

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, January 15, 2025 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 <i>by phone</i>	Supervisor
Mark Oliver	Supervisor
Nate Dickinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Kyle Sowards	District Engineer
Ken Thomas	Field Operations Manager
Lina Hernandez	General Manager
Dan Fagen	Vesta Property Services
Emily Tillman	Body Mind Performance

*The following is a summary of the discussions and actions taken at the January 15, 2025 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 November 20, 2024 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 November 20, 2024 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Request from Body Mind Performance to Use the Athletic Field for a Summer Camp**

Mr. Laughlin stated that Body Mind Performance is requesting to use the athletic field for two weeks in June from 9:00 a.m. to 3:00 p.m. at a fee of \$175 per week to be paid to the District.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor the request from Body Mind Performance for a summer camp to be held June 16-20 and June 23-27 for \$175 per week was approved.

The following item was taken out of order from the agenda.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03, Designating Officers**

Mr. Laughlin informed the Board that the purpose of this resolution is to remove Rich Hans from the slate of officers as he has resigned from GMS, and to add Matt Biagetti from GMS’s office. The remaining slate of officers will stay the same.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor Resolution 2025-03, designating officers as detailed above was approved.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2024 Audit Report**

Mr. Laughlin informed the Board that there were no material weaknesses in internal control or deficiencies to note.

*Dr. Sweeney joined the meeting at this time.*

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor, the fiscal year 2024 audit report was accepted.

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## **FIFTH ORDER OF BUSINESS**

### **Discussion of Erosion**

Mr. Sowards informed the Board that he has presented the proposed plans for the erosion repair to the City of Jacksonville and the St. Johns River Water Management District. He has not yet received any feedback on the plans, however there is an alternative approach that the city prefers. The city has not responded to requests for any potential cost sharing.

Mr. Dickinson stated that he spoke to a former Prosser engineer and a developer friend and they agreed the District would be responsible for maintaining the embankment. If it touches the intercoastal waterway, the Army Corp of Engineers is responsible for maintenance of any connected waterway.

Ms. Gentry stated that Matthews has agreed to subcontract a structural design engineer for the design build portion of the project to simplify the RFP process. The hope is to have the project plans sufficiently finalized to bring the RFP back to the Board at the March meeting to get approval from the Board to issue the RFP, with the intention being to have the bids back in time for consideration at the May meeting. The funding sources will need to be lined up at the same time.

An attendee expressed concern that it's been a year since the discussion began about the erosion and there's a possibility that a repair project may not begin until July.

Dr. Sweeney stated that it is a very expensive project and there are operational procedures that the District must go through. Dr. Sweeney then commented that work is being done on the city's property and they have an opinion on how it should be done, so it is not solely the District's responsibility.

Ms. Gentry stated that the problem is on the bank owned by the District. If the District can make a case that the city has cause the problem on the District's bank, then it can pursue the city for payment, but proving causation is going to be nearly impossible. The solution to fix the problem on the District's bank requires extending that solution into the City's property, but that is not being done to benefit the City's property.

Mr. Sowards recommended the concerned homeowner move his fence five feet inside the property line because it is currently within the drainage easement.

The homeowner stated that he felt the fence was helping to hold soil in and was averse to moving it.

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The Board discussed funding options for the project and the timeline. The RFP documents will be brought back to the March meeting for the Board's approval.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Gentry informed the Board that the Department of Justice finished their rulemaking on ADA requirements for websites and apps. The District's website is already in compliance with those requirements and does not need to be updated.

**B. District Engineer**

**1. Acceptance of the 2024 Annual Engineer's Report**

Mr. Laughlin noted that the engineer's report is done annually to meet the bond requirements.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor the 2024 annual engineer's report was accepted.

*Mr. Diaz-Rodriguez left the meeting at this time.*

**2. Acceptance of the 2024 Public Facilities Report**

Mr. Laughlin noted that the public facilities report is a requirement of the State and must be completed every seven years.

On MOTION by Mr. Oliver seconded by Mr. Lawton with all in favor the 2024 public facilities report was accepted.

**3. Proposal for a Drainage System Assessment and Report**

Mr. Sowards presented a proposal to assess the inlets, the storm pipes and anything that may need to be addressed with the bank loan or bond funds to be taken out for the erosion project.

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On MOTION by Mr. Dickinson seconded by Mr. Lawton with all in favor the proposal from Matthews | DCCM to do a drainage system assessment and report for a fee of \$11,000 was approved.

**C. District Manager**

There being nothing to report, the next item followed.

**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.

**2. Proposal for Resurfacing Pickleball and Tennis Courts**

Mr. Thomas requested this proposal to address the comments about the courts in the engineer’s report.

Mr. Laughlin recommended pressure washing the courts in the interim as they were just resurfaced a few years ago.

**3. Proposal for Paver Repairs**

A proposal from Allscape totaling \$2,609.50 to repair pavers that have been displaced due to tree roots was included in the agenda package for the Board’s review.

On MOTION by Dr. Sweeney seconded by Mr. Lawton with all in favor the proposal from Allscape for paver repairs totaling \$2,609.50 was approved.

**4. Proposal for Painting Playground Structure**

A proposal from Amenity Maintenance Group totaling \$932.50 to paint the playground structure was included in the agenda package for the Board’s review.

On MOTION by Mr. Dickinson seconded by Mr. Lawton with all in favor the proposal from Amenity Maintenance Group for painting the playground structure totaling \$932.50 was approved.

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**5. Proposals for Pool Furniture**

Proposals totaling \$18,992.84 and \$13,683.75 were included in the agenda package for the Board’s review, along with a quote to purchase furniture from Amazon at \$179.99 for a set of chaise lounges.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor purchasing chaise lounges and cocktail tables only from Leisure Creations for a total of \$8,729.60 was approved.

**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.

British Swim School asked the Board’s permission to hold swim classes at the amenity center for ages three months and up. The classes would be for residents only. The intention is to hold a four-hour session two or three days per week depending on interest. The District would receive 10% of the net revenues.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the request from British Swim School to provide swim lessons at the amenity center was approved subject to an agreement.

**NINTH ORDER OF BUSINESS**

**Audience Comments / Supervisor’s Requests**

An attendee commented on the lighting on the building being weak.

Dr. Sweeney asked if there is a process for CDDs requesting grant money.

Ms. Gentry responded that the Board just needs to authorize a Board member to apply for grants on behalf of the CDD.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor authorizing Supervisor Sweeney to apply for grants on behalf of the CDD was approved.

Dr. Sweeney requested more vegetation in the ponds.

**TENTH ORDER OF BUSINESS**

**Other Business**

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There being no other business, the next item followed.

**ELEVENTH ORDER OF BUSINESS      Financial Reports**

**A.    Financial Statements as of November 30, 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 2025 assessments are 25% collected was included in the agenda package.

**C.    Approval of Check Register**

A copy of the check register totaling \$128,197.04 was included in the agenda package.

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

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 26, 2025 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 Dr. Sweeney seconded by Mr. Oliver with all in favor the meeting was adjourned.

Signed by:  
  
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Secretary/Assistant Secretary

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5C6DE719165E48F  
Chairperson/Vice Chairperson