

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, August 2, 2023 at 6:36 p.m. at the Preserve at Wilderness
6 Lake 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	Brian Norrie	Board Supervisor, Vice Chairman
12	Agnieszka Fisher	Board Supervisor, Assistant Secretary
13	Beth Edwards	Board Supervisor, Assistant Secretary
14	Heather Hepner	Board Supervisor, Assistant Secretary

15 Also present were:

16	Tish Dobson	District Manager, Vesta District Services
17	Scott Smith	Vice President, Vesta District Services
18	Stephen Brletic (<i>via phone</i>)	District Engineer, JMT
19	John Burkett	RedTree Landscaping

20
21 *The following is a summary of the discussions and actions taken at the August 2, 2023 Preserve at
22 Wilderness Lake CDD Board of Supervisors Regular Meeting.*

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

24 The Pledge of Allegiance was recited.

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

27 An audience member inquired about the source of the increases to the assessments. Ms. Dobson
28 noted the need for replenishing the capital reserve funds following some major expenditures over
29 the past couple of years. In response to the audience member's concerns about yearly increases,
30 Ms. Dobson noted that the District had historically taken efforts to keep the budget's revenue
31 neutral for multiple years.

32 An audience member recalled a large sum of money being discussed for investment purposes. Ms.
33 Dobson explained that the District had the opportunity to allocate funds into accounts to earn extra
34 interest, noting that they planned on discussing a money market option through Bank United in the
35 future. Ms. Dobson additionally responded to comments about meeting times noting that about half
36 of all meetings on the schedule were held in the evenings.

37 Discussion ensued between audience members and the Board regarding recent expenses related to
38 pavers, and it was clarified that these were not planned expenses in the original budget. Ms. Dobson
39 provided additional insight on assessment allocation in the budget, and encouraged for residents to
40 contact her if there was any confusion with the details on how the budget functioned.

41 An audience member noted some observations from a non-resident about the size of the fees for
42 Preserve at Wilderness Lake CDD residents. Ms. Dobson noted that CDD fees would theoretically
43 decrease when the bonds were satisfied, though explained that CDD fees would not ever completely
44 go away due to the need to maintain O&M and capital reserve funds. The audience member asked

45 about the ratio between the O&M and bond portion of the fees, and Ms. Dobson noted that the
46 O&M portion for this CDD was somewhat higher due to the scope of amenities and facilities
47 needing the upkeep.

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

49 In response to a Supervisor question about the status of openings, Ms. Dobson stated that this topic
50 would be covered under the District Manager’s and Community Manager’s reports.

51 **FIFTH ORDER OF BUSINESS – Public Hearings**

52 A. FY 2024 Budget Public Hearing

53 1. Open the Public Hearing

54 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved
55 opening the public hearing for the FY 2024 Budget, for the Preserve at Wilderness Lake Community
56 Development District.

57 2. Exhibit 1: Presentation of Public Notices

58 3. Exhibit 2: Presentation of FY 2023-2024 Budget

59 Ms. Dobson noted that the budget enclosed in the agenda package listed the capital reserves
60 at \$300,000, but acknowledged the Board’s previous request to fund reserves at \$250,000
61 instead, stating that the final budget would reflect this updated figure.

62 4. Public Comments

63 There being none, the next item followed.

64 5. Close the Public Hearing

65 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board approved
66 closing the public hearing for the FY 2024 Budget, for the Preserve at Wilderness Lake Community
67 Development District.

68 6. Exhibit 3: Consideration & Adoption of **Resolution 2023-03**, Adopting Fiscal Year 2023-
69 2024 Budget

70 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board adopted
71 **Resolution 2023-03**, Adopting Fiscal Year 2023-2024 Budget, for the Preserve at Wilderness Lake
72 Community Development District.

73 B. FY 2024 O&M Assessments Public Hearing

74 1. Open the Public Hearing

75 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved
76 opening the public hearing for the FY 2024 O&M Assessments, for the Preserve at Wilderness Lake
77 Community Development District.

78 2. Public Comments

79 Comments were made clarifying that the details of the budget had been discussed by line
80 item and worked out through discussions at previous workshop meetings,

81 3. Close the Public Hearing

82 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved
83 closing the public hearing for the FY 2024 O&M Assessments, for the Preserve at Wilderness Lake
84 Community Development District.

85 4. Exhibit 4: Consideration & Adoption of **Resolution 2023-04**, Annual Assessments

86 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board adopted
87 **Resolution 2023-04**, Annual Assessments, for the Preserve at Wilderness Lake Community Development
88 District.

89 **SIXTH ORDER OF BUSINESS – Staff Reports**

90 A. Landscaping & Irrigation

91 1. Exhibit 1: Landscape Inspection Reports – July 13

92 Ms. Dobson presented the reports from RedTree.

93 Ms. Dobson noted that following some negotiations, the 5800 square feet of turf in poor
94 condition would be replaced and covered by warranty at zero cost to the District. Ms.
95 Dobson observed that there were still 19 dead pine trees from the Lodge to 41, and there
96 may be more identified upon assessing the rest of the community. Ms. Dobson noted
97 ongoing shrub work and plans to finish up the rear of the community.

