

**MINUTES OF MEETING  
CROSSINGS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Crossings Community Development District was held on Wednesday, **August 2, 2023** at 9:05 a.m. at the West Osceola Branch Library, 305 Campus Street, Celebration, Florida.

Present and constituting a quorum were:

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

Also, present were:

Jill Burns	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law
Rey Malave <i>via Zoom</i>	District Engineer, Dewberry

*The following is a summary of the discussions and actions taken at the August 2, 2023 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 9:05 a.m. Four 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 and no members joining via Zoom.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 5, 2023 Board of Supervisors Meeting and Audit Committee Meeting**

Ms. Burns presented the minutes of the April 5, 2023 Board of Supervisors meeting and Audit Committee meeting and asked if there were any comments, corrections, or changes. The Board had no changes to the minutes.

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On MOTION by Mr. Shenefield, seconded by Mr. Andrade, with all in favor, the Minutes of the April 5, 2023 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget**

Ms. Burns stated this public hearing has been advertised in the paper. She asked for a motion to open.

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

Ms. Burns stated there are no members of the public present so looking for a motion to close.

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

**i. Consideration of Resolution 2023-05 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds**

Ms. Burns stated when we approved preliminarily, we approved a higher amount for notice purposes. She spoke with Brian about the developer contribution for the amount wanting to be levied for sales purposes. She noted the 50’ lot was used to cap at \$925 and then it is scaled based on the ERUs from there so the townhome is 0.75, the bungalow is 0.8, with the single family at 1.0 so the target on the single family was \$925. She noted that would show a developer contribution of \$166,136 that would be billed if needed. She noted the field and amenity expenses based on the timelines given as estimates. There is a contingency for amenity and field. It is prorated on the amenity due to the timeline as it will not be operating very long in the fiscal year.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2023-05 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds, was approved.

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

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Ms. Burns stated any line-item changes can be made to the O&M now. Ms. Burns stated this public hearing has been advertised in the paper and it is a first time O&M levy so we sent mailed notice to all property owners within the District.

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

Ms. Burns stated no members of the were public present so looking for a motion to close.

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

**i. Consideration of Resolution 2023-06 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Burns stated the budget amounts for O&M are based on the budget that the Board just adopted and you can see the previously levied debt assessment amounts as well. This will be collected on the Osceola County tax bill.

On MOTION by Mr. Parkinson, seconded by Mr. Andrade, with all in favor, Resolution 2023-06 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-07 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024**

Ms. Burns stated the schedule will be the same as the current year.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Resolution 2023-07 the Designation of a Regular Monthly Meeting Schedule staying the same, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08 Appointing an Assistant Treasurer**

Ms. Burns stated this would appoint Darrin Mossing in our office as the Assistant Treasurer of the District.

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On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, Resolution 2023-08 Appointing Darrin Mossing as Assistant Treasurer, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Series 2022 Arbitrage Rebate Services from AMTEC**

Ms. Burns stated that proposal is included in your package for review. This report is a requirement of the Trust Indenture and the total amount is \$450 annually.

On MOTION by Mr. Parkinson, seconded by Mr. Shenefield, with all in favor, the Proposal for Series 2022 Arbitrage Rebate Services from AMTEC, was approved.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2022 Audit Report**

Ms. Burns stated on page 30 is the report to management which summarizes that report. She noted it was a clean audit with no findings and no instances of noncompliance and was submitted to the state.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Memo Regarding Ethics Training for Elected Officials**

Ms. Kobitter stated in the agenda packet is a memo summarizing the new requirement that came out with this last legislative session which requires Supervisors to now have four hours of ethics training per calendar year beginning in January of 2024. She noted the Florida Commission on Ethics has courses that Supervisors can do on their own as well as her office is putting together a training to do either as a workshop or in conjunction with a Board meeting to help Board members meet those hours. She noted this is a self-reporting requirement so check the box on Form 1 to acknowledge that you have completed those hours.

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**B. Engineer**

**i. Ratification of Dewberry Work Authorization for District Annual Engineering Report Services**

Mr. Malave stated an authorization was sent out as a separate work order for the Annual Engineering Report requirement so just need to ratify that.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, the Dewberry Work Authorization for District Annual Engineering Report Services, was ratified.

**ii. Acceptance of Annual District Engineering Report**

Mr. Malave stated we provided the staff a copy of our findings with some comments and issues related to some major erosion on the large pond that we need to get the contractors to take care of. He noted other than that, it meets the requirement for the bond holders as stipulated in the bond.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, Accepting the Annual District Engineering Report, was approved.

**C. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented approval of the check register included in your packet for review. The total is \$4,917,550.46 from January through May.

On MOTION by Mr. Shenefield, seconded by Ms. Parkinson, with all in favor, the Check Register, was approved.

**ii. Balance Sheet & Income Statement**

Ms. Burns stated that the financials were included in the packet for review. There was no action necessary. The Board had no questions on the financials.

**iii. Presentation of Number of Registered Voters – 0**

Ms. Burns stated we are currently at zero registered voters for the District.

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**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**

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

  
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Secretary

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Chairman