

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 16, 2025 at 3:05 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
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
Brian Dean	Community Manager Tolomato
David Ray	Tolomato
Joe Muhl	Parc Group

*The following is a summary of the actions taken at the December 16, 2025 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 3:05 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**

There being no comments, the next item followed.

### **FOURTH ORDER OF BUSINESS**

### **Approval of the Minutes of the November 18, 2025 Meeting**

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the minutes of the November 18, 2025 meeting were approved as presented.

### **FIFTH ORDER OF BUSINESS**

### **Approval of Resolution 2026-01 Setting a Public Hearing on January 27, 2026 to Adopt Amended Amenity Complex Policies**

Mr. Oliver stated within the amended amenity complex policies are proposed rates. We will be required to notice this public hearing in the St. Augustine Record at least 35 days before the public hearing.

On MOTION by Ms. Cavanaugh seconded by Mr. Ray with all in favor Resolution 2026-01 Setting a Public Hearing on January 27, 2026 to Adopt Amended Amenity Complex Policies was approved.

### **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

There being no comments, 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 was approved.

#### **C. Manager**

Mr. Oliver stated if you have not yet completed your ethics training, it needs to be completed by the end of December.

**D. Community Manager**

**1. Community Manager's Report**

Mr. Dean reviewed the community manager's report.

**2. TCDD Community Manager Performance Expectations**

Mr. Ray stated the community manager performance expectations document in the agenda package is documenting priorities and performance expectations for the community manager.

**3. Aquatics Staff Change Proposal**

Mr. Dean reviewed the aquatics staff change proposal to combine the pool manager position and water park manager position and promote the current pool manager to this new position.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of November 30, 2025 and Statement of Revenues and Expenditures for the Period Ended November 30, 2025**

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

**B. Construction Schedule – November 30, 2025**

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**

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the check register was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience  
Comments**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Regular Meeting – January  
27, 2026 at 3:00 p.m. at the Nocatee Amenity  
Center**

Mr. Oliver stated the next meeting is scheduled for January 27, 2026 at 3:00 p.m. in the same location.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Ray seconded by Ms. Cavanaugh with all in favor the meeting adjourned at 3:50 p.m.



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Secretary/Assistant Secretary



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Chairman/Vice Chairman