

**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 on **Wednesday, August 27, 2025**, at 1:30 p.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida.

Present and constituting a quorum:

Syed Raza	Chairman
Richard Laccabue	Vice Chairman
Cindy Steele	Assistant Secretary
Murthy Ravipati	Assistant Secretary
Bill Hardman	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jennifer Kilinski <i>by Zoom</i>	District Counsel, KVV Law
Lindsay Moczynski <i>by Zoom</i>	District Counsel, KVV Law
Dave Schmitt <i>by Zoom</i>	District Engineer, Schmitt Engineering

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 1:31 p.m. and called the roll. All five Supervisors were present constituting a quorum. Bill Hardman was sworn in before the meeting started.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present nor in attendance via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Newly Elected Board Member Bill Hardman (Seat #2)(*Appointed at May 28, 2025 Board of Supervisors Meeting*)

Ms. Burns stated Bill Hardman was sworn in before the meeting.

B. Consideration of Resolution 2025-15 Electing Officers

August 27, 2025

Crossroads Village Center CDD

Ms. Burns asked if the Board would like to keep all officers the same with Bill Hardman being an Assistant Secretary.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, Resolution 2025-15 Electing Officers, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the May 28, 2025 Board of Supervisors Meeting & May 28, 2025 Audit Committee Meeting

Ms. Burns presented the minutes from the May 28, 2025 Board of Supervisors meeting and the May 28, 2025 Audit Committee meeting. She asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Raza, seconded by Mr. Ravipati, with all in favor, the Minutes of the May 28, 2025 Board of Supervisors Meeting and May 28, 2025 Audit Committee Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns asked for a motion to open the public hearing for imposition of special assessments. This public hearing has been advertised and mailed notice was sent to all property owners. She asked for a motion to open the public hearing.

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

i. Presentation of Amended and Restated Master Engineer's Report for Capital Improvements dated May 28, 2025

Ms. Burns stated this has not changed since the Board saw it at the last meeting. She asked for to a motion to approve the report.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, the Amended and Restated Master Engineer's Report for Capital Improvements dated May 28, 2025, was approved.

August 27, 2025

Crossroads Village Center CDD

ii. Presentation of Amended and Restated Master Assessment Methodology Report dated May 28, 2025

Ms. Burns stated this report has not changed. The prior master report established an assessment methodology for the District that allocates debt to the properties that benefit from the Districts capital improvement plan. The methodology established by the master report allocated debts on planned units of development. There was a change to those planned units and this has been updated specifically to add an additional 432.6 units from the first time they went through this process. She reviewed the tables starting on page 70 of the agenda package. The total cost estimate is \$54,312,929.

Ms. Kilinski asked the engineer based on his experience, are the cost estimates and the amended and restated engineers report reasonable and proper. Mr. Schmitt stated yes. Ms. Kilinski asked do you have any reason to believe that the capital improvement plan described in your report cannot be carried out by the District. Mr. Schmitt stated I do not think so.

Ms. Kilinski asked Ms. Burns for the assessment methodology, in your professional opinion, do the lands subject to assessments receive special benefits from the Districts capital improvement plan? Ms. Burns stated yes, they do. Ms. Kilinski asked Ms. Burns in your professional opinion, are the master assessments reasonably apportioned among the land subject to the assessments. Ms. Burns stated yes, they are. Ms. Kilinski asked in your professional opinion, is it reasonable, proper and just to assess the cost of the capital improvement plan against the lands in the District in accordance with the methodology. Ms. Burns stated yes. Ms. Kilinski asked is it your opinion that the special benefits the lands receive as set forth in the final assessment roll will be equal to or in excess of the maximum master assessments there on when allocated as set forth in the methodology. Ms. Burns stated yes. Ms. Kilinski asked is it your opinion that it is in the best interest of the District that the master assessments be paid and collected in accordance with the methodology in the Districts assessment resolution. Ms. Burns stated yes, it is.

Ms. Burns asked for any questions from the Board, if not, we are looking for a motion to approve the master assessment methodology as amended to update table 7.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, the Amended and Restated Master Assessment Methodology Report Dated May 28, 2025, was approved as amended.

August 27, 2025

Crossroads Village Center CDD

iii. Consideration of Resolution 2025-16 Levying Special Assessments

Ms. Kilinski stated this is the resolution where they will set as a Board of equalization. You are taking the master assessment costs, financing costs set forth in the methodology and describing benefit associated with all of the property within the District.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, the Resolution 2025-16 Levying Special Assessments, was approved.

iv. Consideration of Amended Notice of Master Special Assessments

Ms. Burns asked for any questions regarding the amended notice of master special assessments that Jennifer just reviewed.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, the Amended Notice of Master Special Assessments, was approved.

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

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

B. Public Hearing on the Adoption of the Fiscal Year 2024/2025 Budget & the Fiscal Year 2025/2026 Budget

Ms. Burns asked for a motion to open the public hearing on the adoption of FY2025 budget. She noted this public hearing has been advertised.

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

Ms. Burns stated there are still no members of the public present at this time.

i. Consideration of Resolution 2025-17 Adopting the District's Fiscal Year 2024/2025 Budget & Fiscal Year 2025/2026 Budget and Appropriating Funds

August 27, 2025

Crossroads Village Center CDD

Ms. Burns stated the budgets are attached as exhibit A. The 2025 budget is predominantly admin only. It is developer funded and only billed as incurred. She asked for any questions on this budget. The version of the 2026 budget on the iPad is what was used for the notice. Estimates were based on development timelines that were given for a full year of operation of the District from an admin perspective and some field expenses for assessment area one which is the main spine road that goes through the District. She handed out an updated version to the Board. The only difference between the version in the package and the version she handed out is the capital reserve was and the holiday decorations were removed. Mr. Raza stated the first item that will be completed will be the stormwater, management part of the ponds and is probably two months out. The two ponds can probably be turned over by the end of the year. The second item will be the road turnover and will probably happen next May/June. Then the landscape buffer around the perimeter will be turned over not long after the road. Ms. Burns stated you will get a direct bill for this amount minus the target parcel. The total amount of this budget is \$432,281. For the FY2026 budget a developer contribution will be added equal to the amount of the field expenses and levy and collect O&M assessments for the admin portion only on roll.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, Resolution 2025-17 Adopting the District's Fiscal Year 2024/2025 Budget & Fiscal Year 2025/2026 Budget and Appropriating Funds as Outlined – 2nd Option, was approved.

ii. Consideration of Fiscal Year 2025/2026 Budget Deficit Funding Agreement

Ms. Burns stated this says they will fund up to the deficit amount listed in the budget which would be the amount of the field expenses.

On MOTION by Mr. Raza, seconded by Mr. Ravipati, with all in favor, the Fiscal Year 2025/2026 Budget Deficit Funding Agreement, was approved.

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

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

August 27, 2025

Crossroads Village Center CDD

C. Public Hearing on the Imposition of Operations and Maintenance Special Assessments for Fiscal Year 2025/2026

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

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

Ms. Burns stated there are still no members of the public present.

iii. Consideration of Resolution 2025-18 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025/2026

Ms. Burns stated this is the first time levying O&M assessments. This will have to be updated based on what was just approved for the budget because this was levying the full amount. The O&M amount that was tied to the budget will be revised for the split of just the admin portion. This will levy the assessment for collection on the tax bill this November.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, Resolution 2025-18 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025/2026 as Amended, was approved.

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

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

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-19
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2025/2026**

Ms. Burns suggested the second Tuesday at 2:00 p.m. at this location, the fourth Wednesday at 1:30 p.m., or the second Wednesday of the month at 3:00 or 3:30 p.m. at this location. The Board agreed on the fourth Wednesday at 1:30 p.m. This will start in October 2025 and run through the next September 2026.

August 27, 2025

Crossroads Village Center CDD

On MOTION by Mr. Hardman, seconded by Mr. Raza, with all in favor, Resolution 2025-19 Designation of a Regular Monthly Meeting Date, Time and Location for FY2025/2026 – the Fourth Wednesday of the Month at 1:30 PM at this Location, was approved as amended.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-20 Spending Authorization Resolution

Ms. Burns stated this outlines spending limits for the Chair and the District Manager outside of the meeting and authorizes regular expenses that they can sign off on so every expenditure won't have to come to a Board meeting. District Managers can authorize up to \$2,500, the Chair can authorize up to \$10K and if the Chair and District Manager both authorize it, it's \$25K.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, Resolution 2025-20 Spending Authorization Resolution, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Audit Services Engagement Letter with Grau & Associates for Fiscal Year 2023 Audit & 5 Additional Renewals (through Fiscal Year 2028 Audit)

Ms. Burns stated this was awarded at the previous audit committee meeting and has been signed. She asked for a motion to ratify.

On MOTION by Mr. Hardman, seconded by Mr. Raza, with all in favor, the Audit Services Engagement Letter with Grau & Associates for Fiscal Year 2023 Audit & 5 Additional Renewals (through FY2028 audit), was ratified.

NINTH ORDER OF BUSINESS

Goals and Objectives

A. Adoption of the Fiscal Year 2026 Goals & Objectives

Ms. Burns stated the FY2026 goals & objectives are the exact same as the goals & objectives approved for 2025. These are in compliance with the statutory requirement.

August 27, 2025

Crossroads Village Center CDD

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, Adopting the Fiscal Year 2026 Goals & Objectives, was approved.

B. Presentation of the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute

Ms. Burns stated the Fiscal Year 2025 goals & objectives were previously adopted by the Board. The District is on track to meet all of those goals & objectives. In order to avoid having to hold a meeting, she is looking to authorize the Chair to confirm at the end of the fiscal year that the District has met all the goals & objectives and sign off on the form.

On MOTION by Mr. Raza, seconded by Mr. Hardman, with all in favor, Accepting the Fiscal Year 2025 Goals & Objectives and Authorizing Chair to Execute, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Kilinski reminded the Board of the September first deadline where the Commission on Ethics will start fining people. For Board members who have been on the Board prior to March 1, 2025, you have to complete 4 hours of ethics training.

B. Engineer

Mr. Schmitt had nothing to report but offered to answer questions.

C. District Manager's Report

i. Approval of Check Register

ii. Balance Sheet & Income Statement

Ms. Burns asked for approval of the check register which is in the agenda package for review. She offered to take any questions on the invoices. She stated financial statements are also in the package for review.

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

ELEVENTH ORDER OF BUSINESS

Other Business

August 27, 2025

Crossroads Village Center CDD

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

**Supervisors' Requests and Audience
Comments**

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

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

Jill Burns

Secretary/Assistant Secretary

Signed by:

Syed Raza

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Chairman/Vice Chairman