

*Woodland Ranch Estates  
Community Development District*

*Meeting Agenda*

*December 14, 2022*

# AGENDA

# *Woodland Ranch Estates Community Development District*

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219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

December 7, 2022

**Board of Supervisors  
Woodland Ranch Estates  
Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors of the **Woodland Ranch Estates Community Development District** will be held on **Wednesday, December 14, 2022**, at **2:00 PM** at **4900 Dundee Road, Winter Haven, FL 33884**.

**Zoom Video Join Link:** <https://us06web.zoom.us/j/87141014364>

**Call-In Information:** 1-646-876-9923

**Meeting ID:** 871 4101 4364

Following is the advance agenda for the meeting:

## **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (<sup>1</sup>Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the November 9, 2022 Landowners' and Board of Supervisors Meetings
4. Public Hearing
  - A. Public Hearing on the Adoption of the Fiscal Year 2021/2022 and 2022/2023 Budgets
    - i. Consideration of Resolution 2023-06 Adopting the District's Fiscal Year 2021/2022 and 2022/2023 Budgets and Appropriating Funds
5. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

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<sup>1</sup> Comments will be limited to three (3) minutes

# MINUTES

# SECTION IV

# SECTION A

# SECTION 1

**RESOLUTION 2023-06**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE REMAINING FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AND ADOPTING THE BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District was established by Ordinance No. 22-26, adopted by the Town Commission of the Town of Dundee, Florida, effective September 13, 2022, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

**WHEREAS**, the District Manager has submitted to the Board of Supervisors (“**Board**”), of the Woodland Ranch Estates Community Development District (“**District**”), proposed budgets (“**Proposed Budgets**”), for the remaining of fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”), and for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**” and together with Fiscal Year 2021/2022, the “**Fiscal Years**”), along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budgets, the District filed a copy of the Proposed Budgets with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budgets on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared Proposed Budgets, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.



**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budgets, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budgets, attached hereto as **Composite Exhibit “A,”** as amended by the Board, are hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budgets**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budgets may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budgets, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Woodland Ranch Estates Community Development District for the Fiscal Year Ending September 30, 2022” and “The Budget for the Woodland Ranch Estates Community Development District for the Fiscal Year Ending September 30, 2023.”
- d. The Adopted Budgets shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of \$ \_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

**FY 2021/2022 TOTAL GENERAL FUND**                      \$ \_\_\_\_\_

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$ \_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

**FY 2022/2023 TOTAL GENERAL FUND**                      \$ \_\_\_\_\_

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within the Fiscal Years or within 60 days following the end of the Fiscal Years may amend its Adopted Budgets for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 14TH DAY OF DECEMBER 2022.**

ATTEST:

**WOODLAND RANCH ESTATES  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**COMPOSITE EXHIBIT A**

**Fiscal Year 2021/2022 and 2022/2023 Budgets**

***Woodland Ranch Estates***  
***Community Development District***

***Proposed Budget***  
***FY2022 - FY2023***



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# Woodland Ranch Estates

## Community Development District

### Proposed Budget

#### General Fund

Description	Proposed Budget FY2022*	Proposed Budget FY2023
<b>Revenues</b>		
Developer Contributions	\$ 35,824	\$ 159,010
<b>Total Revenues</b>	<b>\$ 35,824</b>	<b>\$ 159,010</b>
<b>Expenditures</b>		
<i>General &amp; Administrative</i>		
Supervisor Fees	\$ 1,000	\$ 12,000
Engineering	\$ 1,250	\$ 15,000
Attorney	\$ 10,000	\$ 25,000
Annual Audit	\$ -	\$ 4,000
Assessment Administration	\$ -	\$ 5,000
Arbitrage	\$ -	\$ 450
Dissemination	\$ -	\$ 5,000
Trustee Fees	\$ -	\$ 3,600
Management Fees	\$ 3,125	\$ 37,500
Information Technology	\$ 150	\$ 1,800
Website Maintenance **	\$ 1,850	\$ 1,200
Postage & Delivery	\$ 83	\$ 1,000
Insurance	\$ 5,000	\$ 5,000
Copies	\$ 83	\$ 1,000
Legal Advertising	\$ 10,000	\$ 10,000
Contingencies	\$ 3,000	\$ 5,000
Office Supplies	\$ 52	\$ 625
Travel Per Diem	\$ 55	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 175
<b>Total General &amp; Administrative:</b>	<b>\$ 35,824</b>	<b>\$ 134,010</b>
<i>Operations &amp; Maintenance</i>		
Field Contingency	\$ -	\$ 25,000
<b>Total Operations &amp; Maintenance:</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>Total Expenditures</b>	<b>\$ 35,824</b>	<b>\$ 159,010</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>

\*Budget is prorated to September 2022

\*\* FY22 Budget amount includes a one-time website creation fee.

# Cypress Ridge Community Development District General Fund Budget

## **Revenues:**

### *Developer Contributions*

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

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## **Expenditures:**

### **General & Administrative:**

#### *Supervisor Fees*

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

#### *Engineering*

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

#### *Attorney*

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

#### *Annual Audit*

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

#### *Assessment Administration*

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

#### *Arbitrage*

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

#### *Dissemination*

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

# Cypress Ridge Community Development District General Fund Budget

## Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

## Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

## Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

## Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

## Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

## Insurance

The District's general liability and public official's liability insurance coverages.

## Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

## Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

## Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

## Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.



# Cypress Ridge Community Development District General Fund Budget

## Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

## Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

## **Field Services:**

### Field Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year.