

**MINUTES OF MEETING
CROSSINGS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Crossings Community Development District was held on Thursday, **March 10, 2022** at 9:17 a.m. at the West Osceola Branch Library, 305 Campus Street, Celebration, Florida.

Present and constituting a quorum were:

Brian Walsh <i>by phone</i>	Chairman
Milton Andrade	Vice Chair
Garret Parkinson	Assistant Secretary
Jeff Shenefield	Assistant Secretary

Also, present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski	KE Law
Jake Whealdon	KE Law
Meredith Hammock	KE Law
Rey Malave <i>via Zoom</i>	Dewberry

The following is a summary of the discussions and actions taken at the March 10, 2022 Crossings Community Development District's regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 9:17 a.m. Three Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public members present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns gave the oath of office to all new Board members.

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B. Consideration of Resolution 2022-32 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns presented the resolution and asked for a motion to approve.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2022-32 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns noted that Mr. Walsh had been Chairman, Mr. Andrade was Vice Chairman, and the other three Supervisors were Assistant Secretaries, with Mr. Flint in her office as Assistant Secretary and herself as Secretary. The Board voted to keep the seats the same.

D. Consideration of Resolution 2022-33 Electing Officers

A motion was made to keep the same slate of officers.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2022-33 Electing Officers with Mr. Walsh as Chair, Mr. Andrade as Vice Chair, Mr. Shenefield, Mr. Parkinson and Mr. Joel Adams as Assistant Secretaries, and GMS staff of George Flint as an Assistant Secretary and Ms. Burns as Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 18, 2022 Organizational Meeting

Ms. Burns presented the minutes of the meeting and asked if there were any corrections. The Board had no changes to the minutes.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the of Minutes of the January 18, 2022 Organizational Meeting, was approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

i. Presentation of Engineer's Report

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

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On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Opening of the Public Hearing, was approved.

Mr. Malave presented the Engineer's Report. He noted that the District consists of approximately 142 acres with approximately 614 residential units of various sizes. The capital improvement projects range from stormwater, roadways, sewer and water parks, and amenities as well as entry features and landscaping. A total of the cost of improvements is \$26,783,213.60. The costs are prepared using the best estimates of current costs.

Ms. Kilinski asked if based on Mr. Malave's experience, are the cost estimates for the Engineer's report reasonable and proper. Mr. Malave answered yes, they are. Ms. Kilinski asked if he had any reason to believe the capital improvement plan cannot be carried out by the District. Mr. Malave answered that he believes they can carry out the proposed improvement projects for the District.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Engineer's Report, was approved.

ii. Presentation of Assessments Methodology

Ms. Burns noted that this Assessment Methodology report allocates debt to the properties based on the special benefit that each receives from the District's capital improvement plan. Ms. Burns noted that Table 1 shows that there are 614 units in the development. There is a 22' townhome with a product type of 158 units, a 32' bungalow with 137 units, a 50' single family residential unit that has 258 planned units, and a 60' single family lot that has 61 planned units. Table 2 shows the construction cost estimates from the Engineer's report. Table 3 shows the bond sizing of \$34,400,000. Table 4 shows the improvement cost per unit for each product type. Table 5 shows the par debt per unit. For the 22' townhome it will be \$46,129, for the 32' bungalow it will be \$49,204, for the 50' single family it is \$61,505, and for the 60' lot it is \$73,807. Table 6 shows the net and gross annual debt assessment per units. The gross annual payment for the 22' townhome it would be \$3,343, the 32' bungalow would be \$3,566, the 50' single family lot is \$4,458, and the 60' single family lot is \$5,349. Table 7 shows the preliminary assessment roll

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which allocates the par debt per acre for each of those parcels. Clayton Properties Group is currently the only landowner in the District.

Ms. Kilinski asked Ms. Burns if in her professional opinion do the lands subject to the assessments receive special benefits from the District's capital improvement plan. Ms. Burns answered yes. Ms. Kilinski asked if it was Ms. Burns professional opinion that the Master Assessments are reasonably apportioned among the lands subject to the assessments. Ms. Burns answered yes. Ms. Kilinski asked Ms. Burns if it was her opinion that it is reasonable, proper, and just to assess the cost of the capital improvement plan as a system of improvements set against the lands of the District in accordance with the methodology, and Ms. Burns answered yes. Ms. Kilinski asked if it was her opinion that the special benefits the lands will receive as set forth in the final assessment roll, will be equal to or in excess of the maximum Master assessments allocated and set forth in the methodology. Ms. Burns answered yes. Ms. Kilinski asked if it was her opinion that it is in the best interest of the District that the Master assessments be paid and collected in accordance with the methodology through the District's assessment resolutions. Ms. Burns answered yes.

The Board had no questions on the methodology.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Assessment Methodology, was approved.

iii. Consideration of Resolution 2022-34 Levying Special Assessments

Ms. Burns presented the resolution and asked for a motion to approve. Ms. Burns noted that there were no members of the public present to provide comments.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2022-34 Levying Special Assessments, was approved.

iv. Consideration of Notice of Master Lien of Assessments

Ms. Burns noted the notice would be recorded so that any potential property owners have notice of the lien on the property.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Notice of Master Lien of Assessments, was approved.

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

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Closing of the Public Hearing, was approved.

B. Public Hearing on the District’s use of the Uniform method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

i. Consideration of Resolution 2022-35 Expressing the District’s Intent to Utilize the Uniform Method of Collection

Ms. Burns asked for a motion to open the public hearing. She noted that the public hearing was advertised in the newspaper in accordance with Florida statute.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Opening of the Public Hearing, was approved.

Ms. Burns presented the resolution and noted that this would allow them to use the Osceola County tax bill to collect their assessment on roll when they are ready to do so. Ms. Burns asked for any questions. Hearing none, she asked for a motion to approve.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2022-35 Expressing the District’s Intent to Utilize the Uniform Method of Collection, was approved.

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

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Closing of the Public Hearing, was approved.

C. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2022-36 Adopting Rules of Procedure

A. Rules of Procedure

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

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On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Opening of the Public Hearing, was approved.

Ms. Burns presented the resolution. She noted that the Rules of Procedure had not changed since the Board reviewed them at the Organizational meeting. The Board had no questions on the resolution.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2022-36 Adopting Rules of Procedure in accordance with Section 120.54, Florida Statutes, was approved.

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

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Closing of the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns noted they had received one proposal for District Engineering services from Dewberry. Ms. Burns suggested ranking Dewberry #1 and authorize staff to send a Notice of Intent to Award and authorize counsel to draft a Form of Agreement.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Ranking Proposals for District Engineering Services with Dewberry as #1 and Authorizing Staff to Send a Notice of Intent to Award and Authorizing Counsel to draft a Form of Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Assignment of Construction Contract Agreement

Ms. Burns presented the assignment of the Construction Contract Agreement to the District. She asked for a motion to approve.

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On MOTION by Mr. Andrade seconded by Mr. Parkinson, with all in favor, the Assignment of Construction Contract Agreement, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2022-37
Authorizing the Use of Electronic
Documents and Signatures**

Ms. Burns noted that this allows them to use DocuSign. The Board had no questions on the resolution.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, of Resolution 2022-37 Authorizing the Use of Electronic Documents and Signatures, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated there was a validation for bonds hearing scheduled for April 29th. There will be a 30-day appeal period after that date and then they will move forward with issuing bonds.

B. Engineer

Mr. Malave had nothing further to report.

C. District Manager’s Report

Ms. Burns noted she had nothing further.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

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On MOTION by Mr. Shenefield, seconded by Mr. Andrade, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Brian Walsh

Chairman/Vice Chairman