

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, March 15, 2023 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 (by phone)
Jeff Lawton	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel (by phone)
Ken Thomas	Field Operations Manager – Vesta
Lina Hernandez	General Manager
Dana Harden	Vesta

*The following is a summary of the discussions and actions taken at the March 15, 2023 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**

The following issues were raised: Fisherman in the ponds at all times of the day and the decline of the pond banks possibility related to fishing; unauthorized people admitted to the amenity center while the security guard was present, dozens of garbage bags left around the field following a party, a group in the amenity center breaking no smoking/vaping rules while staff was present, a 15-year-old boy setting a fire in the bathroom; piles of leaves on the sidewalks; streetlights that are out; better landscaping needed at front entrance; potholes in the road; condition of pool furniture; lake conditions; fountain installation; tennis court fence curled up on the bottom, which allows people to sneak in; a 'no fishing' sign that needs to be replaced; a

suggestion for cutting off the access cards to encourage residents to contact staff to update their information; properties that are overgrown located at 15218 Diamond Springs and 12510 Sunchase.

The Board and staff addressed the comments taken above.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 18, 2023 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 January 18, 2023 meeting were approved as presented.

Mr. Laughlin asked for authorization for staff to issue an RFP for landscape and irrigation maintenance services with Mr. Dickinson authorized to work with staff on finalizing the necessary documents.

On MOTION by Dr. Sweeney seconded by Mr. Lawton with all in favor issuing an RFP for landscape and irrigation maintenance services was approved with Mr. Dickinson authorized to work with staff on finalizing the RFP documents.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2022 Audit Report**

Mr. Laughlin read portions of the audit report to the Board noting that there were no deficiencies in internal control or negative comments to report.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Lawton with all in favor the Fiscal Year 2022 audit report was accepted.

**FIFTH ORDER OF BUSINESS**

**Discussion of the Fiscal Year 2024 Budget**

Mr. Laughlin presented a draft budget for Fiscal Year 2024. The budget is scheduled to be approved in May and adopted in July. The budget as presented would require an increase in assessments in the amount of \$63 per year and that is largely due to an increase in the amount of funds set aside for capital reserves and increases for the majority of the District’s vendors. He

also added that Yellowstone has indicated they will request a 6-7% increase for landscape and irrigation maintenance services. Mr. Laughlin suggesting approving the budget on the high end as it can be reduced at a later date, but not increased.

Mr. Lawton reminded the Board of the engineering fees for a stormwater needs analysis that were pushed off to this year that need to be added into the budget.

Ms. Harden asked to add a set amount for holiday lighting into the budget. Mr. Oliver suggested \$5,000.

**SIXTH ORDER OF BUSINESS**

**Discussion of Unauthorized Fishing in Lakes**

Mr. Laughlin stated that a proposal for extra security patrols for the purpose of monitoring fishing in the ponds would be discussed during a closed session at the end of the meeting.

This item was largely discussed under the audience comments portion of the agenda with concerns including the amount of fisherman seen at the ponds, how aggressive they are in their refusal to leave, the lack of response from the Sheriff's Office when contacted about the fisherman trespassing, and the concern of the decline in the pond banks. Dr. Sweeney stated that she was told a form that would allow the Sheriff's Office to trespass individuals from the area would need to be notarized. Mr. Laughlin stated that he would complete the form and send it to the Sheriff's Office.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Gentry informed the Board that her firm has changed its name to Kilinski Van Wyk. No action was needed from the Board.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operation Manager – Report**

Mr. Thomas gave an overview of the operations report, a copy of which was included in the agenda package. He also informed the Board that the pool inspection report says it is unsatisfactory due to VGR grates needing to be replaced. Quotes are being obtained to replace the grates.

**E. General Manager**

**1. Report**

Ms. Hernandez gave the Board an overview of the General Manager’s report, a copy of which was included in the agenda package. Within her report is an update on the access card audit. Mr. Dickinson suggested providing one week for patrons to update their information for their access cards before turning them off if they’ve not yet come forward.

*Supervisor Dickinson left the meeting via telephone at this time.*

**2. Proposal for Additional Security Patrols**

This item was taken in a closed session at the end of the meeting.

**SIXTH ORDER OF BUSINESS**

**Audience Comments / Supervisor’s Requests**

Dr. Sweeney asked how the District will communicate with residents regarding the resodding of the athletic field, and if the field will be roped off.

Mr. Thomas responded that an e-blast will be sent, and the field will be roped off.

**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 2023 assessments are 97% collected was included in the agenda package.

**C. Approval of Check Register**

A copy of the check register totaling \$94,223.44 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.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**D. General Manager**

**2. Proposal for Additional Security Patrols**

This portion of the meeting was closed to the public in accordance with Sections 119.071(3)(a) and 281.301, Florida Statutes, as the Board discussed matters related to the security system plan. The closed session began at approximately 8:12 p.m. The public portion of the meeting resumed at approximately 8:48 p.m. and the following actions were taken.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor authorizing Supervisor Sweeney to work with staff to purchase additional security cameras, inclusive of labor and installation at an amount not to exceed \$2,500 was approved.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the proposal from Fidelity Security for additional patrols was approved subject to a discussion with the company with Supervisor Diaz-Rodriguez authorized to make the final decision on whether to proceed with the proposal.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 17, 2023 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.

March 15, 2023

Wynnfield Lakes CDD

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson