

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, May 18, 2022 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1088, Jacksonville, Florida.

Present and constituting a quorum were:

Dr. Kristi Sweeney	Chairperson
Luis Diaz-Rodriguez	Vice Chairman (by phone)
Mark Oliver	Supervisor
Jeffrey Lawton	Supervisor
Nate Dickinson	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel (by phone)
Don Craig	District Engineer (by phone)
Lina Hernandez	Amenity Manager - Vesta
Ken Thomas	Field Operations Manager – Vesta
Jake Whealdon	KE Law Group, PLLC (by phone)

*The following is a summary of the discussions and actions taken at the May 18, 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**

**Approval of Minutes of the March 16, 2022  
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 March 16, 2022 Board of Supervisors meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2021 Audit Report**

Mr. Laughlin provided a brief overview of the audit report for Fiscal Year 2021, noting there were no deficiencies or findings to report.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor the Fiscal Year 2021 audit report was accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-06, Approving the Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing Date**

Mr. Laughlin informed the Board the public hearing to adopt the budget will be held on July 20, 2022 at 6:00 p.m. and provided an overview of the budget. A 12.5% increase in assessments was proposed, which equals a \$140.09 increase per year for single-family units and a \$93.86 increase per year for multi-family units. The largest driver of the increase is the capital reserve funding, with other line-item increases including district management fees, insurance premiums, lake maintenance services, field operations and amenity management services, irrigation maintenance services, refuse services, animal control services, pool chemicals, and operating supplies.

The Board discussed the need to improve the athletic field in the future and directed the operations staff to obtain proposals. Mr. Dickinson offered to work with staff to pull proposals together for future board consideration.

Dr. Sweeney asked that an explanation behind the increase in the budget and assessments be sent in the mailed notice to the residents.

Mr. Oliver asked that the field operations staff look into pressure washing the fence on the left-hand side of the entrance and also mentioned there are lights that are blocked by the trees on the righthand side of the entrance way.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor Resolution 2022-06, approving the proposed budget and setting a public hearing for July 20, 2022 at 6:00 p.m. at the University of North Florida was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Amendment to Agreement with GMS for District Management Services**

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Mr. Whealdon informed the Board the purpose of the amendment to the district management services agreement is to bring the agreement current to statutory requirements including adding E-Verify and public records laws, as well as updating the address for District Counsel, and adding indemnification language and an insurance requirement consistent with current coverages.

On MOTION by Mr. Lawton seconded by Mr. Oliver with all in favor the amendment to the agreement for district management services with GMS was approved.

**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 informed the Board the District has not received payment from the group of cricket ball players that is required per the agreement between the group and the District.

On MOTION by Mr. Lawton seconded by Mr. Oliver with all in favor terminating the agreement with the cricket ball group due to lack of payment was approved.

**D. Operation Manager**

**1. Report**

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

**2. Proposal for Handicap Lift**

Mr. Thomas informed the Board he discovered \$3,300 worth of various corroded parts on the ADA pool lift and recommended replacing the lift altogether given that it is 16 years old. He presented quotes for replacement of the lift beginning at \$6,800.

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On MOTION by Dr. Sweeney seconded by Mr. Lawton with all in favor purchasing a handicap pool lift at an amount not to exceed \$7,500 was approved with Mr. Oliver appointed to work with staff on approving the final proposal.

*Supervisor Dickinson left the meeting at this time.*

**3. Proposal for Pool Furniture Repairs**

**4. Proposal for Pool Tabletops**

Next, Mr. Thomas informed the Board he has found stains on the pool furniture due to wear and tear over the years and quoted \$700-\$800 to repair a majority of the chairs and noted they could be worked on as-needed if the parts are available. He also mentioned seven or eight tables are cracked and the rest are weathered. He quoted \$3,560 to repair the tables at about \$200 per tabletop or replacing the tables altogether at \$285 per table. Mr. Laughlin stated that he would like to confirm if it was the chaise lounges or chairs that were re-strapped less than two years ago to determine if a warranty is in place. He also recommended holding off on repairing the chairs if the Board is going to look at replacing the furniture altogether in the near future. Given the 20-to-26-week lead time on shipment of the tabletops, the Board opted to hold off on approval of repair or replacement of those.

On MOTION by Dr. Sweeney seconded by Mr. Lawton with all in favor the proposal to repair the pool chairs was approved.

Mr. Lawton asked if Mr. Thomas had any suggestions on filling the divot in the mulch located near the swing set. Mr. Thomas stated that he would rake the mulch.

Mr. Thomas informed the Board staff has been having issues with food and drinks being brought into the pool area. Mr. Laughlin asked staff to keep note of the people breaking the rules, and if they're repeat offenders a notice regarding their amenity privileges can be sent. Dr. Sweeney noted there have been many other issues including kids that shouldn't be in the fitness center and kids climbing fences and also noted the issues with the lack of communication from management of the apartment complex. She asked that a letter be sent to the apartment management to request their attendance at future meetings.

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Dr. Sweeney asked that the hours of the fountain be reduced to 3:00 p.m. to 9:00 p.m. to keep the utility bills down. She also stated that she was amenable to having the pond sprayed and asked Mr. Laughlin to look into the cost of the fish that were purchased previously to reduce midges.

**E. General Manager – Report**

Ms. Hernandez provided an overview of her report, a copy of which was included in the agenda package. Included in her report she noted she’s requested an estimate for a license plate reader. The Board requested a representative from the company that would provide the reader attend the next meeting to discuss all the options available to the District. A private session regarding security matters was requested for the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments / Supervisor’s Requests**

There were no audience comments or additional 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 fiscal year 2022 assessments are 99% collected was included in the agenda package.

**C. Approval of Check Register**

A copy of the check register totaling \$77,557.88 was included in the agenda package.

Dr. Sweeney noted the refuse bill went up substantially. Mr. Oliver asked if the service could be changed to bi-weekly rather than weekly and Mr. Laughlin asked Mr. Thomas to look into other providers.

Dr. Sweeney stated that several residents are still feeding geese within the community, meanwhile the District is paying Goose Masters to keep the geese out of the community. She

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asked that an email be sent noting that feeding the geese is prohibited, and to also notify residents that the amenity center is monitored after hours. The Board discussed procedures for terminating amenity privileges for those not following the District's rules.

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

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 20, 2022 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 Mr. Oliver with all in favor the meeting was adjourned.

DocuSigned by:

*Daniel Laughlin*

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Secretary/Assistant Secretary

Chairperson/Vice Chairperson