

**MINUTES OF MEETING
CROSSWINDS EAST
COMMUNITY DEVELOPMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Crosswinds East Community Development District was held **Tuesday, August 5, 2025**, at 10:18 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk	Vice Chairman
Jessica Spencer	Assistant Secretary
Bobbie Shockley (formerly Henley)	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock <i>by Zoom</i>	District Counsel, Kilinski Van Wyk
Meredith Hammock	District Counsel, Kilinski Van Wyk
Chace Arrington <i>by Zoom</i>	District Engineer, Dewberry
Joey Duncan <i>by Zoom</i>	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 10:18 a.m. 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 and none joining by Zoom. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 28, 2025
Board of Supervisors Meeting & June 5,
2025 Continued Board of Supervisors
Meeting**

August 5, 2025

Crosswinds East CDD

Ms. Burns presented the minutes from the May 28, 2025 Board of Supervisors meeting and the June 5, 2025 continued meeting and asked for any questions, comments, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Schwenk, seconded by Ms. Spencer, with all in favor, the Minutes of the May 28, 2025 Board of Supervisors Meeting and the June 5, 2025 Continued Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2025/2026 Budget

Ms. Burns stated that the public hearing had been advertised as required per Florida statute and asked for a motion to open the hearing.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2025-07 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds

Ms. Burns presented the resolution and noted that it was included in the agenda package for Board review. She reported that there were changes made to the budget primarily pertaining to the field expenses for landscaping. The single-family units are being assessed at \$828.52, and the townhomes assessment is \$621.39. Board discussion followed and Mr. Tindall gave a report describing landscaping needs and costs. Ms. Burns noted that they can approve this budget and include additional funds in the field contingency to back into the maximum number that they have noticed residents for assessments. The updated amount would be \$834.83 for the single-family homes and \$626.12 for the townhomes.

On MOTION by Ms. Schwenk, seconded by Ms. Roden, with all in favor, Resolution 2025-07 Adopting the District's Fiscal Year 2025/2026 Budget and Appropriating Funds, was approved.

Ms. Burns asked for a motion to close the public hearing.

August 5, 2025

Crosswinds East CDD

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Closing the Public Hearing, was approved.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns stated that this public hearing had been advertised as required by Florida statute and asked for a motion to open the public hearing.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, Opening the Public Hearing, was approved.

ii. Consideration of Resolution 2025-08 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns presented the resolution to the Board and noted that they will need to update the operations and maintenance numbers based on the approved budget from the previous resolution.

On MOTION by Mr. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-08 Imposing Special Assessments and Certifying an Assessment Roll, was approved as amended.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-09
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2025/2026**

Ms. Burns noted that they will keep the meeting date on the first Tuesday of every month and the time will change to 9:15 a.m.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Resolution 2025-09 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2025/2026, was approved.

August 5, 2025

Crosswinds East CDD

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-10
Spending Authorization Resolution**

Ms. Burns noted that this resolution outlines thresholds that the Chair and District Manager can approve outside of the meeting. There were no Board questions and there was a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Resolution 2025-10 Spending Authorization Resolution, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-11
Adopting Amended Amenity Rules**

Ms. Burns stated that this addresses an update to the lakes and ponds policy, so it clearly outlines the use of motorized boats or recreational toys are not permitted.

On MOTION by Ms. Shcokley, seconded by Ms. Spencer, with all in favor, Resolution 2025-11 Adopting Amended Amenity Rules, was approved.

EIGHTH ORDER OF BUSINESS**Presentation of Arbitrage Rebate Reports
from AMTEC****A. Series 2024 Assessment Area One Project Bonds**

Ms. Burns presented the report which showed a negative arbitrage number and asked for a motion of approval.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Series 2024 Assessment Area One Project Bonds, was approved.

B. Series 2024 Assessment Area Two Project Bonds

Ms. Burns presented the report which showed a negative arbitrage number and asked for a motion of approval.

August 5, 2025

Crosswinds East CDD

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Series 2024 Assessment Area Two Project Bonds, was approved.

NINTH ORDER OF BUSINESS

Consideration of Proposal from Nation Security for On-Site Guarding Services at Amenity (NOT A CLOSED SESSION)

A. Seasonal 16 Hours per Week

B. Seasonal 7 Days per Week

Ms. Burns stated this item will be tabled until the Spring to better determine the District's needs.

TENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2024 Audit Report

Ms. Burns presented the report and noted that it is considered a clean audit and submitted to the state by the June 30th deadline. She offered to answer any Board questions. There being no questions, there was a motion of approval.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

ELEVENTH ORDER OF BUSINESS

Goals and Objectives

A. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Burns presented the goals and objectives for Fiscal Year 2026 and noted if approved the District would be in line with state's statutory requirements.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, Adoption of Fiscal Year 2026 Goals & Objectives, was approved.

B. Presentation of Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute

Ms. Burns presented the 2025 goals and objectives and stated that the District is on track to meet all the goals. This action authorizes the Chair to execute the form that will be sent to the state at the end of the Fiscal Year.

August 5, 2025

Crosswinds East CDD

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Accepting the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock reminded the Board that the ethics training must be completed by the end of the calendar year.

B. Engineer

Mr. Arrington had nothing to report and offered to answer any Board questions.

C. Field Manager's Report

Mr. Tindall noted that his report was provided in the agenda package and summarized it for the Board.

i. Consideration of Landscape Services Fee Summary

Mr. Tindall presented the landscape services fee summary and offered to answer any Board questions. Ms. Buns noted that this will go through an RFP process but asked for a motion to approve the additional funds at this time.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Landscape Services Fee Summary, was approved.

D. District Manager's Report

i. Approval of Amenity Policy Clarification Regarding Access Card Issuance

Ms. Burns noted that they are looking to update the policy on access card issuance amending it to say that residents will be given keycards upon registering for access after closing.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Amenity Policy Clarification Regarding Access Card Issuance, was approved.

ii. Approval of Check Register

August 5, 2025

Crosswinds East CDD

Ms. Burns presented the check register and offered to answer any Board questions. There being none, there was a motion of approval.

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

iii. Balance Sheet & Income Statement

Ms. Burns noted that the financial statements are included in the agenda package for Board review and that there was no action required.

THIRTEENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked the Board for adjournment.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the meeting was adjourned.

Jill Burns
Secretary/Assistant Secretary

Signed by:
Rennie Heath
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Chairman/Vice Chairman