

**MINUTES OF MEETING  
FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Fox Branch Ranch Community Development District held a Regular Meeting on April 12, 2023 at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808.

**Present at the meeting were:**

Bill Fife	Chair
Mary Moulton	Vice Chair
John (JC) Nowotny	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Lauren Martin	Supervisor-Appointee
Valerie D'Ambrasio	Access Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 10:44 a.m.

Supervisors Fife, Moulton and Nowotny were present. Supervisors Tyree and Potter were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Courtney Potter, SEAT 5 (Term Expires November 2024)**

Ms. Cerbone presented Ms. Courtney Potter's resignation.

**On MOTION by Mr. Fife and seconded by Mr. Nowotny, with all in favor, the resignation of Ms. Courtney Potter, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Appointment of Lauren Martin to Fill Unexpired Term of Seat 5**

Mr. Fife nominated Ms. Lauren Martin to fill Seat 5. No other nominations were made.

**On MOTION by Mr. Fife and seconded by Mr. Nowotny, with all in favor, the appointment of Ms. Lauren Martin to fill Seat 5, was approved.**

- **Administration of Oath of Office to Appointed Supervisor (the following to be provided in a separate package)**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Lauren Martin. Ms. Martin is already familiar with the following:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
  - I. Form 1: Statement of Financial Interests**
  - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B – Memorandum of Voting Conflict**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2023-01. Mr. Fife nominated the following:

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|------------|--------------|
| Chair      | Bill Fife    |
| Vice Chair | Mary Moulton |

Assistant Secretary	Lauren Martin
Assistant Secretary	Chris Tyree
Assistant Secretary	John Nowotny
Assistant Secretary	Cindy Cerbone
Assistant Secretary	Andrew Kantarzhi

No other nominations were made.

Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution

**On MOTION by Mr. Fife and seconded by Ms. Moulton, with all in favor, Resolution 2023-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03, Approving the Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date**

Ms. Cerbone presented Resolution 2023-03. She reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes. Field Operations expenses are not anticipated for Fiscal Year 2024.

**On MOTION by Mr. Fife and seconded by Ms. Moulton, with all in favor, Resolution 2023-03, Approving the Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 9, 2023 at 9:30 a.m., at the Ramada by Wyndham Davenport Orlando South, 43824 Highway 27, Davenport, Florida 33837-6808; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Ratification of Engagement with Jere Earlywine at Kutak Rock LLP**

- **Consideration of Retention and Fee Agreement**

**On MOTION by Mr. Fife and seconded by Mr. Nowotny, with all in favor, engagement with Jere Earlywine/Kutak Rock LLP for District Counsel Services, was ratified, and the Kutak Rock LLP Retention and Fee Agreement, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**

This item was deferred.

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of February 28, 2023**

Ms. Cerbone presented the Unaudited Financial Statements as of February 28, 2023.

**On MOTION by Ms. Moulton and seconded by Mr. Fife, with all in favor, the Unaudited Financial Statements as of February 28, 2023, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of August 10, 2022 Public Hearing and Regular Meeting Minutes**

Ms. Cerbone presented the August 10, 2022 Public Hearing and Regular Meeting Minutes.

**On MOTION by Ms. Moulton and seconded by Mr. Fife, with all in favor, the August 10, 2022 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: KE Law Group, PLLC**

There was no report.

**B. District Engineer: Dewberry Engineers, Inc.**

There was no report.

**C. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: May 10, 2023 at 9:30 AM**

- **QUORUM CHECK**

The next meeting will be May 10, 2023, unless canceled.

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Fife and seconded by Ms. Moulton, with all in favor, the meeting adjourned at 10:50 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair