

1 **MINUTES OF MEETING**  
2 **PRESERVE AT WILDERNESS LAKE**  
3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community  
5 Development District was held on Wednesday, July 5, 2023 at 9:36 a.m. at the Preserve at Wilderness Lake  
6 Lodge, 21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637.

7 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call**

8 Ms. Dobson called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Holly Ruhlig	Board Supervisor, Chairwoman
11	Agnieszka Fisher <i>(via phone)</i>	Board Supervisor, Assistant Secretary
12	Beth Edwards	Board Supervisor, Assistant Secretary
13	Heather Hepner	Board Supervisor, Assistant Secretary

14 Also present were:

15	Tish Dobson	District Manager, Vesta District Services
16	Julie Cortina	Regional Vice President, Vesta
17	John Vericker <i>(via phone)</i>	District Counsel, Straley Robin Vericker
18	Stephen Brletic <i>(via phone)</i>	District Engineer, JMT
19	John Burkett	RedTree Landscaping
20	Amber Tucker	Event Coordinator
21	Angela Sigga <i>(via phone)</i>	Resident

22  
23 *The following is a summary of the discussions and actions taken at the July 5, 2023 Preserve at Wilderness*  
24 *Lake CDD Board of Supervisors Regular Meeting.*

25 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

26 The Pledge of Allegiance was recited.

27 **THIRD ORDER OF BUSINESS – Audience Comments –** *(limited to 3 minutes per individual for agenda*  
28 *items)*

29 There being none, the next item followed.

30 **FOURTH ORDER OF BUSINESS – Supervisor Comments**

31 Ms. Edwards requested for an update on staff schedules, which Ms. Dobson stated that she was  
32 working on for the rest of July and would send out once they were ready.

33 **FIFTH ORDER OF BUSINESS – Staff Reports**

34 A. Landscaping & Irrigation

- 35 1. Exhibit 1: Landscape Inspection Reports – May 11<sup>th</sup> & June 8<sup>th</sup>  
36 2. Exhibit 2: RedTree Irrigation Inspection Report

37 Mr. Burkett presented the reports to the Board and fielded questions about irrigation breaks,  
38 providing information on when items on the punch list would be handled.

- 39 3. RedTree Irrigation Proposal Tracker  
40 4. RedTree Proposals (if any)

41 a. Exhibit 3: Landscape Installation – Lakewood Retreat Monument

42 Ms. Dobson asked for clarification as to where the trees would be installed, noting  
43 that there was a substantial number being proposed for the island. In response to  
44 Supervisor concerns about loropetalum shrubs growing and blocking the sign  
45 lettering, Mr. Burkett noted that the height was straightforward to maintain and  
46 control.

47 The Board opted to approve the motion, with the direction to follow the general  
48 look of the Palmetto Pines monument.

49 On a MOTION by Ms. Edwards, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board  
50 approved the RedTree Lakewood Retreat Monument Landscape Installation Proposal, in an amount not to  
51 exceed \$1,400.00, for the Preserve at Wilderness Lake Community Development District.

52 B. Aquatic Services

53 1. Exhibit 4: GHS Environmental Report

54 Ms. Dobson provided an overview of the report and discussed observations of dead trees.  
55 Ms. Dobson noted that staff had communications regarding whether a given tree could pose  
56 a hazard and to what extent on a case-by-case basis.

57 C. Exhibit 5: District Engineer

58 Mr. Brletic stated that a final walkthrough had been conducted with the paver project, though noted  
59 that personnel had been on vacation and that they were waiting on finishing the punch list items  
60 prior to the County taking over maintenance. Mr. Brletic added that he had a proposal for a marine  
61 engineer to provide an evaluation and professional recommendations regarding the additional dock.  
62 Discussion ensued regarding different dock and handrail designs.

63 Ms. Ruhlig made a motion, seconded by Ms. Hepner, to approve the Reuben Clarson Consulting  
64 proposal for an assessment of the Cormorant Cove dock, as submitted.

65 During discussion of the motion, Ms. Edwards questioned how this assessment would be funded,  
66 stating that she was unsure whether this should be funded out of reserves as it may not be a reserve  
67 item. Ms. Dobson offered that the funds could be allocated from the operating budget line item.

68 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board approved  
69 the Reuben Clarson Consulting proposal for an assessment of the Cormorant Cove dock, for the Preserve  
70 at Wilderness Lake Community Development District.

71 D. District Counsel

72 Mr. Vericker stated that he had no major issues to report. Mr. Vericker fielded questions from the  
73 Board regarding the wetland buffer on Minnow Brook Way, explaining that the Southwest Florida  
74 Water Management District had allowed for the few linear feet of constructed fence to stand due  
75 to minimal environmental impact. The Board and Ms. Dobson discussed previous CDD stances  
76 towards structures built in the buffer zone without prior notice or approval, with comments noting  
77 that there did not appear to be a procedure in place. Ms. Dobson stated that she would be sending  
78 Counsel a copy of the SWFWMD approval, and planned on reviewing the area to determine  
79 whether anything was impeding water flow.

80 E. Community Manager

81 1. Presentation of Community Manager Report

82 Ms. Dobson presented the report. Ms. Dobson noted that equipment inspections had  
 83 previously been conducted on a weekly basis but had shifted towards a monthly schedule,  
 84 which was the minimum required by the insurance carrier. Ms. Dobson summarized recent  
 85 community events that had been organized. Ms. Tucker additionally gave an overview of  
 86 plans for upcoming activities to cater to various community demographics, and stated that  
 87 she was reaching out to various printing companies for paper copies of the monthly  
 88 newsletters. Discussion ensued regarding printing costs.

89 F. District Manager

90 1. Presentation of District Manager & Field Operations Report

91 Ms. Dobson provided an update on staffing efforts, and commented on findings for the  
 92 second pool attendant. Ms. Dobson stated that the lodge manager position was still open,  
 93 and that there had been some internal discussions with Vesta regarding potentially  
 94 combining the District Manager and lodge manager titles, meaning that if this moved  
 95 forward then Ms. Dobson would be taking on the role permanently and narrowing her  
 96 portfolio to provide the necessary focus on Wilderness Lake Preserve . Positive comments  
 97 were heard from members of the Board regarding Ms. Dobson’s quality of service, though  
 98 some concerns were expressed regarding professional development and employee support  
 99 around the lodge manager role. Ms. Dobson commented positively on the current support  
 100 staff in the community. Ms. Dobson stated that she would bring the Board’s feedback back  
 101 to Mr. Smith at Vesta, and that this discussion would be brought back at the August  
 102 meeting.

103 Ms. Dobson additionally noted work on the accounting side to address minor errors in the  
 104 trial balance, and stated that the Truist account had been set up. Ms. Dobson asked the  
 105 Board whether they wished to see all of the District’s invoices each month, which the Board  
 106 expressed support for.

107 *(The Board recessed the meeting at 11:38 a.m. and reconvened at 11:50 a.m.)*

108 Comments were heard asking for an update on the lightning strike repairs and any surge  
 109 protection evaluation that had occurred to take preventative grounding measures. Ms.  
 110 Dobson stated that Duke Energy would be performing an assessment on the system, though  
 111 noted that their suppression equipment was provided on a rental basis. Ms. Dobson stated  
 112 that cost information for rental equipment would be forthcoming, and provided an  
 113 overview of various components that had been damaged and repaired, including maglocks,  
 114 lighting, and the theater system. Ms. Dobson additionally noted that work was being done  
 115 to input access information into the security system, with some contact information being  
 116 pulled from WLP Contacts. Discussion ensued regarding wristband facility access.

117 **SIXTH ORDER OF BUSINESS – Consent Agenda**

- 118 A. Exhibit 6: Consideration for Approval – The Minutes of the Board of Supervisors Special Meeting  
 119 Held May 3, 2023
- 120 B. Exhibit 7: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
 121 Held May 24, 2023
- 122 C. Exhibit 8: Consideration for Acceptance – The May 2023 Unaudited Financial Report
- 123 D. Consideration for Acceptance – The May 2023 Operations & Maintenance Expenditures

124 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved  
 125 items A through D of the Consent Agenda, as presented, for the Preserve at Wilderness Lake Community  
 126 Development District.

127 E. Exhibit 9: Ratification of A Total Solution Inc. Access Control Cards Proposal

128 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board approved  
 129 the ratification of A Total Solution Inc. Access Control Cards Proposal, as presented, for the Preserve at  
 130 Wilderness Lake Community Development District.

131 F. Exhibit 10: Ratification of RedTree Irrigation Repair Proposal

132 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved  
 133 the ratification of the RedTree Irrigation Repair Proposal, as presented, for the Preserve at Wilderness Lake  
 134 Community Development District.

135 **SEVENTH ORDER OF BUSINESS – Business Items**

136 Prior to the discussion of the Parking Policy, the Board heard a presentation from Ms. Sigga  
 137 regarding her esthetician work, proposing that she could offer additional treatment services such as  
 138 microneedling, Botox, and filler injections through the fitness center. Ms. Dobson stated that this  
 139 would align with the independent contractor format that the current nail technician followed, and  
 140 acknowledged that further research was needed, along with license and insurance information from  
 141 the contractor. Ms. Dobson asked the Board whether they had interest in proceeding with these  
 142 services. Comments were heard from the Board noting that the space where these services would  
 143 be offered was currently underutilized. In response to a Supervisor question about itemization, Ms.  
 144 Dobson suggested that she could provided a report on the expenses and revenue from the space as  
 145 it currently stood. Discussion ensued. Ms. Hepner asked whether the nail technician had a specific  
 146 salon insurance policy as required by the state, and Ms. Dobson stated that she could send in the  
 147 current policy to District Counsel for him to verify that the state requirements were being met.

148 Following discussion, the Board and Ms. Dobson requested for Ms. Sigga to provide a business  
 149 plan with explanations of services offered, as well as proposed price points and availability times,  
 150 for further consideration.

151 A. Discussion of Parking Policy

152 Ms. Dobson provided the members of the Board with hard copies of the parking policy that the  
 153 CDD followed and employed previously. The Board and Ms. Dobson discussed how warning  
 154 notices and towing were enforced historically, with Ms. Dobson giving insight as to where notices  
 155 were issued. Ms. Dobson noted that there were other communities where Mr. Vericker was the  
 156 District Counsel which had consistent language for no parking violations, and that she could supply  
 157 the verbiage.

158 B. Discussion of Fitness Classes in the Activities Center

159 Ms. Edwards explained that furniture was still being moved in the activities center every day for  
 160 fitness classes to take place, despite discussions otherwise. Ms. Edwards noted that the course of  
 161 action could either be to have them reset furniture to their original positions once classes concluded,  
 162 which she suggested could contribute to the wear and tear of the furniture, sliders, and floors; or to  
 163 prohibit classes from taking place in that location altogether. Ms. Dobson noted that classes were  
 164 taking place in this location because those taking part in the classes wanted to use its specific TV,  
 165 and commented that the closet in the activity center was the main closet that was used for storage  
 166 by staff in the center.

167 C. Presentation of Project Tracker

168 Ms. Dobson stated that she would take into account feedback and clarifications from the Board and  
 169 provide an updated version of the project tracker within the next 7-10 days.

170 D. Exhibit 11: Presentation of FY 2022 Final Audit Report

171 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board accepted  
 172 the FY 2022 Final Audit Report, as presented, for the Preserve at Wilderness Lake Community  
 173 Development District.

174 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

175 In response to a Supervisor question, Ms. Dobson confirmed that the fish feeder would be acquired  
 176 for the Lodge dock, as the Chair had previously approved.

177 Ms. Fisher asked whether the cattails on the lake near Sky Vista had been discussed. Ms. Dobson  
 178 stated that the main lake was treated for an overabundance of cattails but they were not fully  
 179 eradicated. Ms. Dobson noted that the person involved with treating the lake was looking into the  
 180 contract to see if treatments could be escalated to increase eradication.

181 Ms. Dobson noted that a resident had reported tree branches coming over into their property on  
 182 Draycott Way to the point that they were bumping against their property’s pool cage. Ms. Dobson  
 183 noted that while there had been weather delays following their assessment, RedTree planned on  
 184 accommodating the request to address the tree this week.

185 **NINTH ORDER OF BUSINESS – Audience Comments – New Business**

186 There being none, the next item followed.

187 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: August 2, 9:30 AM**

188 Ms. Dobson stated that the next meeting’s time was scheduled for 6:30 p.m. because it involved  
 189 the approval of the CDD’s upcoming fiscal year budget.

190 All Supervisors indicated that they planned on attending the meeting scheduled for August 2 in  
 191 person, which would constitute a quorum. Ms. Dobson stated that she would check with Mr. Norrie  
 192 regarding his attendance status.

193 **ELEVENTH ORDER OF BUSINESS – Adjournment**

194 Ms. Dobson asked for final questions, comments, or corrections before requesting a motion to  
 195 adjourn the meeting. There being none, Ms. Ruhlig made a motion to adjourn the meeting.

196 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board adjourned  
 197 the meeting at 1:09 p.m. for the Preserve at Wilderness Lake Community Development District.

198 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
 199 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
 200 *including the testimony and evidence upon which such appeal is to be based.*

201 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
 202 **meeting held on August 2, 2023.**

203

Signature

Signature

Printed Name

Printed Name

204 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman