

**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, **September 25, 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  
Bobbie Henley

Chairman  
Vice Chairperson  
Assistant Secretary  
Appointed as Assistant Secretary

Also present were:

Jill Burns  
Patrick Collins  
Joel Blanco

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
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*)**

Ms. Burns presented the resignation of Chuck Cavaretta and asked for a motion to accept.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Acceptance the Resignation of Chuck Cavaretta, was approved.

**B. Appointment to Fill Vacant Board Seat #3**

Ms. Burns stated this leaves a vacancy in seat #3 and asked for any nominations to fill that vacancy. Ms. Spencer nominated Bobbie Henley.

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On MOTION by Ms. Spencer, seconded by Mr. Heath, with all in favor, the Appointment of Bobbie Henley to Fill Vacant Board Seat #3, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns presented the oath of office to Bobbie Henley.

**D. Consideration of Resolution 2024-13 Appointing an Assistant Secretary**

Ms. Burns stated this resolution would appoint Bobbie Henley as an Assistant Secretary.

On MOTION by Ms. Spencer, seconded by Mr. Heath, with all in favor, Resolution 2024-13 Appointing Bobbie Henley as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 28, 2024  
Board of Supervisors Meeting**

Ms. Burns presented the minutes for the August 28, 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 Ms. Schwenk, with all in favor, the Minutes of the August 28, 2024 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Amended and Restated  
Disclosure of Public Financing**

Ms. Burns noted this will be recorded in the public records to reflect the most recent bond issuance.

On MOTION by Mr. Heath, seconded by Ms. Spencer, with all in favor, the Amended and Restated Disclosure of Public Financing, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-14  
Ratifying Series 2024 (Assessment Area  
Two)**

Ms. Burns stated the District closed on the Assessment Area Two bonds on August the 29<sup>th</sup> and this resolution ratifies, confirms, and approves all of the actions taken by District staff in coordination of the closing of those bonds.

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On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, Resolution 2024-14 Ratifying Series 2024 (Assessment Area Two), was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Audit Services  
Engagement Letter for Fiscal Year 2024  
Audit from Grau & Associates**

Ms. Burns stated the amount is NTE \$5,700 which is in line with their renewal.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2024 Audit from Grau & Associates, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Collins had nothing to report.

**B. Engineer**

Mr. Malave had nothing to report at this time.

**C. Field Manager's Report**

Mr. Blanco presented the Field Management Report on page 39 of the agenda package.

**i. Consideration of Proposal for Aquatic Maintenance Services**

Mr. Blanco presented a proposal from Aquatic Weed Management for monthly pond maintenance on the two dry ponds for \$200/month.

On MOTION by Mr. Heath, seconded by Ms. Henley, with all in favor, the Aquatic Maintenance Services for \$200/month, was approved.

**ii. Consideration of Proposal for Landscaping Services**

Mr. Blanco presented a proposal for landscaping services from Prince and Sons for \$49,164 annually. Ms. Burns noted the budget is \$58,500 so it is within budget.

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On MOTION by Mr. Heath, seconded by Ms. Spencer, with all in favor, the Prince & Sons Proposal for Landscaping Services for \$49,164 annually, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register for review. She offered to answer any questions.

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

**ii. Balance Sheet and Income Statement**

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

**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**

Ms. Burns asked the Board for adjournment.

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

  
Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman