

MINUTES OF MEETING
PRESERVE AT WILDERNESS LAKE
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District was held on Wednesday, May 3, 2023 at 6:34 p.m. at the Preserve at Wilderness Lake Lodge, 21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637.

FIRST ORDER OF BUSINESS – Call to Order/Pledge of Allegiance

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

Present and constituting a quorum were:

Holly Ruhlig	Board Supervisor, Chairwoman
Bryan Norrie <i>(via phone)</i>	Board Supervisor, Vice Chairman
Agnieszka Fisher	Board Supervisor, Assistant Secretary
Beth Edwards	Board Supervisor, Assistant Secretary
Heather Hepner	Board Supervisor, Assistant Secretary

Also present were:

Tish Dobson	District Manager, Vesta District Services
Scott Smith	Regional Manager, Vesta
Julie Cortina	Regional Vice President, Vesta
Heather Alexandre	Amenities Regional Manager, Vesta
Stephen Brletic	District Engineer, BDI Engineering
Pete Lucadano	RedTree Landscaping
Amber Tucker	Event Coordinator
Karen Deal	Lodge Manager

The Pledge of Allegiance was recited.

The following is a summary of the discussions and actions taken at the May 3, 2023 Preserve at Wilderness Lake CDD Board of Supervisors Regular Meeting.

SECOND ORDER OF BUSINESS – Audience Comments/Board & Staff Responses

An audience member thanked the Board for moving forward with the change in management.

An audience member expressed concerns about speeding vehicles and the efficacy of speed signs. Additional comments were heard about pedestrian crosswalks, with suggestions for a study of the community to be conducted. Ms. Dobson responded that they would be working with the District Engineer and the maps from Pasco County for signage to ensure compliance with safety regulations.

THIRD ORDER OF BUSINESS – Board Supervisor Requests and Walk On Items

Ms. Hepner noted that an email had been received from a resident regarding a tree that was overhanging their property. Ms. Dobson stated that typically homeowners were allowed to trim anything growing over their property, but that full tree removal was typically not the course of action. The Board requested for a proposal from RedTree to address the pine tree debris on the Draycott berm.

FOURTH ORDER OF BUSINESS – General Interest Items

A. Tab 1: Landscaping Reports

Mr. Lucadano gave an overview of RedTree's work in making improvements to the irrigation system, and in addressing the root rot disease issue with applications of products recommended by the state. Mr. Lucadano noted that they were in the process of working with the District Manager on confirming administrative records as to what work the Board had and had not approved. Discussion ensued regarding coordination and updates on irrigation, and RedTree was requested to send the tracker spreadsheet to District Management for inclusion in future meeting agendas.

➤ Tab 2: Consideration of RedTree Landscape's Proposals

Following discussion, consideration of the proposals for mulch and annuals installation at the Lakewood Retreat Monument was tabled. Comments were heard in opposition for placing annuals in front of any monument signs, with Supervisors noting the potential costs involved with replacing annuals multiple times each year across all monument signs. Ms. Dobson stated that she could work with the landscapers to assess the monument island for other options.

Ms. Dobson noted that there was a proposal for replacing the hybrid Hunter controller at the neighborhood park and requested for information as to whether this had been done and just needed ratification.

➤ Presentation of Irrigation Inspection Report (USC)

There were no comments on the report.

B. Tab 3: District Engineer Report

➤ Floating Dock Update

Mr. Brletic informed the Board that the floating dock project should be completed within the next couple of weeks. Mr. Brletic noted a site visit that had occurred with the previous project manager, Chuck, and recommendations with the other dock that had followed for integrity inspections and material types.

➤ Update on Grasmere Project

Mr. Brletic stated that he had been attempting to get ahold of Site Masters regarding this, as well as additional work relating to the volleyball court.

➤ Update on Paver Project

Mr. Brletic noted that the paperwork had been submitted to the County by Ms. Ruhlig and stated that a performance bond was required. Mr. Brletic explained that although the County had not yet approved everything, he believed this would be forthcoming and recommended beginning the bond process to move things along, adding that he could provide the paperwork to District Management.

Mr. Brletic stated that striping would be required as part of the permitting process. Mr. Brletic explained that County roads required thermoplastic road striping, which ran at a higher cost than latex paint, so ACPLM had sent a change order for the Board's approval.

On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board approved the ACPLM Change Order, for an additional amount of \$6,384.00, for the Preserve at Wilderness Lake Community Development District.

Following the motion, Mr. Brletic presented options for the sand volleyball court borders, noting that the vendor had recommended Hedge Guard as the cheapest material option. Ms. Dobson observed that the area tended to get a lot of water, and discussion ensued regarding in-house staff installing guards.

86 Mr. Brletic additionally provided information on traffic calming and what the CDD was
87 allowed and prevented from doing with Pasco County restrictions. Mr. Brletic noted that
88 there were pathways to getting speed tables and rumble strips in, but that this may take
89 considerable effort and expense on the District's part, adding that there were strong
90 restrictions in place on enforceable signage.

91 C. District Counsel Report

92 District Counsel was not present. The Board did not provide any comments for District Counsel.

93 D. Tab 4: GHS Environmental Report

94 Ms. Dobson commented positively on the cutback appearance.

95 E. Community Manager's Report

96 ➤ Tab 5: Consideration of Proposals for Handicap Buttons at the Nature Center

97 Comments were heard observing the price discrepancy and expressing concerns that the
98 scopes of the proposals were not equal. Consideration of these proposals was tabled,
99 pending confirmation of the scope. Ms. Dobson stated that this would be added to the
100 project list.

101 ➤ Tab 6: Consideration of Proposals for Tennis Court Light Replacement

102 Ms. Hepner noted that a new LED system would have an initial impact on the budget but
103 would provide cost savings over time and would be more eco-friendly. Ms. Dobson
104 suggested that projects in general could be ranked based on priority to help with future
105 planning and explained that funds could be sourced directly from reserves or through a
106 capital outlay/improvement plan budget. Following discussion, Ms. Dobson stated that
107 they would add the tennis court lighting to the project tracker list.

108 **FIFTH ORDER OF BUSINESS – Business Items**

109 A. Tab 7: Consideration of Proposal for Backup System License

110 Ms. Dobson provided an overview of the functionality of the Barracuda cloud backup system.

111 On a MOTION by Ms. Hepner, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
112 the Barracuda Backup System License, as presented, in the amount of \$1,387.20, for the Preserve at
113 Wilderness Lake Community Development District.

114 B. Tab 8: Presentation of Fiscal Year 2023/2024 Proposed Budget

115 Ms. Dobson presented the proposed budget, giving caution to the Board about using carry forward
116 money to help offset the budget. Ms. Edwards provided comments on the information from the new
117 reserve study and numbers that had been run, suggesting that the reserves needed to be adjusted
118 upwards from \$275,000 to \$322,500. Discussion ensued, with Ms. Dobson advising that the CDD
119 was at about the 40% mark with regard to the reserves. Ms. Dobson additionally noted that the
120 Board was approving a high-water mark budget at this meeting and could always lower the overall
121 budget between Resolution 2023-02's adoption and the finalization of the budget at the public
122 hearing.

123 Ms. Dobson asked when the Board would like to set the workshop for further discussion of the
124 budget, and the Board agreed to schedule the workshop meeting for May 24, at 10:00 a.m.

125 *(The Board recessed the meeting at 8:32 p.m., and reconvened at 8:49 p.m.)*

- 126 ➤ Tab 9: Consideration of **Resolution 2023-02**, Approving Fiscal Year 2023/2024 Proposed
127 Budget and Setting the Public Hearing on the Final Budget

128 No motion was heard on Resolution 2023-02 at this time.

- 129 C. Tab 10: Consideration of Agreement for District Management Services with Vesta Property
130 Services

131 On a MOTION by Ms. Hepner, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
132 the Agreement for District Management Services with Vesta Property Services, as presented, for the
133 Preserve at Wilderness Lake Community Development District.

- 134 D. Tab 11: Consideration of Agreement for Amenity Management Services with Vesta Property
135 Services

136 On a MOTION by Mr. Norrie, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
137 the Agreement for Amenity Management Services with Vesta Property Services, as presented, for the
138 Preserve at Wilderness Lake Community Development District.

- 139 E. Tab 12: Consideration of **Resolution 2023-03**, Appointing a District Manager

140 On a MOTION by Mr. Norrie, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board adopted
141 **Resolution 2023-03**, Appointing Tish Dobson as District Manager, for the Preserve at Wilderness Lake
142 Community Development District.

143 *(Mr. Norrie left the meeting.)*

- 144 F. Tab 13: Consideration of **Resolution 2023-04**, Designating a Primary Administrative Office

145 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board adopted
146 **Resolution 2023-04**, Designating a Primary Administrative Office, for the Preserve at Wilderness Lake
147 Community Development District.

- 148 G. Tab 14: Consideration of **Resolution 2023-05**, Designating Officers of The District

149 The Board opted to retain Ms. Ruhlig as Chair and Mr. Norrie as Vice Chair of the Board.

150 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board adopted
151 **Resolution 2023-05**, Designating Officers of The District, for the Preserve at Wilderness Lake Community
152 Development District.

- 153 H. Tab 15: Consideration of **Resolution 2023-06**, Designating Authorized Signatories

154 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board adopted
155 **Resolution 2023-06**, Designating Authorized Signatories, for the Preserve at Wilderness Lake Community
156 Development District.

- 157 I. Consideration of Board of Supervisors Payroll Processing

158 The Board requested to continue with the same payroll processing system.

159 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
160 continuing with 1099 payroll processing for the Board of Supervisors for the Preserve at Wilderness Lake
161 Community Development District.

Following the motion, Ms. Dobson stated that new Supervisor forms would be distributed to the Board to get their information onto the new District Management's system.

J. Tab 16: Ratification of Access Control Repair Proposal

Ms. Dobson stated that the proposal, which was to repair the access card system regulating maglocks for the fitness center, tennis courts, and pool gates after a lightning strike, had previously been approved by Ms. Ruhlig and signed off by herself. The Board requested language to clarify that the repairs were due to storm-related damage rather than it being any end-of-life replacement, for added clarity for insurance coverage purposes.

On a MOTION by Ms. Ruhlig, SECONDED by Ms. Fisher, WITH ALL IN FAVOR, the Board approved the Ratification of the Access Control Repair Proposal, with the addition of lightning damage language, for the Preserve at Wilderness Lake Community Development District.

Following the motion, the Board requested additional information related to insurance coverage from damage to the ranger station, along with some comments about a payroll deposit which should be coming back to the District.

Ms. Dobson presented a proposal from VPC for ratification, explaining that the scope of the proposal was to replace the second server, the switch, three battery backup units, and the SonicWALL, in the amount of \$7,802.00. The Board and Ms. Dobson discussed the lightning damage claim that would be submitted to the District insurer, Egis, and Ms. Dobson noted that the items would be a running tally as further damage to equipment may be found in the ensuing weeks.

On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved the Ratification of the VPC proposal for replacement of the second server, the switch, three battery backup units, and the SonicWALL, in the amount of \$7,802.00, for the Preserve at Wilderness Lake Community Development District.

Following the motion, Ms. Dobson presented an additional proposal from VPC for ratification, for replacement of four Lenovo ThinkCentre Lodge computers, the service agreement, and an HP Color Laser Printer/Fax/Scanner, in the amount of \$3,445.00.

On a MOTION by Ms. Edwards, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board approved the Ratification of the VPC proposal for replacement of four Lenovo ThinkCentre Lodge computers, the service agreement, and an HP Color Laser Printer/Fax/Scanner, in the amount of \$3,445.00, for the Preserve at Wilderness Lake Community Development District.

SIXTH ORDER OF BUSINESS – Business Administration

A. Tab 17: Consideration of Minutes of the Board of Supervisors' Special Meeting Held on April 3, 2023

The Board requested for a typo in the audience comments be fixed from "attached" to "attacked".

B. Tab 18: Consideration of Minutes of the Board of Supervisors' Regular Meeting Held on April 5, 2023

The Board requested for the name of one of the staff members listed as receiving a sign-on bonus via motion to be corrected. The Board additionally requested for the names throughout the minutes to be checked for consistency.

C. Tab 19: Consideration of Operation and Maintenance Expenditures for February and March 2023

Ms. Edwards discussed the expenses with the Board and Ms. Dobson, noting observations with the reserve schedule. Ms. Dobson acknowledged that the February maintenance expenditures were significant, though noted that there were extensive repairs, and Ms. Edwards added that previous mulch expenses had hit the maintenance financials late, which may skew expenditure amounts to a misleading degree.

On a MOTION by Ms. Hepner, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved all Business Administration items, with the requested changes to the April 3 and April 5 meeting minutes, for the Preserve at Wilderness Lake Community Development District.

SEVENTH ORDER OF BUSINESS – District Manager Update

Prior to discussing the financial statements, Ms. Dobson reported on work behind the scenes with new staff to help ensure a smooth transition between management companies.

A. Tab 20: Financial Statements for March 2023

Ms. Dobson presented the financial statements, noting that Vesta included an additional column for percentages on their statements, and stated that they were open to accommodating any special requests from the Board for visualizing the financials.

B. Tab 21: Overview of Reserve Study

There were no comments from the Board on the reserve study.

EIGHTH ORDER OF BUSINESS – Audience Comments/Supervisors Requests

Ms. Hepner indicated that there was an error on the website regarding Rules and Regulations 12-14 on guests being brought to the pool. Ms. Hepner added that the Board had previously approved a branding update for the website and noted that names would also need to be updated. Ms. Hepner provided an update on the wristbands approved at the previous meeting, noting that the wristband order had been placed for all pink wristbands, and Ms. Dobson suggested that they could contact the manufacturer to see if they would be open to swapping out some colors. Additional discussion ensued regarding passwords and keys needing to be updated.

Ms. Dobson stated that her intent was to provide detailed updates to the Boards of the CDDs she managed on a regular basis between meetings, and that this would continue moving forward.

Ms. Edwards inquired about amenity staff reports and suggested that having staff schedules for the Board to refer to would be helpful. Staff members additionally introduced themselves to the Board.

Ms. Dobson asked for direction on how the Board wished to proceed with the CDD's bank accounts, noting that they could continue with the accounts as-is or move towards a different bank. Following discussion, the Board requested to keep their current banking institutions. Ms. Dobson additionally noted an increase in Square transaction thresholds, and suggestions were made to increase some prices to offset transaction fees and allow for the threshold to remain at its original level.

The Board and Ms. Dobson discussed the credit card and spending limits for the Community Manager card issued under Ms. Deal's name.

On a MOTION by Ms. Hepner, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved setting the Community Manager credit card limit in the amount of \$3,000.00, for the Preserve at Wilderness Lake Community Development District.

Preserve at Wilderness Lake CDD

May 3, 2023

Regular Meeting

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243 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
244 setting the Community Manager limit on spending without requiring District approval in the amount of
245 \$1,000.00, for the Preserve at Wilderness Lake Community Development District.

246 Following the motions, comments were heard from Supervisors on a spending limit for the District
247 Manager to sign off on without needing the additional concurring signature from the Chair.

248 On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved
249 setting the District Manager spending and signing authority threshold in the amount of \$5,000.00, for the
250 Preserve at Wilderness Lake Community Development District.

251
252 On a MOTION by Ms. Edwards, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board
253 approved for emergency expenditures in excess of the \$5,000.00 District Manager signing authority
254 threshold to require a concurrent signature from the Chair of the Board of Supervisors, up to a \$20,000.00
255 maximum, for the Preserve at Wilderness Lake Community Development District.

256 Following the motion, Ms. Hepner suggested for the setup for the Cinco de Mayo event to
257 accommodate for attendees likely to show up prior to the scheduled start time of 7:00 p.m. Ms.
258 Hepner additionally inquired about musician payment, and staff advised that the checks had cashed.
259 Ms. Dobson asked for a quorum check for the next meeting scheduled for June 7, at 9:30 a.m. Ms.
260 Ruhlig, Ms. Fisher, Ms. Edwards and Ms. Hepner all confirmed that they would be able to attend
261 this meeting in person, which would constitute a quorum. Mr. Norrie was not available to respond
262 to the quorum check.

263 NINTH ORDER OF BUSINESS – Adjournment

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

266 On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board
267 adjourned the meeting at 10:05 p.m. for the Preserve at Wilderness Lake Community Development District.

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

271 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
272 **meeting held on July 5, 2023.**

273

Holly Ruhlig, Chair	dotloop verified 07/06/23 12:58 PM EDT S5OR-VBKP-KKXP-XDT6
Signature	
Holly Ruhlig	
Printed Name	

Tish Dobson

Signature

Tish Dobson - Secretary

Printed Name

274 Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman