

**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 **Tuesday, February 18, 2025**, at 11:05 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Syed Raza
Richard Laccabue
Cindy Steele
Dr. Murthy Ravipati

Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jill Burns
Grace Rinaldi
Jennifer Kilinski
Dave Schmitt
Katie O'Rourke

District Manager, GMS
District Counsel, KVV Law
District Counsel, KVV Law
District Engineer, Schmitt Engineering
GMS

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that 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 Newly Elected Board Members

Ms. Burns administered the oath of office to the three newly elected Supervisors. Ms. Jennifer Kilinski updated each of the new supervisors on Sunshine Law and stated that they would send each new supervisor a CDD package with information about the District, relevant information about the Code of Ethics, the Sunshine Law, and Public Records. She noted that it would contain

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information that would be useful to their service as CDD Board members. Ms. Kilinski discussed the rules and regulations of being a Board member, the Sunshine Law and conversations outside Board meetings, public records, and setting up separate emails for CDD correspondence.

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners Election

Ms. Burns stated that they would fill in the results from the ballot that had been submitted with the Supervisors elected, along with the number of votes and terms. She was happy to answer any questions. She noted that they were looking for a motion to approve that resolution.

On MOTION by Mr. Raza, seconded by Ms. Steele, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowners Election was approved.

C. Election of Officers

Ms. Burns stated that the election of the officers was included in the package for review.

D. Consideration of Resolution 2025-02 Electing Officers

Ms. Burns stated that Mr. Daniel Harper was previously chair, with Mr. Raza Vice Chair. Board consensus was for Mr. Raza to serve as the Chair and Mr. Harper as Vice Chair. The other three would be Assistant Secretaries, with Mr. Flint in Ms. Burns's office and herself as Secretaries.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-02 Electing Officers as slated above, was approved.

E. Consideration of Resolution 2025-03 Extending Board Member Terms of Office to Coincide with General Election

Ms. Burns stated that the Landowner Election was in an odd year. She noted that they had hit the threshold where the District had been established for at least six years and there were at least 250 registered voters within the community. She added that the election process, which was the General Election, was handled by the Supervisor of Elections. She noted that it would have to occur in an even year to coincide with their regular election. Ms. Burns stated that when the residents within the District go to vote for President or Senator, it would be on their ballot insert

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for the CDD to elect those Board seats. She explained that what that did was extend the terms so that they would line up evenly and eventually transition. She added she would be happy to answer any questions.

On MOTION by Mr. Raza, seconded by Ms. Steele, with all in favor, Resolution 2025-03 Extending Board Member Terms of Office to Coincide with General Election, was approved.

F. Consideration of Resolution 2025-04 Appointing Bank Account Signatories

Ms. Burns stated that this was an administrative matter. She added that these appointed officers were to be signers on the account rather than individual persons. She noted that this would allow them, if there were a change in officers, to provide the resolution with the new one rather than having to name them and update the forms. She noted that anyone in any office would be authorized to sign for the bank account if they set up that resolution.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-04 Appointing Bank Account Signatories was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 26, 2022 Board of Supervisors Meeting

Ms. Burns stated that the minutes from the July 26, 2022, Board of Supervisors Meeting had been approved. She added, for those who remembered the meeting back that far, that the minutes reflected the action taken by the Board. She added that she would be happy to answer any questions. She looked for a motion to approve. There was a motion and a second. The motion passed.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the Minutes of the July 26, 2022, Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Items Related to District Financing

A. Presentation of Amended and Restated Master Engineer's Report for Capital Improvements dated February 18, 2025 *(to be provided under separate cover)*

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Ms. Burns stated that they had a few items that they were still working through and were still updating the documents. Ms. Kilinski suggested they could approve the report in substantial form to set the public hearing. Ms. Burns suggested that the Board approve a motion to approve the amended and restated Master Engineers Report in substantial form.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the Amended and Restated Master Engineer's Report for Capital Improvements dated February 18, 2025, was approved in substantial form.

B. Presentation of Amended and Restated Master Assessment Methodology Report (*to be provided under separate cover*)

Ms. Burns added they would be looking for a motion to approve this report in substantial form.

On MOTION by Mr. Raza, seconded by Ms. Steele, with all in favor, the Amended and Restated Master Assessment Methodology Report, was approved in substantial form.

C. Consideration of Resolution 2025-05 Declaring Special Assessments and Setting a Public Hearing on the Imposition of Special Assessments

Ms. Burns suggested the public hearing be held on April 23, 2025. Ms. Kilinski added that they would estimate the cost based on the confirmation of the \$72 million, then to \$93 million, and the maximum assessment value. She added, just for purposes of the Board, those were the same numbers they had gone through on the master engineer's report and the master methodology prior. Ms. Kilinski stated that they would mail and publish a notice for that April hearing to identify the new product types and the allocation of potential debt. Ms. Kilinski indicated that they could set the public hearing, make modifications as necessary, and bring it back to the Board if they were comfortable with that. The modifications need to be updated before the mail notice is sent out. Ms. Burns stated that it was a 30-day notice of the hearings, the 23rd of April, which needed to go out by mid-March. She added that they would get the changes made and circulated and said they would work with the financing group.

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On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-05 Declaring Special Assessments and Setting a Public Hearing on the Imposition of Special Assessments, was approved.

D. Consideration of Resolution 2025-06 Ratifying Staff's Actions in Posting the Financials for Fiscal Year 2023/2024 and Billing Such Service to the Developer

Ms. Burns stated they did not have a budget for 2024 because the Board had not met. She added that they were approving the final financials for 2024. She noted that she could answer any questions.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-06 Ratifying Staff's Actions in Posting the Financials for Fiscal Year 2023/2024 and Billing Such Service to the Developer, was approved.

E. Consideration of Resolution 2025-07 Approving the Proposed Budget for Fiscal Year 2024/2025 and Fiscal Year 2025/2026 and Setting a Public Hearing on the Adoption of the Budgets

Ms. Burns stated that this is when they usually start their budget process. Ms. Burns said to notice the budget that they have included a very similar building to the one they were discussing with the commercial tenants. She added that they had allocated it to the administrative portion and had Assessment Area 1 field expenses for the main road and commercial portion. Ms. Burns said it did not mean they would be billed for the full amount. She added that they were based on what they had and the development time. Ms. Burns said they had listed it as a likely developer contribution for that year that would bring them through September 30, 2025.

Mr. Raza stated that it was not going to be sold off. Not all, but a portion, some residential and some commercial. Ms. Burns stated that the portion that would be sold would be before October 1, 2025. She added they would have it listed and will assess assessments, or make developer contributions, giving them a little flexibility on how they would do that. Ms. Burns noted that collecting those at the closing might make more sense if they levy an assessment and collect on the new tax bill. Ms. Burns stated they had assessments or developer contributions that would give them flexibility. She noted that this year it would be developer funding.

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Ms. Burns explained that they could either levy the assessment or directly assess the individual property owners. Ms. Burns asked if it was platted already, and Mr. Raza said it was. Mr. Raza noted that they would have the plat confirmed in the next three weeks, so all the comments had been addressed and routed to them for their signatures. Mr. Raza stated that Phase 1 was already platted. He confirmed with Mr. Schmidt that Phase 2 had not been scheduled to start yet. Mr. Schmidt noted they were supposed to begin plans in a couple of weeks. Mr. Schmidt added that it would be at least eight months away. Mr. Raza stated that they may do the residential platting first. He asked Mr. Schmidt if Phase One was done. He said it was. Ms. Burns added that the commercial portion is all platted.

