

**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 13, 2024**, at 2:43 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Halsey Carson
Karen Ritchie
Timothy Todd

Vice Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Lauren Gentry
Chris Loy

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk

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. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns noted that the newly elected Board members will be administered their oaths of office. The Board member that is currently absent, Cody Hatmaker, will, be read his oath before the next Board of Supervisors meeting, and Ms. Ritchie and Mr. Todd were administered their oaths at the meeting.

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election

November 13, 2024

Woodland Ranch Estates CDD

Ms. Burns presented the results of the Landowners' Election that was held on November 5, 2024. The Results can also be found in the agenda package. She offered to answer any Board questions. Hearing no comments, there was a motion of approval.

On MOTION by Ms. Ritchie, seconded by Mr. Carson, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns noted that anytime there is a Landowners' Election the Board needs to appoint new officers.

D. Consideration of Resolution 2025-02 Electing Officers

Ms. Burns stated previously Mr. Elliott served as Chair while Mr. Carson served as Vice Chair, and the other Supervisors acted as Assistant Secretaries, along with George Flint from the GMS office, and Ms. Burns served as the Secretary. She then asked the Board if they would like to keep the same slate of officers. They agreed and there was a motion of approval.

On MOTION by Ms. Ritchie, seconded by Mr. Carson, with all in favor, Resolution 2025-02 Electing Officers, was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 10, 2024 Board of Supervisors Meeting

Ms. Burns presented the meeting minutes from the July 10, 2024 Board of Supervisors meeting and asked for any comments, corrections, or questions. There being none she asked for a motion of approval.

On MOTION by Ms. Ritchie, seconded by Ms. Carson, with all in favor, the Minutes of the July 10, 2024 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Audit Services Engagement Letter for Fiscal Year 2024 Audit Services with Grau & Associates

November 13, 2024

Woodland Ranch Estates CDD

Ms. Burns noted that the Board previously awarded a multi-year contract for auditing services, and this is the renewal for Fiscal Year 2024 with a not to exceed amount of \$3,100. She offered to answer any Board questions. There being none, there was a motion of approval.

On MOTION by Ms. Ritchie, seconded by Mr. Carson, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County

Ms. Burns presented the resolution and asked for a motion of approval.

On MOTION by Ms. Ritchie, seconded by Mr. Carson, with all in favor, Resolution 2025-03 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Loy had no updates for the Board but offered to answer any questions. There being no questions, the next item followed.

A. Engineer

There being no comments, the next item followed.

B. District Manager's Report

i. Ratification of Funding Requests #14 through #15

Ms. Burns stated these requests have already been approved and funded, they just need to be ratified.

On MOTION by Ms. Ritchie, seconded by Mr. Carson, with all in favor, Funding Requests #14 through #15, were ratified.

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ii. Balance Sheet and Income Statement

Ms. Burns stated that financial statements are included in the agenda package for Board review and no action is required at this time.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Ms. Ritchie, 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