

**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, **August 28, 2024** at 10:04 a.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath
Lauren Schwenk
Jessica Spencer

Chairman
Vice Chairperson
Assistant Secretary

Also present were:

Jill Burns
Roy Van Wyk
Patrick Collins
Rey Malave *via Zoom*
Chace Arrington *via Zoom*
Joel Blanco

District Manager, GMS
District Counsel, Kilinski Van Wyk
District Counsel, Kilinski Van Wyk
District Engineer, Dewberry
District Engineer, Dewberry
Field Manager, GMS

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 and none joining via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Acceptance of Resignation of Chuck Cavaretta (*letter to be provided under separate cover*)**
- B. Appointment to Fill Vacant Board Seat #3**
- C. Administration of Oath to Newly Appointed Supervisor**
- D. Consideration of Resolution 2024-13 Appointing an Assistant Secretary**

Items A through D were tabled to a future meeting agenda.

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FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 24, 2024 Board of Supervisors Meeting

Ms. Burns presented the minutes for the July 24, 2024 Board of Supervisors meeting. She asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Spencer, seconded by Mr. Heath, with all in favor, the Minutes of the July 24, 2024 Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Presentation and Approval of Supplemental Engineer’s Report dated July 24, 2024

Mr. Malave presented the Supplemental Engineer’s Report that provides for the area to be assessed. It shows that there is approximately 45 acres with 220 units and a description of all of the proposed infrastructure for that phase. The cost for the development is approximately \$11,063,336 for this phase. He believes this cost is adequate to build the proposed infrastructure. Mr. Heath asked if this is consistent with the Master Report. Mr. Malave responded yes.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Supplemental Engineer’s Report dated July 24, 2024, was approved.

SIXTH ORDER OF BUSINESS

Presentation and Approval of Supplemental Assessment Methodology for Assessment Area Two with Final Numbers dated August 15, 2024

Ms. Burns stated the only change from the last meeting is to include the final pricing numbers that were circulated from FMS. Table 1 shows the two product types, 172 40 ft. lots and 48 50 ft. lots for 220 units. Table 2 shows the infrastructure cost estimates from the Engineer’s Report. Table 3 shows the bond sizing of \$6.4 million. Table 4 outlines the improvement cost per unit. Table 5 breaks down the par debt per unit after recognizing a developer contribution on the 50’s. The total par debt per unit on both of those product types is \$29,091. Table 6 shows the net and gross annual debt assessment per unit and collection on the Polk County tax bill would be \$2,096.69. Table 7 shows the par debt allocated per acre for the 45.10 acres in this assessment area.

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On MOTION by Mr. Heath, seconded by Ms. Spencer, with all in favor, the Supplemental Assessment Methodology for Assessment Area Two with Final Numbers dated August 15, 2024, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-12
Supplemental Assessment Resolution
(Series 2024 Assessment Area Two
Project)**

Ms. Burns stated that this resolution sets forth the actual terms and conditions for this series of bonds for the upcoming closing.

On MOTION by Ms. Schwenk, seconded by Ms. Spencer, with all in favor, Resolution 2024-12 Supplemental Assessment Resolution (Series 2024 Assessment Area Two Project), was approved.

EIGHTH ORDER OF BUSINESS

**Ratification of Uniform Collection
Agreement with Polk County Tax
Collector**

Ms. Burns noted this is the annual renewal for collecting assessments on roll.

On MOTION by Mr. Heath, seconded by Ms. Spencer, with all in favor, the Uniform Collection Agreement with Polk County Tax Collector, was ratified.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk reported that they are ready to issue bonds.

B. Engineer

Mr. Malave had nothing further to report.

C. Field Manager’s Report

Mr. Blanco presented the Field Manager’s report.

D. District Manager’s Report

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i. Approval of Check Register

Ms. Burns presented the check register.

On MOTION by Ms. Schwenk, seconded by Ms. Spencer, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns noted the financials are in the agenda package for review. No action is required.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked the Board for adjournment.

On MOTION by Ms. Spencer, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman