

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 26, 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
Nate Dickinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mary Grace Henley	District Counsel
Jennifer Kilinski <i>by phone</i>	District Counsel
Kyle Sowards	District Engineer
Ken Thomas	Field Operations Manager
Lina Hernandez	General Manager
Dan Fagen	Vesta Property Services
Rhonda Mossing <i>by phone</i>	MBS Capital Markets
One Resident	

The following is a summary of the discussions and actions taken at the March 26, 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

Scott Thornton asked for some feedback on the thoughts on fishing in the ponds and the policies related to fishing in the District as his sons have enjoyed fishing and he feels they've been respectful.

Mr. Laughlin stated that fishing is prohibited in the District's policies as it draws people from outside the community to fish, and the fishing line can cause damage to the fountain motors.

Dr. Sweeney and Mr. Dickinson indicated they would be open to changing the policy to allow fishing in certain ponds.

Mr. Diaz-Rodriguez expressed concern as he's had issues with adults that have walked onto his property to fish, have used his lawn furniture and gotten aggressive when approached.

Mr. Laughlin stated that staff could work on policy revisions for the Board to consider at a future meeting.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with three in favor and Mr. Diaz-Rodriguez opposed, authorizing Supervisor Dickinson to work with staff on drafting fishing policy revisions was approved 3-1.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 15, 2025 Meeting

There were no comments on the minutes.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the minutes of the January 15, 2025 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Supplement to Investment Banking Agreement for Underwriting Services

Mr. Laughlin informed the Board that for Ms. Mossing to look at financing options for the Board, the supplement to investment banking agreement for underwriting services with MBS Capital Markets would need to be approved. He noted there is no fee to be paid to MBS unless bonds are issued.

Ms. Mossing stated that MBS was the District's investment banker on its prior bond issues, so this is a supplement to the original agreement from 2014 that allows her to work on the financing options for the proposed erosion repair project and other projects the board is considering. Under SEC rules, they are not allowed to discuss specifics with the board unless they are under contract.

On MOTION by Mr. Dickinson seconded by Mr. Lawton with all in favor the supplement to investment banking agreement for underwriting services with MBS Capital Markets was approved.

FIFTH ORDER OF BUSINESS**Matters Related to Erosion Issues****A. Discussion of Drainage Assessment Report and Erosion Issues**

Mr. Sowards stated that his firm did an analysis of the drainage structures throughout the neighborhood and pointed out structures that have a deficiency and provided their recommendations. There is nothing of immediate concern other than the erosion on Wood Blossom. The estimates included in the report come from FDOT historical statewide averages to repair structures and pond bank erosion. The estimate for all suggested repairs totals \$700,200.

Dr. Sweeney stated that this needs to be a concerted effort and the HOA needs to understand the implications of approving a pool installation on pond banks that are eroding.

Next, Mr. Sowards informed the Board that he has spoken with the head of engineering for Duval County, and he does not see any way the city would pay for the work to be done off Wood Blossom. The city's engineer recommended the tiered wall option for the repair. Mr. Sowards provided the board with information regarding a keystone gravity wall option that a contractor is estimating could be completed for around \$400,000. The contractor is in the process of putting together a proposal.

Mr. Dickinson asked that the keystone gravity wall be included in the RFP as an option.

Ms. Henley stated that the RFP can give the bidders the ability to provide alternative bids.

Ms. Kilinski asked Ms. Mossing if it would be problematic if the Board wanted to wait until the bids come back to decide if issuing bonds is necessary.

Ms. Mossing responded that a loan over five years in length would be considered a bond, so the Board would still need to adopt the bond resolutions and go through that process.

Ms. Kilinski stated that no more money would be spent to have both the RFP process and the beginning of the financing process going at the same time, and it would put the Board in a good spot at the May meeting to have all that information. Statutorily, all these milestones have to be met regardless of the length of the loan.

The Board discussed what amenity enhancements should be included in the engineer's report to possibly be funded with the bonds, including the pool expansion, playgrounds, and the sport courts.

B. Discussion of Financing Options

Ms. Mossing stated that the District originally validated \$17 million in bonds, and \$11,550,000 has been issued, so about \$5 million is available to be issued without additional authorization needed. A presentation was provided to the Board which summarizes what the annual assessments would increase to if \$1.4 million in bonds were issued for both 15-year and 30-year bonds. For a 15-year bond, the assessments would increase by \$304 per unit per year. And for a 30-year bond, she estimates the assessments would increase by \$222 per unit.

Dr. Sweeney questioned if another engineer's report is necessary given that two reports have recently been done.

Ms. Kilinski responded that it is necessary, however her firm can provide Matthews with a shell of the report that is prepared under the cost of issuance. Ms. Henley added that information can be pulled from the existing reports.

C. Consideration of Engagement Letter with Nabors Giblin for Bond Counsel Services

Mr. Laughlin stated that the next steps needed to proceed with any financing options are approving the engagement letter with Nabors Giblin, which authorizes them to work with the District, and then to authorize staff to draft an engineer's report and assessment methodology report. He noted bond counsel's fees would not start until the bond process begins. For a public offering, bond counsel charges \$40,000. For private placement, the fee will not exceed \$35,000.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor the engagement letter with Nabors Giblin for bond counsel services was approved.

D. Consideration of Authorizing the District Engineer to Draft an Engineer's Report

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor authorizing the District Engineer to draft an engineer's report was approved.

E. Consideration of Authorizing the District Manager to Prepare an Assessment Methodology Report

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor authorizing the District Manager to draft an assessment methodology report was approved.

F. Consideration of RFP for Erosion Repair Project

Ms. Henley presented a draft project manual for a formal request for proposals for erosion repair services, which includes the notice to bidders, evaluation criteria for the Board to use when they are evaluating the proposals and specific instructions for the project. Plans and specifications will be provided by Matthews for inclusion in the project manual.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor the evaluation criteria were approved as presented.

Ms. Henley asked if the Board desired to prescribe a mandatory pre-bid meeting.

The consensus was to require mandatory attendance at a pre-bid meeting.

Ms. Henley asked for confirmation on whether the Board wants to require a bid bond.

The consensus was to require a bid bond.

Ms. Henley asked Mr. Sowards if any interim check-ins on the project should be included.

Mr. Sowards responded that he recommends construction administration throughout, especially at the end.

Ms. Henley stated that her firm will draft a work authorization specific to this project.

The Board discussed scheduling a workshop to discuss the bids when they come in. A date and time will be set between meetings.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor authorizing staff to issue a request for proposals for erosion repair services was approved.

SIXTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2026 Budget

Mr. Laughlin stated that the fiscal year 2026 budget will be presented to the Board for approval in May. There is no increase in assessments being proposed at this time.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Gentry reported that her firm is in the process of tracking bills moving through the legislative session that may affect special districts, including a bill that would make a fallen tree the responsibility of the property owner from the property in which the tree fell, and a bill that may reverse the requirement to adopt goals and objectives.

B. District Engineer

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

C. District Manager

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

D. Operation Manager

1. Service Reports

Mr. Thomas gave an overview of the operations report, which included a brief landscaping report.

Ms. Henley noted an assignment agreement may be needed to assign the Koehn contract to Bland Landscaping Co.

2. Quotes for Soft Washing the Courts

Mr. Thomas presented two proposals to soft wash the tennis and pickleball courts totaling \$1,479 and \$1,600.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with three in favor and Mr. Diaz-Rodriguez opposed, the proposal from AMG totaling \$1,479.50 was approved 3-1.

3. Quote for Repairing Wood Rot

Mr. Thomas presented a proposal from Preservan to repair wood rot on the windows around the amenity center for a total of \$2,490.

This item was tabled.

4. Quotes for Playground Mulch

Mr. Thomas presented three proposals for replenishing the playground mulch totaling \$3,270 (60 yards), \$2,400 (40 yards) and \$5,650 (60 yards).

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor the proposal from U.S. Mulching for not to exceed 40 yards of mulch totaling \$2,400 was approved.

5. Quotes for Homeless Camp Clean-Up

Mr. Laughlin stated that the homeless camp clean-up was taken care of between meetings at a cost of \$620 as the city was involved.

6. Quotes for Gutter Repairs

Mr. Thomas presented two quotes for repairing seven gutter downspouts totaling \$1,571 and \$2,875.29.

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.

Next, Ms. Hernandez proposed changing the age requirement for when children must be accompanied by an adult at the playground from under 8 years of age, to under 12 years of age in order to maintain safety and align with practices that have proven effective in other communities.

Ms. Henley recommended including this item on the next agenda to allow resident input.

Dr. Sweeney suggested making the age requirement under 10, rather than under 12.

2. Quotes for Dog Waste Stations and Waste Removal

Ms. Hernandez stated that residents have expressed interest in having waste stations throughout the community. She presented three proposals for weekly maintenance of the stations.

There being no interest from the board, the next item followed.

3. Consideration of Request for a Free Little Library

Ms. Hernandez proposed installing a Free Little Library box near the playground entrance or under the veranda at the amenity center for around \$150.

Mr. Laughlin recommended installing the box in an area that requires an access card.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Dickinson with all in favor installing a Free Little Library box under the veranda was approved.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Dr. Sweeney stated that she will be looking into the proposed bill regarding resilient districts.

NINTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of January 31, 2025

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 98% collected was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$250,069.68 was included in the agenda package.

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

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 21, 2025 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. Dickinson with all
in favor the meeting was adjourned.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson