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 on Wednesday, **April 8, 2026,** 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	Chairman
Cody Hatmaker	Vice Chairman
Corey Hatmaker	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Katie O'Rourke	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Bryan Hunter *by Zoom*	District Engineer
Allen Bailey	GMS
Matt Fisher	GMS
Tula Haff	

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 no members of the public were present in person or via Zoom.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the December 10, 2025 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the December 10, 2025 Board of Supervisors meeting and asked for any comments, corrections, or questions. The Board had no changes.

> On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the Minutes of the December 10, 2025 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2026-05 Approving the Proposed Fiscal Year 2027 Budget and Setting a Public Hearing**

Ms. Burns stated that Resolution 2026-05 starts the Fiscal Year 2027 budget process and sets a public hearing for July 8, 2026 at 2:00 p.m. She noted the main budget change is the removal of the developer contribution, which had previously helped offset assessments. Administrative costs are mostly unchanged, while some field expenses increased slightly based on actual costs and contracts. The amenity budget is now planned for a full 12 months instead of a prorated period because it is expected to open before the new fiscal year.

As a result, assessments are increasing, with the proposed gross amount per unit at $1,633.90. She noted this is still below the prior mailed cap notice of $1,641.29, so no new mailed notice is required. Ms. Burns stated this is the maximum proposed assessment and it could still decrease at final budget adoption if updated amenity costs come in lower.

> On MOTION by Mr. Carson, seconded by Mr. Cody Hatmaker, with all in favor, Resolution 2026-05 Approving the Proposed Fiscal Year 2027 Budget and Setting a Public Hearing for July 8, 2026 at 2:00 p.m., was approved.

FIFTH ORDER OF BUSINESS **Ratification of Data Sharing and Usage Agreement**

Mr. Burns stated the Board was considering ratification of the data sharing and usage agreement with the Polk County Property Appraiser. She explained that the agreement is mainly administrative, covering the office’s responsibility not to disclose exempt parcel information that is shared for the purpose of collecting assessments. She also noted that the agreement had already been executed, and the Board only needed to formally ratify it.

Mr. Hatmaker asked how the assessments get on the tax roll. Ms. Burns said that after the budget is adopted in July, the Board will certify the assessment roll sometime before September, and the assessments will then be collected in November. She also confirmed that the assessments are necessary because the properties are platted and carry debt.

> On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the Data Sharing and Usage Agreement, was ratified.

SIXTH ORDER OF BUSINESS **Ratification of Contract Agreement with Polk County Property Appraiser**

Mr. Bailey stated the Board was considering ratification of the contract agreement with the Polk County Property Appraiser. She explained that it is the standard agreement used to allow assessments to be collected on the tax bill. She also noted that the agreement had already been signed, and the Board only needed to approve a motion to ratify.

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

SEVENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hancock had nothing to report.

B. Engineer

There being no comments, the next item followed.

C. Field Manager's Report

i. Consideration of CSS Proposal for Janitorial Maintenance

Mr. Bailey gave a field operations update and said the landscaping appears to have recovered well, the streetlights have been transferred to the district, and the landscaper is maintaining the areas currently under district management. They also said a pond issue had been resolved, the large pond is being maintained, and staff expects more algae growth in warmer weather but plans to stay on top of it.

Mr. Bailey reported that the amenity project is moving forward, with a tentative opening target in May. They said staff is preparing in advance by lining up vendors and quotes so services will be ready when the amenity opens.

Mr. Bailey introduced a janitorial proposal for about $750 per month, which would include twice-weekly trash service for five containers, with four at the amenity and one at the playground.

The discussion focused on preparing the amenity center for opening and lining up service vendors in advance. The Board explained that even though only about 14 lots are under contract, the district still needs to have services ready as if the amenity were fully operational once it opens, because residents in those homes will expect to use it immediately. Mr. Bailey also clarified that these service agreements would not begin billing right away; instead, the start dates would be triggered only when staff confirm the amenity is ready to open.

On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the CSS Proposal for Janitorial Maintenance, was approved.

On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the Pest Proposal for $815, was approved.

ii. Consideration of Pool Service Proposals

a) Resort Pools

b) Arinton

Ms. Burns reviewed two pool service proposals for the amenity. She said Resort Pools was the lower bid at $1,300, compared with $1,500 from the other vendor, for three-times-per-week service. She explained that while some communities may need four or five service days per week, three days should be enough for the current level of use. She also noted that Resort Pools is a trusted vendor already used in other Polk County Districts and has done good work.

On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the Resort Pools Pool Service Proposal, was approved.

iii. Consideration of Amenity Opening Proposal from GMS

Mr. Bailey discussed the signage, and trash can proposal and questioned whether the trash cans were priced appropriately. He asked for a cost breakdown per trash can and suggested the items might possibly be obtained more cheaply.

A Board member explained that the trash cans were included because Gary said they would not already be provided at the amenity but did not have the exact per-item pricing available.

Ms. Burns suggested authorizing the Chair to finalize the signage and trash can proposal with staff after getting the detailed pricing outside the meeting, and noted the Chair had the authority to do that.

On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the Amenity Opening Proposal from GMS, was approved.

iv. Consideration of Current Demands Proposals

a) Camera Installation

b) Access System

Mr. Bailey stated they had recently received camera installation bids for their warehouse facility and thought Alarm Technologies might be able to offer a better price for the amenity camera system as well.

Ms. Burns stated the Board should make sure the camera system can support overnight monitoring, because amenities often have issues with trespassing and people jumping the fence. She explained that this system could later provide motion-activated monitoring with an automated voice warning telling people the facility is closed and they need to leave.

Ms. Burns also noted that the added monitoring service would be relatively inexpensive at about $120 per month and said it is usually better to install cameras with that capability from the start rather than replace them later.

Mr. Bailey stated the vendor working on their warehouse's access and reader system may also have the capability to handle the amenity camera setup and might be able to do it at a lower cost than the current proposal.

Ms. Burns suggested approving only the access system for now and either delegating authority to handle the camera proposal later or bringing additional proposals back at the next meeting. She also cautioned that if the Board waited on the camera decision, the amenity might open without cameras in place.

Mr. Bailey stated they wanted to get another quote for the camera system. He said they would contact the vendor that day, send over the project specifications, and ask for a price proposal for comparison.

The Board agreed to seek another camera quote but also decided not to delay the project if the alternative bid came in higher. Mr. Bailey said that if the new price was higher than the current proposal, they should simply move forward with Current Demands. Ms. Burns then proposed approving the camera work on a not-to-exceed basis using the Current Demands quote, and the Board moved ahead with that approach.

> On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, Current Demands Proposals, was approved.

> On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, Directing Staff to Bring Back Camera Quote NTE the Current Demands Quote, was approved.

v. Consideration of Sitex Aquatics Temporary Fuel Surcharge

Mr. Bailey discussed a vendor's request to add a temporary 3% fuel surcharge because of higher fuel costs. He explained that the increase would need Board approval and would add only about $16 per month to the current $538 monthly cost.

Board members were concerned about approving an open-ended increase, so counsel recommended handling it through an addendum with a firm end date rather than making it indefinite. They also discussed the risk that the vendor could stop service if the increase was denied, but noted the contract would require 30 days' notice, giving time to find a replacement.

The Board agreed to approve the surcharge temporarily through July 1, while staff would also seek quotes from other vendors in case a better option became available.

> On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the Sitex Aquatics Temporary Fuel Surcharge through July 1, 2026, was approved.

D. District Manager's Report

i. Check Register

Ms. Burns noted the check register is in the package for review. This is from October 1, 2025 through January 31, 2026 totaling $44,447.08.

> On MOTION by Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, Check Register, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements are included in the package for review.

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 Mr. Carson, seconded by Mr. Corey Hatmaker, with all in favor, the meeting was adjourned.

Signed by:
Jill Burns
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Secretary/Assistant Secretary

Signed by:
Halsey Carson
A69984009CB149F...
Chairman/Vice Chairman