last meeting was cancelled. The check register for expenses through March totals \$140,890.75 and the check register for expenses from March through April totals \$56,642.22 for an overall total of \$197,532.97. Mr. Laughlin noted the March check register includes a transfer from the general fund to the capital reserve fund as well as the down payment for the pool repairs.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor the Check Registers were 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

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

ELEVENTH ORDER OF BUSINESS Next Meeting Scheduled

Mr. Laughlin stated the next regularly scheduled meeting is May 20, 2020 at 6:00 p.m. UNF is most likely still going to be closed. We might have the option of meeting at a hotel in the area. We will keep everybody in the loop on whether it will be virtual or in person.

TWELFTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Kristi Sweeney
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Chairperson/Vice Chairperson