

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, November 16, 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
Nate Dickinson	Supervisor
Jeff Lawton	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Lina Hernandez	Amenity Manager - Vesta
Ken Thomas	Field Operations Manager – Vesta
Morgan Poletti	Apartment Management
Jay Golomb	Coastal Kicks

The following is a summary of the discussions and actions taken at the November 16, 2022 meeting.

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 September 21, 2022 Meeting

There were no comments on the minutes.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the minutes of the September 21, 2022 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

Discussion of Coastal Kicks Spring Season Program

Mr. Laughlin reminded the Board that the winter program was approved subject to confirming payments for previous programs were received. It was confirmed that payments were received for the previous spring and summer programs. Mr. Laughlin has informed Mr. Golomb that the spring program will be difficult with improvements being planned for the athletic field.

Ms. Hernandez informed the Board that once the Board approves a proposal for improving the condition of the field it will take no more than a month to schedule the work. The project would take two days; however, the field would need to be closed in the two to three weeks following. According to the landscape contractor, the field could be resodded during the winter, however the Board had concerns with the sod taking during the colder months.

Mr. Laughlin asked when the winter programs and spring programs are scheduled to begin and end. Mr. Golomb responded that the winter season will run from November 30th through February 15th, while the spring season will begin on March 15th and will end the week before Memorial Day. The Board and Mr. Golomb discussed the conflict of the spring program and the desire to resod the field. Mr. Golomb stated that he would like to advertise the program with a note to any registrants that a few weeks will take place at another location. The Board will discuss the sodding project at the January meeting.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor the spring program was approved with the understanding that several weeks of the program will need to be held at an alternate location.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Amending the Fiscal Year 2022 General Fund Budget

Mr. Laughlin informed the Board this is a bookkeeping item for audit purposes to balance certain line items out. One of those line items being landscape contingency, for which \$23,700 was budgeted, but only \$10,000 was used, so a portion of the remainder of funds will be used to balance the irrigation line item that was over budget by \$7,400.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2023-01, amending the Fiscal Year 2022 General Fund budget was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-02, Declaring Vacancies in Seats 2 and 4 as of November 22, 2022

Mr. Laughlin stated the two seats that were up for election are Seat 2, Supervisor Lawton’s seat, and Seat 4, Supervisor Sweeney’s seat. Since no one qualified for the ballots, those seats now need to be declared vacant and going forward we have the option of reappointing the current supervisors, or we can put a notice out to the residents that there are open seats, and they can send in resumes for review.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2023-02, declaring vacancies in Seats 2 and Seat 4 as of November 22, 2022 was approved.

Dr. Sweeney stated her preference for notifying the residents of the vacancy.

Mr. Lawton indicated that he had a desire to remain on the Board.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor appointing Jeff Lawton to Seat 2 effective November 22, 2022 was approved.

A notice will be sent regarding the vacancy in Seat 4.

SEVENTH ORDER OF BUSINESS

Acceptance of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2022

Mr. Laughlin reminded the Board that Berger Toombs was the audit firm selected during the last request for proposals issued by the District.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor the engagement letter from Berger, Toombs, Elam, Gaines & Frank for the Fiscal Year 2022 audit was accepted.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

Mr. Laughlin informed the Board the District's engineer, Mr. Don Craig, will be retiring in December and a transition to a new engineer will take place at that time.

C. District Manager

There being nothing to report, the next item followed.

D. Operation Manager

1. Report

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

2. Pool Pump Proposal

Mr. Thomas informed the Board it's being recommended that the pool pumps be replaced. A proposal from Big Z Pool Service totaling \$22,133.07 was included in the agenda package for the Board's consideration.

The Board discussed wanting to ensure the price to be paid is competitive by seeking other proposals, however there was some concern of whether the materials may be delayed. The Board asked that if a delay in materials is anticipated that staff proceed with Big Z's proposal. If the materials are not expected to be delayed, staff will bring additional proposals to the Board for consideration at the January meeting.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Dickinson with all in favor the proposal from Big Z Pool Service was approved contingent on lead time for work to be completed.

3. Sunshade Sail Proposal

Mr. Thomas informed the Board the shade sail is torn. A proposal from Southern Recreation totaling \$8,695 was included in the agenda package for the Board's consideration.

The Board asked that staff attempt to get the old shade sail taken down as early as possible, and to also post a sign prohibiting climbing on the sail.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor the proposal from Southern Recreation to replace the shade sail was approved.

Mr. Thomas informed the Board he has received complaints from a resident regarding a debris from a tree located off the lake bank behind 12105 Emerald Court. Mr. Laughlin stated that if a healthy tree has fallen, it is the responsibility of the homeowner. If the tree is identified as a dead tree prior to falling, it would be the District's responsibility. In this case, an arborist has inspected the tree and found no issues.

Mr. Thomas asked for feedback on future Christmas decorations. Dr. Sweeney stated that she prefers the decorations of a nearby Lennar community that uses green garland with white lights.

E. General Manager – Report

Ms. Hernandez provided an overview of her report, a copy of which was included in the agenda package. She informed the Board the apartment complex management has requested to be involved in the Christmas event scheduled for December 2nd. Ms. Gentry noted that for any vendor contracts the District will want to ensure there is proper licenses and insurance, with the District named as an additional insured.

Supervisor Lawton left the meeting at this time.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor partnering with the apartment complex management for Christmas events was approved.

Mr. Laughlin asked the Board to consider approval of the proposal for Koehn Outdoor to sod the athletic field to get the schedule locked in for May.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor the proposal from Koehn Outdoor to sod the athletic field in the amount of \$7,450 was approved.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisor’s Requests

Ms. Diaz-Rodriguez stated I was told people are giving their access cards out. Is there any way to check on that?

Mr. Laughlin responded I think that would be difficult. You’d have to know the family. It does associate the card with a name and address.

Mr. Dickinson stated if someone witnesses a person using a card and it seems clear they do not live in the neighborhood to inform Vesta.

Ms. Gentry stated the family should be asked to verify their cards before taking any action.

Mr. Thomas suggested at reviewing everyone’s credentials at the first of the year to ensure the access cards are being used by residents only. There were no objections from the board.

Mr. Dickinson requested staff obtain proposals to have police officers patrol the community for speeding. Mr. Laughlin recommended asking the Sheriff’s office to patrol at their convenience at no cost, and if there are no desired results, consider entering into a contract for more scheduled patrols.

TENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

ELEVENTH 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 100% collected was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$57,477.80 was included in the agenda package.

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

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 18, 2023
at 6:00 p.m. at the University of North
Florida, University Center, 12000 Alumni
Drive, Room 1090, Jacksonville, Florida
32224**

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairperson/Vice Chairperson