

**MINUTES OF MEETING
CROSSWINDS EAST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Crosswinds East Community Development District was held Wednesday, **August 24, 2022** at 10:18 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairperson
Chuck Cavaretta	Assistant Secretary
Daniel Arnette <i>joined late</i>	Assistant Secretary
Jessica Petrucci	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Rey Malave <i>by Zoom</i>	Dewberry
Molly Banfield <i>by Zoom</i>	Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns swore in Ms. Schwenk, Mr. Cavaretta, and Ms. Petrucci.

**Mr. Arnette joined the meeting at this time.*

Ms. Burns swore in Mr. Arnette.

B. Consideration of Resolution 2022-34 Canvassing and Certifying the Results of the Landowners' Election

August 24, 2022

Crosswinds East CDD

Ms. Burns noted that a Landowners’ election was held prior to the Board meeting. As a result of the election Ms. Schwenk and Mr. Heath will serve four-year terms and Mr. Cavaretta, Mr. Arnette, and Ms. Petrucci will serve two-year terms.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, Resolution 2022-34 Canvassing and Certifying the Results of the Landowners’ Election, was approved.

C. Election of Officers

Ms. Burns reviewed the current slate of officers.

D. Consideration of Resolution 2022-35 Electing Officers

Ms. Burns stated that the Board is required to elect officers and stated that in the past they had elected Rennie Heath as Chair, Lauren Schwenk as Vice Chair, and the other three Supervisors as secretaries. The Board elected to keep the officers the same.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2022-35 Electing Officers as slated above, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 13, 2022 Organizational Meeting

Ms. Burns presented the July 13, 2022 Organizational meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Minutes of the July 13, 2022 Organizational Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns stated that this public hearing had been advertised in the paper and a mailed notice was sent to all property owners within the District. Ms. Burns asked for a motion to open the public hearing.

August 24, 2022

Crosswinds East CDD

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Opening the Public Hearing, was approved.

i. Presentation of Engineer's Report

Ms. Banfield reviewed the Engineer's report for the Board. She certified that the forgoing report is a true and correct copy of the Engineer's report for Crosswinds East and it is their opinion that the cost of the CIP proposed represent a system of improvements benefitting all developable property located within the District.

Mr. Malave noted that the project consists of approximately 752 acres. The total number of units is 3,732 in configurations of 40's, 50's, and townhomes. The total cost of the proposed improvements is \$140,071,549.34. That total is divided into various phases.

Mr. Van Wyk asked if there were any changes from the prior report. Ms. Banfield and Mr. Malave did not believe there were any changes. Mr. Van Wyk asked if there were any reasons they could not construct the improvements as outline in the report. Mr. Malave answered no, there were not. Mr. Van Wyk asked Ms. Banfield to confirm that the costs were reasonable for the types of improvements to be constructed in the location in which the District is located. Ms. Banfield confirmed that was correct. Mr. Malave stated that this report took into account the current trends of pricing, but they will need to watch the future phases as they move forward to make sure the costs are still accurate.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Engineer's Report, was approved.

ii. Presentation of Assessment Methodology

Ms. Burns stated that this report allocates debt to properties based on the special benefits that each receives from the District's Capital Improvement Plan. The assessment report will be supplemented with one or more supplemental assessment methodology reports that will reflect the actual terms and conditions of each series of bonds. Ms. Burns reviewed the tables in the report. Table 1 shows the development program, there are 308 townhomes, 2,185 single family 40' lots, and 1,239 single family 50' lots for a total of 3,732 residential units. Table 2 shows the infrastructure cost estimates. Table 3 shows a bond sizing of \$169,485,000. Table 4 shows the improvement cost per unit for each of those product types. Table 5 shows the par debt per unit. For the townhomes it is \$39,501, for the single family 40' it is \$42,134, and the single family 50'

August 24, 2022

Crosswinds East CDD

lot is \$52,668. Table 6 shows the net and gross annual debt assessment per unit. The gross assessment includes the collection fees and early payment discounts collected on the Polk County tax bill. For the townhomes it is \$3,510.28, the single family 40' is \$3,744.30, and the single family 50' is \$4,680.38. Table 7 shows the preliminary assessment roll which allocates the debt by acre to each of those parcels.

Ms. Burns noted that it is her professional opinion that the assessments are fairly and reasonably apportioned across the product type and the benefit is equal to or greater than the burden placed on the parcel. The Board had no questions on the methodology.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Assessment Methodology, was approved.

iii. Consideration of Resolution 2022-36 Levying Special Assessments

Ms. Burns noted that this resolution will levy the assessments across the property.

On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, Resolution 2022-36 Levying Special Assessments, was approved.

iv. Master Notice of Special Assessments

Ms. Burns stated that they were looking for a motion to authorize counsel to record that document.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Authorizing Counsel to Record the Master Notice of Special Assessments, was approved.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Closing the Public Hearing, was approved.

B. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

Ms. Burns asked for a motion to open the public hearing.

August 24, 2022

Crosswinds East CDD

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2022-37 Expressing the District’s Intent to Utilize the Uniform Method of Collection

Ms. Burns noted that this resolution allows them to use the Polk County tax bill to collect assessments when they are ready to do so.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Resolution 2022-37 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Closing the Public Hearing, was approved.

C. Public Hearing on the Adoption of District Rules of Procedure

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Ms. Schwenk, seconded by Ms. Petrucci, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2022-38 Adopting the Rules of Procedure

Ms. Burns made a note about the monthly meeting notice still being included, Mr. Van Wyk noted that they would update the rules and remove that.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Resolution 2022-38 Adopting the Rules of Procedure, was approved as amended.

Ms. Burns asked for a motion to close the public hearing.

August 24, 2022

Crosswinds East CDD

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-39
Designation of Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2023**

Ms. Burns presented the proposed Fiscal Year 2023 meeting dates as the fourth Wednesday at 10:00 a.m. at their current location. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Resolution 2022-39 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023 as the fourth Wednesday of the month at 10:00 a.m., was approved.

SEVENTH ORDER OF BUSINESS

**Review and Ranking of Proposals for
District Engineering Services and
Selection of District Engineer**

Ms. Burns stated that they received one proposal from Dewberry that was included in the agenda package for review. She suggested ranking Dewberry #1 and making a motion to authorize staff to send a Notice of Intent to Award.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Ranking the Proposals for District Engineering Services with Dewberry #1 and Authorizing Staff to Send a Notice of Intent to Award, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted that they were scheduling the validation hearing for September 16, 2022. They are waiting on the judge to sign the order to get the publication.

B. Engineer

Mr. Malave had nothing further to report.

C. District Manager’s Report

Ms. Burns had nothing further to report.

August 24, 2022

Crosswinds East CDD

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Rennie Heath

Chairman/Vice Chairman