

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, December 6, 2023 at 9:33 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 <i>(via phone)</i>	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	Vesta District Services
18	Julie Cortina	Vesta Property Services
19	John Vericker <i>(via phone)</i>	District Counsel, Straley Robin Vericker
20	Stephen Brletic	District Engineer, JMT
21	Pete Lucadano	RedTree Landscaping
22	John Burkett	RedTree Landscaping
23	Alan Messing	Swim Kids USA

24
25 *The following is a summary of the discussions and actions taken at the December 6, 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 There being none, the next item followed.

32 **FOURTH ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

33 **FIFTH ORDER OF BUSINESS – Supervisor Comments**

34 A comment was made about an incorrect date for the January meeting that had previously been
35 posted. Ms. Dobson confirmed that the January 3, 9:30 a.m. meeting date and time in this agenda
36 was correct.

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

38 A. Landscaping & Irrigation

39 1. RedTree Report

40 Mr. Lucadano provided an update on operations, noting that the walkthrough had helped
41 to identify areas of improvement. Mr. Lucadano additionally noted that he had reviewed
42 the annuals charges with the accounting team, and had found that no overcharge had taken

43 place and billing was accurate to what had been installed. Mr. Lucadano added that the
 44 current annual rotation was for 3,000 annuals and that the CDD would be billed for this
 45 accordingly. In response to a question from the District Manager, Mr. Lucadano stated that
 46 his team would inform staff of any deviations from scheduled mowing and maintenance as
 47 a result of inclement weather.

48 Mr. Lucadano fielded questions from the Board. Mr. Lucadano explained that there were
 49 some occasions where irrigation rotors could be replaced with pop-ups, but noted that
 50 generally the water pressure would be insufficient for the replacement to work on its own.
 51 Mr. Lucadano noted that Mr. Burkett had worked to increase pressure by using doublers,
 52 reducing zones, and capping unnecessary heads, allowing for more effective and efficient
 53 configurations. Additional positive comments ensued regarding a holiday parade.

54 a. Exhibit 2: Presentation of County Water Restrictions

55 Mr. Lucadano noted that as sod had recently been installed, there was a 30-day
 56 exemption in place from the county water restrictions for one day a week of
 57 watering.

58 2. Exhibit 3: RedTree Landscape Inspection Report

59 3. Exhibit 4: RedTree Landscape Projects & Proposal Tracker

60 4. Exhibit 5: RedTree Proposals (if any)

61 a. Bus Clearance – Oak Tree Pruning

62 In response to Supervisor questions about the streets identified, Ms. Dobson
 63 clarified that these were all o f

64 b. Clubhouse Parking Lot – Oak Tree Pruning

65 c. Near 21654 Draycott Way – Oak Tree Pruning

66 Mr. Lucadano noted that the previous vendor had pruned the trees incorrectly and
 67 that further pruning was needed as part of the process of starting to correct the
 68 growth direction. Mr. Lucadano stated that RedTree was offering a discount on
 69 proposal costs if the Board approved all three oak tree pruning proposals.
 70 Discussion ensued among Board members regarding looking into establishing a
 71 structural tree pruning line item in the budget, as well as the current issue of low-
 72 hanging branches striking buses.

73 On a MOTION by Ms. Fisher, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
 74 the RedTree Oak Tree Pruning proposals for the bus clearance, clubhouse parking lot, and the area near
 75 21654 Draycott Way, in the discounted amount of \$29,407.50, for the Preserve at Wilderness Lake
 76 Community Development District.

77 d. Various Areas – Dead Tree Removal

78 e. Blvd. at Eagles Crest – Maple Straightening

79 Ms. Dobson stated that she had handled the maple straightening item approval and
 80 that the work had been completed.

81 f. Mulching Program

82 Ms. Dobson advised that the District’s budget for mulching for this fiscal year was
 83 \$42,000. The Board and Mr. Lucadano discussed the timing of mulch installation,
 84 including some suggestions to break it up into two installations at different times

85 of the year. Mr. Lucadano additionally commented on rising mulch prices, though
 86 noted that the current rate per cubic yard would be honored as established in
 87 RedTree’s contract. Following discussion, the Board directed RedTree to bring
 88 back the proposal at the January meeting.

89 *(The Board recessed the meeting at 11:52 a.m., and reconvened at 12:01 p.m.)*

90 B. Aquatic Services

91 1. Exhibit 6: GHS Environmental Report

92 Ms. Dobson stated that Mr. Burnite had been in contact with one of the individuals involved
 93 with encroachment into the setback area. There were no comments or questions on the
 94 report.

95 C. Exhibit 7: District Engineer

96 Mr. Brletic gave an overview of his report. Mr. Brletic summarized the Draycott drainage site visit
 97 and general stormwater inspections process, noting that while the pain points were not in urgent
 98 need for immediate remedial action, he believed it would be a good idea to plan for some kind of
 99 assessment of the areas with slower drainage, with comments being made regarding the
 100 presentation of proposals at the next meeting. Mr. Brletic stated that he also anticipated the Pine
 101 Knot survey to proceed prior to Christmas, though noted that he would not be able to attend the
 102 next meeting in person. Suggestions were heard to revisit the Pine Knot swale issue in February.

103 D. District Counsel

104 E. Community Manager

105 1. Exhibit 8: Presentation of Community Manager Report

106 Ms. Dobson presented the report to the Board. Ms. Edwards commented that the
 107 community news page and the events calendar on the CDD website were out of date, and
 108 Ms. Dobson stated that she had submitted a request for the password credentials to
 109 immediately and directly update those site components with new events.

110 F. District Manager

111 1. Exhibit 9: Presentation of District Manager & Field Operations Report

112 2. Discussion & Consideration of Full-Time DM/Community Manager

113 Ms. Dobson provided a status update on the transfer of her District management portfolio.
 114 Ms. Dobson stated that she would check with Mr. Smith on the exact date, but anticipated
 115 the turnover to be complete by early December. Mr. Smith provided additional insight on
 116 Vesta District Services’ internal staffing changes that were ensuing with Ms. Dobson’s
 117 transition into this specialized role, and the Board discussed staffing needs and associated
 118 budget line items specific to Wilderness Lake. Mr. Smith advised that they did not plan on
 119 billing additional charges associated with the change until January 2024.

120 *(Ms. Fisher left the meeting in person and rejoined via phone.)*

121 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
 122 for Ms. Dobson to solely manage the Preserve at Wilderness Lake CDD as the District Manager and General
 123 Manager, at an additional charge of \$12,000 per year, prorated for the current fiscal year, for the Preserve
 124 at Wilderness Lake Community Development District. The Board additionally directed that all other CDDs
 125 be removed from Ms. Dobson’s Vesta management portfolio.

126 Following the motion, Ms. Dobson and the Board discussed the role and responsibilities of the still-
 127 open positions, with a focus on key words for job description listings, and staff stated that the
 128 language on the listings would be tweaked as soon as possible based on Supervisor comments. Ms.
 129 Dobson additionally clarified that multiple attendants would be needed at times to separately assist
 130 with activities at pool facilities and coordinate entry and sign-ins through gates during peak times.

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

- 132 A. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular
 133 Meeting Held November 1, 2023
- 134 B. Exhibit 11: Consideration for Acceptance – The October 2023 Unaudited Financial Report
- 135 C. Exhibit 12: Consideration for Acceptance – The October 2023 Operations & Maintenance
 136 Expenditures

137 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved
 138 all items of the Consent Agenda, as presented, for the Preserve at Wilderness Lake Community
 139 Development District.

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

- 141 A. Exhibit 13: Consideration of Swim Kids USA

142 Mr. Messing gave a presentation of the proposal from Swim Kids USA to provide swimming
 143 lessons to the community during the spring and fall seasons. Mr. Messing noted that the lessons
 144 were typically held throughout an 8:00 a.m. to 12:30 p.m. block, and had small class sizes with a
 145 maximum of five children at any time. Mr. Messing discussed class pricing and promotional
 146 discounts offered with the Board.

147 The Board and Ms. Dobson discussed organizing aquatics programming, including holding water
 148 safety classes, with CPR and first aid instruction, as well as holding water aerobics for different
 149 groups, all in addition to the proposed swimming lessons.

150 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Fisher, WITH ALL IN FAVOR, the Board approved
 151 the Swim Kids USA agreement, as amended, for the Preserve at Wilderness Lake Community Development
 152 District.

- 153 B. Exhibit 14: Consideration of Activities Center AC Replacement Proposal Options

154 Ms. Dobson stated that the current units were from 2013 and 2015, and were residential units which
 155 had been offered with five-year warranties. Ms. Dobson noted that the proposed AC replacements
 156 had been presented as improvements on the current units, but that she was unsure whether they
 157 were officially commercial-class units. Ms. Fisher suggested that the size of the facilities that the
 158 units were for would not necessarily require a commercial-class unit. Requests were heard from
 159 the Board to keep general track of when items needed replacement throughout the community, and
 160 Ms. Dobson stated that she had previously maintained a chart which could be updated.

- 161 1. Cool Coast Heating & Cooling, Inc.

162 Ms. Dobson noted that the proposal from Cool Coast Heating & Cooling, Inc. featured a
 163 10-year warranty on parts, the coil, and compressor, and a six-month warranty on labor.
 164 Ms. Dobson stated that this proposal was slightly less expensive than the competing
 165 proposal.

166

167 2. Ierna's Heating, Cooling & Plumbing

168 Ms. Dobson noted that the proposal from Ierna's Heating, Cooling & Plumbing featured
169 an all-inclusive 10-year warranty, but ran at a slightly higher price point.

170 On a MOTION by Ms. Fisher, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
171 the Ierna's Heating, Cooling & Plumbing AC replacement proposal for the Activities Center unit, inclusive
172 of a 10-year warranty, in the amount of \$12,094.00, for the Preserve at Wilderness Lake Community
173 Development District.

174 C. Exhibit 15: Consideration of MRIC Spatial, LLC. Letter Fee Proposal

175 In response to a Supervisor question, Ms. Dobson confirmed that both proposed surveys, for
176 topographic and tree location purposes, were needed.

177 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved
178 the MRIC Spatial, LLC. Letter Fee Proposal to survey the Pine Knot common area, in the amount of
179 \$1,500.00, for the Preserve at Wilderness Lake Community Development District.

180 D. Exhibit 16: Consideration of Reuben Clarson Consulting Dock Inspection Report Proposal

181 Mr. Brletic explained that the inspection report that would be provided for the Lodge dock in this
182 proposal would be the same type of review as the one performed for the District's floating dock the
183 previous year.

184 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
185 the Reuben Clarson Consulting Dock Inspection Report Proposal, in the amount of \$1,700.00, for the
186 Preserve at Wilderness Lake Community Development District.

187 E. Exhibit 17: Discussion & Consideration of Newspaper Options for Notices

188 Ms. Dobson explained that the CDD had run legal advertisements with the *Tampa Bay Times* with
189 their former management company, and noted that *Business Observer* had less expensive ad rates.
190 Ms. Dobson stated that both options was being presented to the Board for consideration out of
191 possible concerns with reduced readership and community awareness of meetings, workshops, and
192 public hearings should the Board switch to utilizing *Business Observer* for future legal notices. The
193 Board commented in favor of maintaining the current standard of transparency and continuing to
194 advertise with the *Tampa Bay Times*.

195 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
196 utilizing the *Tampa Bay Times* for all future legal notices, for the Preserve at Wilderness Lake Community
197 Development District.

198 F. Exhibit 18: Consideration & Adoption of **Resolution 2024-02**, Appointing Assistant Treasurer

199 Ms. Dobson advised that this resolution provided for an additional individual to act as assistant
200 treasurer in the event that the CDD's current treasurer was unable to fulfill any obligations for any
201 reason. Ms. Dobson stated that the additional assistant treasurer would be Mr. Scott Smith.

202 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board adopted
203 **Resolution 2024-02**, Appointing Assistant Treasurer, for the Preserve at Wilderness Lake Community
204 Development District.

205

206 G. Exhibit 19: Consideration & Adoption of **Resolution 2024-03**, Designating Signatories

207 Ms. Dobson explained that this resolution would add Mr. Smith as a signatory to fulfill any relevant
208 Board direction, as Assistant Treasurer for the District.

209 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board adopted
210 **Resolution 2024-03**, Designating Signatories, for the Preserve at Wilderness Lake Community
211 Development District.

212 H. Exhibit 20: Discussion of Newsletter – Ikare Publishing

213 Ms. Dobson noted that the vendor had expressed concerns about being able to commit to the CDD’s
214 expectations for a print newsletter, citing issues with the advertising component, resources, and the
215 fact that the company’s base of operations was in a different county. Ms. Dobson noted that the
216 vendor had offered to create digital newsletters instead. Discussion ensued between the Board and
217 Ms. Dobson regarding the capabilities of in-house staff to develop newsletters. Additional
218 comments were made in favor of filling in potential gaps in resident communication with text
219 message reminders and opt-in alerts, and specific staff roles these administrative communication
220 duties would fall under. Vesta staff noted efforts in training and delegating out duties related to
221 organizing flyers and issuing communications each month.

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

223 Ms. Hepner requested that flyers from more recent events be displayed on the monitors, alongside
224 event photos.

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

226 There being none, the next item followed.

227 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: January 3, 9:30 AM**

228 Ms. Edwards, Ms. Fisher, and Ms. Hepner stated that they would be able to attend the next meeting
229 in person, which would constitute a quorum. Ms. Ruhlig stated that she did not believe she would
230 be able to attend. Mr. Norrie was not present for the quorum check.

231 **TWELFTH ORDER OF BUSINESS – Adjournment**

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

234 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board
235 adjourned the meeting at 2:30 p.m. for the Preserve at Wilderness Lake Community Development District.

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

239 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
240 **meeting held on January 3, 2024.**

241

242

Preserve at Wilderness Lake CDD
Regular Meeting

December 6, 2023
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243 

Signature



Printed Name

244 Title: Secretary Assistant Secretary

 dotloop verified
01/09/24 4:18 PM EST
QGER XZLP QSRF XPM

Signature

Holly Ruhlig, Chair

Printed Name

Title: Chairman Vice Chairman