

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, July 21, 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
Kate Priddy	Supervisor
Claire Marsh	Supervisor
Sharon Thomaszfski	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Don Craig	District Engineer (by phone)
Linda Hernandez	Vesta
Tim Harden	Vesta

The following is a summary of the discussions and actions taken at the July 21, 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 6:39 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments.

THIRD ORDER OF BUSINESS

Minutes

A. Approval of Minutes of the May 19, 2021 Board of Supervisors Meeting and June 16, 2021 Special Meeting

There were no comments on the minutes.

Mr. Laughlin asked the Board if they would be interested in utilizing iPads for viewing the meeting agenda packages, which would be owned and maintained by GMS at no cost to the District. There were no objections from the Board.

On MOTION by Ms. Thomaszfski seconded by Dr. Sweeney with all in favor the minutes of the May 19, 2021 Board of Supervisors meeting and June 16, 2021 special meeting were approved as presented.

B. Acceptance of the Minutes of the May 19, 2021 Audit Committee Meeting
There were no comments on the minutes.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the minutes of the May 19, 2021 Audit Committee were accepted as presented.

FOURTH ORDER OF BUSINESS

Ratification of Agreement with Vesta Property Services for Amenity Center Management

Mr. Laughlin noted the agreement contains the same fees and scope as presented in the proposal from Vesta. The agreement was executed in advance of the meeting to allow Vesta to begin providing services to the District in a timely manner.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor the agreement with Vesta Property Services for amenity center management was ratified.

FIFTH ORDER OF BUSINESS

Acceptance of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Audit Services

Mr. Laughlin noted Berger Toombs was the auditor selected by the audit committee for audit services and this is the letter to engage the firm.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the engagement letter with Berger Toombs Elam Gaines & Frank for audit services was accepted.

SIXTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2022 Budget

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor the public hearing was opened.

Mr. Laughlin reminded the Board there is no increase in assessments needed to fund the Fiscal Year 2022 budget.

There were no members of the public present.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the public hearing was closed.

A. Consideration of Resolution 2021-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022

Dr. Sweeney asked if a transfer is necessary to make up the difference with the increase in the field operations management line due to the vendor change to Vesta. Mr. Laughlin responded most likely the funds would be pulled from the capital reserve line item through a budget amendment in the future.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor Resolution 2021-06, relating to annual appropriations and adopting the budget for Fiscal Year 2022 was approved.

B. Consideration of Resolution 2021-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022

Mr. Laughlin noted his office would submit the assessment roll to Duval County.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor Resolution 2021-07, imposing special assessments and certifying an assessment roll for Fiscal Year 2022 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski informed the Board she has left Hopping, Green & Sams and is now with KE Law Group. The Chair signed a letter choosing to continue to use Ms. Kilinski for legal counsel at her new firm prior to the meeting, allowing Ms. Kilinski to attend the meeting as District Counsel. She also provided the Board with a fee agreement and noted the fees would not be increasing from what the District has previously been billed without the Board's permission.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the contract with KE Law Group was approved.

B. District Engineer

Ms. Thomaszfski asked if there has been any movement on the pond bank repair. Mr. Craig responded that there is still not a contractor available to perform the work.

C. District Manager – Consideration of Fiscal Year 2022 Regular Meeting Schedule

Mr. Laughlin presented a proposed meeting schedule to meet bimonthly on the third Wednesday for fiscal year 2022.

On MOTION by Ms. Marsh seconded by Dr. Sweeney with all in favor the Fiscal Year 2022 meeting schedule was approved as presented.

Mr. Laughlin informed the Board a letter had been sent to Certa Pro notifying them of the deficiency in service provided and failure to conform with the contract and asking them to fix the issues. Certa Pro was out for touch up painting and painted the bike rack that was missed previously, however the work was not up to standards. Ms. Kilinski recommended hiring a trusted contractor to finish the job and provide the invoice for that work to Certa Pro asking them to reimburse the cost of the repainting and also noted the issue could be taken to small claims court.

Dr. Sweeney noted RMS signed off on Certa Pro's work and asked where that issue would come in. Mr. Laughlin responded that RMS was also sent a letter, however they have not responded.

D. Operation Manager - Report

Mr. Harden gave an overview of his report noting the splash pad was reopened on July 9th and a small repair was made to the air conditioner condensation drain line to prevent the drain pan from overflowing. He informed the Board there is very little storage space and provided options for adding more storage including adding a shed, building shelves in a storage closet and

enlarging the pool equipment area. Mr. Laughlin suggested appointing a supervisor to work with Mr. Harden in finding a viable location for a shed.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor purchasing a shed at an amount not to exceed \$7,000 was approved, with Supervisor Marsh appointed to work with staff and approve the location.

Mr. Harden discussed the items listed under other concerns on his report. With the automatic closers on the tennis court being less than \$100 each, Mr. Laughlin authorized him to proceed with the purchase. The Board asked Mr. Harden to bring quotes back to the next meeting for modifying the duct work to air condition the pool bathrooms.

Mr. Laughlin informed the Board both Riverside Management Services and Krystal Klean have been sent notices due to unsatisfactory work. There are around \$11,000 worth of invoices for RMS and approximately \$6,000 worth of invoices for Krystal Klean being held. Neither contractor has responded as of yet. He noted he has received an estimate from Big Z Pools in the amount of \$2,517 to get the pool back into optimal condition. In addition, Mr. Laughlin noted Vesta is managing the pool maintenance, however they still need a chemical provider. Vesta recommends using Poolsure at a fee of \$635 per month.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor approving Poolsure's proposal for chemical delivery and feeders at an amount of \$635 per month was approved.

Ms. Hernandez informed the Board the signs near the pool need to be updated to state that there should be no swallowing of pool water prior to the next inspection and provided quotes for consideration.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the quote from Fastsign in the amount of \$914.65 was approved.

Ms. Priddy stated that Yellowstone has not been maintaining the spillway.

Mr. Laughlin again spoke of the issues with RMS noting invoices are being held until it is determined how much it will take to fix the issues with the pool and painting of the amenity areas. Ms. Kilinski noted Certa Pro has a two-year warranty on their work and stated she thought it was worth asking them to do another walk through to point the issues out.

Mr. Harden informed the Board the air conditioner for the office and restrooms was manufactured in 2004 and would likely need to be replaced soon. Mr. Laughlin stated the capital reserve study allows for replacement of the HVAC system in the years 2020 and 2021 for the amount of \$14,353.

Mr. Laughlin asked Mr. Harden to look into missing or damaged lights outside of the amenity center.

E. Amenity Manager

A copy of Ms. Hernandez’s report was included in the agenda package.

Dr. Sweeney asked that the security guard be given access to the security system so that he can review whose access card was used at a time of an incident and he can present a more detailed incident report.

Ms. Thomaszfski asked if the puddling on the tennis courts has been addressed. Mr. Laughlin stated that he would follow up with the contractor.

Dr. Sweeney stated that Yellowstone has not installed landscaping around the pool or new mulch around the playground or pool. Mr. Laughlin stated that he was told mulch is on backorder and will be installed as soon as it’s available. Mr. Kilinski was directed to send a letter to Yellowstone asking that the regular mulch be installed at the playground and rubber mulch installed at the pool.

Ms. Priddy notified Ms. Hernandez that a homeless person who has created issues in the past was found sleeping under the trees. Dr. Sweeney asked that the camera footage be checked.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisor’s Requests

There were no audience comments or supervisor requests.

NINTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

A copy of the balance sheet and income statement was included in the agenda package.

B. Special Assessment Receipt Schedule

A copy of the assessment receipts schedule showing the District is 100% collected for on-roll assessments was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$111,770.98 was included in the agenda package. The Board members and staff discussed concerns of approving the check register containing invoices paid to contractors for whom payment has been withheld due to various issues that have not been resolved. Ms. Kilinski noted there is no requirement to approve the check register and given there are a number of invoices the Board is not comfortable with, she suggested not approving them and at the next meeting they can be brought back for approval if the issues are resolved.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – September 15, 2021 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224

TWELFTH 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