

**MINUTES OF MEETING**

**CROSS CREEK COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING**

**Monday, May 26, 2020**

**11:00 A.M.**

**Via telephonic conferencing due to the COVID-19 Executive Order 20-114**

Board Members Present:

Charlie Tokarz	Chairperson	(via phone)
Connor Chambers	Vice Chairperson	(via phone)
Kathy Beccia	Assistant Secretary	(via phone)
Chris Chavez	Assistant Secretary	(via phone)

Also present were:

Vivian Carvalho	District Manager- PFM Group Consulting, LLC	(via phone)
Venessa Ripoll	PFM Group Consulting, LLC	(via phone)
Lubna Sikder	District Accountant- PFM Group Consulting, LLC	(via phone)
Jennifer Glasgow	PFM Group Consulting, LLC	(via phone)
Andy Cohen	District Counsel- Persson, Cohen & Mooney, P.A.	(via phone)
Laura Schrandt	Access Management	(via phone)
Geoffrey Jonsson	Medallion Homes	(via phone)
Carlos Beruff	Medallion Homes	(via phone)
David Hunihan	Medallion Homes	(via phone)
Tabitha Callis	Medallion Homes	(via phone)

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

The Board of Supervisors Meeting was called to order at 11:45 a.m. and Ms. Carvalho proceeded with roll call. Board Members in attendance was Charlie Tokarz, Connor Chambers, Kathy Beccia, and Chris Chavez via phone.

**Public Comment Period**

There were no members of the public present at this time.

**Discussion regarding Executive  
Order 20-114**

Ms. Carvalho noted the previous Executive Order was extended so the District is able to conduct today's meeting via speakerphone. The Executive Order expires July 7, 2020. Any items the Board will consider today will be included at a subsequent meeting to ratify in person in which quorum in person have been established.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Minutes of  
the April 13, 2020 Special Board of  
Supervisors Meeting.**

The Board reviewed the Minutes from the April 13, 2020 Special Board of Supervisors Meeting.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board approved the Minutes of the April 13, 2020 Special Board of Supervisors Meeting, as presented.

**Consideration of Resolution 2020-03, Approving a Preliminary Budget for Fiscal Year 2021 and Setting a Public Hearing Date**

Ms. Carvalho suggested a Public Hearing date of August 25, 2020.

She stated this Budget is in a Proposed form for a not to exceed amount. Between now and the Public Hearing the Board can make any necessary changes that are more in line with contractual obligations.

Mr. Tokarz outlined the changes to the HOA's Budget that will now become the responsibility of the CDD. The fee structure for District Management fees will be reduced by \$5,000.00. The Loan Payment amount will be reduced to \$20,500.00. The Interest expense will be added in the amount of \$6,000.00. The following were HOA expenses that are now the responsibility of the CDD. The Janitorial Cleaning will be added in the amount of \$6,000.00. The Landscape Maintenance will be added for a total of \$107,000. The Camera Monitoring will be added in the amount of \$7,704.00. The Landscape Improvements/Irrigation Repairs will be added in the amount of \$30,000.00. The Total amount of the Budget with the new changes is \$347,779.00.

Mr. Tokarz noted Total Assessments won't increase because what the Landowners were paying for under the HOA Budget is now being shifted to the CDD Budget. Mr. Cohen stated with the increase in assessments due to the CDD Budget increase the District must do mailed notices to all of the residents and place an expanded ad for the Budget Public Hearing as well. Mr. Carvalho noted District staff will address the mailed notice at the June meeting and the ad and still have time to get it out before August 25, 2020.

On MOTION by Mr. Chambers, seconded by Ms. Beccia, with all in favor, the Board approved Resolution 2020-03, Approving a Preliminary Budget for Fiscal Year 2021 with a Total Revenue of \$347,779.00 and Setting a Public Hearing Date for August 25, 2020 at 11:00 AM at the same location.

### **Appointment of Audit Section Committee**

Ms. Carvalho explained this District will be going through the process of getting a new Auditor in place. She suggested the Board appoint itself as the Auditor Selection Committee. At the next meeting there will be an Auditor Selection Committee Meeting to proceed with establishing evaluation criteria and the proposer form so it can be submitted to different Auditing Companies to submit their interest in services for the District.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board appointed itself as the Auditor Selection Committee.

### **Letter from Supervisor of Elections- Manatee County**

Ms. Carvalho noted the letter outlines that there is a total of 206 registered voters living in the District. When the District reaches 250 registered voters that is when the District will start transitioning some of the seats to residents. She requested a motion from the Board to accept the Letter for the record keeping.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board accepted the Letter from the Supervisor of Elections- Manatee County.

### **Consideration of Resolution 2020-06, designating a Date, Time and Location for the 2020 Landowners' Meeting**

The District will be having a Landowners Election this Year. Three seats are up for election and the two seats with the highest votes will each serve a 4-year term and the seat with the next highest vote will serve a 2-year term. District staff is proposing a Landowner Election Meeting for November 5, 2020 at 11:00 a.m. The only person required to be present are the proxyholder or the Landowner and someone from the District Management office.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board approved Resolution 2020-06, Designating November 5, 2020 at 11:00 a.m. as the Date, Time and Location of the Landowners' Election Meeting.

**Discussion of Persson, Cohen,  
Mooney, P.A, CPI Attorney Fees  
Letter**

Mr. Cohen explained his firm has a CPA built into their Retainer Agreement whereas fees go up the CPI increase each year. Due to the state of the World and the Pandemic they have elected not to activate the CPI increase for the upcoming fiscal year. The fees will remain static.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board approved Persson, Cohen, Mooney, P.A, CPI Attorney Fees Letter.

**Ratification of Payment  
Authorizations 72 – 73**

The Board reviewed Payment Authorizations 72-73. Ms. Carvalho noted that these have been approved by the Chairperson and just need to be ratified by the Board.

On MOTION by Mr. Chambers, seconded by Ms. Beccia, with all in favor, the Board ratified Payment Authorizations 72-73.

**Review of District Financial  
Statements**

Ms. Carvalho explained that these Financial Statements are through April 30, 2020.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel-** Mr. Cohen asked about the status regarding the Recreational Facilities at Cross Creek. All his Districts are struggling with how and when to open things back again. The Developer has a plan in place.

Mr. Cohen stated at a previous meeting this Board authorized an RFQ for Engineering Services. The deadline for responses was May 15, 2020 and the District did not receive any responses for this District. He asked if anyone knows a firm that may be of interest to let him know and the District will hold on this for now.

**District Engineer-** N/A

**District Manager-** Ms. Carvalho stated the next meeting is scheduled for June 23, 2020 and the District will hold that meeting to address finalizing the O & M Methodology for the District.

**FOURTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There were no Supervisor requests or audience comments pertaining to Cross Creek CDD.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

There was no other business to discuss, Ms. Carvalho requested a motion to adjourn the meeting.

On MOTION by Ms. Beccia, seconded by Mr. Chambers, with all in favor, the Board adjourned the May 26, 2020 Board of Supervisors Meeting for Cross Creek Community Development District at 12:01 p.m.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson