

*Crosswinds East
Community Development District*

Meeting Agenda

April 26, 2023

AGENDA

Crosswinds East

Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

April 19, 2023

**Board of Supervisors
Crosswinds East
Community Development District**

Dear Board Members:

A meeting of the Board of Supervisors and Audit Committee of the **Crosswinds East Community Development District** will be held on **Wednesday, April 26, 2023**, at **10:00 AM** at **346 E. Central Ave., Winter Haven, FL 33880**.

Zoom Video Link: <https://us06web.zoom.us/j/84408108663>

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 844 0810 8663

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the October 26, 2022 Board of Supervisors and Audit Committee Meetings
4. Consideration of Resolution 2023-03 Approving the Proposed Fiscal Year 2023/2024 Budget (Suggested Date: July 26, 2023) and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 Budget (*budget to be provided under separate cover*)
5. Consideration of Resolution 2023-04 Authorizing Bank Account Signatories
6. Ratification of Contract Agreement with Polk County Property Appraiser
7. Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser
8. Appointment of Audit Committee
9. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report

¹ Comments will be limited to three (3) minutes

- i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
- 10. Other Business
- 11. Supervisors Requests and Audience Comments
- 12. Adjournment

Audit Committee Meeting

- 1. Roll Call
- 2. Public Comment Period
- 3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
- 4. Adjournment

MINUTES

**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, **October 26, 2022** at 10:00 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

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

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	District Counsel, KVV Law Group
Rey Malave <i>by Zoom</i>	District Engineer, 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

**Approval of Minutes of the August 24,
2022 Landowners' Meeting and Board of
Supervisors Meeting**

Ms. Burns presented the August 24, 2022 Landowners' meeting and Board of Supervisors meeting minutes. She asked for any corrections or changes from the Board. There being none, she asked for a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Minutes of the August 24, 2022 Landowners' Meeting and Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-01
Rescheduling the Public Hearing on the
Fiscal Year 2021/2022 and Fiscal Year
2022/2023 Budgets**

Ms. Burns stated that this was originally scheduled when Hurricane Nicole was coming through, so it was decided to be canceled and readvertised for today’s meeting. This resolution resets that public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Resolution 2023-01 Rescheduling the Public Hearing on the Fiscal Year 2021/2022 and Fiscal Year 2022/2023 Budgets, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2021/2022 and 2022/2023 Budgets

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

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

**i. Consideration of Resolution 2023-02 Adopting the District’s Fiscal Year
2021/2022 and 2022/2023 Budgets and Appropriating Funds**

Ms. Burns stated that the budgets were included in the agenda package for Board review and that there have not been any changes to the budget since the Board approved the preliminary budget at a prior meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Resolution 2023-02 Adopting the District’s Fiscal Year 2021/2022 an 2022/2023 Budgets and Appropriating Funds, was approved.

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

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

SIXTH ORDER OF BUSINESS

Consideration of Assignment of Contractor Agreement

Ms. Burns presented the contractor agreement with QGS, and this contract will be assigned from GLK Real Estate, LLC to the District. There being no questions, she asked for a motion of approval.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Assignment of Contractor Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Notice of Request for Proposals for Construction Services

Ms. Burns stated that the plan was to authorize the Chair to finalize the RFP dates, but the Board does have selection criteria and a form of notice included in the agenda package. This would be for Phases 1 and 2. She asked for a motion to authorize the Chair to work with District staff to issue and finalize the RFP for construction services.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Authorizing the Chair to Finalize RFP Dates for Construction Services for Phases 1 and 2, was approved.

EIGHTH ORDER OF BUSINESS

Appointment of Audit Committee

Ms. Burns suggested that the Board appoint themselves as the audit committee.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, Appointment of the Board as the Audit Committee, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further to report to the Board and offered to answer any questions.

B. Engineer

Mr. Malave had nothing further to report.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register totaling \$32,163.34 from August 19th through September 20th.

On MOTION by Ms. Schwenk, seconded by Ms. Petrucci, with all in favor, Appointment of Audit Committee, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns noted that the financials could be found in the agenda package and offered to answer any questions for the Board. There being none, the next item followed.

TENTH ORDER OF BUSINESS

Other Business

Ms. Burns noted that the next regularly scheduled meeting falls the day before Thanksgiving. She stated that they will plan to cancel that and if anything comes up, they can plan a special meeting.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

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

The Audit Committee meeting of the Board of Supervisors of the Crosswinds East Community Development District was held Wednesday, **October 26, 2022** at 10:09 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present for the Audit Committee were:

Lauren Schwenk
Chuck Cavaretta *by Zoom*
Daniel Arnette
Jessica Petrucci

Also present were:

Jill Burns
Roy Van Wyk
Rey Malave *by Zoom*

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Ms. Burns noted that the RFP for auditing services was included in the agenda package with evaluation criteria.

B. Approval of Notice of Request for Proposals for Audit Services

C. Public Announcement of Opportunity to Provide Audit Services

Ms. Burns stated that the proposals are due back on November 15, 2022 and will be reviewed at a future Audit Committee meeting for the Board's review. She asked for a motion to authorize staff to issue and approve the selection criteria.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Request for Proposals and Selection Criteria and Notice of Request for Proposals for Audit Services, was approved.

FOURTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CROSSWINDS EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS 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 AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Crosswinds East Community Development District (“**District**”) prior to June 15, 2023, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CROSSWINDS EAST COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: Wednesday, July 26, 2023

HOUR: 10:00 a.m.

LOCATION: 346 East Central Avenue
Winter Haven, Florida 33880

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Haines City, Florida and Polk County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2 and to ensure that it remains on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more

provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 26TH DAY OF APRIL 2023.

ATTEST:

**CROSSWINDS EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

*Budget will be
provided under
separate cover.*

SECTION V

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CROSSWINDS EAST COMMUNITY DEVELOPMENT DISTRICT APPOINTING THE DISTRICT'S APPOINTED TREASURER, ASSISTANT TREASURER, AND SECRETARY OF THE DISTRICT AS SIGNORS ON THE DISTRICT'S LOCAL BANK ACCOUNT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Crosswinds East Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated within the City of Haines City, Polk County, Florida; and

WHEREAS, the District's Board of Supervisors desires to appoint the District's appointed Treasurer, Assistant Treasurer, and Secretary as signors on the District's local bank account.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CROSSWINDS EAST COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. The District's appointed Treasurer, Assistant Treasurer, and Secretary shall be appointed as signors on the District's local bank account.

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

PASSED AND ADOPTED this 26th day of April 2023.

ATTEST:

**CROSSWINDS EAST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

SECTION VI

CONTRACT AGREEMENT

This Agreement made and entered into on Tuesday, December 6, 2022 by and between the Crosswinds East Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section [197.3632](#) Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2023 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Crosswinds East Community Development District.
3. The term of this Agreement shall commence on January 1, 2023 or the date signed below, whichever is later, and shall run until December 31, 2023, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section [197.3632](#) & [190.021](#) Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2023 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 14, 2023**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Friday, September 15, 2023**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2023 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2023 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Friday, September 15, 2023** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

Jill Burns
Special District Representative
Jill Burns

Print name
District Manager
Title

1/12/2023
Date

Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
By:

Marsha Faux

Marsha M. Faux, Property Appraiser

SECTION VII



Marsha M. Faux, CFA, ASA
POLK COUNTY PROPERTY APPRAISER
2023 Data Sharing and Usage Agreement

CROSSWINDS EAST CDD

This Data Sharing and Usage Agreement, hereinafter referred to as "Agreement," establishes the terms and conditions under which the CROSSWINDS EAST CDD, hereinafter referred to as "agency," can acquire and use Polk County Property Appraiser data that is exempt from Public Records disclosure as defined in [FS 119.071](#).

As of July 1, 2021, the Florida Public Records Exemptions Statute was amended as it relates to the publicly available records maintained by the county property appraiser and tax collector. As a result, exempt (aka confidential) parcels and accounts have been added back to our website and FTP data files. No owner names, mailing addresses, or official records (OR) books and pages of recorded documents related to these parcels/accounts, appear on the Property Appraiser's website or in FTP data files. In addition, the Polk County Property Appraiser's mapping site has been modified to accommodate the statutory change. See Senate Bill 781 for additional information.

For the purposes of this Agreement, all data is provided. It is the responsibility of the agency to apply all statutory guidelines relative to confidentiality.

The confidentiality of personal identifying information including: names, mailing address and OR Book and Pages owned by individuals that have received exempt / confidential status, hereinafter referred to as "confidential data," will be protected as follows:

1. The **agency** will not release **confidential data** that may reveal identifying information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the **confidential data** in the results of data analysis (including maps) in any manner that would reveal personal identifying information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all state laws and regulations governing the confidentiality and exempt status of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to **confidential data** is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to **confidential data** is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying information is released.

The term of this Agreement shall commence on **January 1, 2023** and shall run until **December 31, 2023**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually to ensure all responsible parties are aware of and maintain the terms and conditions of this Data Sharing and Usage Agreement.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures.

POLK COUNTY PROPERTY APPRAISER

CROSSWINDS EAST CDD

Signature: Marsha Faux

Signature: Jill Burns

Print: Marsha M. Faux CFA, ASA

Print: Jill Burns

Title: Polk County Property Appraiser

Title: District Manager

Date: December 1, 2022

Date: 1/12/2023

Please email the signed agreement to pataxroll@polk-county.net.

SECTION IX

SECTION C

SECTION 1

Crosswinds East Community Development District

Summary of Checks

September 21, 2022 to March 31, 2023

Bank	Date	Check No.'s		Amount
General Fund				
	11/11/22	14-19	\$	2,230.05
	12/27/22	20-25	\$	15,704.10
	2/7/23	26	\$	874.00
	3/16/23	27-28	\$	10,241.90
	3/21/23	29	\$	19.50
			\$	29,069.55

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/11/22	00009	9/30/22	00049240	202209	310	51300	48000			*	708.92		
									NOT BUDGET ADOPT FY23 MTG				
		9/30/22	00049240	202209	310	51300	48000			*	330.51		
									NOT OF MEETING DATES FY23				
		9/30/22	00049240	202209	310	51300	48000			*	282.61		
									NOTICE OF REGULAR MEETING				
		9/30/22	00049240	202209	310	51300	48000			*	866.99-		
									PAYMENT CREDIT				
									CA FLORIDA HOLDINGS, LLC			455.05	000014
11/11/22	00005	8/24/22	CC082420	202208	310	51300	11000			*	200.00		
									SUPERVISOR FEES 08/24/22				
		10/26/22	CC102620	202210	310	51300	11000			*	200.00		
									SUPERVISOR FEES 10/26/22				
									CHARLES CAVARETTA			400.00	000015
11/11/22	00004	8/24/22	DA082420	202208	310	51300	11000			*	200.00		
									SUPERVISOR FEES 08/24/22				
		10/26/22	DA102620	202210	310	51300	11000			*	200.00		
									SUPERVISOR FEES 10/26/22				
									DANIEL ARNETTE			400.00	000016
11/11/22	00003	10/03/22	87563	202210	310	51300	54000			*	175.00		
									SPECIAL DISTRICT FEE FY23				
									DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00	000017
11/11/22	00008	8/24/22	JP082420	202208	310	51300	11000			*	200.00		
									SUPERVISOR FEES 08/24/22				
		10/26/22	JP102620	202210	310	51300	11000			*	200.00		
									SUPERVISOR FEES 10/26/22				
									JESSICA PETRUCCI			400.00	000018
11/11/22	00006	8/24/22	LS082420	202208	310	51300	11000			*	200.00		
									SUPERVISOR FEES 08/24/22				
		10/26/22	LS102620	202210	310	51300	11000			*	200.00		
									SUPERVISOR FEES 10/26/22				
									LAUREN SCHWENK			400.00	000019
12/27/22	00010	10/05/22	4301	202209	310	51300	31500			*	654.01		
									GEN COUNSEL/MTHLY MEETING				
		11/10/22	4733	202210	310	51300	31500			*	1,123.00		
									GEN.COUNSEL/MTHLY MEETING				
		12/12/22	5108	202211	310	51300	31500			*	114.00		
									GEN.COUNSEL/MTHLY MEETING				
									KE LAW GROUP, PLLC			1,891.01	000020

CRSW CROSSWINDS EAS NRUIZ

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/27/22	00009	10/31/22	00050149	202210	310-51300	48000	NOT FY23 BUDGET ADOPT MTG	*	718.50		
		10/31/22	00050149	202210	310-51300	48000	NOT OF BOS AUDIT MEETING	*	282.61		
CA FLORIDA HOLDINGS, LLC										1,001.11	000021
12/27/22	00011	9/19/22	2175204	202208	310-51300	31100	ENGINEER SERVICES-AUG 22	*	617.50		
		11/14/22	2201908	202210	310-51300	31100	ENGINEER SERVICES-OCT 22	*	280.00		
DEWBERRY ENGINEERS, INC.										897.50	000022
12/27/22	99999	12/27/22	VOID	202212	000-00000	00000	VOID CHECK	C	.00		
*****INVALID VENDOR NUMBER*****										.00	000023
12/27/22	00001	10/01/22	4	202210	310-51300	34000	MANAGEMENT FEES - OCT 22	*	3,125.00		
		10/01/22	4	202210	310-51300	35200	WEBSITE MANAGEMENT-OCT 22	*	100.00		
		10/01/22	4	202210	310-51300	35100	INFORMATION TECH - OCT 22	*	150.00		
		10/01/22	4	202210	310-51300	51000	OFFICE SUPPLIES	*	.03		
		10/01/22	4	202210	310-51300	42000	POSTAGE	*	33.35		
		11/01/22	5	202211	310-51300	34000	MANAGEMENT FEES - NOV 22	*	3,125.00		
		11/01/22	5	202211	310-51300	35200	WEBSITE MANAGEMENT-NOV 22	*	100.00		
		11/01/22	5	202211	310-51300	35100	INFORMATION TECH - NOV 22	*	150.00		
		11/01/22	5	202211	310-51300	51000	OFFICE SUPPLIES	*	2.50		
		12/01/22	6	202212	310-51300	34000	MANAGEMENT FEES - DEC 22	*	3,125.00		
		12/01/22	6	202212	310-51300	35200	WEBSITE MANAGEMENT-DEC 22	*	100.00		
		12/01/22	6	202212	310-51300	35100	INFORMATION TECH - DEC 22	*	150.00		
		12/01/22	6	202212	310-51300	51000	OFFICE SUPPLIES	*	.18		
		12/01/22	6	202212	310-51300	42000	POSTAGE	*	3.42		
GOVERNMENTAL MANAGEMENT SERVICES										10,164.48	000024

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/27/22	00012	11/09/22	818	202211	310-51300-35200		WEBSITE CREATION	*	1,750.00		
							REALIGN WEB DESIGN			1,750.00	000025
2/07/23	00010	1/18/23	5494	202206	310-51300-31500		GEN.COUNSEL/MTHLY MEETING	*	874.00		
							KE LAW GROUP, PLLC			874.00	000026
3/16/23	00001	1/01/23	7	202301	310-51300-34000		MANAGEMENT FEES - JAN 23	*	3,125.00		
		1/01/23	7	202301	310-51300-35200		WEBSITE MANAGEMENT-JAN 23	*	100.00		
		1/01/23	7	202301	310-51300-35100		INFORMATION TECH - JAN 23	*	150.00		
		1/01/23	7	202301	310-51300-51000		OFFICE SUPPLIES	*	33.38		
		2/01/23	8	202302	310-51300-34000		MANAGEMENT FEES - JAN 23	*	3,125.00		
		2/01/23	8	202302	310-51300-35200		WEBSITE MANAGEMENT-JAN 23	*	100.00		
		2/01/23	8	202302	310-51300-35100		INFORMATION TECH - JAN 23	*	150.00		
		2/01/23	8	202302	310-51300-51000		OFFICE SUPPLIES	*	.36		
		2/01/23	8	202302	310-51300-42000		POSTAGE	*	7.16		
		3/01/23	9	202303	310-51300-34000		MANAGEMENT FEES - MAR 23	*	3,125.00		
		3/01/23	9	202303	310-51300-35200		WEBSITE MANAGEMENT-MAR 23	*	100.00		
		3/01/23	9	202303	310-51300-35100		INFORMATION TECH - MAR 23	*	150.00		
							GOVERNMENTAL MANAGEMENT SERVICES			10,165.90	000027
3/16/23	00013	2/21/23	5765	202301	310-51300-31500		GEN COUNSEL/MTHLY MEETING	*	76.00		
							KILINSKI / VAN WYK, PLLC			76.00	000028
3/21/23	00013	3/10/23	6000	202302	310-51300-31500		GEN COUNSEL/MTHLY MEETING	*	19.50		
							KILINSKI / VAN WYK, PLLC			19.50	000029
							TOTAL FOR BANK A		29,069.55		
							TOTAL FOR REGISTER		29,069.55		

CRSW CROSSWINDS EAS NRUIZ

SECTION 2

Crosswinds East
Community Development District

Unaudited Financial Reporting
March 31, 2023



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1	<hr/>	<u>Balance Sheet</u>
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Crosswinds East
Community Development District
Combined Balance Sheet
March 31, 2023

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	18,767
Total Assets	\$	18,767
Liabilities:		
Accounts Payable	\$	-
Total Liabilities	\$	-
Fund Balance:		
Unassigned	\$	18,767
Total Fund Balances	\$	18,767
Total Liabilities & Fund Balance	\$	18,767

Crosswinds East
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2023

	Adopted Budget	Prorated Budget Thru 03/31/23	Actual Thru 03/31/23	Variance
Revenues:				
Developer Contributions	\$ 333,770	\$ 40,000	\$ 40,000	\$ -
Total Revenues	\$ 333,770	\$ 40,000	\$ 40,000	\$ -
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 800	\$ 5,200
Engineering	\$ 15,000	\$ 7,500	\$ 280	\$ 7,220
Attorney	\$ 25,000	\$ 12,500	\$ 1,333	\$ 11,168
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,020	\$ -	\$ -	\$ -
Management Fees	\$ 37,500	\$ 18,750	\$ 18,750	\$ -
Information Technology	\$ 1,800	\$ 900	\$ 900	\$ -
Website Maintenance	\$ 1,200	\$ 600	\$ 2,350	\$ (1,750)
Postage & Delivery	\$ 1,000	\$ 500	\$ 44	\$ 456
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Copies	\$ 1,000	\$ 500	\$ -	\$ 500
Legal Advertising	\$ 10,000	\$ 5,000	\$ 1,001	\$ 3,999
Other Current Charges	\$ 5,000	\$ 2,500	\$ -	\$ 2,500
Office Supplies	\$ 625	\$ 313	\$ 36	\$ 276
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total Expenditures	\$ 133,770	\$ 60,238	\$ 30,669	\$ 29,569
Excess (Deficiency) of Revenues over Expenditures	\$ 200,000		\$ 9,331	
Fund Balance - Beginning	\$ -		\$ 9,436	
Fund Balance - Ending	\$ 200,000		\$ 18,767	

Crosswinds East
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Total Revenues	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800
Engineering	\$ 280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280
Attorney	\$ 1,123	\$ 114	\$ -	\$ 76	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,333
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,750
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Website Maintenance	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,350
Postage & Delivery	\$ 33	\$ -	\$ 3	\$ -	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ 1,001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,001
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 0	\$ 3	\$ 0	\$ 33	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total Expenditures	\$ 11,787	\$ 5,242	\$ 3,379	\$ 3,484	\$ 3,402	\$ 3,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,669
Excess (Deficiency) of Revenues over Expenditures	\$ (11,787)	\$ 14,759	\$ (3,379)	\$ (3,484)	\$ (3,402)	\$ 16,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,331

Audit Committee Meeting

SECTION III

SECTION A

**CROSSWINDS EAST COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2023
Polk County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **Monday, July 17, 2023 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 32801. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Crosswinds East Community Development District**” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2023, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION B

**CROSSWINDS EAST COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Crosswinds East Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District’s financial records for the fiscal year ending September 30, 2023, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Haines City, Polk County, Florida. The District currently has an operating budget of approximately \$333,770. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2023, be completed no later than June 1, 2024.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with “Government Auditing Standards”, as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Hoxie, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside “**Auditing Services – Crosswinds East Community Development District.**”

Proposals must be received by **5:00 PM on Monday, July 17, 2023**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager
Governmental Management Services – Central Florida, LLC

Run Date: **Monday, July 3, 2023**