

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 20, 2024 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:

Luis Diaz-Rodriguez	Vice Chairman
Jeff Lawton <i>by phone</i>	Supervisor
Mark Oliver	Supervisor
Nate Dickinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry <i>by phone</i>	District Counsel
Kyle Sowards	District Engineer
Ken Thomas	Field Operations Manager
Lina Hernandez	General Manager
Robert Beladi	Koehn Outdoor
Jay Golomb	Coastal Kicks

*The following is a summary of the discussions and actions taken at the March 20, 2024 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 January 17, 2024 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Oliver seconded by Mr. Diaz-Ridriguez with all in favor the minutes of the November 15, 2023 meeting were approved as presented.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Request for Use of Athletic Field from Coastal Kicks for Summer Camp**

Mr. Laughlin noted Coastal Kicks is requesting use of the field for the summer camp to be held July 29, 2024 to August 2, 2024 and for the fall program to be held August 21, 2024 to October 23, 2024. The District received \$144.45 from Coastal Kicks for the 2023 summer camp, \$232.65 for the 2023 fall program, and \$172.28 for the winter 2023-2024 program.

Mr. Beladi stated that he is noticing a lot of compaction in the middle of the field, so a proposal has been submitted for aerification, which would possibly include shutting the field down for two weeks.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the request from Coastal Kicks to use the athletic field for the summer camp and fall program was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of Gaga Ball Pit**

Mr. Laughlin stated that he consulted the insurance company on whether there is a liability concern with adding a Gaga Ball pit, and there is no effect on the premium, however there is a concern for liability.

Mr. Thomas reminded the Board a resident presented an option for a wooden ball pit. Mr. Thomas provided an option of an in-ground high wall PVC structure totaling \$1,857, and a portable option totaling \$3,900.

Mr. Dickinson noted the portable ball pit has padded corners and seems to be the safer option. It is also collapsible if it needs to be stored away.

Ms. Gentry stated if the Board decides to move forward with adding a Gaga ball pit, there will need to be rules adopted and warning signage posted.

On MOTION by Mr. Oliver seconded by Mr. Dickinson with all in favor, purchasing the portable Gaga Ball pit for a total of \$3,900 was approved.

Mr. Dickinson asked staff to look into purchasing the Gaga Ball pit at a wholesale price.

Mr. Lawton asked for an aerial view of where the ball pit will be placed.

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**SIXTH ORDER OF BUSINESS**

**Discussion of Erosion at 12348 Wood Blossom Court**

Mr. Sowards informed the Board that upon their inspection of 12348 Wood Blossom Court, they found exposed soil, and ground cover washed away over approximately 250 feet. He presented three options including adding fabric form, geocell, and restoring the area with geogrid and stapled turf, however he noted accessing the area to do any work will be an issue. Restoring the area with geo grid and stapled turf is the lowest cost option at an estimate between \$150,000 to \$300,000.

Mr. Oliver offered use of his property for access.

Mr. Laughlin stated that if the District issued \$300,000 to \$500,000 in bonds, it would cost the same amount just to issue the bonds. He suggested looking into private bank loans or delaying the project and increasing the assessments collected during the next year to fund the project.

Mr. Sowards stated that the homeowner’s fence is in the easement, so they are going to recommend that fence be moved.

Mr. Laughlin stated at the next meeting he will present options for funding the project and asked that Mr. Sowards provide pricing for surveying services and anything else needed to get the project moving.

Ms. Gentry stated that the process to levy assessments to pay for a loan would need to begin in May, and that would be difficult without cost estimates.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor, authorizing Supervisor Dickinson to approve cost estimates from Matthews DCCM was approved.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2023 Audit Report**

Mr. Laughlin informed the Board that there were no deficiencies in internal control or findings to report, therefore it is considered a clean audit report.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor, the fiscal year 2023 audit report was accepted.

**EIGHTH ORDER OF BUSINESS**

**Discussion of the Fiscal Year 2025 Budget**

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Mr. Laughlin noted the fiscal year 2025 budget will be presented for approval at the May meeting. There is currently no increase in assessments proposed. He gave an overview of line items that are expected to increase including engineering fees, district management fees, insurance premiums, amenity and field management fees, and landscape maintenance. He asked Mr. Thomas to check with Solitude and Fidelity Security prior to the May meeting on whether they will have any increases.

**NINTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Ms. Gentry informed the Board the legislative session ended earlier this month and her firm is working on putting together a full report once they know which bills were signed by the Governor. One bill that passed that impacts CDDs requires annual reports on performance measures and goals and objectives for special districts. Another bill that passed that impacts CDDs would provide cyber liability protection if local governments comply with State cyber security protocols.

**B. District Engineer**

There being nothing further to report, the next item followed.

**C. District Manager**

Mr. Laughlin informed the Board there are three Board seats up for election this year and noted the qualifying period is June 10<sup>th</sup> through June 14<sup>th</sup>.

**D. Operation Manager****1. Service Reports**

A copy of the operations report was included in the agenda package for the Board's review.

Mr. Beladi informed the Board that there have been no major issues with landscaping and irrigation. Koehn has submitted proposals to address some sod and irrigation issues, replace plants, and lift the trees on Wynnfield Lakes Drive.

**2. Quote for Water Fountain Replacement**

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Mr. Thomas presented two quotes for replacement of the water fountain totaling \$1,555.71 for a fountain light gray in color and \$2,088.30 for a stainless-steel option. He suggested going with the painted fountain if the tank is going to be replaced. He also noted it could be installed in-house.

Mr. Diaz-Rodriguez stated that the water fountain was only replaced a few years ago.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor, purchasing the light gray water fountain in the amount of \$1,555.71 was approved subject to staff confirming the current water fountain is not under warranty.

**3. Quote for Splash Pad Pool Filter Grids**

Mr. Thomas presented a proposal from Big Z Pool Service to replace the pool filter grids for a total of \$1,279.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor, the proposal from Big Z Pool Service to replace the pool filter grids was approved.

**4. Proposal for Pressure Washing Entry Monuments, Sidewalks and Fencing Along Wynnfield Lakes Drive**

Mr. Thomas presented a quote from Amenity Maintenance Group totaling \$2,462.49 to pressure wash the vinyl fencing along the entrance road. To pressure wash the sidewalks would be \$4,562. He also received a quote from a contractor that visited the amenity office totaling \$2,140 that includes the fence, the entrance monuments, the sidewalks and the walkway.

Mr. Dickinson asked if Mr. Thomas had requested a quote from a resident in the neighborhood who does pressure washing.

Mr. Thomas responded that he had not.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor, the quote for \$2,140 for pressure washing services from Digrados Sparkling Panes was approved.

**5. Proposal for Entrance Landscaping**

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This item was deferred to review the following proposals first.

**6. Proposal for Sod replacement**

Mr. Thomas presented a proposal from Koehn Outdoor to replace sod near the tennis court and bridge area for a total of \$3,115.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor, the proposal from Koehn Outdoor for sod replacement totaling \$3,115 was approved.

**7. Proposal for Holly Replacement**

A proposal from Koehn Outdoor totaling \$5,525 to replace five hollies on the exit side of the bridge was included in the agenda package for the Board's review.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor, the proposal from Koehn Outdoor to replace holly trees totaling \$5,525 was approved.

**8. Proposal for Viburnum Replacement**

A proposal from Koehn Outdoor totaling \$2,270 to replace Viburnum on the entrance side of the bridge was included in the agenda package for the Board's review.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor, the proposal from Koehn Outdoor to replace Viburnum totaling \$2,270 was approved.

**9. Proposal for Field Aeration**

A proposal from Koehn Outdoor totaling \$2,358 to aerate the athletic field was included in the agenda package for the Board's review.

Mr. Laughlin noted this work should be scheduled between June and August to work around the field use schedule.

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On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Dickinson with all in favor, the proposal from Koehn Outdoor to aerate the athletic field totaling \$2,358 was approved.

**10. Proposal for Playground Mulch**

Mr. Thomas stated that the playground mulch may be able to be delayed until next year. This item was tabled.

**11. Proposal for Lifting Live Oaks**

A proposal from Koehn Outdoor totaling \$2,150 to elevate ten live oak trees on the main road along the fence line was included in the agenda package for the Board’s review.

Mr. Diaz-Rodriguez asked if the live oaks will only need to be lifted once.

Mr. Beladi responded that anything over 10-feet is not included in the contract.

Mr. Laughlin stated that staff is getting requests from residents to trim the trees due to limbs falling in their yards.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor, the proposal from Koehn Outdoor to lift the live oaks along the main road totaling \$2,150 was approved.

**12. Proposal for Trimming Hollies**

A proposal from Koehn Outdoor totaling \$1,550 to trim the hollies near the tennis court fence and around the dumpster was included in the agenda package for the Board’s review.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Dickinson with all in favor, the proposal from Koehn Outdoor to lift the canopies of the hollies totaling \$1,550 was approved.

**13. Proposal for Updating the Landscaping in the Outflow Area**

A proposal from Koehn Outdoor totaling \$1,849 to add sod to stabilize the lake bank on Wynnfield Lakes Circle was included in the agenda package for the Board’s review.

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On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor, the proposal from Koehn Outdoor to add sod to stabilize the lake bank on Wynnfield Lakes Circle totaling \$1,849 was approved.

**5. Proposal for Entrance Landscaping**

A proposal from Koehn Outdoor totaling \$20,453.50 to renovate the entrance landscaping was included in the agenda package for the Board’s review.

Mr. Dickinson asked if the new landscaping would be covered under the contract for maintenance.

Mr. Beladi responded that it would.

Mr. Laughlin asked if it is the same number of plants as the current annual rotation.

Mr. Beladi responded that there would be no more annuals added; those beds are being condensed, new plant material is being added and the annuals currently in the contract would be relocated.

Mr. Dickinson stated that he would like to wait given the work that needs to be done on the banks.

Mr. Thomas stated that currently there are annuals between the lights at the entrance and from the street they’re not visible, so he suggested raising the bed.

Mr. Dickinson asked how much just the entrance island would be.

Mr. Beladi responded that the island is estimated to be between \$1,500 to \$2,000.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor, enhancing the landscaping in the center island of the entrance at an amount not to exceed \$2,500 was approved.

Mr. Thomas informed the Board that the pond maintenance contractor has been out twice to treat Pond 4 for an issue. They will be out again to complete the treatments needed. He also stated that about 15 ‘no fishing’ signs need to be replaced for around \$30 per sign.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor, purchasing 15 ‘no fishing’ signs at a cost of \$30 each was approved.

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Lastly, Mr. Thomas informed the Board that repairs are needed to one of the showers. He stated that he would check into the Health Department’s rules regarding the showers and recommended possibly building a shower in-house if needed.

**E. General Manager – Report**

Ms. Hernandez gave the Board an overview of the General Manager’s report, a copy of which was included in the agenda package.

**TENTH ORDER OF BUSINESS Audience Comments / Supervisor’s Requests**

There were no audience members present.

Mr. Dickinson asked if residents have been using the complaint system.

Mr. Laughlin responded that there has been an email from one resident once or twice a month and it’s typically regarding a minor landscaping issue.

**ELEVENTH ORDER OF BUSINESS Other Business**

There being no other business, the next item followed.

**TWELFTH ORDER OF BUSINESS Financial Reports**

**A. Financial Statements as of January 31, 2024**

Copies of the financial statements were included in the agenda package for the Board’s review.

**B. Special Assessment Receipt Schedule**

A copy of the assessment receipts schedule showing the fiscal year 2024 assessments are 98.79% collected was included in the agenda package.

**C. Approval of Check Register**

A copy of the check register totaling \$163,943.68 was included in the agenda package. Mr. Laughlin noted that total includes a \$100,000 transfer to the capital reserve fund as budgeted.

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

**THIRTEENTH ORDER OF BUSINESS Discussion of Security Matters**

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 8:04 p.m. The public portion of the meeting resumed at approximately 8:09 p.m. and the following motion was made.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor a proposal from Fidelity Security for daytime patrols was approved.

**FOURTEENTH ORDER OF BUSINESS**      **Next Scheduled Meeting – May 15, 2024 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224**

**FIFTEENTH ORDER OF BUSINESS Adjournment**

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor the meeting was adjourned.

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Kristi Sweeney*  
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Chairperson/Vice Chairperson