

**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 **Tuesday, October 7, 2025**, at 9:15 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk *by Zoom*  
Jessica Spencer  
Bobbie Shockley  
Lindsey Roden

Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Meredith Hammock  
Chace Arrington  
Marshall Tindall

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 9:15 a.m. and called the roll. Three Board members were present in person 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 August 5, 2025  
Board of Supervisors Meeting**

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

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On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Minutes of the August 5, 2025 Board of Supervisors Meeting, were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration and Approval of Landscaping Services Request for Proposals Documentation & Published Notice of Request for Proposals *(to be provided under separate cover)***

Ms. Burns presented the landscaping services request for proposals documentation & published notice of request for proposals. The Board discussed and approved moving forward with the landscaping services RFP and publishing the notice since the contract now meets the threshold requiring a public RFP. The ad is expected to go out October 17, with a mandatory virtual pre-proposal meeting to follow, where Mr. Tindall will review requirements and answer questions. The deadline for questions is November 10, proposals are due November 21, with reviews planned for the first meeting in December. Maps of the included areas were provided, focusing on sections within the Boulevard that are ready, particularly the yellow-marked areas with a clear pattern. Other areas that are not yet developed or are just empty lots were intentionally excluded to avoid bidders having to guess, which often leads to inconsistent numbers. Those sections may be added later through an addendum.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Landscaping Services Request for Proposals Documentation & Published Notice of Request for Proposals, was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Ratification of Audit Services Engagement Letter for Fiscal Year 2025 Audit**

Ms. Burns presented the Audit Services Engagement Letter for the Fiscal Year 2025 audit. She noted this is the renewal of the previously awarded contract, with the 2025 amount not to exceed \$5,800.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Audit Services Engagement Letter for Fiscal Year 2025 Audit, was ratified.

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## **SIXTH ORDER OF BUSINESS**

### **Presentation of Memo Regarding Amendments to District Rules of Procedure**

#### **A. Consideration of Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

Ms. Burns presented Resolution 2026-01. She noted that this is essentially just setting the public hearing date for December 2<sup>nd</sup>.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, Resolution 2026-01 Setting a Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District on December 2, 2025, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hammock reminded the Board about their standard ethics training.

#### **B. Engineer**

##### **i. Consideration of Work Authorization 2026-1 from Dewberry for Fiscal Year 2026 District Engineering Services**

Mr. Arrington presented their annual work authorization. He stated this is for approval of a budget based on time and materials; they're estimating the budget for 2026 to be \$15,000 plus other direct costs.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Work Authorization 2026-1 from Dewberry for Fiscal Year 2026 District Engineering Services, was approved.

#### **C. Field Manager's Report**

Mr. Tindall noted that they received an update on landscaping progress, with overall conditions looking good, though the section along King Hill Drive continues to have some issues. A few plantings are struggling due to the sandy soil and steep slope, which affects moisture retention despite functioning irrigation. Mulch has been added to help, and the area will continue to be monitored. He noted that weeds remain a challenge with new plantings as soil disturbance encourages growth, but crews are actively maintaining and detailing beds to manage it. Some

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plantings and crosslinks are being watched closely for stress. In addition, several facilities opened between this and the last meeting, with remaining ISP and remote access issues resolved.

**i. Consideration of Proposals for Holiday Lighting**

**a) Festive Glow**

**b) Events Done Bright (*to be provided under separate cover*)**

**c) American Illuminations (*to be provided under separate cover*)**

Mr. Tindall presented the proposals for holiday lighting, with the budget set at \$10,000, though installation before the holidays will make staying within that amount unlikely. Several vendors were considered, with a focus on color-changing flood lights to illuminate the canopy of the palm trees, creating a festive red and green display for the holidays and a clean white glow year-round. American Illuminations, the lowest-cost vendor, did not provide photos ahead of the meeting but received positive references from other field managers for quick service and reliable maintenance. The Board indicated support for selecting American Illuminations based on cost and reputation.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, the Proposals for Holiday Lighting from American Illuminations, was approved.

**ii. Consideration of Pond Maintenance Services Contract Annual Renewal**

Mr. Tindall presented the Pond Maintenance Services Contract Annual Renewal. He stated this is a yearly formality, but he's happy with the work done thus far. There were no issues or questions from the Board.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, the Pond Maintenance Services Contract Annual Renewal, was approved.

**iii. Consideration of Proposal from Prince & Sons for Tree Replacement & Mulch Installation**

Mr. Tindall presented the proposals for tree replacement and mulch installation. He stated that some of the trees had died, and it would cost \$6,811 to replace them and mulch around the area as needed.

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On MOTION by Ms. Shockley, seconded by Ms. Spencer, with all in favor, the Proposal from Prince & Sons for Tree Replacement & Mulch Installation, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns presented the check register and offered to answer any Board questions. There being no questions, there was a motion of approval.

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

**ii. 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. There were no questions from the Board.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.


**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked the Board for adjournment.

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

  
Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman