

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, June 16, 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
Kate Priddy	Supervisor
Claire Marsh	Supervisor
Sharon Thomaszfski	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
Todd Myhill	Vesta Property Services
Alex Boyer	Evergreen Lifestyle Management
Lynzi Chambers	Evergreen Lifestyle Management

*The following is a summary of the discussions and actions taken at the June 16, 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 6:06 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Proposals for Amenity and Operations Management Services**

Mr. Laughlin informed the Board bids were received from Vesta for all services under one umbrella, Evergreen to provide facility and operations management, and Coastal Amenities for just janitorial and maintenance services, which he noted may work well if the District enters into an agreement with Evergreen Lifestyle Management as they contract out those services.

There were three other companies contacted to ask to bid, however they were not able to provide staff on such short notice.

Mr. Boyer introduced himself to the Board as a facility manager for Evergreen Lifestyle Management and gave an overview of their proposal noting the pool attendant and facility attendant contract amounts listed in the proposal are estimates based on what they would recommend from an hourly standpoint.

Mr. Laughlin gave an overview of Coastal Amenities proposal for janitorial and maintenance services noting the total annual cost for those services would total \$23,397. In conjunction with Evergreen's proposal for facility and operations management services, the total annual cost would be \$146,696 if the Board chose to approve both proposals.

Mr. Diaz-Rodriguez questioned why Evergreen's proposal provides for an increase every year for the next five years. Mr. Boyer responded that it is due to the minimum wage increase required by recently changed labor laws, and it's also common practice to give their employees a 3% increase annually.

Mr. Myhill introduced himself to the Board and gave an overview of Vesta Property Services' proposal noting Vesta would recommend a general manager and field operations staff member full time. The field operations staff member would be a certified pool operator. Vesta also proposes a part-time facility attendant. Vesta's proposal totals \$146,697.

Dr. Sweeney noted she would like to see pricing for the next three years as the contract prices provided by each vendor for fiscal year 2021 are so similar, the pricing for future years may make the difference.

Vesta offered 10% off the proposal price for the remainder of fiscal year 2021.

After discussing the two proposals and asking each vendor questions about their companies and plans for the community, the Board made the following motion to approve Vesta's proposal or Evergreen's proposal if the negotiation with Vesta is not successful.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor Vesta's proposal was approved contingent on no more than a 3% annual increase and a 10% discount for the remainder of Fiscal Year 2021 with the chair authorized to execute the contract. If the

terms cannot be negotiated, the Board has approved entering into an agreement with Evergreen

*Ms. Priddy left the meeting at this time.*

Dr. Sweeney asked that RMS provide an itemized inventory. There are a few items that Mr. Laughlin noted he is working to ensure get taken care of prior to the transition from RMS to Vesta, such as the installation of rubber mulch, the rubber mulch that was painted, and the chlorine spill that killed a strip of grass, with payment to the vendors to be withheld until the issues are resolved

**FOURTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 21, 2021 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224**

**FIFTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson