

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, November 18, 2020 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
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 (by phone)
Don Craig	District Engineer
Pat Szozda	Riverside Management Services
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 November 18, 2020 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**

Ms. Debbie Carlson, 11607 Wynnfield Lakes Drive, expressed a concern about a person taking up residence in the backyard of a home and the preserve. Mr. Laughlin responded that the District only has authority over common areas within the District and the homeowner would be responsible for contacting authorities. Ms. Kilinski stated depending on who the operations and maintenance entity is for the wetland area; we may have some ability to take trespassing action. If we don't, we can certainly can at least notify the appropriate authorities about what our

options are citing the health, safety and welfare of the residents as a parameter to do what we can outside of a Board meeting.

Mr. Diaz-Rodriguez noted the HOA has contacted the property owner at the residence in question and has continued to make contact with the homeowner, however the issue has been turned over to legal counsel and any resolution will take some time.

Ms. Martha Diaz-Rodriguez, 11948 Diamond Springs, inquired about the Christmas decorations.

Mr. Szozda responded we used what we had, and we were going to bring up purchasing additional decorations with the Board to make sure they were on board with it.

Ms. Martha Diaz-Rodriguez stated our lake near Diamond Springs has a fungus growing on it.

Mr. Szozda stated we will address that.

A resident at 11751 Wynnfield Lakes proposed setting up an online volunteer clinic, as well as a group of resident cricket players within the CDD contributing toward the cost of resurfacing the tennis court. Mr. Laughlin noted there is likely a policy that the tennis courts are to be used for playing tennis only and the following motion was made to allow staff to look into the current policies and authorize the chairperson to execute an agreement for the purposes of accepting payment from the group of residents to go towards the cost of maintaining the tennis courts.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor authorizing staff to draft a license agreement to be executed by the Chair and to make any necessary modifications to the policies to allow cricket groups on the tennis courts was approved.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Resolution 2021-01, Declaring Vacancies in Seats 1, 3 and 5**

Mr. Laughlin stated seat one is currently held by Luis Diaz-Rodriguez, seat three is currently held by Claire Marsh and seat 5 is currently held by Kate Priddy. These were all seats that were up for general election and no one qualified.

On MOTION by Dr. Sweeney seconded by Ms. Thomaszfski with all in favor Resolution 2021-01, declaring vacancies in seats 1, 3 and 5 was approved.

**B. Consideration of Appointing New Supervisors to Fill the Vacancies**

On MOTION by Dr. Sweeney seconded by Ms. Thomaszfski with all in favor appointing Luis Diaz-Rodriguez to seat one was approved.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor appointing Claire Marsh to seat three was approved.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor appointing Kate Priddy to seat five was approved.

**C. Oath of Office for Newly Appointed Supervisors**

Mr. Laughlin being a notary public in the State of Florida administered an oath of office to Ms. Marsh, Ms. Priddy and Mr. Luiz Diaz-Rodriguez.

**D. Consideration of Resolution 2021-02, Designating Officers**

Mr. Laughlin stated currently Dr. Sweeney is Chairperson, Luis Diaz-Rodriguez is Vice Chairman, Sharon Thomaszfski, Kate Priddy and Claire Marsh are Assistant Secretaries, I am Secretary and from my office for check signing and document signing purposes we have James Perry as Treasurer and Assistant Secretary, James Oliver as Assistant Treasurer and Assistant Secretary, Patti Powers is Assistant Treasurer, and Rich Hans is Assistant Secretary.

There were no changes to the slate of officers listed above.

On MOTION by Ms. Thomaszfski seconded by Ms. Marsh with all in favor Resolution 2021-02, designating officers was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the September 16, 2020 Meeting**

There were no comments on the minutes.

On MOTION by Ms. Priddy seconded by Mr. Diaz-Rodriguez with all in favor the minutes of the September 16, 2020 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03, Authorizing and Approving a Change in Registered Agent**

Ms. Kilinski stated Jason Walters is no longer with our firm. I am taking Jason’s place and the statute requires a designation of registered agent. This resolution simply designates me and names our law firm as the designated registered agent for purposes of lawsuits and various notifications.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor Resolution 2021-03, authorizing and approving a change in registered agent was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04, Amending the Fiscal Year 2020 Capital Reserve Fund Budget**

