

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**December 10, 2025**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

# **AGENDA LETTER**

# Fox Branch Ranch Community Development District

## OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

<https://foxbranchranchcdd.net/>

December 3, 2025

Board of Supervisors

Fox Branch Ranch Community Development District

Dear Board Members:

The Board of Supervisors of the Fox Branch Ranch Community Development District will hold a Regular Meeting on December 10, 2025 at 9:30 a.m., at the Courtyard Winter Haven, 6225 Cypress Garden Blvd., Winter Haven, Florida 33884. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Mary Moulton [Seat 4]
4. Consideration of Appointment of Alex Madison to Fill Unexpired Term of Seat 4; *Term Expires November 2026*
  - Administration of Oath of Office *(the following will also be provided in a separate package)*
    - A. Required Ethics Training and Disclosure Filing
      - Sample Form 1 2023/Instructions
    - B. Membership, Obligation and Responsibilities
    - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
5. Consideration of Resolution 2026-02, Electing and Removing Officers of the District and Providing for an Effective Date
6. Consideration of Resolution 2026-03, Designating a Date, Time and Location for Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date [Seats 1, 2 & 4]

### **ATTENDEES:**

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

### **NOTE: Meeting Location**

7. Discussion/Consideration/Ratification: Performance Measures/Standards & Annual Reporting Form
  - A. October 1, 2024 - September 30, 2025 [Posted]
  - B. October 1, 2025 - September 30, 2026
8. Consideration of Resolution 2026-01, Designating the Location of the Local District Records Office and Providing an Effective Date
9. Acceptance of Unaudited Financial Statements as of October 31, 2025
10. Approval of October 8, 2025 Regular Meeting Minutes
11. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer: *Dewberry Engineers, Inc.*
  - C. Field Operations: *Atmos Living Management Group, LLC*
    - Field Operations and Backflow Inspection Reports
  - D. District Manager: *Wrathell, Hunt and Associates, LLC*
    - NEXT MEETING DATE: January 14, 2026 at 9:30 AM

○ QUORUM CHECK

SEAT 1	CHRIS TYREE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	ROGER VAN AUKER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	JC NOWOTNY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	ALEX MADISON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	SHELLEY KAERCHER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (415) 516-2161.

Sincerely,

  
Andrew Kantarzhi  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**CALL-IN NUMBER: 1-888-354-0094**

**PARTICIPANT PASSCODE: 867 327 4756**

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

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## NOTICE OF TENDER OF RESIGNATION

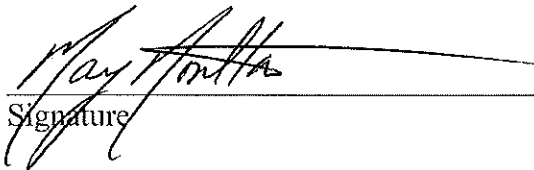
To: Board of Supervisors  
Fox Branch Ranch CDD  
Harmony on Lake Eloise CDD  
Hawthorne Mill North CDD  
Attn: Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431

From: Mary Moulton

Date: November 12, 2025

I hereby tender my resignation as a member of the Board of Supervisors of Fox Branch Ranch CDD, Harmony on Lake Eloise CDD, and the Hawthorne Mill North CDD. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors, effective immediately.

I certify that this Notice of Tender of Resignation has been executed by me and ☐ faxed to 561-571-0013 or ☒ scanned and electronically transmitted to [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com) and agree that the executed fax or email copy shall be binding and enforceable as an original.

  
Signature

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

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**FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing oath was administered before me before me by means of ☐ physical presence or ☐ online notarization on this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, by \_\_\_\_\_, who personally appeared before me, and is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Fox Branch Ranch Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_

-----  
MAILING ADDRESS: ☐ Home ☐ Office County of Residence \_\_\_\_\_

\_\_\_\_\_  
Street Phone Fax

\_\_\_\_\_  
City, State, Zip Email Address



# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

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**RESOLUTION 2026-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOX  
BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT ELECTING  
AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR  
AN EFFECTIVE DATE.**

**WHEREAS**, the Fox Branch Ranch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF FOX BRANCH RANCH COMMUNITY  
DEVELOPMENT DISTRICT THAT:**

**SECTION 1.** The following is/are appointed as Officer(s) of the District effective December 10, 2025:

\_\_\_\_\_ is appointed Chair  
\_\_\_\_\_ is appointed Vice Chair  
\_\_\_\_\_ is appointed Assistant Secretary  
\_\_\_\_\_ is appointed Assistant Secretary  
\_\_\_\_\_ is appointed Assistant Secretary

**SECTION 2.** The following Officer(s) shall be removed as Officer(s) as of December 10, 2025:

<u>Mary Moulton</u>	<u>Assistant Secretary</u>
<u>Cindy Cerbone</u>	<u>Assistant Secretary</u>

**SECTION 3.** The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Andrew Kantarzi is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

**PASSED AND ADOPTED THIS 10TH DAY OF DECEMBER, 2025.**

ATTEST:

**FOX BRANCH RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

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**RESOLUTION 2026-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND  
LOCATION FOR LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR  
PUBLICATION, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE**

**WHEREAS**, Fox Branch Ranch Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Polk County, Florida; and

**WHEREAS**, the District's Board of Supervisors (the "Board") is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, *Florida Statutes*; and

**WHEREAS**, the effective date of Polk County Ordinance No. 2021-040 creating the District (the "Ordinance") is July 20, 2021; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF  
FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** In accordance with section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the \_\_\_\_ day of November, 2026 at \_\_\_\_:\_\_\_\_.m., at \_\_\_\_\_.

**SECTION 2.** The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), *Florida Statutes*.

**SECTION 3.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election is hereby announced at the Board's Regular Meeting held on the 10<sup>th</sup> day of December, 2025. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of December, 2025.

Attest:

**FOX BRANCH RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

## Exhibit A

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF  
SUPERVISORS OF THE FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within Fox Branch Ranch Community Development District (the "District") in Polk County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting, there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

**DATE:** November \_\_\_, 2026

**TIME:** \_\_\_:\_\_\_ .m.

**PLACE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, by emailing wrathellc@whhassociates.com or calling (561) 571-0010. At said meeting, each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting, the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (877) 276-0889, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District Manager

Run Date(s): \_\_\_\_\_ & \_\_\_\_\_

**PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT**



**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **November** \_\_, **2026**

TIME: \_\_: \_\_ .m.

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**LANDOWNER PROXY**

**FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT  
POLK COUNTY, FLORIDA  
LANDOWNERS' MEETING – November \_\_, 2026**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ ("**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Fox Branch Ranch Community Development District to be held at \_\_:\_\_ \_\_.m., on November \_\_, 2026 at \_\_\_\_\_, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the proxy holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**

**FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT  
POLK COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER \_\_, 2026**

**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4)-year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2)-year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Fox Branch Ranch Community Development District and described as follows:

<b><u>Description</u></b>	<b><u>Acreage</u></b>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

<b>SEAT</b>	<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
1.	_____	_____
2.	_____	_____
4.	_____	_____

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

**7**

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7A**

**FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**Performance Measures/Standards & Annual Reporting Form**  
**October 1, 2024 – September 30, 2025**

**1. COMMUNITY COMMUNICATION AND ENGAGEMENT**

**Goal 1.1      Public Meetings Compliance**

**Objective:** Hold at least two (2) regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of two (2) regular board meetings was held during the fiscal year.

**Achieved:** Yes ☒ No ☐

**Goal 1.2      Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

**Standard:** 100% of meetings were advertised with 7 days' notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

**Achieved:** Yes ☒ No ☐

**Goal 1.3      Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

**Standard:** 100% of monthly website checks were completed by District Management.

**Achieved:** Yes ☒ No ☐

## 2. **INFRASTRUCTURE AND FACILITIES MAINTENANCE**

### **Goal 2.1 District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

**Measurement:** A minimum of one (1) inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

**Standard:** Minimum of one (1) inspection was completed in the Fiscal Year by the district's engineer.

**Achieved:** Yes ☒ No ☐ Not Applicable ☐

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## 3. **FINANCIAL TRANSPARENCY AND ACCOUNTABILITY**

### **Goal 3.1 Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

**Achieved:** Yes ☒ No ☐

### **Goal 3.2      Financial Reports**

**Objective:** Publish to the CDD website the most recent versions of the following documents: current fiscal year budget with any amendments, most recent financials within the latest agenda package; and annual audit via link to Florida Auditor General website.

**Measurement:** Previous years' budgets, financials and annual audit, are accessible to the public as evidenced by corresponding documents and link on the CDD's website.

**Standard:** CDD website contains 100% of the following information: most recent link to annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes ☒ No ☐

### **Goal 3.3      Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements, transmit to the State of Florida and publish corresponding link to Florida Auditor General Website on the CDD website for public inspection.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is transmitted to the State of Florida and available on the Florida Auditor General Website, for which a corresponding link is published on the CDD website.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were transmitted to the State of Florida and corresponding link to Florida Auditor General Website is published on CDD website.

**Achieved:** Yes ☒ No ☐



Cindy Gerhore

District Manager

Cindy Gerhore

Print Name

8-14-2024

Date

Shelley Kaercher

Chair/Vice Chair, Board of Supervisors

Shelley Kaercher

Print Name

8-14-2024

Date

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7B**

**FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**Performance Measures/Standards & Annual Reporting Form**  
**October 1, 2025 – September 30, 2026**

**1. COMMUNITY COMMUNICATION AND ENGAGEMENT**

**Goal 1.1      Public Meetings Compliance**

**Objective:** Hold at least two (2) regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of two (2) regular board meetings was held during the fiscal year.

**Achieved:** Yes ☐ No ☐

**Goal 1.2      Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

**Standard:** 100% of meetings were advertised with 7 days' notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

**Achieved:** Yes ☐ No ☐

**Goal 1.3      Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

**Standard:** 100% of monthly website checks were completed by District Management.

**Achieved:** Yes ☐ No ☐

## 2. **INFRASTRUCTURE AND FACILITIES MAINTENANCE**

### **Goal 2.1 District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

**Measurement:** A minimum of one (1) inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

**Standard:** Minimum of one (1) inspection was completed in the Fiscal Year by the district's engineer.

**Achieved:** Yes ☐ No ☐

## 3. **FINANCIAL TRANSPARENCY AND ACCOUNTABILITY**

### **Goal 3.1 Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

**Achieved:** Yes ☐ No ☐

### **Goal 3.2      Financial Reports**

**Objective:** Publish to the CDD website the most recent versions of the following documents: current fiscal year budget with any amendments, most recent financials within the latest agenda package; and annual audit via link to Florida Auditor General website.

**Measurement:** Previous years' budgets, financials and annual audit, are accessible to the public as evidenced by corresponding documents and link on the CDD's website.

**Standard:** CDD website contains 100% of the following information: most recent link to annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes ☐ No ☐

### **Goal 3.3      Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements, transmit to the State of Florida and publish corresponding link to Florida Auditor General Website on the CDD website for public inspection.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is transmitted to the State of Florida and available on the Florida Auditor General Website, for which a corresponding link is published on the CDD website.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were transmitted to the State of Florida and corresponding link to Florida Auditor General Website is published on CDD website.

