

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.



Secretary/Assistant Secretary



Chairman/Vice Chairman