

Minutes of Meeting
Tolomato
Community Development District

The regular meeting of the Board of Supervisors of the Tolomato Community Development District was held Tuesday, December 17, 2024 at 3:06 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
David Ray	Supervisor
Cherya Cavanaugh	Supervisor
Dr. Ron Howland	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel by telephone
Scott Wild	District Engineer by telephone
C.W. Cook	Tolomato
Corbin deNagy	GMS

The following is a summary of the actions taken at the December 17, 2024 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 3:06 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 and the public hearing were included in the agenda packages.

THIRD ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 19, 2024 meeting

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor the minutes of the November 19, 2024 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Public Hearing Amending the Rate Structure for Use of Recreation Facilities, Adoption by Rule the Rates and Fees for Use of the Recreation Facilities, Resolution 2025-03

Mr. Richard Ray stated as you know C.W. started in May of last year and David stayed on as community manager for quite some time through the training process. When it comes time for the bonus for the community manager, what we have done in policy has given the community manager a pool to distribute among the staff but their bonus comes before the board. I have looked at the period of time that he was here and I think a fair number for last year is \$6,000.

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with all in favor a bonus of \$6,000 for C.W. Cook was approved.

Mr. Oliver stated last month GMS awarded David a bonus for FY24. David has worked as a GMS employee, and we awarded a bonus for FY23 of \$25,000. David was busy until past the end of FY24 and we issued a bonus of \$20,000. We are looking for the board to approve that today. David will abstain.

On MOTION by Mr. Fitzgerald seconded by Ms. Cavanaugh with three in favor and Mr. David Ray and Mr. Richard Ray abstaining due to a conflict of interest, the bonus awarded to David Ray by GMS was approved.

On MOTION by Mr. Richard Ray seconded by Mr. Fitzgerald with all in favor the public hearing was opened.

There being no public comment,

On MOTION by Mr. Richard Ray seconded by Mr. Fitzgerald with all in favor Resolution 2025-01 was approved.

On MOTION by Mr. Richard Ray seconded by Mr. Fitzgerald with all in favor the public hearing was closed.

SIXTH ORDER OF BUSINESS

Consideration of Acquisition of Reflections Park

Mr. Oliver stated Exhibit A shows the acquisition of the design and construction of Reflections Park with a total value of \$719,000.

Ms. Buchanan stated it will be owned by the CDD and open to the public and to the extent the HOA wants to enter into a management agreement with the CDD we can do that. In connection with the approval of this acquisition I request authority for staff to submit requisition no. 2 in the amount of the acquisition

On MOTION by Mr. David Ray seconded by Ms. Cavanaugh with all in favor the acquisition of Reflections Park was approved, and staff was authorized to prepare requisition no. 2 from the 2024 neighborhood infrastructure bonds in the amount of the acquisition.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan stated I want to make sure everyone has done their ethics training and if not, I will send you links to the free training.

B. Engineer

1. Ratification of Requisition No. 88 2022B Bond Account

On MOTION by Mr. Fitzgerald seconded by Mr. Howland with all in favor requisition no. 88 from the 2022B bond account in the amount of \$48,000 was ratified.

C. Manager

There being none, the next item followed.

D. General Manager Report

1. Proposed Employee Handbook Revisions

The board discussed the changes in the employee handbook and took the following action.
Mr. Wild left the telephone conference during this item.

On MOTION by Mr. Fitzgerald seconded by Mr. David Ray with all in favor the revisions to the employee handbook were approved in substantial form and Ms. Cavanaugh was authorized to work with staff on certain definitions for clarification of athletic shoes.

2. Review of F&B Leadership Compensation

Mr. Cook outlined the changes in restructuring the food and beverage department, internal moves, promotion of a food & beverage supervisor to a food & beverage manager position with a pay adjustment.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of November 30, 2024 and Statement of Revenues and Expenditures for the Period Ended November 30, 2024

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

B. Construction Schedule – November 30, 2024, 2024

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

C. Assessment Receipt Schedule

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

D. Check Register – November 30, 2024

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

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

**Supervisor's Requests and Audience
Comments**

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Regular Meeting – January
28, 2025 at 3:00 p.m. at the Nocatee Amenity
Center**

Mr. Oliver stated the next meeting is scheduled for January 28, 2025 at 3:00 p.m. in the same location.

On MOTION by Mr. Howland seconded by Ms. Cavanaugh with all in favor the meeting adjourned at 4:32 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman