

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 17, 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:

Kristi Sweeney	Chairperson
Luis Diaz-Rodriguez	Vice Chairman
Jeff Lawton	Supervisor
Mark Oliver	Supervisor
Nate Dickinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mary Grace Henley	District Counsel
Kyle Sowards	District Engineer
Ken Thomas	Field Operations Manager
Lina Hernandez	General Manager
Dana Harden	Vesta Property Services
Jennifer Kilinski <i>by phone</i>	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the July 17, 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 no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 15, 2024 Meeting

There were no comments on the minutes.

July 17, 2024

Wynnfield Lakes CDD

On MOTION by Mr. Oliver seconded by Dr. Sweeney with all in favor the minutes of the May 15, 2024 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Discussion of Resident Suspension

Mr. Laughlin stated that a resident was suspended due to a fishing interaction, however that resident has since moved from the community.

Ms. Hernandez stated that there was also a recent incident in which three kids were found swimming after hours. She has the address and name of one of the children. She asked if the Board would like staff to suspend the residents right away in a situation like that, or if they'd prefer a warning letter be sent first.

Ms. Henley stated that this is the second occurrence of someone found accessing the pool after hours between meetings. With the first incident, a warning letter was sent because under the current rule, amenity staff, absent board direction, can only suspend in instances of threats to health, safety or welfare, or damage to district property.

The Board's consensus was to send a warning letter.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor authorizing staff to send a warning letter to residents accused of accessing the pool after hours was approved.

FIFTH ORDER OF BUSINESS

**Discussion of Updated Discipline Policy;
Consideration of Resolution 2024-06,**

Ms. Henley stated that this matter is on the agenda due to the recent disciplinary issues that staff has encountered. It's become clear that onsite staff may need some additional powers to suspend in between board meetings. The proposed policy would allow onsite staff to immediately suspend people for general rule violations in addition to threats to public health, safety, welfare or damage to district property. The suspension would typically last until the next board meeting at which time the Board can decide whether they want to extend the suspension or not. The policy also provides details for when a permanent suspension may be warranted, provides details about the due process protections the District offers, and provides for reimbursement of certain administrative costs and property damage costs with an automatic extension of the suspension until those costs are paid.

July 17, 2024

Wynnfield Lakes CDD

On MOTION by Dr. Sweeney seconded by Mr. Lawton with all in favor, Resolution 2024-06, setting a public hearing for September 18, 2024 at 6:00 p.m. at the University of North Florida to consider adopting an amended discipline policy was approved.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Erosion Repair at Wood Blossom Court and Discussion of Funding Options

Mr. Sowards stated that proposals are expected to come in next week for both geocell and geogrid options to repair the erosion. Geogrid is the lower priced option; however, he noted it will not last as long and the contractor will not warranty that product.

The Board discussed the possibility that the erosion could be caused by improvements to the homeowner’s backyard.

Dr. Sweeney stated that the Board needs to explore other resources for doing projects like this.

Mr. Laughlin stated that the discussion on funding options is on hold until the proposals come in.

SEVENTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget

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

There were no members of the public present.

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

Mr. Laughlin presented the proposed fiscal year 2025 budget, noting there is no increase in assessments being proposed.

The Board discussed moving funds to the security line item to increase the number of days they are on site. A total of \$5,000 from the two repair and replacements line items and \$6,000 from the electric line item will be moved to the security services line item.

July 17, 2024

Wynnfield Lakes CDD

A. Consideration of Resolution 2024-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor, Resolution 2024-04, relating to annual appropriations and adopting the budget for Fiscal Year 2025 as revised was approved.

B. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor, Resolution 2024-05, imposing special assessments and certifying an assessment roll for Fiscal Year 2025 was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Henley reminded the Board members their Form 1s were due to be completed by July 1st, and they are also required to complete four hours of ethics training by December 31st.

B. District Engineer

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

C. District Manager

1. Consideration of Resolution 2024-07, Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

Mr. Laughlin presented a proposed meeting schedule for Fiscal Year 2025 including meetings on the third Wednesday of every other month beginning in November.

Mr. Lawton suggested changing the March meeting date as the current date is during Duval County's spring break.

The Board agreed to move the meeting to March 26, 2025.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor, Resolution 2024-07, designating a regular meeting schedule for Fiscal Year 2025 was approved as revised.

2. Discussion of Goals and Objectives

July 17, 2024

Wynnfield Lakes CDD

Ms. Henley stated that the legislature is now requiring community development districts to establish goals and objectives each year by October 1st. The districts must also report by the end of the year on whether those goals and objectives were met. A draft reporting form was included in the agenda package.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor, the performance measures / standards and annual reporting form was approved as presented.

D. Operation Manager

1. Service Reports

Mr. Thomas gave an overview of the operations report, a copy of which was included in the agenda package for the Board's review. He also informed the Board that the newly installed Hollies that were installed along Wynnfield Lakes Drive are not doing well. Koehn has proposed to cut them out and replace them when the weather improves at their cost. He also reported that the fountain is down, and the contactor will need to be replaced for around \$300. Fishing line was found to be wrapped around the shaft. Next, he reported that he's in the process of repairing the arm of the sofa on the veranda again. He recommended replacing the outdoor furniture soon. Next, he reported there is a work order in with the city for roadway marking. Lastly, he reported a new air conditioning unit for the clubhouse has been quoted at \$6,800.

2. Discussion of Homeless Camp Abatement

Mr. Thomas stated that a no trespass form has been filed with the Sheriff's office for both preserve areas. The clean-up has been completed and multiple no trespass signs are being installed.

Mr. Thomas also informed the Board he's working on getting quotes to re-stripe the parking lot.

Mr. Thomas requested feedback for Christmas lighting for the upcoming season.

Dr. Sweeney requested pricing for permanent lighting.

Lastly, Mr. Thomas stated that he has received requests for a few park benches around the community, primarily where the outflow is and around the field. He noted they will cost around \$300 each.

July 17, 2024

Wynnfield Lakes CDD

3. Consideration of Air Conditioner Replacement Proposal

Mr. Thomas provided a quote under the service reports item. No action was taken on this item.

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. Discussion of Request from Resident to Provide Swim Classes

Mr. Laughlin stated that a license agreement would be needed with the resident to provide swim classes in the District’s pool and they would have to provide proof of insurance.

No action was taken on this item.

Mr. Thomas stated that he received a request for a stretching rack in the gym.

No action was taken.

Mr. Dickinson asked if there is a point in which upgrades to the amenities are discussed.

Mr. Laughlin stated a discussion of future improvements can be added to an agenda, or staff can come up with a list with assistance from a board member.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisor’s Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of May 31, 2024

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

B. Special Assessment Receipt Schedule

July 17, 2024

Wynnfield Lakes CDD

A copy of the assessment receipts schedule showing the fiscal year 2024 assessments are 100% collected was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$153,188.44 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.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – September 18, 2024 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. Dickinson seconded by Mr. Oliver with all in favor the meeting was adjourned.

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

[Handwritten Signature]
Chairperson/Vice Chairperson