

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 2, 2024 at 9:32 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
Heather Hepner	Board Supervisor, Vice Chairwoman
Beth Edwards	Board Supervisor, Assistant Secretary
John Staples	Board Supervisor, Assistant Secretary

Also present were:

Tish Dobson	District Manager, Vesta District Services
Steven Approbato	Lifestyle Coordinator, Vesta Property Services
Dezeray Souder	Lodge Representative, Vesta Property Services
Steven Giovanniello	Vesta Property Services
Cari Webster <i>(via phone)</i>	District Counsel, Straley Robin Vericker
Stephen Brletic <i>(via phone)</i>	District Engineer, BDI Engineering
Kevin Smith	RedTree
John Burkett	RedTree
Tom Piccano	PSA

The following is a summary of the discussions and actions taken at the October 2, 2024 Preserve at Wilderness Lake CDD Board of Supervisors Regular Meeting.

SECOND ORDER OF BUSINESS – Pledge of Allegiance

Ms. Ruhlig led all present in the Pledge of Allegiance.

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

There were no comments from audience members.

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

FIFTH ORDER OF BUSINESS – Supervisor Comments

There were no comments from any Supervisors.

Prior to proceeding with the Staff reports, Ms. Dobson introduced Mr. Approbato as the new Lifestyle Coordinator with a focus on intramural sports, and introduced Ms. Souder as the new Lodge Rep with a focus on events, who would also be assisting with intramural sports.

SIXTH ORDER OF BUSINESS – Staff Reports

A. Landscaping & Irrigation

Ms. Dobson introduced Mr. Piccano to the Board, and Mr. Piccano gave an overview of PSA's oversight duties over landscaping work for Wilderness, including setting specifications and performing inspections on a monthly basis. Mr. Piccano stated that he encouraged Board members

to come along for site inspections to gain a better understanding of the specifics of what his job entailed.

1. Exhibit 2: RedTree Report – September 2024

Mr. Burkett spoke on behalf of RedTree, providing updates on rotations, storm damage cleanup, and effects of current levels of precipitation on the general landscape of the community. Mr. Burkett also noted that the company had acquired a large golf cart which would be used on inspections moving forward.

2. RedTree Landscape Inspection Report

3. RedTree Proposals (if any)

B. Aquatic Services

1. Exhibit 3: GHS Environmental Report

Ms. Dobson stated that he had discussed the ongoing work with Fish & Wildlife with Mr. Burnite, and that while there had been some delays for structure permits due to the hurricane, the grass carp stocking was still on schedule to come in. The Board discussed a grass carp article, requesting that it be sent out to the community via e-blast along with the date of their pond release.

C. Exhibit 4: District Engineer

Comments were heard regarding the elevated stormwater levels and structures being monitored for any negative impacts. Additional comments were made regarding slow drainage on Sky Vista and inlets in the area being assessed.

D. District Counsel

Ms. Webster stated that she had nothing specific to report, but that she was available for any questions or discussion. Board comments were made regarding a training event that had successfully occurred, and Ms. Edwards asked about the Special District Mandate covered under Exhibit 15. Ms. Dobson explained that new state legislation required for special districts to set goals and objectives for each fiscal year moving forward, and that she had developed a preliminary annual report for the Board's consideration and approval. Ms. Dobson added that she had conferenced with District Counsel who felt it was adequate for the state's requirements.

Ms. Dobson and the Board additionally discussed a waiver for vendors at events such as craft fairs and business expos, included under Exhibit 12, which had been developed with the assistance of District Counsel. Ms. Dobson explained that a vendor had requested to share and demonstrate a device that she believed fell under the medical umbrella based on its massage functions, and that she had approached Counsel to develop the form of the waiver to look into allowing such vendors on CDD property and releasing all liability from the CDD. Ms. Dobson highlighted the waiver's potential utility with accounting for various allergens that vendors may be working with for their goods and wares. Discussion ensued regarding business expo organizational details, including costs and benefits to vendors participating, as well as their feedback gathered by Ms. Dobson.

E. Community Manager

1. Exhibit 5: Presentation of Community Manager Report

Ms. Edwards commented positively on the newsletters coming out on a regular schedule, though observed some issues in actually navigating to the full document through certain means online. Ms. Dobson stated that she would consult the webhost to try to resolve any accessibility issues. The Board also suggested ensuring that navigation was consistent

across different mobile platforms. Additional discussion ensued regarding the scope of the calendar as opposed to other channels of communication where more resident-driven events were highlighted and promoted. Ms. Dobson suggested that her team would be open to following the Board's direction in the best ways to get information out to the community, across the newsletter, e-blasts, and flyers as channels. The Board requested for resident-driven events to be added to the website calendar.

F. District Manager

1. Exhibit 6: Presentation of District Manager & Field Operations Report

Ms. Dobson addressed Supervisor questions regarding the status of the splash pad, noting that repairs had gone through and had been covered under warranty, under no cost to the CDD. Ms. Dobson noted that the color fade was attributed to sun exposure and the necessary pool chemicals.

SEVENTH ORDER OF BUSINESS – Consent Agenda

A. Exhibit 7: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on September 4, 2024

B. Exhibit 8: Consideration for Acceptance – The August 2024 Unaudited Financial Report

C. Exhibit 9: Consideration for Acceptance – The August 2024 Operations & Maintenance Expenditures

Ms. Dobson noted work that had gone into producing an expense breakdown for the insurance proceeds for the lightning damage, additionally clarifying that the majority of the expenses had taken place in the previous budget fiscal year. Ms. Dobson also stated that Vesta had a new accountant on the CDD portfolio, who had been with the company for multiple years and had been trained by the outgoing accountant.

In response to Supervisor questions regarding the reserve consultant, Ms. Dobson explained that the proposal had previously been approved by the Board, but that work was only beginning this month as the consultant was instructed to hold off until the start of the fiscal year. Ms. Dobson stated that she anticipated having the report by December, and that this would be reflected in the current fiscal year financials. Additional discussion ensued regarding roadwork and infrastructure projects.

On a MOTION by Ms. Ruhlig, SECONDED by Ms. Hepner, WITH ALL IN FAVOR, the Board approved the consent agenda as presented, for the Preserve at Wilderness Lake Community Development District.

D. Exhibit 10: Ratification of A Total Solution Fire Sprinkler Repair Invoices

Ms. Dobson explained that these invoices had dealt with various repairs to fire sprinklers to ensure compliance with the checklist related to recent one-year and five-year inspections carried out on site by the fire marshal.

1. Invoice #181434

Ms. Dobson stated that this invoice was in the amount of \$3,984.76.

2. Invoice #181669

Ms. Dobson stated that this invoice was in the amount of \$2,368.53.

Ms. Hepner noted that the invoices together exceeded the \$5,000.00 threshold for discretionary spending that would typically apply, though acknowledged the importance of passing the inspections to retain the validity of the operating license. Ms. Hepner

requested for additional Board visibility for future instances where vendors were sending multiple invoices within a short period of time and approaching similar dollar amounts. Ms. Dobson stated that she appreciated the feedback, and provided some context as to the invoices being split up due to the multi-day process of the fire marshal's assessment and inspection of various system components, and in particular the different degrees of scrutiny across the one-year and five-year inspections conducted. Ms. Dobson added that the Chair had been contacted regarding some components requiring immediate replacement at the time, as going without replacement would necessitate an extensive fire watch protocol. Discussion ensued regarding aging structures and District assets, as well as the strong degree of documentation of the emergency fire system.

On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved the ratification of A Total Solution Fire Sprinkler Repair Invoices #181434 and #181669, in the respective amounts of \$3,984.76 and \$2,368.53, for the Preserve at Wilderness Lake Community Development District.

(The Board recessed the meeting at 11:35 a.m., and reconvened at 11:44 a.m.)

E. Exhibit 11: Ratification of EGIS FIA Insurance Policy & Invoice

Ms. Dobson stated that this invoice was in the amount of \$61,339. Ms. Dobson stated that an increase to the general liability insurance/property insurance line item had been anticipated, with the CDD having adopted a FY 2025 budget line item amount of \$64,006, and that as the actual increase was smaller than expected, some funds would be left over. In response to a Supervisor question about dates on the invoice, Ms. Dobson confirmed that this would still be reflected in the current budget year. The Board and Ms. Dobson discussed the approval process for this insurance policy given its amount, with Ms. Dobson noting how the timing of the submitted invoice had made it such that there was not sufficient time to get the policy before the Board at a scheduled monthly meeting for review prior to its approval if they wished to avoid potential gaps in coverage. Ms. Dobson noted that if the Board wished to cancel this insurance policy and proceed with a different company, the District would be granted a refund of the appropriate portion of the premium, but also acknowledged that there were few insurance companies that insured CDDs. Additional discussion ensued regarding the ratification process from the District Manager's perspective.

On a MOTION by Ms. Ruhlig, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved the ratification of the EGIS FIA Insurance Policy & Invoice, in the amount of \$61,339.00, for the Preserve at Wilderness Lake Community Development District.

EIGHTH ORDER OF BUSINESS – Business Items

A. Exhibit 12: Consideration of Vendor Waiver

This Exhibit was previously discussed in the meeting under the District Counsel report.

Ms. Edwards made a motion, seconded by Ms. Ruhlig, to approve the vendor waiver as presented.

During discussion of the motion, Ms. Hepner asked whether the language of the waiver ought to specify the governing District and venue. Ms. Hepner stated that while it may be implied that the waiver was based on state laws due to the physical venue where it would be implemented, she would prefer to see the form of the waiver indicate that the agreement shall be governed by laws of Florida.

On a MOTION by Ms. Edwards, SECONDED by Ms. Ruhlig, WITH ALL IN FAVOR, the Board approved the vendor waiver form releasing the CDD of liability for the Preserve at Wilderness Lake Community Development District.

B. Exhibit 13: Discussion of Disbursement of Funds and Spending Authority

Following discussion, the Board opted to define spending thresholds to be at \$7,500.00 for the District Manager and to \$15,000 for District Manager in conjunction with the Chair of the Board, and anything beyond the threshold that was considered to be an emergency would require a third signature from an upper management team member. Ms. Dobson requested for District Counsel to take this feedback and draft a new spending authority resolution accordingly.

On a MOTION by Mr. Staples, SECONDED by Ms. Edwards, WITH ALL IN FAVOR, the Board approved directing District Counsel to draft a resolution for defining the spending authority of the District Manager, Chair of the Board, and oversight from the District Management company's upper management team, for the Preserve at Wilderness Lake Community Development District.

C. Exhibit 14: Discussion of Stormwater Drains Assessment

Ms. Dobson stated that this assessment had been reviewed with the District Engineer. There were no questions or comments from the Board on this Exhibit.

D. Exhibit 15: Discussion of Special District Mandate

This Exhibit was previously discussed in the meeting under the District Counsel report.

Ms. Dobson acknowledged that the language in the various goals and objectives was somewhat more extensive than a typical district, but that this document was open for Board comments and invited Supervisors to submit their suggestions for any updates for the version to be presented for adoption at the November regular meeting.

E. Exhibit 16: Discussion of Insurance Breakdown

This Exhibit was previously discussed in the meeting with the August Financial Report and O&M Expenditures under the Consent Agenda.

NINTH ORDER OF BUSINESS – Supervisors Requests

Ms. Edwards asked about staffing levels, and Ms. Dobson stated that currently the CDD was fully staffed. Ms. Edwards requested for an analysis to be performed on current benefits and salary levels, and how that compared to the amount in the respective budgeted line item. Suggestions were heard for the matrix to include details such as date that reviews had been conducted and raises had been implemented, as well as the type of employment and anticipated future raises.

TENTH ORDER OF BUSINESS – Audience Comments – New Business

There being none, the next item followed.

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

All Board members present stated that they would be able to attend the next meeting in person, which would constitute a quorum.

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 12:50 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 6, 2024.

Signature

Printed Name

Tish Johnson

Tish Johnson

Title: ☐ Secretary ☒ Assistant Secretary

Signature

Printed Name

Holly Ruhlig

Holly Ruhlig

Title: ☒ Chairman ☐ Vice Chairman