

**MINUTES OF MEETING  
CROSSROADS VILLAGE CENTER  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Crossroads Village Center Community Development District was held Wednesday, **February 22, 2022** at 10:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Daniel Harper	Chairman
Carlos G. Bonilla	Assistant Secretary
Richard Laccabue	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski	District Counsel, KE Law
Sarah Warren	BMO
Brett Sealy <i>by Zoom</i>	MBS
Bruce Taylor	Schmitt Engineering
Dave Schmitt	Schmitt Engineering
Cindy Steele	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. Three Supervisors were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns stated that this was the portion of the agenda where members of the public could comment on agenda items. There were no members of the public present or in attendance via Zoom.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Administration of Oaths of Office to Remaining Board Members Elected at Landowner's Meeting (Carlos J. Bonilla and Richard Laccabue)**

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Ms. Burns stated the remaining Board members who were not present at the last Board meeting will be sworn into office at this time. Supervisors Bonilla and Laccabue were sworn in prior to the meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the January 25, 2022 Board of Supervisors Meeting**

Ms. Burns presented the minutes from the January 25, 2022 Board of Supervisors meeting and asked from any comments or corrections from the Board. There being none, she asked for a motion of approval.

On MOTION by Mr. Harper, seconded by Mr. Laccabue, with all in favor, the Minutes of the January 25, 2022 Board of Supervisors Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-34 Re-Setting the Public Hearing on the Adoption of the Rules of Procedure for the District**

Ms. Burns suggested the hearing date be set for April the 26<sup>th</sup> at 10:30 a.m. at the current meeting location to meet the 30-day notice requirement.

On MOTION by Mr. Harper, seconded by Mr. Laccabue, with all in favor, Resolution 2022-34 Re-Setting the Public Hearing on the Adoption of the Rules of Procedure for the District for April 26<sup>th</sup>, 2022, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-11 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments in accordance with Section 197.3632, Florida Statutes**

Ms. Burns suggested the date of April 26<sup>th</sup> at the regularly scheduled Board of Supervisors meeting date and location. This is the process allowing the district to collect the assessments on the Polk County tax bill when they are ready for collection.

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On MOTION by Mr. Harper, seconded by Mr. Bonilla, with all in favor, Resolution 2022-11 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments in Accordance with Section 197.3632, Florida Statutes, was approved.

**SEVENTH ORDER OF BUSINESS**

**Financing Matters**

**A. Consideration of Engineer’s Report**

Ms. Burns reported that the engineers were joining the meeting via Zoom call and Mr. Taylor gave a brief overview of the engineer’s report for the Board. They added a breakdown of the total development schedule which can be found in the report provided in the agenda package.

On MOTION by Mr. Harper, seconded by Mr. Bonilla, with all in favor, the Engineer’s Report, was approved.

**B. Consideration of Assessment Methodology**

Ms. Burns stated that the assessment methodology is provided in the agenda package for the Boards review and gave a brief overview. This provide for an assessment methodology that allocates debt to be incurred by the District to benefitting properties within the boundary of the District. Table 1 shows the development program consisting of 106 townhome units, 180 assisted living units, 260 hotel units, 111 single family units, and 314.76 assessable units for commercial use. Table 2 shows the capital improvements cost estimates totaling \$72,863,584.00. Table 3 shows a bond sizing of \$93 million. Table 4 shows the improvement cost per unit for each product type. Table 5 shows the par debt per unit. Table 6 shows net and gross annual debt assessments per unit. Table 7 shows a preliminary assessment roll which allocates the debt per acre to all the parcels in the community. There being no questions from the Board, Ms. Burns asked for a motion of approval.

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

**C. Consideration of Resolution 2022-27 Declaring Special Assessments and Approval of Assessment Methodology**

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Ms. Burns noted that the resolution is included in the agenda package and stated that there are several findings in the resolution that include the assessments being fairly and reasonably apportioned across the product types, that the assessments provide a benefit to all the parcels within the community and sets a public hearing on the assessments for April 26<sup>th</sup> at the regularly scheduled Board of Supervisor’s meeting. The public hearing will also outline the costs in the engineer’s report while adopting the engineer’s report and master assessment methodology. This is the first step in that process and staff will send direct mailed and published notice to all landowners on record within the District.

On MOTION by Mr. Harper, seconded by Mr. Bonilla, with all in favor, Resolution 2022-27 Declaring Special Assessments and Approval of Assessment Methodology, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Interlocal Agreement with the City of Lake Alfred for Record Storage**

Ms. Burns stated that they are required to keep a slate of documents in the county where the district resides. This is the agreement provided by the city of Lake Alfred with a minimal cost association of \$600 per year for records storage.

On MOTION by Mr. Harper, seconded by Mr. Bonilla, with all in favor, the Interlocal Agreement with the City of Lake Alfred for Record Storage, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-22 Selecting District Records Office Within Polk County**

Ms. Burns noted that the records office will be set at 155 East Pomelo St.

On MOTION by Mr. Harper, seconded by Mr. Bonilla, with all in favor, Resolution 2022-22 Selecting District Records Office Within Polk County, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-23 Designating the Primary Administrative**

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**Office and Principal Headquarters of the District**

Ms. Burns stated the primary administrative office will be the GMS office located in Orlando 219 East Livingston St. The principal headquarters for establishing a proper venue in Polk County is 155 East Pomelo Street.

On MOTION by Mr. Harper, seconded by Mr. Bonilla, with all in favor, Resolution 2022-23 Designation the Primary Administrative Office and Principal Headquarters of the District, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-36 Directing Chairman and District Staff to File a Petition Amending District Boundaries**

Ms. Burns noted that due to conversations with staff and the Chair they will not be moving forward with the boundary amendment. The District was seeking to add a half-acre parcel for the reason of installing an offsite traffic signal, but it was determined that they can fund improvements outside the boundary of the District allowing the District to be able to install the traffic signal without actually having to include the parcel within the boundary.

**TWELTH ORDER OF BUSINESS**

**Consideration of Boundary Amendment Funding Agreement**

This item was removed from consideration.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Kilinski and had nothing further for the Board.

**B. Engineer**

There being none, the next item followed.

**C. District Manager's Report**

Ms. Burns had nothing further to report for the Board.

**FOURTEENTH ORDER OF BUSINESS**

**Other Business**

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There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience  
Comments**

There being none, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns asked for a motion to adjourn the meeting.

On MOTION by Mr. Harper, seconded by Mr. Bonilla, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

*Daniel Harper*

Chairman/Vice Chairman