

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

Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Roy Van Wyk  
Rey Malave *by Zoom*

District Manager, GMS  
District Counsel, KVV Law Group  
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.
---

October 26, 2022

Crosswinds East CDD

**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.

October 26, 2022

Crosswinds East CDD

**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.

October 26, 2022

Crosswinds East CDD

**C. District Manager’s Report**

**i. Approval of Check Register**

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

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.

*Jill Burns*  
Secretary/Assistant Secretary

*Rennie Heath*  
Chairman/Vice Chairman