

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, October 4, 2023 at 9:30 a.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	Bryan Norrie	Board Supervisor, Vice Chairman
12	Agnieszka Fisher	Board Supervisor, Assistant Secretary
13	Beth Edwards	Board Supervisor, Assistant Secretary
14	Heather Hepner <i>(via phone)</i>	Board Supervisor, Assistant Secretary

15 Also present were:

16	Tish Dobson	District Manager, Vesta District Services
17	Scott Smith	Vesta Property Services
18	Julie Cortina	Vesta Property Services
19	John Vericker <i>(via phone)</i>	District Counsel, Straley Robin Vericker
20	Stephen Brletic <i>(via phone)</i>	District Engineer, JMT
21	Kevin Smith	RedTree Landscaping
22	John Burkett	RedTree Landscaping
23	Kim Uhlig	IKare Publishing

24

25 *The following is a summary of the discussions and actions taken at the October 4, 2023 Preserve at*  
26 *Wilderness Lake CDD Board of Supervisors Regular Meeting.*

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

28 The Pledge of Allegiance was recited.

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

31 An audience member stated that she felt it was unfair that the nail tech was being asked to share  
32 the room which she operated out of, emphasizing the small size of the room and the possible  
33 reduction in work hours and income.

34 Another audience member expressed agreement with the previous audience member's comments,  
35 adding that there may be hazards introduced by making the small space more crowded. The  
36 audience member additionally observed issues with the configuration of the meeting room for  
37 residents in attendance, indicating that it was often difficult to hear staff and Board members.

38 A resident on Pine Knot Lane stated that there was a common area behind his lot which appeared  
39 to have escalated in erosion rate over the last five years, and requested for some sort of study on  
40 any possible subterranean infrastructure that may be affecting the ground. Ms. Dobson stated that  
41 they had gone through the plat and ensured that there were no underdrains or conduit infrastructure  
42 elements running through, though noted that historical satellite data seemed to show orange groves,  
43 and suggested that recent movement may be due to the ground settling out. Discussion ensued, with

44 Mr. Brletic offering that he could be available for a visit to collect data on specific elevation points  
 45 and any possible changes if needed.

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

47 There were no comments from any Board Supervisors.

48 Prior to proceeding with the next order of business, representatives from IKare Publishing  
 49 presented their community newsletter publishing services and agreement pricing for a full year of  
 50 publication to the Board. Discussion ensued between the Board, the District Manager, and the  
 51 presenters regarding newsletter formats, particularly advertising inserts. Comments were made in  
 52 favor of establishing a 50/50 split between community content and advertisements, and having a  
 53 calendar on the center page of the newsletters. Additional suggestions were made for there to be no  
 54 advertising on the calendar or front and back pages. Ms. Edwards voiced support for language to  
 55 be included, allowing for a 30-day cancellation clause for both parties. Ms. Dobson stated that she  
 56 would send the agreement and the CDD’s requested criteria to District Counsel for review and  
 57 preparation for the next monthly meeting’s agenda. Ms. Dobson additionally recalled previously  
 58 emailing some suggested price points to the vendor in early discussions, and stated that she would  
 59 track these down and forward them over.

60 **FIFTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

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

62 A. Landscaping & Irrigation

- 63 1. Exhibit 2: RedTree Landscape Inspection Reports – August & September 2023
- 64 2. RedTree Irrigation Inspection Report

65 Mr. Smith and Mr. Burkett presented the RedTree reports to the Board, with comments  
 66 made noting that they would be entering the offseason with a bimonthly mowing crew  
 67 schedule beginning November 1. In response to Supervisor comments, Mr. Burkett stated  
 68 that he would review the contract and contact Ms. Edwards with a copy for clarification  
 69 purposes. Ms. Dobson additionally noted that if there were delays on the planned sod  
 70 installation, she would send out an eblast to the community explaining the bare sod areas.

- 71 3. RedTree Proposals (if any)
  - 72 a. Exhibit 3: Oak Bed Renovation

73 Mr. Smith stated that he had met with Ms. Edwards and Ms. Dobson to discuss the  
 74 oak bed and possible designs to beautify the area. Ms. Dobson suggested for the  
 75 vendor to indicate that work related to oak replacement was the result of lightning  
 76 damage, for insurance purposes. Comments were heard suggesting a dog waste  
 77 station, and Ms. Dobson expressed concerns about strong odor, recommending a  
 78 general-purpose trash can instead.

79 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved  
 80 the RedTree Oak Bed Renovation proposal, in the amount of \$5,590.00, for the Preserve at Wilderness  
 81 Lake Community Development District.

82 Following the motion, Mr. Smith gave an update on the planter pots at the pool and around the  
 83 building, stating that he would still need to work on a revision. Mr. Smith discussed issues with the  
 84 soil’s age and staleness for proper plant growth. Additional discussion ensued regarding irrigation  
 85 breaks and response times to repairing and resolving reported issues. Ms. Dobson stressed that  
 86 working irrigation was crucial for the oak tree bed’s success.

87 B. Aquatic Services

88 1. Exhibit 4: GHS Environmental Report

89 Ms. Dobson noted that SWFWMD had become involved in a matter between the HOA and  
 90 a homeowner and that she anticipated a report back in the future regarding whether the  
 91 fence installed was impeding the flow of water.

92 C. Exhibit 5: District Engineer

93 Mr. Brletic stated that, regarding the ongoing conveyance, they were now only waiting on a  
 94 confirmation from Pasco County acknowledging their takeover of maintenance, and that everything  
 95 needed for administrative processes had been submitted. Mr. Brletic additionally advised that  
 96 ACPLM would be on site on October 9 to fix curbing and address sod issues from when  
 97 construction had taken place.

98 D. District Counsel

99 Mr. Vericker and Mr. Smith presented and discussed the two addendums that had been prepared to  
 100 the District Management and Amenity Management contracts. Mr. Smith explained that the  
 101 addendum was a housekeeping item to formalize the consolidation of the on-site General Manager  
 102 and District Manager roles, to be held by Ms. Dobson. In response to Supervisor comments, Mr.  
 103 Smith stated that he could provide a breakdown of salary and benefits for transparency, and that he  
 104 anticipated that the transition would be complete over the next 30 to 60 days. Mr. Vericker advised  
 105 that a motion was needed for each addendum.

106 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved  
 107 the first addendum to the Vesta District Services District Management contract, for the Preserve at  
 108 Wilderness Lake Community Development District.

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110 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved  
 111 the first addendum to the Vesta Property Services, Inc. Amenity Management contract, for the Preserve at  
 112 Wilderness Lake Community Development District.

113 *(The Board recessed the meeting at 11:19 a.m., and reconvened at 11:26 a.m.)*

114 E. Community Manager

115 1. Exhibit 6: Presentation of Community Manager Report

116 Ms. Dobson asked the Board whether they had any comments or questions. The Board  
 117 discussed the seating arrangement for the meeting space. Ms. Dobson additionally provided  
 118 an update on the touch pad operations and lap pool heating, the latter of which would start  
 119 operating on October 6 to heat the pool to 82 degrees. Ms. Edwards and Ms. Dobson  
 120 commented on recent discussions and work regarding a wetland buffer violation on  
 121 Draycott which they had reviewed with Mr. Burnite.

122 F. District Manager

123 1. Exhibit 7: Presentation of District Manager & Field Operations Report

124 Ms. Dobson stated that a new ad for immediate recruitment had gone out. Ms. Edwards  
 125 stated that she had looked into the ad on the recruiting sites and expressed some concerns  
 126 about how it presented what they had communicated as far as wants and needs for the  
 127 person to fill the position. Ms. Edwards suggested that the ad did not have sufficient

128 emphasis on coordinating major activities or working with families in the community and  
 129 volunteers. Additional discussion regarding salary ranges and job descriptions, as well as  
 130 a recent candidate who had rescinded their acceptance of an official job offer. Following  
 131 discussions, the Board suggested an increase in the salary range for the Event Coordinator  
 132 position. Ms. Dobson additionally stated that she would revise the language in the  
 133 advertised job descriptions based on Supervisor comments and send them to the Chair for  
 134 review.

135 2. Exhibit 8: Discussion of Spa Services

136 A summary was provided of previous discussions regarding the space currently used by  
 137 the Nail Tech. Comments were made stressing the Board’s appreciation for the nail tech  
 138 and her services, and clarifying that the space was owned by the CDD and used by the tech  
 139 as an independent contractor on a schedule that generally left the space unused during  
 140 weekends and evenings. Supervisors made comments noting that the space had been  
 141 designed for full-time use, which was the Board’s motivation for pursuing additional use  
 142 of the space for spa services. Ms. Dobson additionally advised that Egis would not insure  
 143 the District for injectable services categorized under “medical services”. Following further  
 144 discussion, the Board requested for a copy of the nail technician’s monthly schedule, and  
 145 an assessment on the proportion of resident and non-resident clients, as well as a report on  
 146 various expenditures for the spa service.

147 3. Exhibit 9: Presentation of Landscape Project-Proposal Tracker

148 There were no comments on the Landscape Project-Proposal Tracker.

149 4. Exhibit 10: Presentation of Project Tracker

150 There were no comments or revision requests on the Project Tracker.

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

152 A. Exhibit 11: Consideration for Approval – The Minutes of the Board of Supervisors Regular  
 153 Meeting Held September 6, 2023

154 B. Exhibit 12: Consideration for Acceptance – The August 2023 Unaudited Financial Report

155 C. Exhibit 13: Consideration for Acceptance – The August 2023 Operations & Maintenance  
 156 Expenditures

157 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Fisher, WITH ALL IN FAVOR, the Board approved  
 158 items A through C of the Consent Agenda, as presented, for the Preserve at Wilderness Lake Community  
 159 Development District.

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

161 A. Exhibit 14: Consideration of ADA Door Proposal Options - *previously presented*

162 1. DH Pace

163 2. Magnum Door Solutions

164 Ms. Dobson advised that the Magnum Door Solutions proposal had been recommended by  
 165 the PBSS door company that worked on the District’s regent doors

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167

168

169 B. Exhibit 15: Consideration of Himes Electrical ADA Door Electric Proposal

170 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved  
171 the Magnum Door Solutions ADA Door proposal, in the amount of \$6,114.00, and the Himes Electrical  
172 ADA Door Electric proposal, in the amount of \$880.00, to be coded to the Lodge Maintenance line item  
173 and submitted via application to Egis Insurance, for the Preserve at Wilderness Lake Community  
174 Development District.

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

176 Ms. Edwards made comments regarding landscaping, particularly irrigation failures leading to  
177 remediation costs, as well as negotiating replacement of warranty items.

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

179 There being none, the next item followed.

180 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: November 1, 6:30 PM**

181 Ms. Edwards, Ms. Fisher, Ms. Ruhlig, and Ms. Hepner stated that they would be able to attend the  
182 next meeting in person, which would constitute a quorum. Mr. Norrie was not present for the  
183 quorum check.

184 **TWELFTH ORDER OF BUSINESS – Adjournment**

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

187 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Fisher, WITH ALL IN FAVOR, the Board adjourned  
188 the meeting at 1:03 p.m. for the Preserve at Wilderness Lake Community Development District.

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

192 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
193 **meeting held on November 1, 2023.**

194

195   
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Printed Name

196 Title:  Secretary  Assistant Secretary

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Printed Name

Title:  chairman  Vice Chairman