

Minutes of Meeting  
Tolomato  
Community Development District

The regular meeting of the Board of Supervisors of the Tolomato Community Development District was held Tuesday, February 28, 2023 at 3:00 p.m. in the Nocatee Amenity Center, 245 Nocatee Center Way, Ponte Vedra, Florida.

Present and constituting a quorum were:

|                    |               |
|--------------------|---------------|
| Richard T. Ray     | Chairman      |
| William Fitzgerald | Vice Chairman |
| Jon Morris         | Supervisor    |
| Cherya Cavanaugh   | Supervisor    |
| Dr. Ron Howland    | Supervisor    |

Also present were:

|                    |                                |
|--------------------|--------------------------------|
| Jim Perry          | District Manager               |
| Kyle McGee         | District Counsel               |
| Scott Wild         | District Engineer by telephone |
| Steve Hanson       | Tolomato                       |
| Sean Biggs         | Tolomato                       |
| Kelsee Russler     | Tolomato                       |
| Burke Bell         | Tolomato                       |
| Jeremy Christian   | Tolomato                       |
| Courtney Christian | Tolomato                       |
| David Ray          | GMS                            |
| Maurice Rudolph    | Parc Group                     |
| Joe Muhl           | Parc Group                     |

The following is a summary of the actions taken at the February 28, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 3:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Affidavit of Publication**

A copy of the affidavit of publication of the notice of meeting was included in the agenda packages.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the January 24, 2023 meeting**

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor the minutes of the January 24, 2023 meeting were approved as presented.

Mr. David Ray introduced Shawn Biggs, a new addition to the management staff.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Grau & Associates Engagement Letter for the 2022 Audit**

On MOTION by Mr. Morris seconded by Ms. Cavanaugh with all in favor the engagement letter with Grau & Associates for the fiscal year 2022 audit in the amount of \$22,500 was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Connelly & Wicker Inc. Work Authorization for Seabrook Village Amenity Design Revision and Permitting Modification**

Mr. Rudolph stated this is a proposal received from Connelly & Wicker for the value engineering portion of Seabrook Park. We are getting everything out to bid in the next week and it will take the majority of March to get the bids back.

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor Work Authorization CWI-17 with Connelly & Wicker for design revision and permitting modification for Seabrook Village Amenity in the amount of \$19,000 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal from Terracon to Process the Permitting with the Water Management District for Seabrook Greenway Trail Project**

Mr. Rudolph stated this proposal is from our environmental engineer to help us with the permitting of the greenway trail from future phase of Seabrook to connect to the path between Willow Oak and Coastal Oaks.

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor the proposal from Terracon to process the permitting with the water management district for Seabrook Greenway Trail project was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Amended and Restated Agreement with Crosswater HOA for Bulk Reclaimed Water**

Mr. David Ray stated we entered into an agreement with the HOA for a limited amount of reclaimed water, but we could never find Exhibit A, that laid out the area we would provide the water to. This amendment adds the map clearly showing the areas that we will provide water to.

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor the amended and restated agreement with Crosswater HOA for bulk reclaimed water was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Quit Claim Deed to Sonoc Company for Small Area in Seabrook Park**

Mr. Rudolph stated this tract of land was connected to Seabrook Park adjacent to Conservation Trail. When we went through the value engineering we realized this piece of property is better suited to be part of the HOA. The district will quit claim it to Sonoc and they in turn will transfer it to the HOA.

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor the quit claim deed from the district to Sonoc Company for a small area in Seabrook Park was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Quit Claim Deed to Sonoc for Crosswater Parkway Extension to Pine Island Road**

Mr. Rudolph stated this is a wetland area that is being used for mitigation, it got transferred to the CDD and we need to put another conservation easement. It is easier if the CDD transfers it

back to Sonoc and we will fill out all the conservation easement paperwork and do the whole process versus having to bring it all to you to review and fill out.

On MOTION by Mr. Morris seconded by Ms. Cavanaugh with all in favor a quit claim deed from the district to Sonoc for Crosswater Parkway Extension to Pine Island Road was approved.

**ELEVENTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

**1. Requisition Summary**

On MOTION by Mr. Ray seconded by Mr. Howland with all in favor the requisition summary, copy of which is attached, was approved.

**C. Manager**

There being none, the next item followed.

**D. Community Manager Report**

**1. Consideration of Fitness Services of Florida Annual Preventative Maintenance Agreement Renewal**

On MOTION by Mr. Morris seconded by Ms. Cavanaugh with all in favor the renewal of the annual preventative maintenance agreement with Fitness Services of Florida in the amount of \$425 per month was approved.

Ms. Westbrook stated the People Vine is our backend system that does email blasts, events and resident database. This will lock us in at the price stated.

On MOTION by Ms. Cavanaugh seconded by Mr. Ray with all in favor the contract with People Vine was approved.

Mr. David Ray stated our CDD phone system is the original phone system and we have had issues for quite some time and this proposal will replace our old system.

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor the new Comcast phone system was approved.

**2. Report**

A copy of the community manager’s report was included in the agenda package.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of December 31, 2022 and Statement of Revenues and Expenditures for the Period Ended December 31, 2022**

A copy of the balance sheet and statement of revenues and expenditures were included in your agenda package.

**B. Construction Schedule – December 31, 2022**

A copy of the construction schedule was included in your agenda package.

**C. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in your agenda package.

**D. Check Register – January 2023**

On MOTION by Mr. Ray seconded by Mr. Morris with all in favor the check register approved.

**THIRTEENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS                      Supervisor’s Requests and Audience Comments**

Mr. Morris stated the contractor who worked on the pool, didn’t clean the tile under the water and the ladder on the left-hand side has a water mark on it.

Mr. Ray stated we still have not made their last payment.

**FIFTEENTH ORDER OF BUSINESS**

**Next Scheduled Regular Meeting – March 28, 2023 at 3:00 p.m. at the Nocatee Amenity Center**

Mr. Perry stated the next meeting will be held March 28, 2023 at 3:00 p.m. in the same location.

On MOTION by Ms. Cavanaugh seconded by Mr. Howland with all in favor the meeting adjourned at 3:36 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman