

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, March 17, 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 (by phone)
Don Craig	District Engineer (by phone)
Cheryl Graham	Riverside Management Services
Taylor Wright	Riverside Management Services
Timi Wright	Riverside Management Services
Cheyne Solesbee	Yellowstone Landscape
William Dean	Yellowstone Landscape

The following is a summary of the discussions and actions taken at the March 17, 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

Ms. Martha Diaz-Rodriguez, 11948 Diamond Springs, stated my biggest complaint is I have fisherman that seem to be coming regularly. We have called and reported it to the amenity center. They are the rudest guys I've ever seen in my life.

Dr. Sweeney noted fishing is not allowed in the ponds per District policies. Mr. Laughlin asked that he be contacted when the issue happens again, and he will contact onsite staff. It was

also noted that if the fisherman are not residents the police could be brought in as it becomes a trespassing issue.

Dr. Sweeney asked that an e-blast be sent to remind residents that fishing is not allowed in the ponds, and also asked that a notice be posted on the announcement board for the community.

Ms. Diaz-Rodriguez expressed concern over geese in the community and residents feeding the geese. Ms. Graham suggested a newsletter be sent to the residents to remind residents of the rules. Dr. Sweeney asked that onsite staff reach out to residents that may be feeding the geese.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 20, 2021 Meeting

There were no comments on the minutes.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor the minutes of the January 20, 2021 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommendation; Authorizing Staff to Issue an RFP for Audit Services

A copy of the evaluation criteria that were approved by the audit committee was enclosed in the agenda package.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the audit committee's recommendation was accepted with staff authorized to issue an RFP for audit services.

FIFTH ORDER OF BUSINESS

Ratification of E-Verify Memorandum of Understanding

Ms. Kilinski informed the Board Florida Statutes now requires CDDs to have all of their employees go through the E-Verify system and enter into a memorandum of understanding with the E-Verify program. The District does not currently have any employees but for purposes of compliance with the State Statute the District is required to execute the memorandum of understanding. Ms. Kilinski also noted future contracts for the District will include E-Verify

provisions that require District contractors to comply with the E-Verify requirements for employment matters.

On MOTION by Ms. Thomaszfski seconded by Ms. Marsh with all in favor the E-Verify memorandum of understanding was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Renewal of Goose Masters Agreement

This item was tabled. The Board requested a representative from Goose Masters attend the next meeting.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Mr. Laughlin provided a rough draft of the Fiscal Year 2022 budget and noted the budget is scheduled to be approved at the May meeting. An increase is not currently expected.

D. Operation Manager

1. Report

Ms. Graham gave the Board an overview of the operations report, a copy of which was included in the agenda package.

Ms. Graham noted the playground is in good shape, however she has included a proposal for new mulch at \$2,030 and if one of the painting proposals included in the agenda package is approved, the mulch can be installed following completion of the painting.

Ms. Graham noticed there were large dining-size tables around the pool area, however there were no side tables around the lounge chairs, so she has provided quotes for either 18-inch or 20-inch side tables. Ms. Graham also recommended changing to a darker material for the pool chair cushions and provided a quote for \$1,195. Dr. Sweeney feels there are bigger issues than

the cushions and would prefer to see the pool fixed among other things. The remaining proposals listed underneath Ms. Graham's report are covered later in the meeting.

E. Amenity Manager

Ms. Taylor Wright gave an overview of the amenity manager's portion of the field and amenity operations report and noted that the resurfacing of the splash pool is scheduled for the week of March 29th and the resurfacing of the tennis courts is complete. All of the treadmills are now back up and running.

Ms. Taylor Wright went over the painting proposals included under agenda item VII/D/2. CertaPro did not measure the area needing to be painted so Ms. Wright was concerned the final pricing could increase. Huie's Painting was hard to communicate with so Ms. Wright felt the project may not be a priority. Color Wave's proposal came in at the highest amount at approximately \$30,000. In addition to painting the fencing, buildings and outdoor ceiling, Next Level included in their proposal that they would paint the fencing around the property to match and would pressure wash all of the brick area. The Board opted to approve a not to exceed amount with the condition that staff inquire as to a warranty, the quality of the product being used, as well as when the project will be started. Ms. Graham also noted she could inquire as to how the contractors would address cracks in the stucco.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor authorizing the painting project at an amount not to exceed \$20,000 and designating Supervisor Diaz-Rodriguez to work with staff to select the contractor after ensuring the parameters listed above have been met was approved.

Ms. Taylor Wright asked the Board if they would consider allowing rentals again as she has received requests from residents. Mr. Laughlin noted he manages other districts which are allowing rentals with the use of waivers provided by District Counsel that releases the District of any liability and speaks to cleaning of the facility. Dr. Sweeney stated that she was okay with allowing rentals if waivers are required but suggested capping at half capacity.

Ms. Marsh asked about allowing guests to the pool again. The Board agreed to allow guests and Mr. Laughlin suggested if capacity becomes an issue and residents are getting turned away the issue can be discussed again.

Ms. Taylor Wright noted she would be sending an email reminding residents of the time limit for use of the tennis courts because she has received complaints of people using the courts for hours at a time. The policies state that tennis court use is limited to one hour, or two hours if a reservation is made. Ms. Graham suggested residents making reservations through the amenity manager and she can then post the reservation schedule at the tennis court. A resident informed the Board there is a large group that takes over the pickleball court for approximately three hours on Saturdays. Dr. Sweeney asked the amenity manager to review the access system to identify the resident who is accessing the court and contact them to ask them to come before the Board with a proposal to use the pickleball court exclusively on Saturday mornings for specific time blocks and to also remind them of the time limit listed in the policies.

Dr. Sweeney addressed the Yellowstone Landscape representatives in attendance regarding the issue of rubber mulch being destroyed and wood mulch being put on top the damaged mulch, stating that she felt the rubber mulch should be replaced by Yellowstone at their cost. She also expressed that she felt the landscaping was far below the level that it should be with bushes cut in various shapes and sizes and weeds growing in the amenity areas. Mr. Solesbee responded that he had offered to cover the cost of the mulch and also submitted proposals for removal of dead trees and weeds and trimming of trees. He has been working to get the property up to standards. Mr. Dean offered to continue to attend the meetings to improve communication in the future. Dr. Sweeney requested the soccer fields be looked at once the season is over for Coastal Kicks.

E. Amenity Manager (Continued)

Ms. Taylor Wright informed the Board that there is a consistent issue where a group of teens jump the gate to the amenity area while the security officer is driving the property to smoke in the bathroom and have left burn marks on the bathroom door. She recommended providing a copy of the keys to the security guard so that he can lock the bathrooms at the time the facility closes. She is also going to provide parking slips to the security guard for any cars left on property so they can be towed. The security guard is also having an issue with residents at the playground after hours that argue that there is no signage posted regarding the hours. Ms. Wright suggesting purchasing signage to install with the hours and rules listed. Dr. Sweeney asked that

any residents whose cards who are used after hours at the amenity facilities be contacted to notify them their privileges will be suspended if it happens again.

D. Operations Manager (Continued)

2. Consideration of Painting Proposals

This item was covered under the amenity manager's report.

3. Quotes for Outdoor Tables

Ms. Graham asked for the Board's opinion on purchasing side tables

4. Quotes for Tennis Screens

Ms. Graham provided quotes for windscreens on the tennis courts, but noted Amazon has the exact same screens available and operations staff could install them for cost savings.

On MOTION by Mr. Diaz-Rodriguez seconded by Ms. Marsh with Ms. Priddy and Dr. Sweeney in favor and Ms. Thomaszfski opposed purchasing the tennis windscreens from Amazon was approved 4-1.

5. Quote for Pickleball Nets

Same as the tennis windscreens, Ms. Graham noted the same nets as provided for in the quote included in the agenda package could be purchased from Amazon for \$239 and installed by operations staff for cost savings.

On MOTION by Mr. Diaz-Rodriguez seconded by Ms. Marsh with Ms. Priddy and Dr. Sweeney in favor and Ms. Thomaszfski opposed purchasing the pickleball nets from Amazon was approved 4-1.

6. Quote for Pool Equipment Housing

Ms. Graham informed the Board the fiberglass container that houses the filtration system is broken and provided a quote from Com-Pac Filtration, Inc. for \$2,535.09 to replace the container. Dr. Sweeney feels the damage is not normal wear and tear but instead is caused by a lack of facility maintenance and asked that RMS cover the cost of replacement.

7. Quote for Outdoor Chair Cushions

This item was covered under Ms. Graham's report.

8. Quote for Playground Mulch

Ms. Graham provided a quote from Yellowstone Landscape for \$2,030.

On MOTION by Ms. Marsh seconded by Dr. Sweeney with Ms. Priddy and Mr. Diaz-Rodriguez in favor and Ms. Thomaszfski opposed the playground mulch quote was approved 4-1.

9. Quote for Tennis Court Lighting Repair & Upgrade

Ms. Graham provided a quote for replacing lights that were not working and upgrading the lights to LED and noted the replacements had already begun. Mr. Diaz-Rodriguez asked about the timer that was not working and Ms. Graham noted the timer was being repaired at the same time as the lights.

10. Quote for Pool Area Lighting

Ms. Graham provided a quote for replacement of landscape lighting around the pool area for a total of \$5,696. Mr. Laughlin recommended waiting to replace the lights until after the splash pool is resurfaced. Ms. Graham stated that she would obtain more quotes for future consideration.

11. Quote for Vacuum Pump for Splash Pool

Ms. Graham provided a quote from Crystal Clean for replacement of the splash pool vacuum pump that is no longer working for \$1,292.73. Mr. Laughlin stated that the Board already authorized replacement of the vacuum pump in July and noted he would check with the District accountant to see if any checks have been cut to Crystal Clean for that purpose.

Dr. Sweeney asked that RMS provide an itemized list of items that have been repaired and maintained over the last year and again expressed concern that RMS has not been meeting the Board's expectations for service. Ms. Kilinski recommended creating a scope that both the Board and RMS can agree on, as well as creating a performance evaluation tool to create clear expectations, and if the services listed are not being performed there would be corrective measures, and if those measures aren't corrected the District could issue an RFP.

The Board discussed continuing the meeting to April 7th at 6:00 p.m. to continue the discussion of the issues with RMS and made the following motion to amend the agenda.

On MOTION by Mr. Diaz-Rodriguez seconded by Ms. Priddy with all in favor the agenda was amended to include Consideration of RMS Contract Discussion.

EIGHTH ORDER OF BUSINESS Audience Comments / Supervisor’s Requests

Ms. Martha Rodriguez asked how often Lake Doctors is on property. Mr. Laughlin responded he believes once per month but if there are persistent issues their visits could be increased for higher fees.

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

A copy of the check register totaling \$144,995.55 was included in the agenda package. Mr. Laughlin noted the check register includes the pool resurfacing as well as a transfer to the capital reserve account.

On MOTION by Ms. Marsh seconded by Dr. Sweeney 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 97.8% collected for on-roll assessments was included in the agenda package.

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting

The meeting was continued to April 7, 2021 at 6:00 p.m.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Diaz-Rodriguez seconded by Ms. Priddy with all in favor the meeting was continued to April 7, 2021 at 6:00 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson