

**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 on **Tuesday, December 2, 2025**, at 9:26 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	Assistant Secretary
Lindsey Roden	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Marshall Tindall	Field Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 9:26 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 October 7, 2025,
Board of Supervisors Meeting**

Ms. Burns presented the minutes from October 7, 2025, Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Minutes of the October 7, 2025, Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS**Review and Ranking of Proposals Received for Landscape Maintenance Services RFP (*to be provided under separate cover*)**

Ms. Burns presented the amended and restated rules of procedure for the District. The Board reviewed the landscape maintenance RFP and the seven proposals received after the bid was issued because the bid exceeded the statutory threshold. Staff presented the scoring summary and rankings and explained that the Board could either accept the staff recommendation or complete individual scoring. Ms. Burns reviewed the scores for each proposer and noted that Yellowstone ranked first overall, followed by Prince & Sons and Juniper. Juniper was identified as the low bidder, while Prince & Sons was the current landscape provider. Yellowstone received the highest overall score based on experience, pricing, and reasonableness of numbers. The Board discussed the importance of controlling costs and generally agreed to proceed with the staff rankings. Questions were raised about the scope of services, specifically pond disking, including the number of times per year and the wide range of pricing across proposals.

Ms. Burns explained that disking was included six times per year and that pricing varied significantly between vendors. Ms. Burns advised that the Board could award the contract, excluding pond disking, and either negotiate that service separately with the selected contractor or rebid it independently. It was also noted that, due to the winter season, immediate disk needs were limited. Following the discussion, the Board made a motion to accept the staff rankings and award the landscape maintenance contract to the top-ranked proposer, Yellowstone, excluding pond disk from the scope of services. Ms. Burns stated that the Board agreed to exclude disk from the current contract. It was noted that disk costs were below the bid threshold, so a formal procurement process was not required. The Board provided staff direction to obtain pricing—potentially from Yellowstone and other vendors—to evaluate options if the entire contract was not awarded, and to return alternatives for the board's consideration.

On MOTION by Ms. Shockley, seconded by Ms. Schwenk, with all in favor, Awarding the Landscape Maintenance Services Contract to Yellowstone Landscape, excluding Discing from the contract, was approved.

FIFTH ORDER OF BUSINESS**Public Hearing****A. Public Hearing on the Adoption of Amended and Restated Rules of Procedure for the District**

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Ms. Burns stated that they had a public hearing on the adoption of the amended and restated rules of procedure for the District. She added that the public hearing had been advertised. She 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.

i. Consideration of Resolution 2026-02 Adopting Amended and Restated Rules of Procedure for the District

Ms. Burns reviewed Resolution 2026-02, which would adopt the amended and restated Rules of Procedure. She explained that the amended rules were included in the agenda package and had previously been presented to the Board at the prior meeting when the public hearing was set. She noted that no substantive changes had been made since that time and that the updates consisted of statutory changes and minor cleanup items.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-02 Adopting Amended and Restated Rules of Procedure for the District, was approved.

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

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

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated she had nothing to report but could answer any questions.

B. Engineer

Ms. Burns had nothing to report from the District engineer.

C. Field Manager's Report

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

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D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register and offered to answer any Board questions.

On MOTION by Ms. Shockley, seconded by Ms. Spencer, 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 no action is required. Ms. Burns added that this was the first set of the year. She said that they were still waiting on funds from the tax collector from all the Districts.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns asked the Board for adjournment.

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Rennie Heath

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Chairman/Vice Chairman