

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

Also present were:

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

*The following is a summary of the discussions and actions taken at the October 4, 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 stated that she felt it was unfair that the nail tech was being asked to share the room which she operated out of, emphasizing the small size of the room and the possible reduction in work hours and income.

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

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

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

**FOURTH ORDER OF BUSINESS – Supervisor Comments**

There were no comments from any Board Supervisors.

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

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

**SIXTH ORDER OF BUSINESS – Staff Reports**

**A. Landscaping & Irrigation**

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

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

3. RedTree Proposals (if any)

**a. Exhibit 3: Oak Bed Renovation**

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

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

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

B. Aquatic Services

1. Exhibit 4: GHS Environmental Report

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

C. Exhibit 5: District Engineer

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

D. District Counsel

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

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

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

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

E. Community Manager

1. Exhibit 6: Presentation of Community Manager Report

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

F. District Manager

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

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

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

2. Exhibit 8: Discussion of Spa Services

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

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

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

4. Exhibit 10: Presentation of Project Tracker

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

**SEVENTH ORDER OF BUSINESS – Consent Agenda**

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

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

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

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

**EIGHTH ORDER OF BUSINESS – Business Items**

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

1. DH Pace

2. Magnum Door Solutions

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

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

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

**NINTH ORDER OF BUSINESS – Supervisors Requests**

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

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

There being none, the next item followed.

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

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

**TWELFTH 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. Fisher, WITH ALL IN FAVOR, the Board adjourned the meeting at 1:03 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 November 1, 2023.**

Signature

Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

Signature

Printed Name

Title: ☒ Chairman ☐ Vice Chairman