

**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 Monday, **April 8, 2024** 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
Karen Ritchie	Assistant Secretary
Timothy Todd	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Chris Loy	District Counsel, Kilinski Van Wyk
Lauren Gentry	District Counsel, Kilinski Van Wyk
Bryan Hunter <i>by Zoom</i>	District Engineer, Hunter Engineering

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 October 11,
2023 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the October 11, 2023 Board of Supervisors meeting. She asked if there were any questions, comments, or corrections. The Board had no changes to the minutes.

April 8, 2024

Woodland Ranch Estates CDD

On MOTION by Mr. Elliott, seconded by Ms. Ritchie, with all in favor, the Minutes of the October 11, 2023 Board of Supervisor Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-03 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: July 10, 2024) and Setting the Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget

Ms. Burns stated the public hearing will be set for July 10th which is the regular July meeting. This budget is developer funded for the upcoming year. She noted the contingency line item that says \$75,000 she wants to increase to \$150,000 based on the one-year time line of construction and will only have a couple of months of mowing the common areas. She asked for a motion to approve as amended.

On MOTION by Mr. Elliott, seconded by Ms. Ritchie, with all in favor, Resolution 2024-03 Approving the Proposed Fiscal Year 2024/2025 Budget and Setting the Public Hearing for July 10, 2024 on the Adoption of the Fiscal Year 2024/2025 Budget, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-04 Designating a Date, Time, and Location for a Landowners' Meeting and Election

Ms. Burns stated this will be held in November. By statute the first two have to be held on the first Tuesday of November so the date has to be November 5th. The proposed time is 1:10 p.m.

On MOTION by Mr. Elliott, seconded by Ms. Ritchie, with all in favor, Resolution 2024-04 Designating November 5, 2024 at 1:10 p.m. at Holiday Inn -Winter Haven for a Landowners' Meeting and Election, was approved.

SIXTH ORDER OF BUSINESS

Consideration of 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this is the annual renewal of the contract and they are not collecting on the assessment roll for the upcoming year but keep the renewal in place.

April 8, 2024

Woodland Ranch Estates CDD

On MOTION by Mr. Elliott, seconded by Ms. Ritchie, with all in favor, the 2024 Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted this states the District won't turn over exempt records on people such as police officers or judges who may be exempt from having their address disclosed.

On MOTION by Mr. Elliott, seconded by Ms. Ritchie, with all in favor, the 2024 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry stated she will continue monitoring the bills to make sure they are signed by the governor and work with Jills office to get templates and policies in place where needed in light of those legislative changes. Her office will dust off those previously approved documents since construction is beginning. She will get those underway and everything assigned to the CDD.

B. Engineer

Mr. Hunter noted the project is officially under construction. He did have the preconstruction meetings with the contractor and Polk County and a separate meeting with the Town of Dundee.

C. District Manager's Report

- i. Approval of Check Register**
- ii. Balance Sheet & Income Statement**

Ms. Burns presented the check register from September 20, 2023 through March 29, 2024 totaling \$25,292.36 for approval. She offered to answer any questions. She noted financial states are also in the package for review if anyone has any questions on those but there is no action necessary.

April 8, 2024

Woodland Ranch Estates CDD

On MOTION by Mr. Elliott, seconded by Ms. Ritchie, with all in favor, the Check Register totaling \$25,292.36, was approved.

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 Ms. Ritchie, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:
Brent Elliott
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Chairman/Vice Chairman