

**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, **April 12, 2023** at 2:00 p.m. at 4900 Dundee Road, Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chairperson
Dottie Mobley	Assistant Secretary
Karen Ritchie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Lauren Gentry	District Counsel, KVV Law

FIRST ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Wendy Kerr

Ms. Burns asked for a motion to accept the resignation letter from Wendy Kerr.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Accepting the Resignation from Wendy Kerr, was approved.

B. Appointment to Fill the Vacant Board Seat #4

Ms. Burns stated there is a vacant seat on the Board, seat #4, and asked for a nomination to fill that seat. Mr. Elliott nominated Karen Ritchie.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Appointment of Karen Ritchie to Fill Vacant Board Seat #4, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Ms. Burns stated that as a citizen of the State of Florida and the Unites States of America being employed by or an officer of the Woodland Ranch Estates Community Development District and a recipient of public funds as such employee or officer, hereby solemnly swear or affirm that you will support the Constitution of the Unites of States and of the State of Florida. Ms. Ritchie stated I do. Ms. Burns noted that Ms. Ritchie has now been sworn in.

D. Consideration of Resolution 2023-07 Appointing Assistant Secretary

Ms. Burns stated this would name Karen Ritchie as an Assistant Secretary.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-07 Appointing Karen Ritchie as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the December 14, 2022 Board of Supervisors Meetings

Ms. Burns presented the minutes of the December 14, 2022 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. Carson, with all in favor, the Minutes of the December 14, 2022 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

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

Ms. Burns stated this District is anticipated to be inactive for a while. They went ahead and listed the administrative expenses which will be billed as they are incurred. Ms. Burns stated for

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example, we are not charging you the full amount but have that listed in the event that it becomes active, so the Board does not have to come back and do a boundary amendment but will have costs as they are incurred. She noted they also included a small field contingency in case it becomes active as well but again if they do not have any mowing or maintenance, it won't be billed. She noted the total amount of the budget is \$159,010 and anticipate it to be developer funded.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-08 Approving the Proposed Fiscal Year 2023/2024 Budget and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 for July 12, 2023, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-09
Authorizing Bank Account Signatories**

Ms. Burns stated that this resolution names certain officers of the District as authorized signers on the bank account.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-09 Authorizing Bank Account Signatories, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-10
Amending Fiscal Year 2023 Meeting
Schedule Location for Remaining Dates**

Ms. Burns asked if they just wanted to advertise for the budget hearing and not update meeting notice status if the Board does not anticipate holding any meetings other than the budgeted action. She noted they will go ahead and cancel the remainder of the meetings and place the budget ad which is only \$200. In the event that something needs to be advertised for then they will do the meeting schedule but do not anticipate holding any meetings the rest of the fiscal year outside of the July 12th meeting.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-10 Amending Fiscal Year 2023 Meeting Schedule Location for Remaining Dates, was approved.

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EIGHTH ORDER OF BUSINESS

Ratification of Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this is an annual agreement that the CDD enters into with Polk County allows them to use the tax bill when they are ready to do so. They do not anticipate using it for the upcoming year but will return to it annually.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns reviewed the 2023 Data Sharing and Usage agreement. The Board had no questions on the agreement.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the 2023 Data Sharing and Usage agreement with Polk County Property Appraiser, was ratified.

TENTH ORDER OF BUSINESS

Appointment of Audit Committee

Ms. Burns stated that they did not hit the threshold to require an audit for 2022 but they anticipate the need will be there for 2023 based on the costs that were incurred. She noted in order to avoid holding additional meetings in the fall after the year is over, they are going to line up the budget and the Audit Committee meeting and the budget meeting so the Board does not have to have additional meetings. The earlier requirements to keep the District active are going to be to adopt a budget and if they hit the audit threshold, they need to have an audit and have to have the web site.

Mr. Elliott asked what the audit threshold was. Ms. Burns stated she thinks \$50,000 and because they did the bond validation in the fall and are meeting regularly until December, it will be based on where we are over that amount. Ms. Gentry stated it should be a cheaper audit. Ms. Burns noted usually it is about \$3,500. Ms. Gentry stated it is a weird quirk of Florida Law, you set as the Board but Florida statutes requires you to have a separate audit committee so for simplicity, they just appoint the Board as the Audit Committee. She noted you are basically going

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to sit as the Audit Committee and make decisions on that and make recommendations to yourselves as the Board. Ms. Burns asked if the Board would like to appoint themselves as the audit committee.

On MOTION by Mr. Elliott, seconded by Ms. Mobley, with all in favor, the Appointment of Audit Committee, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing further to report.

B. Engineer

Ms. Burns stated that the District Engineer was not present.

C. District Manager’s Report

i. Approval of Check Register

ii. Balance Sheet & Income Statement

Ms. Burns presented the approval of the check register from October to February for review and asked for any questions. She stated about \$18,000 of that was for the ads for the public hearings so most of it is legal advertising costs.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Check Register, was approved.

TWELFTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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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