Mr. Laughlin stated as you know, we take our best guess at the line items and overall, just want to make sure we have the appropriate amount of money available in the budget. In this case we only had \$15,000 budgeted for the line that the kiddie pool refurbishment was charged to and the actual was \$68,597 so this amendment moves money from the capital reserve fund to that line item for audit purposes.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor Resolution 2021-04, amending the fiscal year 2020 capital reserve fund budget was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Tennis Court Resurfacing**

Mr. Szozda presented three proposals for resurfacing of the tennis court with the lowest quote coming in from Sport Surfaces at \$12,750. Mr. Szozda noted the key difference outside of price is Court Surfaces and Pro Sealed Asphalt offer a one-year warranty and Sport Surfaces offers a two-year warranty.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Sport Surfaces' proposal for tennis court resurfacing was approved subject to entering into a formal agreement.

**B. Pool Resurfacing**

Mr. Szozda presented four proposals for resurfacing of the pool. Classic Marcite's proposed price is \$42,090, Tempool's proposed price is \$50,441.20, Crystal Clean's proposed price is \$59,380 and Crown Pool's proposed price is \$64,595.50. Mr. Szozda recommended Tempool based on personal experience with the contractor, and also noted a lifetime warranty is offered with the resurfacing.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor Tempool's proposal for resurfacing the kiddie pool was approved subject to entering into a formal agreement.

**D. Pool Chairs**

Mr. Szozda presented four quotes for re-strapping the pool chairs, copies of which were included in the agenda package. Mr. Szozda recommended going with Horizon Casual for a price of \$1,640.

On MOTION by Ms. Marsh seconded by Ms. Thomaszfski with all in favor Horizon Casual's proposal for re-strapping the pool chairs was approved.

**E. Replacement of Gate Locks at Tennis Court**

Mr. Szozda noted this item would be tied into the security discussion and was tabled until the end of the meeting.

**F. Playground Mulch**

Mr. Szozda presented a proposal from Yellowstone for \$2,030 for playground mulch.

The Board discussed the rubber mulch damaged by Yellowstone in the pool area and asked staff to send a letter of deficiency under the contract with the following motion and asked

that a representative of Yellowstone attend the January meeting to address any other concerns. Consideration of the proposal for the playground mulch was deferred.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor authorizing staff to send a notice of deficiency to Yellowstone for the damaged rubber mulch was approved.

**EIGHTH ORDER OF BUSINESS            Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

Mr. Craig provided an update on the lake bank erosion repairs noting there are six areas that are being priced based on a report from ECS.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operation Manager - Memorandum**

Mr. Szozda gave an overview of maintenance projects completed since the last meeting and informed the Board RMS is looking at obtaining quotes for painting the amenity center and fitness center versus completing the project in-house if staffing levels allow for such.

Dr. Sweeney expressed concerns over the state of the amenity facilities and fitness equipment.

Mr. Laughlin stated if there aren't any improvements by January, we can put them on notice. I can sit down with Pat and go over the scope of services.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor amending the agenda to include Discussion on Amenity Facility Operations was approved.

**E. Amenity Manager**

A copy of the maintenance report was included in the agenda package. Ms. Timi Wright of Riverside Management Services introduced Taylor Wright as the new amenity manager for Wynnfield Lakes.

*The Board entered into an executive session for the following item.*

**SEVENTH ORDER OF BUSINESS                      Consideration of Proposals (Continued)**

**C. Security**

A discussion was had during an executive session of the Board regarding security and such discussions are confidential and exempt.

*The executive session ended, and the public meeting continued.*

**NINTH ORDER OF BUSINESS                      Audience Comments / Supervisor's Requests**

There were no audience comments or supervisor requests.

**TENTH ORDER OF BUSINESS                      Other Business**

There being no other business, the next item followed.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Approval of Check Register**

A copy of the check register totaling \$90,575.95 was included in the agenda package.

On MOTION by Ms. Marsh seconded by Ms. Priddy with all in favor the Check Register was approved.
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**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 100% collected was included in the agenda package.

**TWELFTH ORDER OF BUSINESS      Next Meeting Scheduled**

The Board continued the meeting to December 2, 2020 at 6:00 p.m. The agenda for the meeting will include discussion on amenity facility operations.

*Dr. Sweeney left the meeting at this time.*

**THIRTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Diaz-Rodriguez seconded by Ms. Priddy with all in favor the meeting was continued to December 2, 2020 at 6:00 p.m. at the University of North Florida.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson