

**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, **January 24, 2024** at 10:00 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk
Chuck Cavaretta
Daniel Arnette
Jessica Petrucci

Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk *by Zoom*
Rey Malave *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. 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 December 20
2023 Board of Supervisors**

Ms. Burns presented the September 27, 2023 Board of Supervisors meeting minutes and the October 11, 2023 Continued Board of Supervisors meeting minutes and asked for any questions, comments, or corrections the Board may have. Hearing no changes, she asked for a motion of approval.

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On MOTION by Mr. Cavaretta, seconded by Ms. Schwenk, with all in favor, the Minutes of the December 20, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Notice RFP for Phase 2A & Phase 2C District Construction Services and Approval of Evaluation Criteria

Ms. Burns stated that the pickup date will be Thursday, February 15, and the question dates will remain March 4 and the due date March 20, 2024. Mr. Cavaretta stated that they would like there to be two RFPs for 2A and 2C as they are two separate projects.

On MOTION by Ms. Schwenk, seconded by Mr. Cavaretta, with all in favor, Authorizing Staff to Notice the RFPs for Phase 2A & Phase 2C District Construction Services and Approving the Evaluation Criteria, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing further for the Board.

B. Engineer

Mr. Malave had nothing further, and the next item followed.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register to the Board and noted that it can be found in the agenda package. The dates range from December 13, 2023 through January 15, 2024 and totaled \$5,820.30.

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. No action was required, and the next item followed.

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Rennie Heath

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Chairman/Vice Chairman