**Achieved:** Yes ☐ No ☐

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District Manager

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Chair/Vice Chair, Board of Supervisors

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Print Name

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Print Name

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Date

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Date

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

**8**

**RESOLUTION 2026-01**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE  
LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Fox Branch Ranch Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within Polk County, Florida; and

**WHEREAS**, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOX  
BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The District’s local records office shall be located at: \_\_\_\_\_

\_\_\_\_\_.

**SECTION 2.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

**FOX BRANCH RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors



# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

## **UNAUDITED FINANCIAL STATEMENTS**

**FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
OCTOBER 31, 2025**

**FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
OCTOBER 31, 2025**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$ 5,776	\$ -	\$ -	\$ 5,776
Investments				
Revenue	-	143,130	-	143,130
Reserve	-	190,714	-	190,714
Capitalized interest	-	179	-	179
Construction	-	-	45,046	45,046
Undeposited funds	-	595	-	595
Due from Landowner	266,736	46,189	-	312,925
Total assets	<u>\$ 272,512</u>	<u>\$ 380,807</u>	<u>\$ 45,046</u>	<u>\$ 698,365</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 9,144	\$ -	\$ -	\$ 9,144
Due to Landowner	7,541	5,608	-	13,149
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>22,685</u>	<u>5,608</u>	<u>-</u>	<u>28,293</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred receipts	266,736	46,189	-	312,925
Total deferred inflows of resources	<u>266,736</u>	<u>46,189</u>	<u>-</u>	<u>312,925</u>
Fund balances:				
Restricted for:				
Debt service	-	329,010	-	329,010
Unassigned	(16,909)	-	-	(16,909)
Total fund balances	<u>(16,909)</u>	<u>329,010</u>	<u>45,046</u>	<u>357,147</u>
 Total liabilities, deferred inflows of resources and fund balances	 <u>\$ 272,512</u>	 <u>\$ 380,807</u>	 <u>\$ 45,046</u>	 <u>\$ 698,365</u>

**FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED OCTOBER 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ -	\$ -	\$ 162,825	0%
Assessment levy: off-roll	-	-	268,356	0%
Landowner contribution	7,541	7,541	-	N/A
Total revenues	<u>7,541</u>	<u>7,541</u>	<u>431,181</u>	2%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording	4,000	4,000	48,000	8%
Legal	-	-	25,000	0%
Engineering	-	-	3,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	83	83	1,000	8%
EMMA software service	-	-	1,000	0%
Trustee*	-	-	5,500	0%
Telephone	17	17	200	9%
Postage	-	-	500	0%
Printing & binding	42	42	500	8%
Legal advertising	-	-	6,500	0%
Annual special district fee	-	-	175	0%
Insurance	7,541	7,541	6,000	126%
Contingencies/bank charges	90	90	500	18%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>11,773</u>	<u>11,773</u>	<u>104,790</u>	11%

**FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED OCTOBER 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
<b>Other fees &amp; charges</b>				
<b>Field operations and maintenance</b>				
Field operations manager	-	-	6,000	0%
Landscaping contract labor	-	-	80,000	0%
Backflow prevention test	-	-	500	0%
Irrigation maintenance/repair	-	-	4,000	0%
Plants, shrubs & mulch	-	-	50,000	0%
Annuals	-	-	9,000	0%
Tree trimming	-	-	3,000	0%
Signage	-	-	1,500	0%
General maintenance	-	-	2,500	0%
Fence/wall repair	-	-	1,000	0%
Irrigation pump maintenance	-	-	3,000	0%
Aquatic control - ponds	-	-	15,000	0%
Wetland mitigation	-	-	25,000	0%
Holiday decorations	-	-	5,000	0%
Pressure washing	-	-	3,000	0%
Misc. field operations - contingency	-	-	25,000	0%
Irrigation	-	-	6,000	0%
Street lights	-	-	40,000	0%
Entrance signs	-	-	1,800	0%
Property appraiser & tax collector			5,088	
Total Field Operations	-	-	286,388	0%
Total expenditures	11,773	11,773	391,178	3%
 Excess/(deficiency) of revenues over/(under) expenditures	 (4,232)	 (4,232)	 40,003	
 Fund balances - beginning	 (12,677)	 (12,677)	 -	
Fund balances - ending	\$ (16,909)	\$ (16,909)	\$ 40,003	

\*These items will be realized when bonds are issued

**FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2025  
FOR THE PERIOD ENDED OCTOBER 31, 2025**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ -	\$ -	\$ 337,518	0%
Assessment levy: off-roll	-	-	46,189	0%
Interest	657	657	-	N/A
Total revenues	<u>657</u>	<u>657</u>	<u>383,707</u>	0%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	85,000	0%
Interest	-	-	286,244	0%
Property appraiser & tax collector	-	-	10,547	0%
Total debt service	<u>-</u>	<u>-</u>	<u>381,791</u>	0%
Excess/(deficiency) of revenues over/(under) expenditures	657	657	1,916	34%
Fund balances - beginning	<u>328,353</u>	<u>328,353</u>	<u>329,552</u>	
Fund balances - ending	<u>\$ 329,010</u>	<u>\$ 329,010</u>	<u>\$ 331,468</u>	

**FOX BRANCH RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2025  
FOR THE PERIOD ENDED OCTOBER 31, 2025**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest	\$ 152	\$ 152
Total revenues	<u>152</u>	<u>152</u>
<b>EXPENDITURES</b>		
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	152	152
Fund balances - beginning	44,894	44,894
Fund balances - ending	<u>\$ 45,046</u>	<u>\$ 45,046</u>

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

# **MINUTES**



**DRAFT**

**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 October 8, 2025 at 9:30 a.m., at the City of Davenport Tom Fellows Community Center, 207 North Blvd. West, Davenport, Florida 33837.

**Present:**

Shelley Kaercher	Chair
John (JC) Nowotny	Vice Chair
Mary Moulton	Assistant Secretary

**Also present:**

Andrew Kantarzhi	District Manager
Jere Earlywine (via telephone)	District Counsel
Joey Arryo	Atmos Living Management
Josean Lopez (via telephone)	Yellowstone Landscape
Nicole Ailes (via telephone)	Yellowstone Landscape
Scott Carlson	Juniper formerly Landscape Maintenance Professionals (LMP)

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 9:35 a.m.

Supervisors Moulton, Nowotny and Kaercher were present. Supervisors Van Auken and Tyree were absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Financial Capability for  
Perpetual Operations and Maintenance  
Entities for Stormwater Management  
System Phase 3 & 4**

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, the Certification of Financial Capability for Perpetual Operations and Maintenance Entities for Stormwater Management System Phases 3 & 4, was accepted and approved.

**FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2026-01, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

**FIFTH ORDER OF BUSINESS****Ratification Items**

- A. Dora Landscaping, LLC First Amendment to Landscape Maintenance Services Agreement
- B. Dora Landscaping, LLC Second Amendment to Landscape Maintenance Services Agreement

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, the Dora Landscaping, LLC First Amendment to Landscape Maintenance Services Agreement and the Dora Landscaping, LLC Second Amendment to Landscape Maintenance Services Agreement, were ratified.

**SIXTH ORDER OF BUSINESS**

Acceptance of Unaudited Financial Statements as of August 31, 2025

On MOTION by Ms. Kaercher and seconded by Ms. Moulton, with all in favor, the Unaudited Financial Statements as of August 31, 2025, were accepted.

**SEVENTH ORDER OF BUSINESS**

Approval of August 13, 2025 Public Hearings and Regular Meeting Minutes

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, August 13, 2025 Public Hearings and Regular Meeting Minutes, as presented, were approved.

**EIGHTH ORDER OF BUSINESS****Staff Reports**

**A. District Counsel: Kutak Rock LLP**

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

There were no District Counsel or District Engineer reports.

