

**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 December 10, 2025 at 9:30 a.m., at the Courtyard Winter Haven, 6225 Cypress Garden Blvd., Winter Haven, Florida 33884.

Present:

Shelley Kaercher	Chair
John (JC) Nowotny	Vice Chair
Roger Van Auker	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Jere Earlywine (via telephone)	District Counsel
Joey Arryo	Atmos Living Management

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 9:38 a.m.

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

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Acceptance of Resignation of Mary Moulton [Seat 4]

<p>On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, the resignation of Mary Moulton from Seat 4, was accepted.</p>
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FOURTH ORDER OF BUSINESS

Consideration of Appointment of Alex Madison to Fill Unexpired Term of Seat 4; Term Expires November 2026

Ms. Kaercher nominated Alex Madison to fill Seat 4.

No other nominations were made.

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, the appointment of Alex Madison to fill Seat 4, was approved.

- **Administration of Oath of Office (the following will also be provided in a separate package)**

The Oath of Office will be administered to Alex Madison at or before the next meeting.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations and Responsibilities

C. Guide to the 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

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2026-02, Electing and Removing Officers of the District and Providing for an Effective Date

This item was deferred.

SIXTH ORDER OF BUSINESS

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]

Mr. Kantarzhi presented Resolution 2026-03. Seats 1, 2 and 4, currently held by Mr. Tyree, Mr. Van Auker and Mr. Madison, respectively, will be up for election at the November Landowners' Election.

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, Resolution 2026-03, Designating November 11, 2026 at 9:30 a.m., at the Holiday Inn Express & Suites, 4050 Hotel Drive, Davenport, Florida, 33897, as the Date, Time and Location for Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date.

SEVENTH ORDER OF BUSINESS

**Discussion/Consideration/Ratification:
Performance Measures/Standards &
Annual Reporting Form**

A. October 1, 2024 - September 30, 2025 [Posted]

Mr. Kantarzhi noted that the 2025 Goals and Objectives Reporting was completed.

B. October 1, 2025 - September 30, 2026

Mr. Kantarzhi presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, the 2025 Goals and Objectives Reporting, was ratified; and the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.

EIGHTH 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.

NINTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of October 31, 2025**

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

TENTH ORDER OF BUSINESS

Approval of October 8, 2025 Regular Meeting Minutes

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, October 8, 2025 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated that the CDD is on pace to issue bonds in August 2026.

B. District Engineer: Dewberry Engineer, Inc.

There was no report.

C. Field Operations: Atmos Living Management Group, LLC

• Field Operations and Backflow Inspection Reports

Mr. Arroyo presented the Field Operations Inspections Reports for October, November and December 2025. Everything looks good but he does not like the annuals, as they are not as festive as they should be to match the décor. Ms. Kaercher asked for Dora to be notified so the annuals can be replaced. Mr. Arroyo stated landscapers or other construction trucks are causing ruts in the grass where they are pulling off on the sides of the roads. The situation will be monitored to determine if the damage was temporary.

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

• NEXT MEETING DATE: January 14, 2026 at 9:30 AM

○ QUORUM CHECK

The next meeting will be on January 14, 2026, unless cancelled.

Mr. Kantarzhi reminded the Board Members to complete the required four hours of ethics training by the December 31, 2025 deadline.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Kaercher and seconded by Mr. Nowotny, with all in favor, the meeting adjourned at 9:48 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair