

**MINUTES OF MEETING**

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

**Tuesday, October 24, 2023, at 11:30 a.m.  
Holiday Inn Sarasota - Airport  
8009 15<sup>th</sup> Street East, Sarasota, FL, 34243**

Board Members Present were:

Charlie Tokarz	Chairperson
Connor Chambers	Vice Chairperson
Kathy Beccia	Assistant Secretary
Bruce Stolarz	Assistant Secretary
Lianna Litwin	Assistant Secretary

Also present were:

Venessa Ripoll	District Manager - PFM Group Consulting LLC
Kwame Jackson	PFM Group Consulting LLC (via Webex)
Jennifer Glasgow	PFM Group Consulting LLC (via Webex)
Andy Cohen	District Counsel- Persson Cohen & Mooney, P.A.
Charlie McKinnies	Medallion Home
Chris Chavez	Medallion Home

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

Ms. Ripoll called the meeting to order at 11:30 a.m. and confirmed quorum.

**Public Comment Period**

No Public Comments.

**Consideration of the Minutes of  
the May 23, 2023, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the May 23, 2023, Board of Supervisors' Meeting.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board accepted the minutes of the May 23, 2023, Board of Supervisors' meeting.

**Consideration of the Minutes of  
the June 6, 2023, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the June 6, 2023, Board of Supervisors' Meeting.

Ms. Ripoll stated Counsel's changes will be incorporated.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board accepted the minutes of the June 6, 2023, Board of Supervisors' meeting with changes to be incorporated.

**Consideration of the Minutes of  
the August 22, 2023, Auditor  
Selection Committee Meeting**

The Board reviewed the minutes of the August 22, 2023, Auditor Selection Committee Meeting.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board accepted the minutes of the August 22, 2023, Auditor Selection Committee Meeting.

**Consideration of the Minutes of  
the August 22, 2023, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the August 22, 2023, Board of Supervisors' Meeting.

Ms. Ripoll stated Counsel changes will be incorporated.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board accepted the minutes of the August 22, 2023, Board of Supervisors' meeting with changes to be incorporated.

**SECOND ORDER OF BUSINESS**

**Business Matters**

**Discussion and Update on Land  
Conveyance**

Ms. Ripoll noted this has been an ongoing item on the agenda.

Ms. Litwin had questions about landscape regarding the Willows and Laurels maintenance.

Mr. Chavez stated Willows and Laurels are paying for their landscape and maintenance. He noted he is waiting for LMP to provide conformation that it has been taken out of the CDD contract.

There was discussion about the grass cutting and irrigation.

The Board reviewed a map of the area.

Ms. Litwin asked about the light poles that the District owns that are part of the land the District sold.

District staff will follow up on the conveyance of the land back to the District from the Developer regarding the appraisal.

Mr. Chambers suggested Medallion give back the eastern part of the land where the gazebo is located.

Discussion ensued regarding the watering schedule.

On MOTION by Mr. Stolarz, seconded by Ms. Litwin, with all in favor, the Board approved changing the water schedule to 24 hours on Tuesday, 8:00 a.m. to 5:00 p.m. on Wednesdays, and Thursday, Saturday, and Sundays from 7:00 p.m. to 7:00 a.m.

**Status of Davis Property Maintenance**

Ms. Ripoll stated she will follow up with LMP on addendum and District Counsel will review the documents.

**Discussion Pertaining to Addition of a Gym to the Amenities Center**

This item was tabled.

**Consideration of Fiscal Year 2023 Audit Engagement Letter**

Ms. Ripoll stated this was reviewed by District Counsel and changes have been incorporated. She noted this is the engagement letter for the District to start the audit.

On MOTION by Ms. Litwin, seconded by Mr. Tokarz, with all in favor, the Board approved the Fiscal Year 2023 Audit Engagement Letter in the amount of \$4,085.00.

**Review and Consideration of Loan Agreement and Promissory Note**

Ms. Ripoll stated this item is regarding the Hoover pump.

Mr. Cohen stated he has incorporated his changes and comments in the version the Board is seeing today.

Discussion ensued regarding the funds being available by January 31, 2024.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board accepted the Loan Agreement and Promissory Note.

**Review and Consideration of Pond Maintenance Proposals**

Ms. Ripoll stated the District received notice from Lake Doctors of an increase in their pricing. She noted the District currently has two proposals and waiting on the third.

The Board discussed the issues with the current vendor.

District staff will work with Counsel on getting the new contract.

**Ratification of District Management Fee Agreement**

Ms. Ripoll stated the District Management fee was increased.

On MOTION by Ms. Litwin, seconded by Mr. Chambers, with all in favor, the Board ratified the District Management Fee Agreement.

**Ratification of Payment Authorization Nos. 219 - 224**

Ms. Ripoll stated these are contractual and have been signed by the Chair.

On MOTION by Mr. Chambers, seconded by Ms. Beccia, with all in favor, the Board ratified payment authorization Nos. 219 - 224.

**Review of District Financial Statements**

The Board reviewed the financials.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel-** No report.

**District Engineer-** Not present.

**District Manager-** Ms. Ripoll stated the next meeting is November 28, 2023, at 11:00 a.m. at Holiday Inn Sarasota – Airport 8009 15th Stret East, Sarasota, FL, 34243.

Ms. Ripoll stated she has been working with Ms. Litwin in regard to the pool chairs.

On MOTION by Ms. Beccia, seconded by Mr. Tokarz, with all in favor, the Board approved a not-to-exceed amount of \$4,000.00 to purchase lounge chairs.

**FOURTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Ms. Litwin asked about the grill and fire pits functionality.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Ripoll requested a motion to adjourn the meeting.

On MOTION by Ms. Beccia, seconded by Mr. Chambers, with all in favor, the Board adjourned the October 24, 2023, Board of Supervisors' Meeting for Cross Creek Community Development District.

  
Secretary/Assistant Secretary

  
Chairperson/ Vice Chairperson