

**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, September 15, 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 (by phone)
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	General Manager - Vesta
Tim Harden	Field Operations Manager – Vesta
Todd Myhill	Vesta
Mike Scuncio	Yellowstone Landscape

The following is a summary of the discussions and actions taken at the September 15, 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

Mr. Laughlin noted for the record there were no audience members present at the time, but prior to the meeting starting a resident notified staff of busted irrigation lines, which Yellowstone will repair.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 21, 2021
Board of Supervisors Meeting**

There were no comments on the minutes.

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On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor the minutes of the July 21, 2021 Board of Supervisors meeting were approved as presented.

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

Ms. Kilinski informed the Board there are Rules of Procedure in place that talk about the operations of the District, including noticing meetings. In looking at Florida Statute, she is recommending in order to save money and time the District waive Rule 1.3 of the Rules of Procedure which requires a seven-day notice for each of the regular board meetings and instead rely on the annual meeting schedule notice that is published in the newspaper and also electronically on the District's website. A resolution will be brought back to the next meeting to formally adopt this action.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor waiving Rule 1.3 of the District's Rules of Procedure relating to publishing notices for each regular board meeting was approved.

Ms. Kilinski informed the Board staff has been working on notices to RMS and Crystal Clean regarding withholding payments and has spoken to the vendors multiple times. For RMS, \$11,514 of past payments have been withheld. For repairs that had to be made to the pool by Big Z, it's estimated \$19,200 should be withheld from Crystal Clean and RMS. Staff will also request a bid from Yellowstone to replace the rubber mulch that was painted in the pool area and will add that cost to the withholding as well. There are also items relating to poor workmanship that will result in a few hundred dollars. At the last meeting the Board discussed withholding \$13,241 representing 90 days of RMS invoices for failure to provide staffing service consistent with industry standards. For Crystal Clean, \$5,474 is being withheld.

B. District Engineer – Acceptance of the 2021 Annual Engineer's Report

This item was deferred.

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C. District Manager

Mr. Laughlin reminded the Board of an agreement with a group in the community that plays cricket ball at the tennis courts and per the agreement pays \$1,300 each year to contribute towards any repairs and maintenance, however the damage to the courts may be more significant than anticipated. Mr. Laughlin will reach out to the group again to discuss the damage.

Ms. Marsh asked Mr. Laughlin about missing office furniture such as a couch and artwork. Mr. Laughlin will reach out to RMS to see if they're aware of what happened to the items.

D. Operation Manager - Report

Mr. Harden gave an overview of his report, a copy of which was included in the agenda package.

Within his report Mr. Harden mentions there is a drain for the pool equipment area that backs up and must be emptied weekly, so the District Engineer has recommended replacing the 4-inch pipe with an 8-inch pipe. Mr. Harden presented estimates to have a plumbing company snake a camera into the line to see if there is a clog that can be cleared for \$500, or just replacing the pipe as recommended by the engineer. Mr. Harden recommended replacing the pipe with an 8-inch black corrugated pipe at a cost of approximately \$4,400.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor Option #3 from Harry Hayes' Plumbing, Inc proposal to replace the current 4" pipe with an 8" corrugated pipe for a total of \$4,325 was approved.
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Mr. Harden informed the Board a resident reported constant standing water around a fire hydrant in front of the amenity center. It has been reported to JEA and they have responded that they will investigate the issue.

Mr. Diaz-Rodriguez stated that the tennis court lights are on in the early hours of the morning. Mr. Harden will check the timer to ensure it's working properly. Mr. Laughlin also asked that he speak to the security guard about it.

Mr. Diaz-Rodriguez also asked that the patio furniture be cleaned.

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E. General Manager

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

Mr. Scuncio introduced himself as a senior account manager with Yellowstone and noted he would provide a proposal with renderings included for changing the landscaping around the pool. He is also going to work on an irrigation report and proposal for any heads that are broken.

Included within Ms. Hernandez's report were options to add picnic tables at the playground. Dr. Sweeney asked staff to reach out to the HOA to see if they're willing to help pay for picnic tables. Also referenced in her report was a quote from Epic Pools totaling \$53,750 for repairing cracked pool tiles and coping issues and a quote from Crown Pools totaling \$67,692 was presented under separate cover. Ms. Kilinski recommended ensuring Epic Pools has a structural engineer that is aware of the extent of repair needed as she was counsel for a community that had a similar issue and it needed expansion joints installed to ensure the damage doesn't pop up again. Ms. Priddy asked about timing of the project. Mr. Harden responded that Crown Pools stated they could not give a specific timeframe, only that the repairs would be completed by the spring. He feels Epic would be more responsive.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with Ms. Priddy in favor and Mr. Diaz Rodriguez and Ms. Thomaszfski opposed the proposal from Epic Pools to repair tile and coping issues in the amount of \$53,750 was approved 3-2.

Ms. Marsh asked that furniture ideas for the office in the amenity center be considered at the next meeting.

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

There were no audience members present.

The Board discussed landscaping in the pool area. Dr. Sweeney reiterated to Mr. Scuncio that the Board would like the rubber mulch around the ginger that was damaged replaced with new rubber mulch, which Yellowstone had previously agreed to pay for. Mr. Scuncio assured the Board it would be installed, but he would like to wait until the pool repairs are complete and the rest of the landscaping improvements are installed. Ms. Marsh asked that the square areas that the palm trees were removed from be covered with pavers, so Mr. Laughlin asked the amenity

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management staff to obtain a price from Epic Pools to add the pavers while they're repairing the pool tiles.

Ms. Priddy informed the Board this would be her last meeting as she is moving out of the community. Mr. Laughlin asked the amenity management staff to send an e-blast informing residents of the vacant seat.

Ms. Marsh asked if the date of the March meeting could be changed. The Board decided on moving the meeting up a week to March 9, 2021.

Dr. Sweeney asked that whoever cleans the ellipticals also wipe down the bottom portion of the machine. Mr. Myhill suggested installing a device in the air handler that ionizes dust particles and sanitizes the air. Mr. Laughlin asked him to proceed with ordering as it's a minimal cost.

SIXTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

SEVENTH 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 annual assessments was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$75,258.55 was included in the agenda package.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the check register was approved.

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EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – November 17, 2021 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Thomaszfski seconded by Dr. Sweeney 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