98 2. RedTree Irrigation Inspection Report

99 3. RedTree Proposals (if any)

100 B. Aquatic Services

101 1. Exhibit 6: GHS Environmental Report

102 C. District Engineer

103 Mr. Brletic noted that striping had been completed at the front of the community by ACPLM, and
104 that he would be working with District Counsel on finalizing Pasco County’s acceptance of the
105 conveyance. Mr. Brletic stated that he would send his report to the District Manager for circulation
106 and Board review as soon as possible.

107 D. District Counsel

108 E. Community Manager

109 1. Exhibit 7: Presentation of Community Manager Report

110 Ms. Dobson noted the progress that had been accomplished for the completion of various
111 projects, adding that she anticipated the splashpad being back up and running the day after
112 the meeting. Ms. Dobson noted that some shade structures by the pool had been removed
113 due to beam deterioration, and that they were looking into whether new structures were in
114 stock through Lowe’s. Additional updates were provided on the access wristbands, card
115 payment system setup, research into new vendors for physical copies of newsletters, and
116 acquiring proposals for deep cleaning the lodge floor for consideration at the September
117 meeting. Ms. Dobson recommended that deep cleaning occur quarterly, and suggested that
118 resealing the floor would be straightforward and relatively inexpensive. Ms. Dobson
119 fielded questions from the Board regarding tracking lightning strike items, noting that she
120 could forward her spreadsheet for reference and that she hoped that the remaining issues
121 would be resolved within the next couple of weeks.

122 F. District Manager

123 1. Exhibit 8: Presentation of District Manager & Field Operations Report

124 Ms. Dobson provided an update on filling staffing needs, noting that openings currently
125 existed for a full-time Lodge representative, an event coordinator, and a Lodge Manager,
126 and that there were two staff members currently expressing interest in the Lodge
127 representative and event coordinator positions. Ms. Dobson added that two other applicants
128 had been interviewed for the Lodge representative position. Mr. Smith proposed some
129 options for handling the Lodge Manager position, explaining that while there could be a
130 cost-neutral option implemented while retaining other Districts in a DM's portfolio, having
131 an employee dedicated fully to Preserve at Wilderness Lake would incur an additional cost
132 to absorb current District Manager salary and portfolio impacts.

133 Comments were heard from the Board expressing some concerns about Ms. Dobson's
134 workload in assuming a full-time dedicated role specifically for Wilderness Lake. Ms.
135 Dobson explained how her portfolio and focus could be reorganized, and stated that she
136 was willing to take on the responsibilities needed. Discussion ensued between the Board
137 and Vesta staff regarding the logistics and implementation of the plan.

138 Following discussion, the Board directed staff to draft cost-neutral agreements that would
139 outline the roles and responsibilities of a combined District Manager and General Manager
140 role, that would also allow for retaining two additional communities under management.
141 Ms. Dobson acknowledged a potential candidate that she had discussed with Ms. Cortina,
142 and noted that Ms. Hepner, as the Board liaison, could be invited in for discussions and
143 next steps with the candidate.

144 *(The Board recessed the meeting at 9:17 p.m., and reconvened at 9:33 p.m. During the recess, Mr. Norrie*
145 *left the meeting.)*

146 Ms. Dobson noted that a resident on Citrus Blossom Drive had submitted a request
147 regarding a dead tree in the nearby conservation area, explaining that during the period
148 between the lodge manager and her own return, approval had been acquired from
149 SWFWMD. Ms. Dobson explained that there was an invoice from Tree Masters for the
150 removal work in the amount of \$800, and the resident was asking the Board to consider
151 assisting with this payment with at least a 50% contribution. Ms. Dobson clarified for the
152 Board that the tree was on the resident's property within the wetland buffer. Comments
153 were made indicating that as it was on the resident's property, the CDD did not have any
154 obligation.

155 **SEVENTH ORDER OF BUSINESS – Consent Agenda**

156 A. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Workshop
157 Meeting Held June 22, 2023

158 B. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular
159 Meeting Held July 5, 2023

160 C. Exhibit 11: Consideration for Acceptance – The June 2023 Unaudited Financial Report

161 D. Exhibit 12: Consideration for Acceptance – The June 2023 Operations & Maintenance
162 Expenditures

163 Ms. Edwards suggested for a column to be added to the check register identifying where each
164 expense was being allocated. The Board additionally requested for a copy of the check register to
165 be included before the invoices with page numbers as a table of contents.

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

169 E. Exhibit 13: Ratification of Cooper Pools Commercial Gas Heater Replacement Proposal
170 Ms. Dobson noted that the proposal had been approved as a Lightning Damage expense, though
171 they had subsequently been unable to prove whether the motor had failed due to a lightning strike.
172 Ms. Dobson stated that she would go back to the insurance company, the electrician, and to Cooper
173 Pools to see if anything could be arranged.

174 On a MOTION by Ms. Fisher, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
175 the Ratification of the Cooper Pools Commercial Gas Heater Replacement Proposal, for the Preserve at
176 Wilderness Lake Community Development District.

177 F. Exhibit 14: Ratification of A Total Solution Video Camera Networking Proposal - Lightning
178 Damage

179 On a MOTION by Ms. Hepner, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board
180 approved the Ratification of A Total Solution’s Video Camera Networking Proposal addressing lightning
181 damage, for the Preserve at Wilderness Lake Community Development District.

182 G. Exhibit 15: Ratification of A Total Solution Tennis Court Mag Lock & Surge Protection Proposal
183 – Lightning Damage

184 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board approved
185 the Ratification of A Total Solution’s Tennis Court Mag Lock & Surge Protection Proposal addressing
186 lightning damage, for the Preserve at Wilderness Lake Community Development District.

187 **EIGHTH ORDER OF BUSINESS – Business Items**

188 A. Exhibit 16: Consideration & Adoption of **Resolution 2023-05**, Designating Dates, Times, &
189 Location for FY 2024 Meetings

190 Following discussion on previous night meeting schedules, the Board opted to hold meetings at
191 6:30 p.m. in the evening for their November 2023, February 2024, May 2024, and August 2024
192 meeting dates. The Board and Ms. Dobson additionally discussed scheduling a budget workshop
193 at some point in April 2024, also at 6:30 p.m. to allow for residents commuting home from work
194 to attend.

195 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board adopted
196 **Resolution 2023-05**, Designating Dates, Times, & Location for FY 2024 Meetings, for the Preserve at
197 Wilderness Lake Community Development District.

198 B. Exhibit 17: Consideration of Illuminations Holiday Lighting Proposal

199 On a MOTION by Ms. Hepner, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board
200 approved the Illuminations Holiday Lighting Proposal, in the amount of \$12,000.00, for the Preserve at
201 Wilderness Lake Community Development District.

202 C. Exhibit 18: Consideration of HIMES Tennis Court Lighting Replacement Proposal

203 Ms. Dobson noted that the lightning had affected the tennis court lighting, and asked the Board
 204 whether they wished to move forward with LED lighting with the knowledge that at least half of
 205 the presented proposal would be covered under the insurance claim. The Board requested for a
 206 timeframe for their installation.

207 On a MOTION by Ms. Hepner, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
 208 the HIMES Tennis Court Lighting Replacement Proposal, with the confirmation of the installation
 209 timeframe, in the amount of \$34,957.00, with a portion of the amount to be covered by insurance, for the
 210 Preserve at Wilderness Lake Community Development District.

211 D. Exhibit 19: Discussion of Wetland Buffer on Minnow Brook Way

212 Ms. Dobson noted that there was a minimal encroachment for the fence footprint, in the amount of
 213 about six inches at most, and as no water flow was being impeded, SWFWMD had granted
 214 permission for the homeowner to move forward on the fence installation. Ms. Dobson noted that
 215 the HOA had expressed preference for the CDD Board to not grant permission for this to proceed,
 216 out of concerns for setting a poor precedent favoring increasing encroachments. Ms. Dobson asked
 217 the Board for input on whether they wished to move forward with giving staff direction to finalize
 218 the policy and bring back its language for ratification.

219 Following discussion, the Board stated that they were in agreement with SWFWMD in allowing
 220 the encroachment into the wetland buffer. Ms. Dobson suggested that District Counsel may wish
 221 to review the letter from SWFWMD.

222 **NINTH ORDER OF BUSINESS – Supervisors Requests**

223 Comments were heard complimenting the weekly updates as being helpful, and clarifying that
 224 scheduling conflicts were different in meaning from “conflicts of interest”. In response to a
 225 Supervisor asking about announcing phone numbers of callers, Ms. Dobson noted that while the
 226 numbers were public record, she could announce the numbers using their last four digits only
 227 moving forward.

228 Ms. Dobson discussed the Project Tracker with the Board, and suggested that they could try to get
 229 RedTree’s in line with District Management’s own tracker.

230 **TENTH ORDER OF BUSINESS – Audience Comments – New Business**

231 There being none, the next item followed.

232 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: September 6, 9:30 AM**

233 All Supervisors present indicated that they planned on attending the meeting scheduled for
 234 September 6 in person, which would constitute a quorum. Ms. Dobson stated that she would check
 235 with Mr. Norrie regarding his attendance status.

236 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

239 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Fisher, WITH ALL IN FAVOR, the Board adjourned
 240 the meeting at 10:34 p.m. for the Preserve at Wilderness Lake Community Development District.

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

Preserve at Wilderness Lake CDD

August 2, 2023

Regular Meeting

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244 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
245 meeting held on September 6, 2023.

246 *Tish Dobson*

Signature
Tish Dobson

Printed Name

Holly Ruhlig, Chair

dotloop verified
09/11/23 2:11 PM EDT
K0XZ-GSL4-7N5G-HBPF

Signature

Holly Ruhlig, Chair

Printed Name

247 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman