MINUTES OF MEETING
CROSSWINDS EAST
COMMUNITY DEVELOPMENT DISTRICT

The continued meeting of the Board of Supervisors of the Crosswinds East Community Development District was held on **Tuesday**, **May 5, 2026,** at 9:17 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk *by Zoom*	Vice Chairperson
Jessica Spencer	Assistant Secretary
Lindsey Roden	Assistant Secretary
Bobbie Shockley	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Megan Birnholz-Couture *by Zoom*	District Counsel, Kilinski Van Wyk
Chace Arrington *by Zoom*	District Engineer, Dewberry
Rey Malave *by Zoom*	District Engineer, Dewberry
Joey Duncan *by Zoom*	District Engineer, Dewberry
Marshall Tindall	Field Manager, GMS

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Burns called the meeting to order at 9:17 a.m. and called the roll. Three (3) Board members were present in person constituting a quorum and one (1) Board Member joined via Zoom.

SECOND ORDER OF BUSINESS **Public Comment Period**

There were no members of the public present. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS **Approval of Minutes of April 7, 2026 Board of Supervisors Meeting**

Ms. Burns presented the minutes from April 7, 2026 Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

> On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, the Minutes of the April 7, 2026 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2026-03 Approving the Proposed Fiscal Year 2026/2027 Budget (Suggested Date: August 4, 2026), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2026/2027 Budget and the Imposition of Operations and Maintenance Assessments**

Ms. Burns reviewed Resolution 2026-03, approving the proposed Fiscal Year 2027 budget and setting the public hearing for the special assessments declaration and budget adoption. After discussion regarding scheduling conflicts with the originally proposed August 4, 2026 date, the Board agreed to revise the public hearing date to Wednesday, August 12, 2026, at 9:30 a.m. at Prime.

Ms. Burns reviewed the proposed budget and noted that mailed notice of the assessment increase would be provided to single-family property owners only, as the townhome section had previously been noticed at a higher amount. Notices will be mailed to 1,587 single-family lots. The proposed assessment increase for single-family lots is $263.08, while the increase for townhomes is $197.00. She explained that the increase is driven primarily by additional landscaping coming online, anticipated stormwater maintenance needs, increased amenity-related expenses associated with the second amenity facility, higher security and staffing needs for the large new amenity center, and increased water and sewer costs. Although the overall budget increased by nearly $1 million, she noted that the impact per unit remains under $300 for single-family lots due to the number of units sharing the cost.

Ms. Burns asked for a motion to approve Resolution 2026-03 as amended to reflect the revised public hearing date of August 12, 2026, at 9:30 a.m. at Prime HOA Offices.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor Resolution 2026-03 Approving the Proposed Fiscal Year 2026/2027 Budget, Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2026/2027 Budget and the Imposition of Operations and Maintenance Assessments for August 12, 2026 at 9:30 a.m. @ PRIME HOA Offices, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Assignment of Phase 2A Construction Contract**

Ms. Burns reviewed the assignment of the Phase 2A construction contract. She noted that the contract was originally entered into by the developer entity GLK with Kearney and is being assigned to the CDD.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Assignment of Phase 2A Construction Contract, was approved.

SIXTH ORDER OF BUSINESS **Consideration of Amended Pool Furniture and Playground Equipment Lease/Purchase Agreement**

Ms. Burns reviewed the Amended Pool Furniture and Playground Equipment Lease Purchase Agreement. She explained that although different playground items were ultimately purchased than those originally approved, the total contract amount and payment obligations have not changed. The amendment simply updates the agreement to reflect the items purchased.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Amended Pool Furniture and Playground Equipment Lease/Purchase Agreement, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of DRAFT Non-Exclusive Perpetual Easement Agreement for Broadband Installation**

Ms. Burns presented the DRAFT non-exclusive perpetual easement agreement for broadband installation. She explained that Summit, the community's internet provider through the HOA, requested permission to install equipment on a CDD-owned tract to serve the community and surrounding areas. She also noted that the agreement would allow this installation and that the legal description was still being finalized.

Ms. Hancock confirmed that the legal description is still in progress and said Rey's team is working on it. She explained that the agreement would be approved in substantial form, then sent to Summit for review. If Summit requests any major revisions, those changes would be brought back to the board; otherwise, the agreement would simply be finalized.

> On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the DRAFT Non-Exclusive Perpetual Easement Agreement for Broadband Installation, was approved in substantial form.

EIGHTH ORDER OF BUSINESS **Consideration of Revised Assignment of Amenity Center Construction Contract**

Ms. Hancock stated that the board had previously approved the assignment of the amenity center and pool construction agreement at the April meeting, but a previously unconsidered change order was later identified. As a result, the contract amount would be amended from about $2.4 million to a not-to-exceed amount of $4,399,450.35, reflecting two change orders, including one adding about $1.9 million. She explained that this amendment would allow the revised assignment to be executed for the new amenity center

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Revised Assignment of Amenity Center Construction Contract, was approved.

NINTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Hancock stated she had nothing to report.

B. Engineer

Mr. Malave stated that legal descriptions are being prepared to support ongoing work in later phases of the project within the CDD. He also noted that the annual inspection of all District facilities will be scheduled over the coming months and that state-mandated stormwater needs assessment, required every five years, will be due next year and scheduled accordingly.

C. Field Manager's Report

Mr. Tindall reported that routine maintenance is ongoing, including drain cleanouts, debris pickup, and repairs to retaining wall and fence areas. He said the main operational focus has been bringing new Phase 2C areas, end caps, and small pocket tracts into service, while pond disking remains current. He also noted that staff is finalizing a plant inventory and will bring back a prioritized landscaping plan, with some dead material needing to be removed in the meantime.

He stated that overall conditions are stable with no major issues, but some stormwater areas need attention to prevent erosion. He also described progress in Phase 2C, including recently installed Bermuda turf, irrigation and treatment coordination, completion of outdoor gym equipment installation, and ongoing tracking of paver trail damage caused by construction and builder traffic. He reviewed photo updates showing plant recovery in some areas, replacement needs in others, minor sediment staining near the dog park, fence and retaining wall issues under review, and damage near the lift station and paver trails caused by vehicle shortcuts and construction activity.

i. Consideration of Landscape Maintenance Proposals

a) Addendums to Add Phase 2C Areas to Landscape Maintenance Contract

Mr. Tindall stated the first proposal was an addendum to the core services contract to bring additional areas, primarily Phase 2C and certain townhome end caps, into the maintenance program. The current core services contract operates at approximately $295,236, and that adding the new areas would increase the total to approximately $350,173. He stated that this would remain within the $400,000 budget line, even after accounting for pond disking of about $18,000.

On MOTION by Ms. Spencer, seconded by Ms. Shockley, with all in favor, the Addendums to Add Phase 2C Areas to Landscape Maintenance Contract, was approved.

b) Proposal to Clean-Up Frost Damaged Plants

Mr. Tindall stated that an additional disposal service was proposed to remove dead landscaping material that cannot be handled through normal maintenance operations. He explained that approving the work would help clean up the area now and prepare for future plant replacements. He stated the total cost for this service is $3,100.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Proposal to Clean-Up Frost Damaged Plants, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register and stated it is in the package for review.

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

ii. Balance Sheet & Income Statement

Ms. Burns stated no action is necessary on these. They are for informational purposes only.

iii. Presentation of Number of Registered Voters – 134

Ms. Burns stated that the District is required to determine the number of registered voters as of April 15 each year and reported that the current total is 134 registered voters. She noted that the District has not yet reached the 250-voter threshold or the six-year threshold, so resident turnover will continue to be monitored.

iv. Reminder to Board Members to File Form 1's by the July 1, 2026 Deadline

Ms. Burns reminded board members about Form 1 filings, stating that the forms are typically mailed in May or June and are due by July 1.

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. 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