

*Woodland Ranch Estates  
Community Development District*

*Meeting Agenda*

*April 12, 2023*

# 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

April 5, 2023

**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, April 12, 2023 at 2:00 PM at 4900 Dundee Road, Winter Haven, FL 33884.**

**Zoom Video Join Link:** <https://us06web.zoom.us/j/83164219167>

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

**Meeting ID:** 831 6421 9167

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. Organizational Matters
  - A. Acceptance of Resignation from Wendy Kerr
  - B. Appointment to Fill the Vacant Board Seat #4
  - C. Administration of Oath to Newly Appointed Supervisor
  - D. Consideration of Resolution 2023-07 Appointing Assistant Secretary
4. Approval of Minutes of the December 14, 2022 Board of Supervisors Meeting
5. Consideration of Resolution 2023-08 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 12, 2023) and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 Budget
6. Consideration of Resolution 2023-09 Authorizing Bank Account Signatories
7. Consideration of Resolution 2023-10 Amending Fiscal Year 2023 Meeting Schedule Location for Remaining Dates
8. Ratification of Contract Agreement with Polk County Property Appraiser

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

9. Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser
10. Appointment of Audit Committee
11. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
12. Other Business
13. Supervisors Requests and Audience Comments
14. Adjournment

### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

# SECTION III

# SECTION A

Please accept this email as my resignation from all the Boards I was on during my employment with Center State Development.

Thank you,

**Wendy Kerr**

# SECTION D



**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Woodland Ranch Estates Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing an Assistant Secretary, and such other officers as the Board may deem necessary.

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

**SECTION 1. DISTRICT OFFICERS.** The following persons are elected to the offices shown:

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

**SECTION 2. CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** 12<sup>th</sup> day of April 2023

ATTEST:

**WOODLAND RANCH ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

# MINUTES

**MINUTES OF MEETING  
WOODLAND RANCH ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Woodland Ranch Estates Community Development District was held Wednesday, **December 14, 2022** at 2:01 p.m. at 4900 Dundee Road, Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Timothy Todd	Assistant Secretary
Dottie Mobley	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	District Counsel, KVV Law
Bryan Hunter <i>via Zoom</i>	District Engineer, Hunter Engineering

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and called the roll. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted that there were no members of the public present in person or attending via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 9,  
2022 Landowners' and Board of  
Supervisors Meetings**

Ms. Adams presented the minutes of the November 9, 2022 Landowners' and Board of Supervisors meetings and asked if there were any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, the Minutes of the November 9, 2022 Landowners’ and Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**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**

Ms. Adams asked for a motion to open the public hearing.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, Opening the Public Hearing, was approved.

Ms. Adams reviewed Resolution 2023-06, which appropriates funds for the Fiscal Year 2022 budget. The first budget the CDD had was just for one month. Ms. Adams reviewed the budget in the agenda. She noted that they were looking at developer contributions to fund the District. Their expenses are primarily administrative expenses to operate the District. Ms. Adams noted that there is \$25,000 in field contingency should the need to expend on field arise.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Resolution 2023-06 Adopting the District’s Fiscal Year 2021/2022 and 2022/2023 Budgets and Appropriating Funds, was approved.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Closing the Public Hearing, was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk noted that the bond validation hearing is set for January 17, 2023 at 9:15 a.m. before Judge Michael McDaniel.

**B. Engineer**

Mr. Hunter had no updates for the Board.

**C. District Manager’s Report**

Ms. Adams stated that she had nothing further to report.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Adams adjourned the meeting.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# SECTION V

**RESOLUTION 2023-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“Board”) of the Woodland Ranch Estates Community Development District (“District”) prior to June 15, 2023, a proposed budget (“Proposed Budget”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“Fiscal Year 2023/2024”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: Wednesday, July 12, 2023

HOUR: 2:00 PM

LOCATION: Holiday Inn—Winter Haven  
200 Cypress Gardens Blvd.  
Winter Haven, FL 33880

**3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL-PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the Town of Dundee, and Polk County, at least 60 days prior to the hearing set above.

**4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the

District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

**5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

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

**PASSED AND ADOPTED** this 12th day of April 2023.

ATTEST:

**WOODLAND RANCH ESTATES  
COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

**Exhibit A:** Proposed Budget



**Exhibit A**  
**Proposed Budget**

*[See following pages]*

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

***Proposed Budget***  
***FY2024***



# Table of Contents

**1** General Fund

**2-4** General Fund Narrative

**Woodland Ranch Estates**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2023	Actuals Thru 2/28/23	Projected Next 7 Months	Projected Thru 9/30/23	Proposed Budget FY2024
<b>Revenues</b>					
Developer Contributions	\$ 159,010	\$ 46,750	\$ 7,995	\$ 54,745	\$ 159,010
<b>Total Revenues</b>	<b>\$ 159,010</b>	<b>\$ 46,750</b>	<b>\$ 7,995</b>	<b>\$ 54,745</b>	<b>\$ 159,010</b>
<b>Expenditures</b>					
<b>General &amp; Administrative</b>					
Supervisor Fees	\$ 12,000	\$ -	\$ 2,000	\$ 2,000	\$ 12,000
Engineering Fees	\$ 15,000	\$ 500	\$ 500	\$ 1,000	\$ 15,000
Attorney Fees	\$ 25,000	\$ 2,322	\$ 929	\$ 3,251	\$ 25,000
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ 450
Dissemination Fees	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -	\$ 3,600
Management Fees	\$ 37,500	\$ 9,375	\$ -	\$ 9,375	\$ 37,500
Information Technology	\$ 1,800	\$ 450	\$ -	\$ 450	\$ 1,800
Website Maintenance	\$ 1,200	\$ 1,850	\$ -	\$ 1,850	\$ 1,200
Postage & Delivery	\$ 1,000	\$ 35	\$ 35	\$ 71	\$ 1,000
Insurance	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Copies	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
Legal Advertising	\$ 10,000	\$ 17,568	\$ 1,174	\$ 18,742	\$ 10,000
Contingencies	\$ 5,000	\$ -	\$ 245	\$ 245	\$ 5,000
Office Supplies	\$ 625	\$ 6	\$ 6	\$ 12	\$ 625
Travel Per Diem	\$ 660	\$ -	\$ 50	\$ 50	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 200	\$ -	\$ 200	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 134,010</b>	<b>\$ 32,306</b>	<b>\$ 9,939</b>	<b>\$ 42,245</b>	<b>\$ 134,010</b>
<b>Operations &amp; Maintenance</b>					
<b>Field Expenditures</b>					
Contingency	\$ 25,000	\$ -	\$ 12,500	\$ 12,500	\$ 25,000
<b>Subtotal Field Expenditures</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 25,000</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 25,000</b>
<b>Total Expenditures</b>	<b>\$ 159,010</b>	<b>\$ 32,306</b>	<b>\$ 22,439</b>	<b>\$ 54,745</b>	<b>\$ 159,010</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ 14,444</b>	<b>\$ (14,444)</b>	<b>\$ -</b>	<b>\$ -</b>

# Woodland Ranch Estates 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.

# Woodland Ranch Estates 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, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, 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.

**Woodland Ranch Estates  
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.

# SECTION VI



**RESOLUTION 2023-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT APPOINTING THE DISTRICT'S APPOINTED TREASURER, ASSISTANT TREASURER, AND SECRETARY OF THE DISTRICT AS SIGNORS ON THE DISTRICT'S LOCAL BANK ACCOUNT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Woodland Ranch Estates Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated within the Town of Dundee, Polk County, Florida; and

**WHEREAS**, the District's Board of Supervisors desires to appoint the District's appointed Treasurer, Assistant Treasurer, and Secretary as signors on the District's local bank account.

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

**SECTION 1.** The District's appointed Treasurer, Assistant Treasurer, and Secretary shall be appointed as signors on the District's local bank account.

**SECTION 2.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 12th day of April 2023.

ATTEST:

**WOODLAND RANCH ESTATES  
COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary / Assistant Secretary

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Chairperson, Board of Supervisors

# SECTION VII

**RESOLUTION 2023-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN AMENDED ANNUAL MEETING SCHEDULE FOR REMAINING FISCAL YEAR 2023 MEETING DATES; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Woodland Ranch Estates Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within the Town of Dundee, Polk County, Florida; and

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

**WHEREAS**, the Board desires to adopt an amended Fiscal Year 2023 annual meeting schedule for remaining meeting dates attached as **Exhibit A**.

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

**SECTION 1.** The Fiscal Year 2023 amended annual meeting schedule for remaining dates attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12th day of April 2023.

ATTEST:

**WOODLAND RANCH ESTATES  
COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Amended Fiscal Year 2023 Annual Meeting Schedule for Remaining Dates

**Exhibit A**

**BOARD OF SUPERVISORS MEETING DATES  
WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2022/2023**

The Board of Supervisors of the Woodland Ranch Estates Community Development District will hold their remaining regular meetings for Fiscal Year 2022/2023 at 2:00 PM on the 2<sup>nd</sup> Wednesday of every month at the Holiday Inn—Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880, unless otherwise indicated, as follows:

**May 10, 2023**  
**June 14, 2023**  
**July 12, 2023**  
**August 9, 2023**  
**September 13, 2023**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services - Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the 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.

District Manager

# SECTION VIII

# CONTRACT AGREEMENT

This Agreement made and entered into on Tuesday, December 6, 2022 by and between the Woodland Ranch Estates Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section [197.3632](#) Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2023 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Woodland Ranch Estates Community Development District.
3. The term of this Agreement shall commence on January 1, 2023 or the date signed below, whichever is later, and shall run until December 31, 2023, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section [197.3632](#) & [190.021](#) Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2023 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 14, 2023**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Friday, September 15, 2023**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2023 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2023 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Friday, September 15, 2023** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

Jill Burns  
Special District Representative  
Jill Burns

Print name  
District Manager  
Title

12/22/2022  
Date

Marsha M. Faux, CFA, ASA  
Polk County Property Appraiser  
By:

Marsha Faux

Marsha M. Faux, Property Appraiser

# SECTION IX



**Marsha M. Faux, CFA, ASA**  
**POLK COUNTY PROPERTY APPRAISER**

**2023 Data Sharing and Usage Agreement**

**WOODLAND RANCH ESTATES CDD**

This Data Sharing and Usage Agreement, hereinafter referred to as "**Agreement**," establishes the terms and conditions under which the **WOODLAND RANCH ESTATES CDD**, hereinafter referred to as "**agency**," can acquire and use Polk County Property Appraiser data that is exempt from Public Records disclosure as defined in [FS 119.071](#).

*As of July 1, 2021, the Florida Public Records Exemptions Statute was amended as it relates to the publicly available records maintained by the county property appraiser and tax collector. As a result, exempt (aka confidential) parcels and accounts have been added back to our website and FTP data files. No owner names, mailing addresses, or official records (OR) books and pages of recorded documents related to these parcels/accounts, appear on the Property Appraiser's website or in FTP data files. In addition, the Polk County Property Appraiser's mapping site has been modified to accommodate the statutory change. See Senate Bill 781 for additional information.*

**For the purposes of this Agreement, all data is provided. It is the responsibility of the agency to apply all statutory guidelines relative to confidentiality.**

The confidentiality of personal identifying information including: names, mailing address and OR Book and Pages owned by individuals that have received exempt / confidential status, hereinafter referred to as "**confidential data**," **will be protected as follows:**

1. The **agency** will not release **confidential data** that may reveal identifying information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the **confidential data** in the results of data analysis (including maps) in any manner that would reveal personal identifying information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all state laws and regulations governing the confidentiality and exempt status of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to **confidential data** is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to **confidential data** is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying information is released.

The term of this Agreement shall commence on **January 1, 2023** and shall run until **December 31, 2023**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually to ensure all responsible parties are aware of and maintain the terms and conditions of this Data Sharing and Usage Agreement.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures.

**POLK COUNTY PROPERTY APPRAISER**

**WOODLAND RANCH ESTATES CDD**

Signature: Marsha Faux

Signature: Jill Burns

Print: Marsha M. Faux CFA, ASA

Print: Jill Burns

Title: Polk County Property Appraiser

Title: District Manager

Date: December 1, 2022

Date: 12/22/2022

Please email the signed agreement to [pataxroll@polk-county.net](mailto:pataxroll@polk-county.net).



# SECTION XI

# SECTION C

# SECTION 1

*Woodland Ranch Estates  
Community Development District*

Summary of Invoices

October 01,2022 through February 28, 2023

<b>Fund</b>	<b>Date</b>	<b>Check No.'s</b>	<b>Amount</b>
General Fund			
	12/20/22	1-2	\$ 19,126.14
	1/12/23	3-6	\$ 25,781.98
	1/27/23	7-9	\$ 563.00
	2/24/23	10	\$ 944.74
<b>Total</b>			<b>\$ 46,415.86</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/20/22	00003	9/30/22	00049240 202209 310-51300-48000	NOT OF ORGANIZATIONAL MTG	*	335.30	
		9/30/22	00049240 202209 310-51300-48000	BOS MEETING DATES FY23	*	330.51	
		9/30/22	00049240 202209 310-51300-48000	RFQ ENGINEERING SERVICES	*	641.86	
		10/31/22	00050149 202210 310-51300-48000	HEARING SPEC ASSMT	*	13,118.56	
		10/31/22	00050149 202210 310-51300-48000	NOT OF RULE DEVELOPMENT	*	292.19	
		10/31/22	00050149 202210 310-51300-48000	NOT OF RULEMAKING	*	536.48	
		10/31/22	00050149 202210 310-51300-48000	NOT OF LANDOWNERS MEETING	*	1,015.48	
		11/30/22	00050946 202211 310-51300-48000	NOT OF UNIFORM METHOD	*	1,762.72	
		11/30/22	00050946 202211 310-51300-48000	BUDGET HEARING	*	843.04	
CA FLORIDA HOLDINGS, LLC						18,876.14	000001
12/20/22	00004	9/21/22	85692 202209 310-51300-54000	SPECIAL DISTRICT FEE FY22	*	75.00	
		10/03/22	87582 202210 310-51300-54000	SPECIAL DISTRICT FEE FY23	*	175.00	
FLORIDA DEPARTMENT OF ECONOMIC OPP						250.00	000002
1/12/23	00001	9/14/22	1 202209 310-51300-34000	MANAGEMENT FEES - SEP 22	*	1,666.24	
		9/14/22	1 202209 310-51300-35100	INFORMATION TECH - SEP 22	*	80.00	
		10/01/22	2 202210 310-51300-34000	MANAGEMENT FEES - OCT 22	*	3,125.00	
		10/01/22	2 202210 310-51300-35100	INFORMATION TECH - OCT 22	*	150.00	
		10/01/22	2 202210 310-51300-51000	OFFICE SUPPLIES	*	2.80	
		10/01/22	2 202210 310-51300-42000	POSTAGE	*	11.81	
		11/01/22	3 202211 310-51300-34000	MANAGEMENT FEES - NOV 22	*	3,125.00	
		11/01/22	3 202211 310-51300-35100	INFORMATION TECH - NOV 22	*	150.00	
		12/01/22	4 202212 310-51300-34000	MANAGEMENT FEES - DEC 22	*	3,125.00	
		12/01/22	4 202212 310-51300-35200	WEBSITE MANAGEMENT-DEC 22	*	100.00	

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/01/22	4			202212	310	310-51300	35100		INFORMATION TECH - DEC 22	*	150.00		
12/01/22	4			202212	310	310-51300	51000		OFFICE SUPPLIES	*	2.80		
12/01/22	4			202212	310	310-51300	42000		POSTAGE	*	23.46		
GOVERNMENTAL MANAGEMENT SERVICES												11,712.11	000003
1/12/23	00005	11/03/22	22019-AU	202208	310	310-51300	31100		ENGINEERS REPORT	*	250.00		
		11/03/22	22019-SE	202209	310	310-51300	31100		ENGINEERS REPORT	*	875.00		
HUNTER ENGINEERING, INC.												1,125.00	000004
1/12/23	00002	9/09/22	4032	202208	310	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	1,347.00		
		10/05/22	4318	202209	310	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	3,319.12		
		10/05/22	4319	202301	300	300-20700	10200		FR#3 BOND VALIDATION-9/22	*	2,732.00		
		11/10/22	4803	202210	310	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	313.50		
		11/10/22	4804	202301	300	300-20700	10200		FR#3 BOND VAL - 10/22	*	1,547.00		
		12/12/22	5155	202211	310	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	1,025.75		
		12/12/22	5156	202301	300	300-20700	10200		FR#3 BOND VAL - 11/22	*	910.50		
KILINSKI   VAN WYK, PLLC												11,194.87	000005
1/12/23	00006	11/22/22	825	202211	310	310-51300	35200		DISTRICT WEBSITE CREATION	*	1,750.00		
REALIGN WEB DESIGN												1,750.00	000006
1/27/23	00004	12/03/22	87582	202212	310	310-51300	54000		SPECIAL DISTRICT FEE FY23	*	25.00		
FLORIDA DEPARTMENT OF ECONOMIC OPP												25.00	000007
1/27/23	00005	1/18/23	22045-DE	202212	310	310-51300	31100		GEN.COUNSEL/MTHLY MEETING	*	250.00		
		1/18/23	22045-NO	202211	310	310-51300	31100		GEN.COUNSEL/MTHLY MEETING	*	250.00		
HUNTER ENGINEERING, INC.												500.00	000008
1/27/23	00002	1/12/23	5439	202212	310	310-51300	31500		GEN.COUNSEL/MTHLY MEETING	*	38.00		
KILINSKI   VAN WYK, PLLC												38.00	000009

WRES WOODLAND RANCH IARAUJO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/24/23	00002	2/21/23 5817	202301 310-51300-31500	KILINSKI   VAN WYK, PLLC	*	944.74	944.74 000010
-----						TOTAL FOR BANK A	46,415.86
						TOTAL FOR REGISTER	46,415.86

## SECTION 2



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

***Unaudited Financial Reporting***  
***February 28, 2023***



# Table of Contents

1	<hr/>	Balance Sheet
2	<hr/>	General Fund
3	<hr/>	Capital Projects Fund
4	<hr/>	Month to Month

# Woodland Ranch Estates

## Community Development District

### Combined Balance Sheet

February 28, 2023

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>			
Operating Account	\$ 5,524	\$ -	\$ 5,524
Due From Developer	\$ -	\$ 11,027	\$ 11,027
<b>Total Assets</b>	<b>\$ 5,524</b>	<b>\$ 11,027</b>	<b>\$ 16,551</b>
<b>Liabilities:</b>			
Contracts Payable	\$ -	\$ 11,027	\$ 11,027
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ 11,027</b>	<b>\$ 11,027</b>
<b>Fund Balances:</b>			
Restricted for:			
Capital Projects	\$ -	\$ -	\$ -
Unassigned	\$ 5,524	\$ -	\$ 5,524
<b>Total Fund Balances</b>	<b>\$ 5,524</b>	<b>\$ -</b>	<b>\$ 5,524</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 5,524</b>	<b>\$ 11,027</b>	<b>\$ 16,551</b>

# Woodland Ranch Estates

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 02/28/23	Thru 02/28/23	Variance
<b>Revenues</b>				
Developer Contributions	\$ 159,010	\$ 46,750	\$ 46,750	\$ -
<b>Total Revenues</b>	<b>\$ 159,010</b>	<b>\$ 46,750</b>	<b>\$ 46,750</b>	<b>\$ -</b>
<b>Expenditures:</b>				
<i><b>General &amp; Administrative:</b></i>				
Supervisor Fees	\$ 12,000	\$ 5,000	\$ -	\$ 5,000
Engineering	\$ 15,000	\$ 6,250	\$ 500	\$ 5,750
Attorney	\$ 25,000	\$ 10,417	\$ 2,322	\$ 8,095
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,600	\$ -	\$ -	\$ -
Management Fees	\$ 37,500	\$ 15,625	\$ 9,375	\$ 6,250
Information Technology	\$ 1,800	\$ 750	\$ 450	\$ 300
Website Administration	\$ 1,200	\$ 1,200	\$ 1,850	\$ (650)
Postage & Delivery	\$ 1,000	\$ 417	\$ 35	\$ 381
Insurance	\$ 5,000	\$ -	\$ -	\$ -
Copies	\$ 1,000	\$ 417	\$ -	\$ 417
Legal Advertising	\$ 10,000	\$ 10,000	\$ 17,568	\$ (7,568)
Contingency	\$ 5,000	\$ 2,083	\$ -	\$ 2,083
Office Supplies	\$ 625	\$ 260	\$ 6	\$ 255
Travel Per Diem	\$ 660	\$ 275	\$ -	\$ 275
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 200	\$ (25)
<b>Total General &amp; Administrative:</b>	<b>\$ 134,010</b>	<b>\$ 52,869</b>	<b>\$ 32,306</b>	<b>\$ 20,562</b>
<i><b>Operations &amp; Maintenance</b></i>				
<i><b>Field Expenditures</b></i>				
Contingency	\$ 25,000	\$ 10,417	\$ -	\$ 10,417
<b>Subtotal Field Expenditures</b>	<b>\$ 25,000</b>	<b>\$ 10,417</b>	<b>\$ -</b>	<b>\$ 10,417</b>
<b>Total Expenditures</b>	<b>\$ 159,010</b>	<b>\$ 63,285</b>	<b>\$ 32,306</b>	<b>\$ 30,979</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 14,444</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ (8,920)</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 5,524</b>	

# Woodland Ranch Estates

## Community Development District

### Capital Projects Fund - Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2023

	Adopted Budget	Prorated Budget Thru 02/28/23	Actual Thru 02/28/23	Variance
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 13,485	\$ (13,485)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,485</b>	<b>\$ (13,485)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (13,485)</b>	<b>\$ 13,485</b>
<b>Other Financing Sources/(Uses)</b>				
Developer Advance	\$ -	\$ -	\$ 13,485	\$ 13,485
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,485</b>	<b>\$ 13,485</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Woodland Ranch Estates

## Community Development District

### Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Revenues</b>													
Assessment - Tax Roll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Developer Contributions	\$ -	\$ 21,750	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,750
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 21,750</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,750</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
Attorney	\$ 314	\$ 1,026	\$ 38	\$ 945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,322
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,125	\$ 3,125	\$ 3,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,375
Information Technology	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Website Maintenance	\$ -	\$ 1,750	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,850
Postage & Delivery	\$ 12	\$ -	\$ 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ 14,963	\$ 2,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,568
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 3	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
<b>Total General &amp; Administrative:</b>	<b>\$ 18,741</b>	<b>\$ 8,907</b>	<b>\$ 3,714</b>	<b>\$ 945</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,306</b>
<b>Operations &amp; Maintenance</b>													
<b>Field Services</b>													
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Field Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 18,741</b>	<b>\$ 8,907</b>	<b>\$ 3,714</b>	<b>\$ 945</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,306</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (18,741)</b>	<b>\$ 12,843</b>	<b>\$ (3,714)</b>	<b>\$ 24,055</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,444</b>

# Audit Committee Meeting

# SECTION III



# SECTION A

**WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2023  
Polk County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Monday, June 26, 2023 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Woodland Ranch Estates Community Development District**” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2023, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT  
DISTRICT AUDITOR SELECTION EVALUATION CRITERIA**

**1. Ability of Personnel. (20 Points)**

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. Proposer's Experience. (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation of Proposer, etc.)

**3. Understanding of Scope of Work. (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. Ability to Furnish the Required Services. (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

**5. Price. (20 Points)**

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

**TOTAL (100 Points)**

# SECTION B

**WOODLAND RANCH ESTATES COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Woodland Ranch Estates Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2023, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County, Florida. The District currently has an operating budget of approximately \$159,010. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2023, be completed no later than June 1, 2024.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Hoxie, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Woodland Ranch Estates Community Development District.**"

Proposals must be received by **5:00 PM on Monday, June 26, 2023**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager  
Governmental Management Services – Central Florida, LLC