

**FOXWOOD AT PANTHER RIDGE HOA**  
**BOARD OF DIRECTORS MINUTES**

Date: April 2, 2026

Time: 6:00pm

Location: Lakewood Ranch Library: 16410 Rangeland Parkway, Bradenton, FL

1. Call to Order: The meeting was called to order at 6:01 PM by President Jack Mandula.
2. Proof of Notice: Proof of notice was provided via posting on the Association website ([www.myfpr.com](http://www.myfpr.com)) and distribution of the meeting agenda to owners by email in advance of the meeting in accordance with the governing documents and Florida Statute 720.
3. Establish Quorum: Directors present: Jack Mandula (President), Tommy Klauber (Treasurer), Cortney Hepburn (Secretary). Director present via phone: Nikki Olarsch (Director-at-Large). The Vice President seat was vacant following the resignation of Tony Wood effective April 1, 2026. Also present: Gina Fouquet, Community Association Manager, Sunstate Association Management Group, and homeowners attending in person and via Zoom. A quorum of the Board was established.
4. Homeowner Comments: The Chair announced homeowner comments would be accepted throughout the meeting prior to votes on agenda items
5. Approval of Previous Minutes:  
**November 6, 2025 Board Meeting Minutes**  
Motion: Approve the November 6, 2025 Board Meeting Minutes as presented. Second:  
Yes  
Vote: Unanimous approval  
**March 12, 2026 Annual Membership Meeting Minutes**  
Draft minutes were provided for review. Final approval will occur at the next Annual Membership Meeting, consistent with past Association practice.
6. President's Report:
  - Introduction and welcome of new CAM Gina Fouquet (Sunstate)
  - Announcement of Tony Wood's resignation as Vice President effective April 1, 2026
  - Community invitation to participate in Preserve neighborhood Easter event
  - Reminder regarding early hurricane preparedness planning
  - Announcement that Ed Reid stepped down as BRB Chair, Kent Schwarz serving as interim BRB Chair
  - Emphasis on Board priorities: transparency, communication, and committee engagement
  - Discussion of exploring improved community emergency communication tools (e.g., text-based systems or apps)

- Legal Update: One litigation matter ongoing since 2021 remains pending. A second matter has entered pre-suit mediation, as required by Florida law. Board representation at mediation will occur within the statutory timeframe.

### **Motion**

Motion: Acceptance of Vice President Resignation of **Tony Wood** effective April 1, 2026; defer appointment of replacement at this time.

Second: Yes

Vote: **Unanimous approval**

### 7. Treasurer's Report:

- Year-to-date operating variance approximately \$10,800, primarily due to timing of assessment income and legal expenses
- Grounds and utilities currently under budget
- Treasurer continues working with management to obtain access to vendor contracts and invoices
- Board discussed need to ensure invoices follow proper approval workflow within Vantaca

Board discussion included vendor contract visibility, invoice approval workflow procedures, documentation supporting expenditures, and consideration of a future financial audit.

No vote taken at this time.

### 8. Management Report:

- Board certification training requirements reviewed
- Vantaca training scheduled for Board members
- Zoom capability planned for future meetings
- Homeowner service request/work order process to be distributed
- Compliance inspections transitioning to consistent tracking and reporting
- Review underway of open compliance items from prior inspection cycles

Board discussed: Consistency in compliance procedures, documentation tracking improvements, homeowner submission of service requests through the portal and Vantaca portal training for community.

### 9. Committee Reports:

#### **Building Review Board (BRB)**

Interim Chair Kent Schwarz submitted a written report summarizing:

- Lot 55: Pond/walkway project approved with conditions
- Lot 49: Front door replacement approved with conditions
- Lots 40 & 52: Bridge over swale revision approved with conditions
- Lot 56: Landscaping/lighting improvements approved with conditions

Board discussed: Need for clearer architectural standards, possible future updates to the Land Planning Guide and potential committee participation opportunities.

### **Trail Committee**

No report presented

Board noted:

- Clarification needed regarding vendor responsibilities for trail maintenance
- Trail condition reporting encouraged through service requests using Vantaca portal

### **Landscape Committee**

No report. Committee currently unstaffed

Board reported:

- Entry monument restoration planning underway
- Request submitted for copy of FDOT right-of-way agreement
- Survey likely required to confirm ownership boundaries
- Irrigation and electrical impacts suspected from roadway work

### **Social & Welcome Committee**

No report, currently unstaffed

### **Finance Committee**

No report, currently unstaffed

## 10. Old Business:

- **Clarification of Officer Roles and Authority**

Motion: Confirm that the roles, responsibilities, and authority of the Association's officers shall be exercised consistent with the governing documents, Florida Statute Chapter 720, and guidance from Association legal counsel, and that individual officers act on behalf of the Association only as authorized by the Board unless otherwise provided in the governing documents.

Second: Yes

Vote: Unanimous

- **Entrance Restoration Planning Following FDOT / SR-70 Roadway Work**

The Board discussed entrance restoration planning, including the need to obtain right-of-way documentation and confirm property boundaries prior to obtaining proposals.

No motion was adopted.

- **Compliance Structure and Enforcement Process Review**

Motion: Direct management to provide written monthly compliance inspection reports to the Board and maintain compliance tracking within Vantaca as part of the Association's official records.

Second: Yes

Vote: Unanimous

- **Review and Reconsider July 31, 2025 Motion Restricting Board Members from Communication with Vendors**

Motion: Rescind the July 31, 2025 motion restricting Board members from contacting vendors for information gathering and quote requests so officers may carry out responsibilities consistent with governing documents, Florida Statute Chapter 720, and counsel guidance.

Second: Yes

Vote: Unanimous

- **Status of Treasurer Access to Association Contracts and Financial Documents**

Motion: Confirm that, consistent with the Association's governing documents, Florida Statute Chapter 720, and the management contract, the Treasurer is authorized to review and have access to Association financial records, contracts, and invoices, and that all invoices are routed through the designated Board approval workflow prior to payment through the Association's management system.

Second: Yes

Vote: Unanimous

- **Bridge Safety Repair Status – Trail Map Marker #5**

Discussion included that the bridge appears on the Association's trail map, has historically been maintained by the Association, and continues to be regularly used by residents as part of the community's equestrian trail system. The Board noted that the repair is a limited safety stabilization intended to maintain safe and continuous trail access pending confirmation of ownership, insurance coverage, and long-term maintenance responsibility.

Motion: Approve a safety repair at Trail Map Marker #5 to restore safe and continuous equestrian trail access across the bridge using Circle M Construction for approximately \$2,500.

Second: Yes

Vote: Approved (3–1)

11. New Business:

a. **Establishment and Confirmation of Standing Committees**

- The Board discussed standing committee structure and will solicit volunteers and appoint committee members and Board liaisons as participation is confirmed.
- Building Review Board
- Trail Committee
- Landscape Committee (including entrance restoration responsibilities)
- Social & Welcome Committee
- Finance Committee
- Compliance Committee (as required under Florida Statute 720 for fining procedures)

**b. President Designated as Primary Operational Contact**

The President reviewed the intent to coordinate operational communications with management and legal counsel through the President unless otherwise directed by the Board, in order to support consistent communication and workflow.

**No motion was adopted.**

**c. Standardization of Official Association Records Storage in Vantaca and Website Archive**

The Board discussed the importance of maintaining Association records within centralized repositories, including the management system portal (Vantaca) and the Association website archive, to support continuity and accessibility of official records.

**No motion was adopted.**

The Board discussed:

- Transfer of Association records from prior officers and committee chairs. Item deferred to next meeting agenda.
- The Board acknowledged disclosure that a former Association officer had been involved in the sale of property to a homeowner involved in current litigation matters and had served as liaison to counsel regarding matters involving that property. The disclosure was noted for transparency and record completeness. No determination or action was taken by the Board.

12. Homeowner Comments:

Additional homeowner comments were received regarding:

- Architectural standards clarification
- Compliance consistency
- Document updates
- Communications tools
- Trail conditions
- Potential community internet/broadband coordination with The Preserve

13. Next Meeting Date: May 7th 2026, 6pm at the Lakewood Ranch Library

14. Adjournment: With no further business to come before the Board, the meeting was adjourned at 7:45 PM

15. Supplemental Attachments: A written document submitted by resident Matt Shapiro during Owner Comments/Open Forum was received by the Board and retained with the official records as supplemental meeting material

Prepared by:

Cortney Hepburn, Secretary to the Board of Directors

**STATEMENT OF COMPLETION AND REQUEST FOR TRANSFER TO OPERATION ENTITY**

**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

2379 BROAD STREET • BROOKSVILLE, FL 34609-6899  
(804) 796-7211 OR FLORIDA WATS 1 (800) 423-1478

Within 30 days after completion of construction of the surface water management system, the owner or authorized agent must submit the original plus one copy of this form and two complete sets of certified as-built drawings for the surface water management system structures and appurtenances. Upon receipt, this Statement of Completion will be reviewed and the system may be inspected for compliance with the approved permit and as-built drawings. The operation phase of this permit is effective when the Statement of Completion for is signed by an authorized District representative.

**1. SURFACE WATER MANAGEMENT SYSTEM INFORMATION:**

Permit No.: 4317076.00 \* .01 County: Manatee

Project Name: Foxwood

Permittee: Ranch Property Partners, Ltd. / Ranch Property Inc.

Address: 3651 Cortez Road West, Suite 300

City, State, Zip: Bradenton, FL 34210

Telephone: (841) 753-1616

- 2. I HEREBY CERTIFY THAT (please choose accurately and initial only one box):**
- A.** At the time of final inspection, the surface water management system was completed substantially in accordance with the permitted construction plans and information. Any minor deviations from the permitting plans and specifications will not prevent the system from functioning in compliance with the requirements of Chapters 40D-4, and 40D-40, or 40D-45, F.A.C. (The as-built drawings and information submitted to the District shall confirm this certification.)
- B.** At the time of final inspection, the system was not completed in substantial conformance with the permitted construction plans and information. (The registered professional engineer shall explain in writing, and with confirming depiction on the as-built specification. In this case, the professional engineer shall complete, but not sign and seal, the Statement of Completion.)

This certification shall be verified by TWO COPIES of attached "as-built" drawings (as-built drawings must be signed, dated and sealed by a Registered Professional Engineer or Land Surveyor, as required by State Law).

By: [Signature] Richard P. Clarke, PE 16377 FL P.E. No.

Signature of Engineer of Record Name (please type) Company Name

Zoller, Najjar & Shroyer, Inc.

Date: 1/16/99 PO Box 8448 Company Address

Bradenton, FL 34206 City, State, Zip

Phone: (841) 748-8080

FORM 547.27(SOC)(8-94)  
Rule 40D-1.659, F.A.C.

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Imaged As Is

SYSTEM UPDATED 1/17/99 [Signature]



- 3. NOTIFICATION OF COMPLETION:** The District is hereby notified that construction of the surface water management system is completed, and the Permittee requests that the surface water management permit be transferred to the legal entity (individual owner or corporate) responsible for operation and maintenance (O&M) as named in Section 4. An authorized agent must submit a letter of authorization from the permittee authorizing him or her to execute this Notification.

By: [Signature]

Signature of Permittee or Authorized Agent

4317076.00 \* .01 Permit Number

Name and Title (please type)

Panther Panther-Ridge Communities, Ltd. Company Name

Panther Ridge Communities, Ltd. General Partner

Jeffrey D. Gravelly, VICE President City, State, Zip

- 4. AGREEMENT FOR SYSTEM OPERATION AND MAINTENANCE RESPONSIBILITY:** The below-named legal entity responsible for O&M agrees to operate and maintain the surface water management system in compliance with all permit conditions and the provisions of Chapter 40D-4, and 40D-40 or 40D-45, Florida Administrative Code (F.A.C.). An authorized agent must submit a letter of authorization from the owner or other legal entity authorizing him or her to execute this agreement.

By: [Signature]

Signature of Representative of Acceptable O&M Entity or Authorized Agent

4317076.00 \* .01 Permit Number

Name and Title (please type) President

Foxwood Homeowners Assoc Inc Name of Owner or Other Acceptable Legal Entity for O&M

3651 Cortez Rd W #300 Address

Bradenton, FL 34210 City, State, Zip

(841) 753-1616 Phone 1/4/99 Date

RESPONSIBILITY FOR OPERATION AND MAINTENANCE MAY BE TRANSFERRED TO ANOTHER ENTITY ONLY UPON WRITTEN NOTICE AND APPROVAL BY THE DISTRICT IN ACCORDANCE WITH RULE 40D-4.351, F.A.C.

AGENCY USE ONLY

OPERATION AUTHORIZATION: Based upon the certification by the Engineer of Record in Section 2, and the notice of completion in Section 3, the responsibility for operation and maintenance of the system is transferred to the legal entity named in section 4, and the operation phase of this permit is effective on the date indicated below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

[Signature] James P. Guida, P.G., Director Name and Title Venice Regulation Department

September 28, 1999 Date 4317076.00..01 Permit Number

\* Per telephone conversation.

FORM 547.27(SOC)(8-94)  
Rule 40D-1.659, F.A.C.

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**FOXWOOD HOMEOWNERS ASSOCIATION INC. AGREEMENT WITH SWFWMD**

Foxwood Homeowners Association Inc. assumes responsibility for the operation and maintenance the Surface Water Management System in compliance with permit # 4317076.00.01