Ms. Burns stated that they had filled out and reviewed the budget, which set a cap on what they anticipated the costs to be for those areas. Ms. Burns noted that they did not include any field expenses for the residential portion. Ms. Burns had the budget resolution and the proposed budget. Ms. Burns asked if there were any questions on the budget or any of the line items.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-07 Approving the Proposed Budget for Fiscal Year 2024/2025 and 2025/2026 and Setting a Public Hearing on the Adoption of the Budgets was approved.

i. Consideration of Developer Funding Agreement for Fiscal Year 2024/2025 and Fiscal Year 2025/2026 Budgets

Ms. Burns stated they had seen the methodology report circulated and discussed. She added that they had updated it a few times but thought she had it where it needed to be. She added that the public hearing imposes assessments based on April's operations and maintenance methodology.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the Developer Funding Agreement for Fiscal Year 2024/2025, was approved.

F. Consideration of Resolution 2025-08 Setting a Public Hearing on the Imposition of Operations and Maintenance Assessments for Fiscal Year 2025/2026

i. Presentation of Operations & Maintenance Assessment Methodology Report for Assessment Area One: Commercial dated January 28, 2025

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Ms. Burns stated they had looked at the schedules and had proposed a date for the fourth Wednesday of the month at 1:30 p.m. She added that the hearing would be based on what worked for the Board.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-08 Setting a Public Hearing on the Imposition of Operations and Maintenance Assessments for Fiscal Year 2025/2026 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-09 Designation of a Regular Monthly Meeting Date, Time, and Location for Remaining Fiscal Year 2025 Board Meetings

Ms. Burns noted that they could adjust the meetings, but suggested the meetings be held the fourth Wednesday of the month at 1:30 p.m.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-09 Designation of a Regular Monthly Meeting Date, Time and Location for Remaining Fiscal Year 2025 Board Meetings, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of the Adoption of Goals and Objectives for the District

Ms. Burns stated that Florida statutes had changed since they last met, requiring Districts to adopt annual goals and objectives. She noted that the District needed to have them in place by October 1, 2024; they had not met before. Ms. Burns added that the goals had been drafted by their office, and if put in place, they would meet with the statutory requirement that was put in place by the state. They had general goals and objectives administered through the District to hold meetings, keep records, and all things required by statute. Ms. Burns stated she would be happy to answer any questions.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the Adoption of Goals and Objectives for the District, was approved.

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EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2025-10
Authorizing the Publication of Legal
Advertisements and Public Notices on a
Publicly Accessible Website in Polk
County**

Ms. Burns stated that Florida statutes require all advertisements to provide notice in a newspaper unless there is a county website they can piggyback off to post notices. She added that Polk County recently put up a website where they utilized their notices, which they used for most advertisements. She said that general meeting notices and specific assessment notices would have to be placed in the newspaper but would save money from placing the advertisements in the newspaper. She noted that she would be happy to answer any questions. She said they were looking for a motion to approve.

Mr. Raza asked about the cost of being part of the website, or the annual fee. Ms. Burns replied that there was a one-time charge for everyone's direction to the website, but that they could utilize it. She added that regular meetings and notices in the newspaper are \$100, but they would be able to save. The assessment notices are expensive and will still have to be in the newspaper, but most general notices can be utilized on the website.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Resolution 2025-10 Authorizing the Publication of Legal Advertisements and Public Notices on a Publicly Accessible Website in Polk County, was approved.

NINTH ORDER OF BUSINESS

**Ratification and Consideration of
Agreements with Polk County Property
Appraiser**

- A. Ratification of 2023 Data Sharing and Usage Agreement**
- B. Ratification of 2023 Contract Agreement**
- C. Ratification of 2024 Data Sharing and Usage Agreement**
- D. Ratification of 2025 Contract Agreement**
- E. Consideration of 2025 Data Sharing and Usage Agreement with Polk County Property Appraiser**
- F. Consideration of 2025 Contract Agreement with Polk County Property Appraiser**

Ms. Burns stated that these agreements, which they had had for several years, for Fiscal Year 2023 and 2024, had already been signed off on. She added that they were looking for ratification. She noted that the 2025 agreements were the new ones they wanted to be approved.

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She stated they were standard agreements with the property appraiser required to utilize the tax bill to collect yearly assessments. Ms. Burns said they would send them the parcels within the community then certify the assessments to the tax collectors. She added she would answer any questions.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, Ratification and Approval of the Agreements with Polk County Property Appraiser, was approved.

TENTH ORDER OF BUSINESS

Ratification of Audit Services Agreement for Fiscal Year 2022 Audit with Grau & Associates

Ms. Burns stated that this was executed outside a Board meeting for the Fiscal Year 2022 audit. She added that the audit was completed and was happy to answer any questions.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the Audit Services Agreement for Fiscal Year 2022 Audit with Grau & Associates, were ratified.

ELEVENTH ORDER OF BUSINESS

Appointment of Audit Committee

Ms. Burns stated that the Board could appoint itself as the Audit Committee, which Ms. Burns suggested. Ms. Burns asked if there was a motion to appoint the Board as the Audit Committee. There was a motion. Then a second. The motion passed.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Information Regarding Ethics Training for Elected Officials and Other Legislative Updates

Ms. Kilinski stated she had nothing specific to report. She added that she was working on several methodology provisions and would hopefully bring back delegation for the Board. She was

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looking forward to working with them all on the grand project. She noted that if there were any questions, she'd be happy to answer them.

Ms. Burns added that they had included their ethics training memo because the Board hadn't met. Ms. Kilinski stated that there were free resources online when they filed their Form #1. She added that a few Board members were on the Board before, but whose terms wouldn't expire. She added that when filing their Form 1 with the Commission on Ethics, now they would do it through a portal and not through the local supervisor. The ethics training would be in four parts and would take four hours to complete. Ms. Kilinski stated that for all who were newly appointed, they would have until the end of 2025 to complete it.

B. Engineer

Mr. Taylor stated he was looking forward to working with everyone.

C. District Manager's Report

i. Approval of Check Register

Ms. Burns noted that she had approved the check register included in the agenda package for review. She stated that she was happy to answer any questions. She was looking for a motion to approve. There was a motion and a second. The motion passed.

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the Check Register, was approved.

THIRTEENTH ORDER OF BUSINESS

Other Business

A Board member stated that they were having to clean the methodology repeatedly. Ms. Burns noted that the Engineers' report outlined the scope of their project. She added that it would show what the District was going to construct and own or maintain or convey to another entity, such as the city or county, of its utilities. She added that the Engineers Report said what the District would construct, which is ultimately what the cost would show with permit status and other items. She noted that the methodology took the costs in the Engineer's Report and showed that those costs were acceptable and had been advanced to the benefited property owner. Ms. Burns stated that there was a benefit to making improvements, which was essential in the report. What it did was allocate the benefit to the properties within the community. Ms. Burns noted that they would refine

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what they would call supplemental assessment methodology that reflects the actual terms of their bond issuance when they were ready to issue bonds. She added that it would have either a targeted assessment level or the full amount listed, which depended on the lowering prices and showing the benefits to the property owners. The assessments were then collected on the tax bill for the following 30 years to pay off the bond that was issued. The commercial portions had a different ERU than the residential portions.

Ms. Burns added that it would be paid back over the term of the 30-year bond. Ms. Burns continued saying they would allocate the debt for building the infrastructure, and then the operations and maintenance methodology would allocate the maintenance cost once constructed. The operations and maintenance methodology was how they would maintain the life of the improvements, like maintenance. She added that this would be outlined in their agreement and the purchase and sale agreement.

FOURTEENTH ORDER OF BUSINESS**Supervisors' Requests and Audience Comments**

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS**Adjournment**

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

On MOTION by Mr. Raza, seconded by Dr. Ravipati, with all in favor, the meeting was adjourned.



Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman