

**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, **July 12, 2023** at 2:00 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chairperson
Timothy Todd	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

**Approval of Minutes of the April 12, 2023
Board of Supervisors and Audit
Committee Meetings**

Ms. Burns presented the minutes of the April 12, 2023 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 April 12, 2023 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

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FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Burns noted that the next item was the acceptance of the rankings of the Audit Committee and authorizing staff to send the Notice of Intent to Award to Grau. She noted the way it works is the committee makes a recommendation to the Board so the committee prior to the Board meeting recommended Grau & Associates. Do we have a motion to accept the committee’s rankings and have staff send a notice of intent to award to Grau?

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award to Grau & Associates, was approved.

FIFTH ORDER OF BUSINESS

Public Hearing

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

Ms. Burns stated this public hearing has been advertised. Do we have a motion to open?

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

Ms. Burns stated there are no members of the public present. Do we have a motion to close?

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

i. Consideration of Resolution 2023-11 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated this budget is substantially similar to the budget we saw for the current year. It is developer funded so the costs are only billed as they are incurred. She noted this is primarily admin with a small field contingency in case it is needed. She asked for any questions.

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On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-11 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2023/2024 Developer Funding Agreement

Ms. Burns stated this is included in the package for review. She noted this agreement is to fund the operations and maintenance of the District based on the budget that the Board just approved.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, the Fiscal Year 2023/2024 Developer Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-12
Appointing an Assistant Treasurer**

Ms. Burns stated this would appoint Darrin Mossing in our office as an Assistant Treasurer.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-12 Appointing Darrin Mossing as Assistant Treasurer, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-13
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2024**

Ms. Burns stated the schedule is the same as the current year.

On MOTION by Mr. Elliott, seconded by Mr. Carson, with all in favor, Resolution 2023-13 Designation of a Regular Monthly Meeting, Date, Time, and Location for Fiscal Year 2024, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing to report.

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B. Engineer

There being no comments, the next item followed.

C. District Manager’s Report

i. Approval of Check Register

ii. Balance Sheet & Income Statement

Ms. Burns presented the approval of the check register that is included in your package for review and asked for any questions. Financials are included in your package for informational purposes. There is no action needed.

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

iii. Presentation of Number of Registered Voters – 0

Ms. Burns stated there are no registered voters within the community.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH 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

DocuSigned by:
Brent Elliott
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Chairman/Vice Chairman