**C. Field Operations: Atmos Living Management Group, LLC**

- **Field Operations and Backflow Inspection Reports (August and September 2025)**

Mr. Arroyo presented the Field Operations Inspections Reports for August and September and the Backflow Report. He noted that wildlife signs will be installed. Ms. Kaercher stated that the holiday decorations will be installed in mid-November.

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

- **NEXT MEETING DATE: November 12, 2025 at 9:30 AM [Courtyard Winter Haven, 6225 Cypress Garden Blvd., SE, Winter Haven, Florida 33884]**

- **QUORUM CHECK**

The next meeting will be on November 12, 2025, unless cancelled.

**NINTH ORDER OF BUSINESS****Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**ELEVENTH ORDER OF BUSINESS****Adjournment**

<p><b>On MOTION by Ms. Kaercher and seconded by Ms. Moulton, with all in favor, the meeting adjourned at 9:39 a.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

# **STAFF REPORTS**

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

## **STAFF REPORTS C**

# FOX BRANCH RANCH CDD FIELD OPERATIONS INSPECTION REPORT OCTOBER 2025

- During the inspection the entrance sign, plant and annuals are at the tail end and will need replacing soon.



- Landscaping is well maintained and look in good condition. The roads were clean



FOX BRANCH RANCH CDD  
FIELD OPERATIONS INSPECTION REPORT  
OCTOBER 2025  
PAGE 2

- Ponds waters were clear of any invasive plant materials in the water.



Respectfully submitted,

Joey Arroyo, LCAM



# FOX BRANCH RANCH CDD FIELD OPERATIONS INSPECTION REPORT NOVEMBER 2025

- During the inspection the entrance sign, plant and annuals are at the tail end and will need replacing soon.



- Landscaping is well maintained and look in good condition. The roads were clean



FOX BRANCH RANCH CDD  
FIELD OPERATIONS INSPECTION REPORT  
NOVEMBER 2025  
PAGE 2

- No invasive plant materials were visible in the water.



Respectfully submitted,

Joey Arroyo, LCAM

# FOX BRANCH RANCH CDD

## FIELD OPERATIONS INSPECTION REPORT

### DECEMBER 2025

- Entrance sign decorations look good. Plant material does not seem healthy and is lacking on holiday color (not best plant chose). No weeds seen in beds at the time of visit.



- Landscaping is well maintained and look in good condition. The roads were clean





FOX BRANCH RANCH CDD  
FIELD OPERATIONS INSPECTION REPORT  
DECEMBER 2025  
PAGE 2

- No invasive plant materials were visible in the water; except for the first pond on the right as you drive in the community. There are algae on the far end of the pond, but it seems that Lake pros are working to resolve the issue. Beware of wildlife signs have been installed in the community along all water ways and conservation areas.



Respectfully submitted,

Joey Arroyo, LCAM

# **FOX BRANCH RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

## **STAFF REPORTS D**

FOX BRANCH RANCH COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
<sup>1</sup> City of Davenport, Tom Fellows Community Center, 207 North Blvd West, Davenport, Florida 33837 Courtyard Winter Haven, 6225 Cypress Garden Blvd., SE, Winter Haven, Florida 33884		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 8, 2025 <sup>1</sup>	Regular Meeting	9:30 AM
November 12, 2025 <b>CANCELED</b>	Regular Meeting	9:30 AM
December 10, 2025	Regular Meeting	9:30 AM
January 14, 2026	Regular Meeting	9:30 AM
February 11, 2026	Regular Meeting	9:30 AM
March 11, 2026	Regular Meeting	9:30 AM
April 8, 2026	Regular Meeting	9:30 AM
May 13, 2026	Regular Meeting	9:30 AM
June 10, 2026	Regular Meeting	9:30 AM
July 8, 2026	Regular Meeting	9:30 AM
August 12, 2026	Regular Meeting	9:30 AM
September 9, 2026	Regular Meeting	9:30 AM