

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, January 19, 2022 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
Mark Oliver	Supervisor
Jeffrey Lawton	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Don Craig	District Engineer (by phone)
Tim Harden	Field Operations Manager – Vesta
Todd Myhill	Vesta
Kristina Rudez	EGIS (by phone)
Jake Whealdon	KE Law Group (by phone)

The following is a summary of the discussions and actions taken at the January 19, 2022 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointing a New Supervisor to Fill the Seat 2 Vacancy

Resumes for two candidates were included in the agenda package for the board's review. Mr. Laughlin also informed the Board that Supervisor Marsh intends to resign from the Board

within the week. Mr. Jeff Lawton was present and provided the board an overview of his background.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor appointing Mr. Jeff Lawton to Seat 2 was approved.

B. Oath of Office for Newly Appointed Supervisor

Mr. Laughlin, being a notary public of the State of Florida, administered an oath office to Mr. Lawton. Ms. Gentry gave Mr. Lawton a brief overview of the public records law, ethics law and sunshine law.

C. Consideration of Resolution 2022-03, Designating Officers

Mr. Laughlin listed the current officers: Dr. Sweeney as Chairperson, Supervisor Diaz-Rodriguez as Vice Chair and Supervisors Marsh and Oliver as Assistant Secretaries; Mr. Laughlin is Secretary and Treasurer, and from his office for document signing purposes, James Oliver is Assistant Treasurer, Patti Powers is Assistant Treasurer, and Marilee Giles, Ernesto Torres and Rich Hans are Assistant Secretaries. He asked to keep the slate of officers the same with the exception of adding Mr. Lawton as an Assistant Secretary

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2022-03, designating officers as listed above was approved.

FOURTH ORDER OF BUSINESS

Discussion on District Insurance

Mr. Laughlin clarified that there are two line items on the budget for insurance costs that total \$15,922 and the premium for the current year has increased to \$16,478. Ms. Rudez gave the Board background information on FIA/EGIS and answered the Board members questions regarding the District's insurance policy.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the November 17, 2021 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the minutes of the November 17, 2021 Board of Supervisors meeting were approved as presented.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04,
Adopting Amended Prompt Payment Policies**

Ms. Gentry informed the Board the District has prompt payment policies in place that coincide with the statutory requirements. The policies included in the agenda package have been updated to include changes that went into effect following the latest legislative session, the substantive changes being an increase in the interest rate on late construction payments from 1% to 2%, and some changes in the dispute resolution procedures.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2022-04, adopting amended prompt payment policies was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Gentry informed the Board the 2022 legislative session has begun, and her firm is monitoring the bills for anything that could impact special districts.

B. District Engineer – Consideration of Work Authorization for Stormwater Needs Analysis

Mr. Craig presented a work authorization to prepare a 20-year stormwater needs analysis with a proposed fee not to exceed \$10,000. The Board discussed the available budget for this year and asked staff to contact the County to inform them that the analysis is an unbudgeted item and given that the funds are not available for this project, the analysis will be revisited next fiscal year.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor authorizing staff to notify the county that the analysis will be revisited next fiscal year was approved.

C. District Manager

Mr. Laughlin informed the board that Vesta has requested a District credit card as the purchases made on the District's behalf could then be tax exempt. Vesta would provide the receipts to the District to back up the credit card statements. Mr. Lawton asked if there would be additional advantages to the credit card such as cash back for purchases. Mr. Laughlin said that he would look into it.

D. Operation Manager - Report

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

The Board discussed pool chemical providers. Mr. Myhill noted staff would bring back a cost analysis and comparison between the current provider and other options.

Mr. Harden presented proposals for pool deck landscape enhancements as well as a proposal for installing pavers in place of the planters on the pool deck. Regarding Yellowstone's proposal, Dr. Sweeney stated that the Board has repeatedly insisted Yellowstone replace the rubber mulch that was damaged by weed eaters and that she would like confirmation from Yellowstone in writing that they will replace the rubber mulch. Staff was also informed of a previously approved Yellowstone proposal for landscaping improvements that was around \$2,000 that has not yet been completed. The Board discussed the square areas that are currently landscaped on the pool deck and opted for installing pavers in those areas. Dr. Sweeney asked for confirmation that the pavers could be installed prior to March.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Beyond Pavers and Lighting, LLC's proposal for installing pavers in the five square areas on the pool deck totaling \$3,375.94 was approved.
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E. Amenity Manager - Report

Mr. Myhill gave an overview of Ms. Hernandez's report, a copy of which was included in the agenda package.

Mr. Myhill informed the Board that Giddens Security has requested an increase to their rates from \$15.76 per hour to \$17.89 per hour. A proposal from another vendor was also

included for comparison with a starting rate of \$20 per hour. The Board discussed the possibility of the HOA contributing to security services to expand the patrol area.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor Fidelity Security Operations, LLC proposal for three nightly patrols not to exceed the proposed \$420 weekly cost was approved.

Mr. Myhill presented a proposal for resurfacing the amenity center parking lot totaling \$4,196. Dr. Sweeney stated that she'd like to hold off on resurfacing at this time and also commented that the apartment complex should have notified the CDD that they intended to resurface their portion prior to doing so. Mr. Laughlin stated that he would ask a representative for the apartments to attend a meeting.

EIGHTH ORDER OF BUSINESS Audience Comments / Supervisor's Requests

There were no audience members present.

Following up on a statement made in the previous meeting's minutes, Mr. Lawton asked if the budgeted numbers in the financial statements were corrected. Mr. Laughlin responded that he contacted the accountant about the issue.

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 fiscal year 2022 assessments are 97% collected was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$142,581.23 was included in the agenda package.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the check register was approved.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 16, 2022 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224

Dr. Sweeney asked for an update on the playground fence. Mr. Harden stated that he was working to get it repaired.

The Board made the motion below to declare the Seat 3 vacant effective January 21, 2022 given that Ms. Marsh has provided her intent to resign from the Board.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor declaring Seat 3 vacant effective January 21, 2022 was approved.

Ms. Gentry noted the Board could appoint Mr. Nate Dickinson, who also expressed interest in filling the Seat 2 vacancy.


On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor appointing Nate Dickinson to fill the Seat 3 vacancy effective January 21, 2022, was approved.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the meeting was adjourned.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson