

*Crosswinds East
Community Development District*

Meeting Agenda

September 27, 2023

AGENDA

Crosswinds East

Community Development District

219 E. Livingston St., Orlando, Florida 32801

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

September 20, 2023

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

Dear Board Members:

A meeting of the Board of Supervisors of the **Crosswinds East Community Development District** will be held on **Wednesday, September 27, 2023, at 10:00 AM at 346 E. Central Ave., Winter Haven, FL 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/82002701572>

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

Meeting ID: 820 0270 1572

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 July 26, 2023 Board of Supervisors and Audit Committee Meetings
4. Review and Ranking of Proposals Received for Phase 1 RFP for Construction Services and Authorizing Staff to Send Notices of Intent to Award (*to be provided under separate cover*)
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
6. Other Business
7. Supervisors Requests and Audience Comments
8. Continuation of Meeting to Wednesday, October 11, 2023 at 4:00 PM at 346 E. Central Ave., Winter Haven, FL 33880

¹ Comments will be limited to three (3) minutes

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, **July 26, 2023** at 10:05 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk <i>via Zoom</i>	Vice Chairman
Chuck Cavaretta	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
Lisa Kelley <i>by Zoom</i>	District Engineer, Dewberry
Chace Arrington <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 and one Board member joining via Zoom.

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 April 26, 2023
Board of Supervisors and Audit Committee
Meetings**

Ms. Burns presented the April 26, 2023 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 Mr. Cavaretta, seconded by Ms. Petrucci, with all in favor, the Minutes of the April 26, 2023 Board of Supervisors and Audit Committee Meetings, were approved.
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FOURTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award

Ms. Burns explained that the Audit Committee met just prior to the start of the Board meeting. They adopted rankings that ranked Grau & Associates #1.

On MOTION by Mr. Arnette, seconded by Mr. Cavaretta, with all in favor, Authorize Staff to Send the Notice of Intent to Award to Grau & Associates, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

Ms. Burns stated this public hearing has been advertised in the paper.

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

Ms. Burns stated again there are no members of the public present at this time and no members of the public present via Zoom.

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

i. Consideration of Resolution 2023-05 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated that this Fiscal Year 2024 budget was included in the agenda package for review. She explained that it was developer funded, so those expenses would only be billed as they were incurred. She noted that they included a field contingency and a line item.

On MOTION by Mr. Cavaretta, seconded by Ms. Petrucci, with all in favor, Resolution 2023-05 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

ii. Consideration of Fiscal Year 2023/2024 Developer Funding Agreement

Ms. Burns stated that this Funding Agreement was with GLK Real Estate, LLC and that entity would fund the operations and maintenance of the District based on the budget that was just adopted.

On MOTION by Mr. Cavaretta, seconded by Ms. Petrucci, with all in favor, the Fiscal Year 2023/2024 Developer Funding Agreement, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-06
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2024**

Ms. Burns stated that the schedule in the package was the same as the current year.

On MOTION by Ms. Petrucci, seconded by Mr. Cavaretta, with all in favor, Resolution 2023-06 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-07
Appointing an Assistant Treasurer**

Ms. Burns stated that this resolution would appoint Darrin Mossing, Sr. as an Assistant Treasurer of the District.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Resolution 2023-07 Appointing Darrin Mossing, Sr. as an Assistant Treasurer, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memo Regarding Ethics Training for Elected Officials

Mr. Roy Van Wyk stated that he was contacted by their Engineer, and they were talking about doing a change directive for the evaluation criteria that they issued for the last RFP. He explained that if the Board was interested in entertaining that change, they could put that forward to modify the criteria. The proposed change was reviewed. It was noted to send notice to Harris Engineering.

On MOTION by Mr. Cavaretta, seconded by Mr. Arnette, with all in favor, Adopting the Evaluation Criteria as Stated and Directing the District Engineer to Issue an Addendum with the Updated Criteria, was approved.

B. Engineer

Mr. Arrington had nothing 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. Cavaretta, seconded by Ms. Petrucci, 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. Presentation of Number of Registered Voters – 0

Ms. Burns stated that there were currently no registered voters.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cavaretta, 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, July 26, 2023** at 10:05 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present for the Audit Committee were:

Chuck Cavaretta
Daniel Arnette
Jessica Petrucci

Also present were:

Jill Burns
Roy Van Wyk
Lisa Kelley *by Zoom*
Chace Arrington *by Zoom*

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Review of Proposals and Tally of Audit
Committee Members Rankings**

A. DiBartolomeo, McBee, Hartley & Barnes

B. Grau & Associates

Ms. Burns stated that they received two proposals, one from DiBartolomeo, McBee, Hartley & Barnes and one from Grau & Associates. She noted that Mr. Cavaretta reviewed those proposals and had rankings to review. Mr. Cavaretta stated that DiBartolomeo, McBee, Hartley & Barnes earned 98 points and Grau & Associates earned 99 points. He explained that the rankings were based upon ability of personnel, proposer's experience, understanding of scope of work, ability to furnish the required services, and price. He concluded that Grau & Associates was the

highest ranked with 99 points versus 98 points, so he recommended that they move ahead with Grau & Associates.

On MOTION by Ms. Petrucci, seconded by Mr. Arnette, with all in favor, the Rankings Reviewed by Mr. Cavaretta with Grau & Associates Ranked #1, 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

*Item will be
provided under
separate cover.*

SECTION V

SECTION C

SECTION 1

Crosswinds East Community Development District

Summary of Checks

June 29, 2023 to September 15, 2023

Bank	Date	Check No.'s		Amount
General Fund	8/9/23	42-48	\$	6,690.12
	8/22/23	49-50	\$	4,866.02
	9/7/23	51	\$	420.00
			\$	11,976.14

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #	
8/09/23	00009	7/31/23	00057493 202307 310-51300-48000	PUBLIC HEARING FY24 BGT	*	852.62		
		7/31/23	00057493 202307 310-51300-48000	MEETING 7/13/23	*	301.77		
		7/31/23	00057493 202307 310-51300-48000	ANNUAL ADUIT SERVICE	*	344.88		
		7/31/23	00057493 202307 310-51300-48000	RFP CON. SVCS PHASE 1	*	804.72		
							CA FLORIDA HOLDINGS, LLC	2,303.99 000042
8/09/23	00005	7/26/23	CC072620 202307 310-51300-11000	SUPERVISOR FEES-07/26/23	*	200.00		
							CHARLES CAVARETTA	200.00 000043
8/09/23	00004	7/26/23	DA072620 202307 310-51300-11000	SUPERVISOR FEES-07/26/23	*	200.00		
							DANIEL ARNETTE	200.00 000044
8/09/23	00001	7/01/23	13 202307 310-51300-34000	MANAGEMENT FEES-JUL23	*	3,125.00		
		7/01/23	13 202307 310-51300-35200	WEBSITE MANAGEMENT-JUL23	*	100.00		
		7/01/23	13 202307 310-51300-35100	INFORMATION TECH-JUL23	*	150.00		
		7/01/23	13 202307 310-51300-51000	OFFICE SUPPLIES	*	.03		
		7/01/23	13 202307 310-51300-42000	POSTAGE	*	.60		
							GOVERNMENTAL MANAGEMENT SERVICES	3,375.63 000045
8/09/23	00008	7/26/23	JP072620 202307 310-51300-11000	SUPERVISOR FEES-07/26/23	*	200.00		
							JESSICA PETRUCCI	200.00 000046
8/09/23	00013	7/10/23	6923 202306 310-51300-31500	ATTORNEY SVCS-JUN23	*	210.50		
							KILINSKI / VAN WYK, PLLC	210.50 000047
8/09/23	00006	7/26/23	LS072620 202307 310-51300-11000	SUPERVISOR FEES-07/26/23	*	200.00		
							LAUREN SCHWENK	200.00 000048
8/22/23	00001	8/01/23	14 202308 310-51300-34000	MANAGEMENT FEES-AUG23	*	3,125.00		
		8/01/23	14 202308 310-51300-35200	WEBSITE MANAGEMENT-AUG23	*	100.00		

CRSW CROSSWINDS EAS KCOSTA

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/01/23	14	202308	310-51300-35100	INFORMATION TECH-AUG23	*	150.00		
8/01/23	14	202308	310-51300-51000	OFFICE SUPPLIES	*	2.62		
8/01/23	14	202308	310-51300-42000	POSTAGE	*	1.66		
GOVERNMENTAL MANAGEMENT SERVICES							3,379.28	000049
8/22/23	00013	8/11/23	7146 202307 310-51300-31500	ATTORNEY SVCS-JUL23	*	1,486.74		
KILINSKI / VAN WYK, PLLC							1,486.74	000050
9/07/23	00011	8/18/23	2321574 202307 310-51300-31100	ENGINEERING SVCS-JUL23	*	420.00		
DEWBERRY ENGINEERS, INC.							420.00	000051
TOTAL FOR BANK A						11,976.14		
TOTAL FOR REGISTER						11,976.14		

SECTION 2

Crosswinds East
Community Development District

Unaudited Financial Reporting
August 31, 2023



Table of Contents

1	<hr/>	<u>Balance Sheet</u>
2	<hr/>	<u>General Fund</u>
3	<hr/>	<u>Month to Month</u>

Crosswinds East
Community Development District
Combined Balance Sheet
August 31, 2023

		<i>General Fund</i>
Assets:		
Cash:		
Operating Account	\$	14,300
Total Assets	\$	14,300
Liabilities:		
Accounts Payable	\$	420
Total Liabilites	\$	420
Fund Balance:		
Unassigned	\$	13,880
Total Fund Balances	\$	13,880
Total Liabilities & Fund Balance	\$	14,300

Crosswinds East
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending August 31, 2023

	Adopted Budget	Prorated Budget Thru 08/31/23	Actual Thru 08/31/23	Variance
Revenues:				
Developer Contributions	\$ 333,770	\$ 60,000	\$ 60,000	\$ -
Total Revenues	\$ 333,770	\$ 60,000	\$ 60,000	\$ -
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 11,000	\$ 2,400	\$ 8,600
Engineering	\$ 15,000	\$ 13,750	\$ 898	\$ 12,853
Attorney	\$ 25,000	\$ 22,917	\$ 4,420	\$ 18,496
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination	\$ 5,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 4,020	\$ -	\$ -	\$ -
Management Fees	\$ 37,500	\$ 34,375	\$ 34,375	\$ -
Information Technology	\$ 1,800	\$ 1,650	\$ 1,650	\$ -
Website Maintenance	\$ 1,200	\$ 1,100	\$ 2,850	\$ (1,750)
Postage & Delivery	\$ 1,000	\$ 917	\$ 53	\$ 863
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Copies	\$ 1,000	\$ 917	\$ -	\$ 917
Legal Advertising	\$ 10,000	\$ 9,167	\$ 3,616	\$ 5,550
Other Current Charges	\$ 5,000	\$ 4,583	\$ 76	\$ 4,507
Office Supplies	\$ 625	\$ 573	\$ 42	\$ 531
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 133,770	\$ 106,123	\$ 55,556	\$ 50,567
<u>Operations & Maintenance</u>				
Playground & Furniture Lease	\$ 50,000	\$ -	\$ -	\$ -
Field Contingency	\$ 150,000	\$ -	\$ -	\$ -
Total Operations & Maintenance	\$ 200,000	\$ -	\$ -	\$ -
Total Expenditures	\$ 333,770	\$ 106,123	\$ 55,556	\$ 50,567
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 4,444	
Fund Balance - Beginning	\$ -		\$ 9,436	
Fund Balance - Ending	\$ -		\$ 13,880	

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	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 60,000
Total Revenues	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 60,000
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ 2,400
Engineering	\$ 280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ 898
Attorney	\$ 1,123	\$ 114	\$ -	\$ 76	\$ 20	\$ 228	\$ 869	\$ 294	\$ 211	\$ 1,487	\$ -	\$ -	\$ 4,420
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ -	\$ 34,375
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ 1,650
Website Maintenance	\$ 100	\$ 1,850	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 2,850
Postage & Delivery	\$ 33	\$ -	\$ 3	\$ -	\$ 7	\$ -	\$ 1	\$ 1	\$ 5	\$ 1	\$ 2	\$ -	\$ 53
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ 1,001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311	\$ -	\$ -	\$ 2,304	\$ -	\$ -	\$ 3,616
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ 38	\$ -	\$ 76
Office Supplies	\$ 0	\$ 3	\$ 0	\$ 33	\$ 0	\$ -	\$ 0	\$ 3	\$ 0	\$ 0	\$ 3	\$ -	\$ 42
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative	\$ 11,787	\$ 5,242	\$ 3,379	\$ 3,484	\$ 3,402	\$ 3,603	\$ 5,554	\$ 3,672	\$ 3,591	\$ 8,424	\$ 3,417	\$ -	\$ 55,556
Operations & Maintenance													
Playground & Furniture Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 11,787	\$ 5,242	\$ 3,379	\$ 3,484	\$ 3,402	\$ 3,603	\$ 5,554	\$ 3,672	\$ 3,591	\$ 8,424	\$ 3,417	\$ -	\$ 55,556
Excess (Deficiency) of Revenues over Expenditures	\$ (11,787)	\$ 14,759	\$ (3,379)	\$ (3,484)	\$ (3,402)	\$ 16,397	\$ (5,554)	\$ (3,672)	\$ 16,409	\$ (8,424)	\$ (3,417)	\$ -	\$ 4,444