

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, July 19, 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
Nate Dickinson <i>by phone</i>	Supervisor
Jeff Lawton	Supervisor
Mark Oliver	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Ken Thomas	Field Operations Manager – Vesta
Lina Hernandez	General Manager
Dana Harden	Vesta Property Services
Corey Roberts	Kilinski Van Wyk
Robert Beladi	Koehn Outdoor

*The following is a summary of the discussions and actions taken at the July 19, 2023 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at approximately 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes**

**A. May 17, 2023 Regular Board 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 May 17, 2023 meeting were approved as presented.

**B. June 7, 2023 Continued Meeting**

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the minutes of the June 7, 2023 continued meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Ratification of Agreement with Koehn Outdoor for Landscape and Irrigation Maintenance Services**

Mr. Laughlin noted a form of the agreement with Koehn Outdoor was included in the RFP package, so it has been reviewed and the agreement has been executed.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the agreement with Koehn Outdoor for landscape and irrigation maintenance services was ratified.

Supervisor Sweeney joined the meeting at this time.

**FIFTH ORDER OF BUSINESS**

**Consideration of Issuing a Request for Qualifications for Engineering Services**

Mr. Laughlin informed the Board that England Thims & Miller has resigned as the District Engineer. Proposals will be provided to the Board for review at the next meeting following issuance of a notice of request for qualifications. Copies of the draft notice and the proposed evaluation criteria were included in the agenda package for the Board's review.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor issuing a request for qualifications for engineering services was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget**

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the public hearing was opened.

Mr. Laughlin provided an overview of the budget, noting the increase in assessments totals \$136 per year for single-family units, and \$91 per year for multi-family units. The largest increase is due to an increase in the capital reserve funding from \$50,000 per year to \$100,000 per year in order to rebuild the capital reserve fund. Additionally, there was an increase in the landscape and irrigation contract amount, and an increase in property insurance costs.

Steven Friedman asked what kind of projects the Board is looking to do and what costs are associated.

Mr. Laughlin responded that the largest part of the increase in the budget is due to the increase in capital reserves, which is essentially a savings account for any large expenditures, such as pool resurfacing, replacing a roof, or replacing an A/C unit. He explained that the reserve funds have been used recently for resurfacing of the pool, refurbishing the splash feature, replacement of the pool pumps, repainting the amenity center and replacement of sod.

Steven Friedman commented on the number of non-residents playing for the soccer group that rents the recreation field.

Dr. Sweeney stated that she has advocated for them contributing to field maintenance by sharing a portion of their profits.

Presidee Barrett commented on securing the recreation field.

Dr. Sweeney responded to put a fence around it and to hire security to monitor it would come with a high cost, however she noted there is a security guard onsite five days a week. She asked staff to obtain a quote for fencing in the recreation field.

Mr. Dickinson asked that Mr. Barrett fill out a complaint form so it can be logged per the District's preferred process.

Keith Knutsen asked what was budgeted for holiday lighting last year.

Mr. Laughlin responded that nothing was budgeted for lighting last year. A line item was added to the budget this year to look into professional lighting installs.

Keith Knutsen asked if the engineering fees included in the budget are paid every year.

Mr. Laughlin responded that the engineer bills on an hourly rate and this District rarely uses the engineering services.

Keith Knutsen asked for an example of what the engineer's do for the District.

Mr. Laughlin responded that the main thing that they do for this District is prepare the annual engineer's report required by the bonds that details the condition of the facilities. In addition, if for example there is an issue with a storm drain, the engineer would inspect it.

Keith Knutsen asked who is responsible for paying for resurfacing of the roads.

Mr. Laughlin responded the City.

Keith Knutsen asked how that can be requested.

Dr. Sweeney stated that contacting the City Councilman would be helpful.

Steven Friedman asked what the quote for the veranda bar / counter is for.

Mr. Laughlin responded that the proposal is to refurbish the counter and will not affect the budget as it will come from the repairs and replacements line item.

Dr. Sweeney asked for an update on the status of the stormwater needs analysis report.

Mr. Laughlin responded that England Thims & Miller declined to do the report at the fee approved by the Board. He's received a proposal from another engineering firm totaling \$7,800, however he's put it on hold until the RFQ process is completed.

Mel Maycole commended Dr. Sweeney on her service as Chair for the District and Ms. Hernandez on her service as the district's onsite manager.

A resident asked if the erosion on the lakes is going to be addressed.

Mr. Laughlin responded that a report on the pond banks is in process and will hopefully be ready for the next meeting.

Dr. Sweeney asked staff to bring proposals for mowing the pond banks to the next meeting.

Steven Friedman stated that he lives on a lake that is owned by an adjacent neighborhood and there are a lot of trees in the wood line, one of which is leaning over his fence. He asked whose responsibility it is if the tree falls on his house.

Mr. Laughlin responded that Florida Law says that wherever the tree lands is that property owner's responsibility. He also noted the resident can cut any branches hanging over his property.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the public hearing was closed.
--

**1. Consideration of Resolution 2023-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024**

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor Resolution 2023-06, relating to annual appropriations and adopting the Fiscal Year 2024 budget was approved.

**B. Public Hearing for the Purpose of Imposing Special Assessments**

Ms. Gentry explained that this is the second step in the budget process. Resolution 2023-07 levies the assessment lien for the O&M assessments and certifies the assessment liens for both the O&M and debt assessments to the county tax collector.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the public hearing was opened.

There being no public comments, a motion to close the public hearing followed.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the public hearing was closed.

**1. Consideration of Resolution 2023-07, Imposing Special Assessments and Certifying an Assessment Roll**

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2023-07, imposing special assessments and certifying an assessment roll was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Gentry informed the Board that at the last legislative session, the Florida legislature adopted a new requirement for calendar year 2024 for four hours of ethics training for CDD supervisors. There are free materials on the Commission of Ethics website and her firm is also preparing some CDD specific materials regarding this training.

**B. District Engineer – Acceptance of 2023 Annual Engineer’s Report**

Mr. Laughlin presented the 2023 annual engineer’s report prepared by England-Thims & Miller. There were no major concerns of note.

Mr. Diaz-Rodriguez expressed concern that the report states that the asphalt and traffic striping are in good condition when he does not believe that they are.

Dr. Sweeney stated that she would reach out to the County and the City about getting the roads addressed.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with Dr. Sweeney, Mr. Oliver, Mr. Dickinson and Mr. Lawton in favor and Mr. Diaz-Rodriguez opposed, the 2023 annual engineer’s report was accepted 4-1.

**C. District Manager**

**1. Report on the Number of Registered Voters**

Mr. Laughlin informed the Board there are 1,058 registered voters reported to be residing with the District’s boundaries.

**2. Consideration of Designating a Meeting Schedule for Fiscal Year 2024**

Mr. Laughlin presented a proposed meeting schedule for Fiscal Year 2024 including bi-monthly meetings on the third Wednesday of every other month at 6:00 p.m.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the Fiscal Year 2024 meeting schedule was approved as presented.

**D. Operation Manager**

**1. Report**

Mr. Beladi and the Board discussed the landscaping throughout the community. Dr. Sweeney asked that a couple areas of the newly installed sod on the recreation field be roped off for the week to prevent any damage while the grass is wet.

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

Mr. Dickinson left the meeting at this time.

Mr. Thomas informed the Board of some complaints submitted by residents that staff could not complete including the gym needing to be repainted, updating the gym equipment, the cleanliness of the bathrooms and installing sprinkler guards around sprinkler heads. He noted sprinkler guards are priced at three for \$10.

Dr. Sweeney stated that she does not have an issue with the sprinkler guards.

Mr. Diaz-Rodriguez stated that he uses the gym on a regular basis, and he believes the equipment is adequate and well maintained.

Mr. Thomas stated that he would look into the painting, the bathrooms and the sprinkler guards.

**2. Mulch Quotes**

Mr. Thomas presented three quotes for adding either wood or rubber mulch/surfacing at the playground ranging from \$3,540 to \$22,114. He noted the quote from Jelly Bean Mulch is just for the product. The cost for installation would be separate.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the proposal from First Coast Mulch totaling \$3,540 was approved.

**3. Quotes for Pool Acid Wash and Tile Repairs**

Mr. Thomas presented a quote for an acid wash of the pool and repair of 10 tiles totaling \$2,870. The Board discussed wanting to hold off on draining the pool until after the busy season.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the proposal from Big Z Pools totaling \$2,870 was approved.

**4. Quote for Veranda Bar and Counter**

Mr. Thomas presented a quote for refurbishing the veranda bar counter totaling \$780.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the quote from Prime Stone Restoration totaling \$780 was approved.

Mr. Diaz-Rodriguez asked about the status of the pool timer.

Mr. Thomas responded that he is in the process of rerunning the wiring.

#### **5. Roof Cleaning**

Mr. Thomas presented a quote from Five Star Pressure Washing to soft wash the roof totaling \$1,600.

The Board discussed the need to resurface the tennis/pickleball courts in the future. Dr. Sweeney asked that a sign be posted warning against playing on the courts if they're wet. A reservation system was also discussed.

Mr. Oliver stated his preference for delaying washing the roof. Dr. Sweeney suggested delaying the project until the pool is also scheduled to be acid washed.

This item was tabled.

#### **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.

##### **2. Quote for Amenity Center Signs**

Ms. Hernandez presented a quote for four amenity rules signs. She noted the pool hours of operation are 8:00 a.m. to dusk, however the amenity rules are not specific and just state swimming is permitted during designated hours. She asked how the rules should be listed on the sign.

Ms. Gentry stated that she would relay what the health department permits without the special lighting for night swimming and that language can be used.

Mr. Laughlin recommended changing the hours for the amenity center of operation to say dawn to dusk.

The Board discussed other rules that may need to be addressed on the signs including no food on the pool deck and diapers in the pool. Ms. Gentry suggested highlighting key rules and then including the District's website on the sign where the rest of the rules can be accessed.



On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the quote for four amenity rules signs was approved at an amount not to exceed \$1,000 subject to counsel confirming verbiage for pool hours.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments / Supervisor’s Requests**

There being none, the next item followed.

**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 100% collected was included in the agenda package.

**C. Approval of Check Register**

A copy of the check register totaling \$140,740.66 was included in the agenda package.

Dr. Sweeney asked if anyone has tried to get the Comcast bill reduced and noted only one cable box is needed in the fitness center.

Mr. Laughlin asked onsite staff to work on that.

Mr. Thomas stated that the alarm system with Atlantic Security is no longer in use.

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 – September 20, 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 Mr. Diaz-Rodriguez seconded by Mr. Lawton with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson