

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

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

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

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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.

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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.

Jill Burns
Secretary/Assistant Secretary

DocuSigned by:

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Chairman/Vice Chairman