

**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, **November 9, 2022** at 2:01 p.m. at 4900 Dundee Road, Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chairperson
Wendy Kerr	Assistant Secretary
Timothy Todd	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KE Law
Bryan Hunter <i>via Zoom</i>	District Engineer, Hunter Engineering

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns administered the oaths to the newly elected Board members.

B. Consideration of Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns stated that they would fill in the results from the Landowners' election that was just held.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-01 Canvassing and Certifying the Results of the Landowners' Election , was approved.

C. Election of Officers

D. Consideration of Resolution 2023-02 Electing Officers

Ms. Burns stated that previously Brent Elliott was Chair, Halsey Carson was Vice Chair, and the other three Supervisors were Assistant Secretaries along with George Flint. Ms. Burns added that she was Secretary. She asked the Board if they would like to keep that all the same and the Board agreed.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Resolution 2023-02 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 14, 2022 Organizational Meeting

Ms. Burns presented the minutes of the September 14, 2022 Organizational meeting 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. Carson, with all in favor, the Minutes of the September 14, 2022 Organizational Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns noted that this public hearing was advertised and mailed notice was sent to all property owners. She asked for a motion to open the public hearing.

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

Ms. Burns noted that there were no members of the public present at this time.

i. Presentation of Engineer's Report

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Mr. Hunter presented the Engineer's Report stating that the purpose of the report was to generally describe the public infrastructure that was necessary to construct the proposed Woodland Ranch Estates developments that were within the District and to provide the engineering support to fund those public infrastructure improvements. He noted that one of the important elements of the report was an opinion of the probable cost for the public infrastructure that was provided in Exhibit A at the end of the document. He explained that the report described the location such as size, land use, zoning, and cumulative proposed lot count of the developments within the District. He further explained that the report described the anticipated capital improvements. He noted that those capital improvements that were summarized include stormwater management facilities, public roadways, water and wastewater, offsite roadway improvements, parks and amenities, electric, lighting, landscaping, entry features and irrigation. He added that the report also provided a brief summary of the required agency permits and the status of those. He noted that most importantly the engineer's report concluded that the proposed infrastructure elements were reasonable, beneficial, and the associated cost estimates, as mentioned and provided in Exhibit A for the public infrastructure, were reasonable as well. He stated that concluded his summary and he would try to answer any questions, if there were any.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Engineer's Report, was approved.

Ms. Gentry asked Mr. Hunter if he had any reason to believe that the Capital Improvement Plan could not be carried out by the District. Mr. Hunter responded that he had no reason to believe that.

ii. Presentation of Assessment Methodology

Ms. Burns stated that this assessment report allocated debt to the properties based on the benefits that each received from the District's Capital Improvement Plan that Mr. Hunter just reviewed. She noted that this assessment report would be supplemented with one or more supplemental methodology reports that would reflect the actual terms and conditions at the time of issuance of each series of bonds. She referred the Board to the tables that were attached to the agenda package. Table 1 outlined the development program, which included 343 single family units with an ERU of 1. Table 2 showed the infrastructure cost estimates that were in Mr. Hunter's

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report that he reviewed, and it was \$15,060,100. Table 3 showed an estimated bond sizing of \$18,380,000. Table 4 showed the improvement cost per unit. Table 5 showed the par debt per unit and was \$53,586 per lot. She explained that this was the most amount of debt that they would issue on those lots. Table 6 showed the net and gross annual debt assessment per unit. She explained that the gross annual debt assessment per unit, which included collection fees and early payment discounts were collected on the Polk County tax bill would be \$4,721. Table 7 was the preliminary assessment roll, which showed all of the property owners within the District and allocated the debt by acre.

Ms. Gentry asked Ms. Burns, in her professional opinion, if the land subject to the assessments receive special benefits from the Capital Improvement Plan. Ms. Burns responded that they do. Ms. Gentry asked Ms. Burns, in her professional opinion, if the master assessments reasonably apportioned among the land subject to the assessments. Ms. Burns responded that they were. Ms. Gentry asked Ms. Burns, in her professional opinion, if it was reasonable, proper, and just to assess the cost of the Capital Improvement Plan against the lands in the District in accordance with the methodology. Ms. Burns responded that it was. Ms. Gentry asked Ms. Burns, in her professional opinion, if it was in the best interest of the District that the master assessments be paid and collected in accordance with the methodology and the District assessment resolutions. Ms. Burns responded yes. Ms. Burns asked the Board if they had any questions on the assessment methodology report. Hearing none,

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Assessment Methodology, was approved.
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iii. Consideration of Resolution 2023-03 Levying Special Assessments

Ms. Burns noted that the levying of special assessments was included in the agenda package and asked for any questions from the Board. She noted that there were several findings that they just reviewed. She explained that the costs were reasonably apportioned, but there was a benefit to those properties within the community and the Board was finding that it was in the best interest of the District to levy assessments on the property. She asked if anyone had any questions. Hearing none,

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On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Resolution 2023-03 Levying Special Assessments, was approved.

iv. Master Notice of Special Assessments

Ms. Burns noted that this will be recorded by counsel, and it would put potential property owners on notice of the lien of the assessments that were placed on the land and asked for a motion to authorize counsel to record.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Master Notice of Special Assessments, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

Ms. Burns noted that this public hearing was advertised and asked for a motion to open the hearing.

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

i. Consideration of Resolution 2023-04 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Burns noted that the resolution is included in the agenda package and stated that this resolution will be transmitted to the property appraiser and will allow the District to utilize the tax bill to collect assessments when the District is ready to collect.

On MOTION by Mr. Elliott, seconded by Mr. Todd, with all in favor, Resolution 2023-04 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

C. Public Hearing on the Adoption of District Rules of Procedure

Ms. Burns noted that the public hearing was advertised and asked for a motion to open the hearing.

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

i. Consideration of Resolution 2023-05 Adopting the Rules of Procedure

Ms. Burns presented a standard set of rules that will govern the District and stated that they have not changed since the Board saw them at the last meeting and offered to answer any questions. There being none, she asked for a motion to approve the resolution.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-05 Adopting the Rules of Procedure, was approved.

Ms. Burns asked for a motion to close the public hearing.

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

SIXTH ORDER OF BUSINESS

Review and Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns stated that at the last meeting the Board authorized staff to issue an RFQ for engineering services. She noted that they received one response from Hunter Engineering. She stated that if anyone had any questions, Mr. Hunter would be happy to answer them.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Ranking Hunter Engineering #1, Authorizing Staff to Send the Notice of Intent to Award, and Authorizing Counsel to Draft a Form of Agreement, were approved.

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SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated that the validation hearing was scheduled for January 17th. She explained that they were working on getting everything to the court to keep that rolling.

B. Engineer

Mr. Hunter stated that they were not under construction yet. He explained that they had all their permits in hand and were waiting for the Town of Dundee who had essentially approved their construction plans, but not officially. He noted that at the last minute they sprung a request for a Developer’s Agreement addressing utility capacities. He stated that they needed to draft it and he didn’t think that there was much to it, but they would dig in and see. He noted that they were expecting their approvals this week at the town commission meeting but it was delayed for 2 to 4 weeks.

C. District Manager’s Report

Ms. Burns stated that she didn’t have anything to report.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Brent Elliott

Chairman/Vice Chairman