

**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 9, 2025** at 2:00 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Halsey Carson  
Timothy Todd  
Cody Hatmaker

Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Monica Virgen  
Katie O'Rourke  
Chris Loy *by Zoom*  
Lauren Gentry *by Zoom*  
Bryan Hunter *by Zoom*

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 2:00 p.m. 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 of Brent Elliott (Seat #1)**

Ms. Burns presented the resignation of Brent Elliott.

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On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Accepting the Resignation of Brent Elliott, was approved.

**B. Appointment to Fill Vacant Board Seat #1**

**C. Administration of Oath to Newly Appointed Supervisor**

Items B and C were tabled to a future meeting agenda. There were no nominations to fill the vacant Board seat at this time.

**D. Consideration of Resolution 2025-06 Electing Officers**

Ms. Burns noted there were some changes to the Board at the last meeting so officers need to be reelected. The Board appointed Mr. Todd as Chair, Mr. Carson as Vice Chair, the remaining Supervisors as Assistant Secretaries along with George Flint and Ms. Burns will be Secretary.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Resolution 2025-06 Electing Officers with Tim Todd as Chairman, Halsey Carson as Vice Chair, and the remaining Supervisors as Assistant Secretaries, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the December 11, 2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the December 11, 2024 Board of Supervisors meeting and asked for any comments, corrections, or questions. There being no changes, she asked for a motion to approve.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Minutes of the December 11, 2024 Board of Supervisors Meeting, were approved.

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**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-07  
Approving the Proposed Fiscal Year  
2025/2026 Budget (Suggested Date:  
August 13, 2025), Declaring Special  
Assessments, and Setting the Public  
Hearings on the Adoption of the Fiscal  
Year 2025/2026 Budget and the Imposition  
of Operations and Maintenance  
Assessments**

Ms. Burns stated this will be the first O&M levy. For the current year the District is developer funded but an assessment will be levied for the upcoming year. The Board received an updated budget that is substantially the same as what is in the agenda package. The developer notified staff of a \$750 per lot builder cap in place for one year with the builders. Ms. Burns stated since this is the first time O&M levy, the cap won't be accounted for in the preliminary budget so the notice can be sent at a higher amount now. They will notice the higher amount that doesn't contemplate that cap which is more in line with what builders and residents can expect going forward. When going into the final budget, the budget showing the \$750 cap will be adopted. The hearing will be August 13, 2025 at 2:00 p.m. at this location.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Resolution 2025-07 Approving the Proposed Fiscal Year 2025/2026 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2025/2026 Budget and the Imposition of Operations and Maintenance Assessments on August 13, 2025, was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2025-08  
Ratifying the Series 2025 Bonds**

Ms. Burns stated this resolution ratifies the actions taken by District officers and staff in coordination with the closing of the Series 2025 bonds.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Resolution 2025-08 Ratifying the Series 2025 Bonds, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Ratification of Disclosure of Public Financing**

Ms. Burns stated this document is recorded in the public record to put potential property owners on notice of the financing that the District took in that bond issuance.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the Disclosure of Public Financing, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Ratification of DTS Licensing Agreement**

Ms. Burns noted this an agreement that was executed in conjunction with the bond closing. This is software used for disclosure of those reports where the developer or the builder whoever is the obligated party will disclose the lot sales and information. That document was signed at the closing and this is the software that was used to do that report.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the DTS Licensing Agreement, was ratified.

**NINTH ORDER OF BUSINESS**

**Ratification of 2025 Data Sharing & Usage Agreement with Polk County Property Appraiser**

**TENTH ORDER OF BUSINESS**

**Ratification of 2025 Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated this has been executed and will allow the District to collect assessments on the tax bill for the upcoming year.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, the 2025 Data Sharing & Usage Agreement and 2025 Contract Agreement with Polk County Property Appraiser, were ratified.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Loy reminded the Board of the 4 hours of ethics training due by December 31<sup>st</sup>.

**B. Engineer**

Mr. Hunter had nothing to report.

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**C. District Manager's Report**

**i. Ratification of Funding Request #17 through #19**

**ii. Presentation of Funding Request #20**

Ms. Burns stated funding requests #17 through #20 will be taken together and asked for a motion to ratify.

On MOTION by Mr. Todd, seconded by Mr. Carson, with all in favor, Ratifying Funding Requests #17-#29 and Approving the Funding Request #20, was approved.

**iii. Balance Sheet & Income Statement**

Ms. Burns noted financial statements are in the agenda package for review. She offered to answer any questions. No action is necessary by the Board.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.


**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

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

Signed by:  
  
0CD4DE4CED22489...  
 Secretary/Assistant Secretary

Signed by:  
  
A09984009CB149F...  
 Chairman/Vice Chairman