

**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, July 5, 2023 at 9:36 a.m. at the Preserve at Wilderness Lake Lodge, 21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637.

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

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

Present and constituting a quorum were:

Holly Ruhlig	Board Supervisor, Chairwoman
Agnieszka Fisher <i>(via phone)</i>	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
Julie Cortina	Regional Vice President, Vesta
John Vericker <i>(via phone)</i>	District Counsel, Straley Robin Vericker
Stephen Brletic <i>(via phone)</i>	District Engineer, JMT
John Burkett	RedTree Landscaping
Amber Tucker	Event Coordinator
Angela Sigga <i>(via phone)</i>	Resident

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

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

The Pledge of Allegiance was recited.

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

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS – Supervisor Comments**

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

**FIFTH ORDER OF BUSINESS – Staff Reports**

A. Landscaping & Irrigation

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

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

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

a. Exhibit 3: Landscape Installation – Lakewood Retreat Monument

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

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

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

B. Aquatic Services

1. Exhibit 4: GHS Environmental Report

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

C. Exhibit 5: District Engineer

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

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

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

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

D. District Counsel

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

E. Community Manager

1. Presentation of Community Manager Report

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

F. District Manager

1. Presentation of District Manager & Field Operations Report

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

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

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

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

**SIXTH ORDER OF BUSINESS – Consent Agenda**

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

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

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

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

F. Exhibit 10: Ratification of RedTree Irrigation Repair Proposal

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

**SEVENTH ORDER OF BUSINESS – Business Items**

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

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

A. Discussion of Parking Policy

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

B. Discussion of Fitness Classes in the Activities Center

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

C. Presentation of Project Tracker

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

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

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

**EIGHTH ORDER OF BUSINESS – Supervisors Requests**

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

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

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

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

There being none, the next item followed.

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

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

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

**ELEVENTH ORDER OF BUSINESS – Adjournment**

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

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

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

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

Preserve at Wilderness Lake CDD

Regular Meeting

Signature

Printed Name

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Signature

Printed Name

Title: ☒ Chairman ☐ Vice Chairman