

**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, **May 1, 2024**, at 9:15 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, Kilinski Van Wyk
Chace Arrington	District Engineer, Dewberry
Lisa Kelly	District Engineer, Dewberry
Jarrett Wright	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the May 1, 2024 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 9:15 a.m. Three Supervisors were in attendance at the meeting and one on Zoom constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There are only Board members and staff. There are no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Joel Adams**

Ms. Burns stated they had received a letter of resignation from Joel Adams. She asked for a motion to accept the letter.

May 1, 2024

Crossings CDD

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, the Letter of Resignation from Joel Adams, was approved.

**B. Appointment to Fill the Vacant Board Seat**

Ms. Burns stated this resignation leaves a vacancy and asked for a nomination to fill the seat. The Board nominated Karey Ann Ellison to fill the vacant seat.

On MOTION by Mr. Shenefield, seconded by Mr. Andrade, with all in favor, Appointing Karey Ann Ellison to Fill the Vacant Board Seat, was approved.

**C. Administration of Oath to Newly Appointed Supervisor**

Ms. Burns noted that Ms. Ellison was not in attendance at the meeting and would be sworn in at a later date.

**D. Consideration of Resolution 2024-04 Appointing Assistant Secretary**

Ms. Burns asked if they would like to appoint Ms. Ellison as Assistant Secretary.

On MOTION by Mr. Shenefield, seconded by Mr. Andrade, with all in favor, the Appointment of Ms. Ellison as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the April 3, 2024 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the April 3, 2024, Board of Supervisors meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Minutes of the April 3, 2024, Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02 Approving the Proposed Fiscal Year 2024/2025 Budget (Suggested Date: August 7, 2024), Declaring Special Assessments, and Setting the Public Hearings on the Adoption of the Fiscal Year 2024/2025 Budget and the**

May 1, 2024

Crossings CDD

**Imposition of Operations and Maintenance Assessments**

Ms. Burns presented the proposed budget. She noted there is an anticipated increase in the proposed budget. She added a preliminary estimate with Phase 1 will be used and will reflect the mailed notice and the Phase 2 will be the same. She also noted there is a deficit in the funding and the developer will fund a portion to limit assessment She stated it will be \$925 a lot for single family homes. There will be an increase, but this will be used for the notice. This will account for existing Phase 1 and some prorated expenses for Phase 2. The Board asked what the Developer funded amount on the latest budget. Ms. Burns noted this was at \$209,018 and be reflected in the notice.

Ms. Burns stated the date will be August 7, 2024, for the hearing. Ms. Burns discussed the schedule for operating the pool and amenity center and a safety plan.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, Resolution 2024-02, Approving the Proposed Fiscal Year 2024/2025 Budget and Declaring Special Assessments, and Setting the Public Hearings for August 7, 2024, on the Adoption of the Fiscal Year 2024/205 Budget and the Imposition of Operations and Maintenance Assessments, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03 Designating a Date, Time, and Location for a Landowners’ Meeting and Election (November 5, 2024)**

Ms. Burns stated the Landowners’ Election will be November 5, 2024, at 10:05 and they would like for at least one Board member to be in attendance.

On MOTION by Mr. Shenefield, seconded by Mr. Parkinson, with all in favor, Resolution 2024-03 Designating at Date, Time and Location for the Landowners’ Meeting for November 5, 2024 at 10:05 in the Same Location, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Special Warranty Deed with Grant and Reservation of Easements for Phase 1 Common Area Conveyance**

Ms. Burns stated this needs ratification for Phase 1. Ms. Kobitter explained the conveyance and asked for questions. Hearing no questions, the next item followed.

May 1, 2024

Crossings CDD

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Special Warranty Deed with Grant and Reservation of Easements for Phase 1 Common Area Conveyance, was ratified.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Construction Funding Agreement**

Ms. Burns stated this had already been executed and just needed ratification.

On MOTION by Mr. Shenefield, seconded by Mr. Andrade, with all in favor, the Construction Funding Agreement, was ratified.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kobitter explained the ethics training for 4 hours and the deadline is December 31, 2024.

**B. Engineer**

**i. Consideration of Work Order 2024-01 for Annual Consulting Engineering Services from Dewberry**

Mr. Arrington had nothing to report unless there are any questions. Ms. Burns asked for the work order for the annual engineering services be approved.

On MOTION by Mr. Shenefield, seconded by Mr. Parkinson, with all in favor, Work Order 2024-01 for Annual Consulting Engineering Services from Dewberry, was approved.

**C. Field Manager’s Report**

**i. Consideration of Proposals for Landscape Maintenance Services**

- a) Blade Runners of Orlando**
- b) Exalt Outdoors**
- c) Prince and Son’s**

Mr. Wright presented the field manager’s report. He reviewed the proposals for landscaping maintenance, aquatic services, pest control and pond maintenance. He discussed the scope of services for each and the vendors with pricing on each bid.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Blade Runners of Orlando Proposal for Landscape Maintenance Services, was approved.

May 1, 2024

Crossings CDD

**ii. Consideration of Proposals for Aquatic Maintenance Services**

- a) Applied Aquatics**
- b) Aquatic Weed Management**
- c) Solitude Lake Management** *(to be provided under separate cover)*

Mr. Wright presented the proposals for aquatic services. He noted only two vendors submitted quotes. Aquatic Weed Maintenance proposal totaled \$7,200. Applied Aquatics proposal totaled \$12,480.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Aquatic Weed Management Proposal for Aquatic Maintenance Services, was approved.

**iii. Consideration of Proposals for Pest Control**

- a) Orkin**
- b) Terminix**

Mr. Wright presented the proposal for pest control and noted the proposers were very comparable. Terminix was the lowest bidder.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Proposal from Terminix for Pest Control, was approved.

**iv. Consideration of Proposals for Quarterly Pond Fountain Maintenance**

- a) Cascade Fountains**
- b) Solitude Lake Management** *(to be provided under separate cover)*

Mr. Wright presented the proposal for quarterly pond maintenance. He noted the prices for both Cascade and Solitude.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the Cascade Fountains Proposal for Quarterly Pond Fountain Maintenance Services, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Burns presented the check register.

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

May 1, 2024

Crossings CDD

**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 – 6**

Ms. Burns stated the number of voters in the District was 6 as of April 15, 2024.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Ethics Training**

It was noted that the ethics training would follow this meeting.

**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

Jill Burns  
Secretary/Assistant Secretary

DocuSigned by:  
Brian Walsh  
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Chairman/Vice Chairman