

**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, August 2, 2023 at 6:36 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/Roll Call**

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

Present and constituting a quorum were:

Holly Ruhlig	Board Supervisor, Chairwoman
Brian Norrie	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	Vice President, Vesta District Services
Stephen Brletic ( <i>via phone</i> )	District Engineer, JMT
John Burkett	RedTree Landscaping

*The following is a summary of the discussions and actions taken at the August 2, 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*)**

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

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

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

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

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

**FOURTH ORDER OF BUSINESS – Supervisor Comments**

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

**FIFTH ORDER OF BUSINESS – Public Hearings**

A. FY 2024 Budget Public Hearing

1. Open the Public Hearing

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

2. Exhibit 1: Presentation of Public Notices

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

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

4. Public Comments

There being none, the next item followed.

5. Close the Public Hearing

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

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

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

B. FY 2024 O&M Assessments Public Hearing

1. Open the Public Hearing

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

2. Public Comments

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

3. Close the Public Hearing

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

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

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

**SIXTH ORDER OF BUSINESS – Staff Reports**

A. Landscaping & Irrigation

1. Exhibit 1: Landscape Inspection Reports – July 13

Ms. Dobson presented the reports from RedTree.

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

2. RedTree Irrigation Inspection Report

3. RedTree Proposals (if any)

B. Aquatic Services

1. Exhibit 6: GHS Environmental Report

C. District Engineer

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

D. District Counsel

E. Community Manager

1. Exhibit 7: Presentation of Community Manager Report

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

## F. District Manager

## 1. Exhibit 8: Presentation of District Manager &amp; Field Operations Report

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

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

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

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

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

**SEVENTH ORDER OF BUSINESS – Consent Agenda**

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

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

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

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

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

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 13: Ratification of Cooper Pools Commercial Gas Heater Replacement Proposal

Ms. Dobson noted that the proposal had been approved as a Lightning Damage expense, though they had subsequently been unable to prove whether the motor had failed due to a lightning strike. Ms. Dobson stated that she would go back to the insurance company, the electrician, and to Cooper Pools to see if anything could be arranged.

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

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

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

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

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

**EIGHTH ORDER OF BUSINESS – Business Items**

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

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

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

B. Exhibit 17: Consideration of Illuminations Holiday Lighting Proposal

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

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.*

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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*  

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**Signature**  
**Tish Dobson**  

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**Printed Name**

Holly Ruhlig, Chair	dotloop verified 09/11/23 2:11 PM EDT K0XZ-G5L4-7N5G-HBPF
<b>Signature</b> Holly Ruhlig, Chair	
<b>Printed Name</b>	

247 Title:   X ☐ Secretary   ☐ Assistant Secretary

Title:   X ☒ Chairman   ☐ Vice Chairman  
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