

**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, **April 26, 2023** at 10:04 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Chuck Cavaretta
Daniel Arnette
Jessica Petrucci

Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Jennifer Kilinski
Molly Banfield *by Zoom*
Rey Malave *by Zoom*

District Manager, GMS
District Counsel, KVV Law
District Engineer, Dewberry
District Engineer, Dewberry

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Four 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 October 26,
2022 Board of Supervisors and Audit
Committee Meetings**

Ms. Burns presented the October 26, 2022 Board of Supervisors meeting and Audit Committee 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 October 26, 2022 Board of Supervisors and Audit Committee Meetings, were approved.

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FOURTH ORDER OF BUSINESS

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*)

Ms. Burns presented Resolution 2023-03 to the Board. She explained that the resolution was included in the agenda package for review and the budget was provided under separate cover while they were clarifying some development timeline. She stated that based on the timelines, they suggested that they leave the admin portion that is in the current year budget the same and add a \$200,000 field contingency and a \$50,000 playground lease for a total of \$250,000 on the contingency line items and \$133,770 for the total admin budget this year.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Resolution 2023-03 Approving the Proposed Fiscal Year 2023/2024 Budget and Setting the Public Hearing to Adopt the Fiscal Year 2023/2024 Budget, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-04 Authorizing Bank Account Signatories

Ms. Burns presented Resolution 2023-04 to the Board. She explained that this authorizes the offices listed in the resolution to be signers on the bank account.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, the Resolution 2023-04 Authorizing Bank Account Signatories, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Contract Agreement with Polk County Property Appraiser

Ms. Burns stated that this agreement had already been signed and just needed to be ratified by the Board.

SEVENTH ORDER OF BUSINESS

Ratification of 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser

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Ms. Burns stated that this agreement had already been signed and just needed to be ratified by the Board.

On MOTION by Ms. Schwenk, seconded by Mr. Arnette, with all in favor, the Contract Agreement with Polk County Property Appraiser and the 2023 Data Sharing and Usage Agreement with Polk County Property Appraiser, were ratified.

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

Ms. Kilinski had nothing to report to the Board.

B. Engineer

Ms. Banfield nor Mr. Malave had anything to report to the Board.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register to the Board.

On MOTION by Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, the Check Register, 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.

iii. Discussion Regarding Phase 1 RFP and Authorizing Staff to Work with the Chair to Finalize Dates

Ms. Burns stated that they were notified that they were ready to put this out to bid and he engineer was still finalizing that package.

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On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Authorizing the Chair to Work with Staff to put the Package Together and Authorizing the Phase 1 RFP to be Issued when it's Ready, was approved.

It was noted that there were 1,224 lots. Mr. Cavaretta noted that he and Mr. Arnette were meeting them on Thursday to get all the main modifications done. He will keep the Board updated.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

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