

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

*The following is a summary of the discussions and actions taken at the December 6, 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 – Exhibit 1: Presentation of Proof of Publication(s)**

**FIFTH ORDER OF BUSINESS – Supervisor Comments**

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

**SIXTH ORDER OF BUSINESS – Staff Reports**

A. Landscaping & Irrigation

1. RedTree Report

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

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

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

a. Exhibit 2: Presentation of County Water Restrictions

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

2. Exhibit 3: RedTree Landscape Inspection Report

3. Exhibit 4: RedTree Landscape Projects & Proposal Tracker

4. Exhibit 5: RedTree Proposals (if any)

a. Bus Clearance – Oak Tree Pruning

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

b. Clubhouse Parking Lot – Oak Tree Pruning

c. Near 21654 Draycott Way – Oak Tree Pruning

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

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

d. Various Areas – Dead Tree Removal

e. Blvd. at Eagles Crest – Maple Straightening

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

f. Mulching Program

Ms. Dobson advised that the District's budget for mulching for this fiscal year was \$42,000. The Board and Mr. Lucadano discussed the timing of mulch installation, 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.
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Following the motion, Ms. Dobson and the Board discussed the role and responsibilities of the still-open positions, with a focus on key words for job description listings, and staff stated that the language on the listings would be tweaked as soon as possible based on Supervisor comments. Ms. Dobson additionally clarified that multiple attendants would be needed at times to separately assist with activities at pool facilities and coordinate entry and sign-ins through gates during peak times.

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

A. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held November 1, 2023

B. Exhibit 11: Consideration for Acceptance – The October 2023 Unaudited Financial Report

C. Exhibit 12: Consideration for Acceptance – The October 2023 Operations & Maintenance Expenditures

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

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

A. Exhibit 13: Consideration of Swim Kids USA

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

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

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

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

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

1. Cool Coast Heating & Cooling, Inc.

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

2. Ierna's Heating, Cooling & Plumbing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

H. Exhibit 20: Discussion of Newsletter – Ikare Publishing

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

**NINTH ORDER OF BUSINESS – Supervisors Requests**

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

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

There being none, the next item followed.

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

Ms. Edwards, Ms. Fisher, and Ms. Hepner stated that they would be able to attend the next meeting in person, which would constitute a quorum. Ms. Ruhlig stated that she did not believe she would be able to attend. 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. Edwards, WITH ALL IN FAVOR, the Board adjourned the meeting at 2:30 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.*

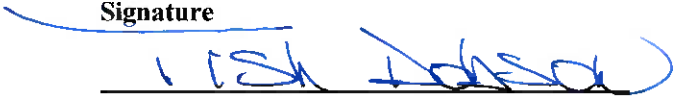
**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on January 3, 2024.**

Preserve at Wilderness Lake CDD  
Regular Meeting

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Signature



Printed Name

244 Title: ☐ Secretary ☒ Assistant Secretary

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01/09/24 4:18 PM EST  
QQER XZLP QSRF XPM

Signature

Holly Ruhlig, Chair

Printed Name

Title: ☒ Chairman ☐ Vice Chairman