

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, November 19, 2025 at 6:09 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 <i>by phone</i>	Chairperson
Mark Oliver	Supervisor
Nate Dickinson	Supervisor
Jeff Lawton	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mary Grace Henley	District Counsel
Kyle Sowards	District Engineer
Lina Hernandez	General Manager
Dan Fagen	Vesta Property Services
Winslow Wheeler	Vesta Property Services
Andrew Baltz	Bland Landscaping

The following is a summary of the discussions and actions taken at the November 19, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:09 p.m.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the September 15, 2025 Board of Supervisors Meeting

There were no comments on the minutes. Mr. Laughlin asked for a motion to approve.

On MOTION by Mr. Oliver seconded by Mr. Lawton with all in favor the minutes of the September 15, 2025 meeting were approved as presented.

THIRD ORDER OF BUSINESS

Audience Comments

There being no members of the public present, the next item followed.

FOURTH ORDER OF BUSINESS**Discussion of Erosion Project**

Ms. Gentry stated that a letter was sent to the Jacksonville Office of General Counsel explaining the project the District was undertaking and how it would potentially benefit the city's canal and requested that they participate financially in funding that project. There has been no response. Additionally, Ms. Gentry searched the Department of Environmental Protection and water management district for Florida grants that may be available for this type of project, however, there were none that the District would qualify for. The contractor that bid on the project agreed to hold their pricing for 120 days, which expired on November 4th. The contractor could be asked if they would maintain that pricing, and if not, the project would need to be rebid. Funding for the project also needs to be discussed.

Dr. Sweeney stated that she met with the Jacksonville head of right of way and his staff. They are well aware of the issues on the Sandalwood Canal, and they also recognize that the sinkhole-type areas on Kernan are related to the pipes that the builders used during construction of the neighborhood. Dr. Sweeney sent their office the minutes explaining the engineer's recommendations for a wall structure and they indicated that they felt that would be one of the worst possible solutions. They also indicated that a solution that would only fix the issue for three homeowners is not a solution they would be in favor of. Dr. Sweeney asked District Counsel to send the engineer's reports to the Chief of Water Right of Ways and request a meeting with all parties. Ms. Gentry clarified that under ethics rules she can only communicate with the City's counsel, but that other district staff could send documents directly to other County personnel.

FIFTH ORDER OF BUSINESS**Acceptance of the Audit Engagement Letter
from Berger Toombs for Fiscal Year 2025**

Mr. Laughlin reminded the Board that Berger Toombs was the firm selected during the request for proposals process for audit services. The engagement letter authorizes Berger Toombs to begin the audit process for fiscal year 2025

On MOTION by Mr. Oliver seconded by Mr. Lawton with all in favor the engagement letter for fiscal year 2025 with Berger Toombs Elam Gaines & Frank was accepted.

SIXTH ORDER OF BUSINESS**Public Hearing for the Purpose of Adopting
Amended and Restated Rules of Procedure**

Ms. Gentry stated that the rules of procedure have not changed since the last time they were presented. The changes include extending the time period in which public hearings must be noticed, changing the criteria for public works projects, and other administrative changes such as increasing the time in which someone must submit ADA accommodation requests for meetings from two to three business days prior.

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

There being no members of the public present, a motion to close the public hearing followed.

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

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor Resolution 2026-01, adopting amended and restated rules of procedure was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2026-02,
Amending the Fiscal Year 2025 Budget**

Mr. Laughlin stated that as a governmental entity, the District cannot have budget line items over budget so the purpose of this resolution is to move funds from line items that were under budget to balance out the items over budget.

On MOTION by Mr. Lawton seconded by Mr. Oliver with all in favor Resolution 2026-02, amending the fiscal year 2025 budget was approved.

EIGHTH ORDER OF BUSINESS**Staff Reports**

A. District Counsel

Ms. Gentry reminded the Board that their four hours of required ethics training is due by the end of the year. Next, she informed the Board that her firm is monitoring bills moving through the legislative session.

B. District Engineer

Mr. Sowards reported that site visits have been completed to inspect erosion issues along the pond banks. For the most part, they are minor issues and some have already been repaired.

C. District Manager – Update on the Fiscal Year 2025 Goals & Objectives

Mr. Laughlin presented the goals and objectives previously adopted for fiscal year 2025, noting all have been achieved. The completed goals and objectives form will be posted to the District's website.

On MOTION by Mr. Oliver seconded by Mr. Lawton with all in favor, marking the fiscal year 2025 goals and objectives achieved was approved.

D. 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 for review.

2. Bland Landscaping Proposal for Bridge Plant Replacement

Ms. Hernandez presented a proposal totaling \$2,924 to replace missing or declining Viburnum along the bridge area.

On MOTION by Mr. Oliver seconded by Mr. Dickinson with all in favor the proposal totaling \$2,924 from Bland Landscaping to replace the Viburnum along the bridge area was approved.

3. Bland Landscaping Proposal for Mulch Install

Ms. Hernandez presented a proposal totaling \$13,756 to install pine bark mulch along Wynnfield Lakes Drive, along the bridge area, and around the amenity center.

Following a discussion, the Board's consensus was not to install mulch on Wynnfield Lakes Drive or in the bridge area.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor installing mulch at the entrance and around the amenity center was approved.

The Board opted to change to hardwood mulch rather than pine bark. Mr. Baltz stated that there is no pricing difference.

4. Proposals for Pressure Washing Sidewalks, Fence and Entrance Sign

Ms. Hernandez presented two proposals for pressure washing services totaling \$1,860 and \$2,040.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor the proposal from Amenity Management Group for pressure washing services totaling \$1,860 was approved.

5. Epic Pools Proposal to Replumb the Suction and Discharge Lines of the Splash Pad Vacuum Pump

Mr. Wheeler presented the proposal from Epic Pools totaling \$1,200 to replumb the suction and discharge lines as there is a lack of flow currently.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor the proposal from Epic Pools totaling \$1,200 to replumb the suction and discharge lines was approved.

6. WebWatchDogs Proposal for Additional Security Camera

Ms. Hernandez presented a proposal from WebWatchDogs totaling \$499 to install an additional security camera.

On MOTION by Mr. Lawton seconded by Mr. Dickinson with all in favor the proposal from WebWatchDogs totaling \$499 for an additional security camera was approved.

Next, Ms. Hernandez stated that a request has been made to let the apartment residents use the amenity center parking lot for yard sale purposes twice per year. Ms. Gentry stated that the HOA or the residents would just need to sign a license agreement form stating that they would not do anything illegal on the District's property and other protections for the district. There were no objections from the board members.

On MOTION by Mr. Dickinson seconded by Mr. Lawton with all in favor the request from the apartment complex to use the amenity center parking lot for the community yard sales was approved.

NINTH ORDER OF BUSINESS**Audience Comments / Supervisor's Requests**

Mr. Dickinson asked for clarification on where the erosion project is.

Ms. Gentry responded that the project is on hold for now as there are too many unknowns that need to be worked out.

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 September 30, 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 100% collected was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$144,145.60 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 – January 21, 2026
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. Oliver seconded by Mr. Dickinson with all in
favor the meeting was adjourned.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson