

**MINUTES OF MEETING
ROLLING OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Rolling Oaks Community Development District was held Thursday, **May 25, 2023** at 1:00 p.m. at the Margaritaville Resort Orlando, 8000 Fins Up Circle, Kissimmee, Florida.

Present and constituting a quorum were:

John Chiste	Chairman
Jared Bouskila <i>by phone</i>	Vice Chairman
Cora DiFiore <i>by phone</i>	Assistant Secretary
Peter Brown	Assistant Secretary
Steven Dougherty	Assistant Secretary

Also present were:

George Flint	District Manager
Vivek Babbar <i>by phone</i>	District Attorney
Dave Schmitt <i>by phone</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the March 23,
2023 Meeting**

On MOTION by Mr. Chiste seconded by Mr. Dougherty with all in favor the minutes of the March 23, 2023 meeting were approved as presented.

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Rolling Oaks CDD

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-06
Approving the Proposed Fiscal Year 2024
Budget and Setting a Public Hearing**

Mr. Flint stated Resolution 2023-06 approves the Fiscal Year 2024 budget and sets the public hearing for August 24, 2023 for its final consideration. Attached as Exhibit A is the proposed budget, it is not binding, the board can make changes to this between now and at the public hearing if needed. We have made an effort to incorporate what we believe to be the buildout costs for the remaining phases in the current district and we also included all the units as being assessed. The result of that is that there is a proposed increase for a single-family home from \$532 per year to \$638.40. That is the gross amount that would be on the tax bill. That is about \$106 increase for a single-family home, \$85 for a condo and \$53 for an apartment.

On MOTION by Mr. Chiste seconded by Mr. Dougherty with all in favor Resolution 2023-06 approving the proposed fiscal year 2024 budget and setting the public hearing for August 24, 2023 was approved.

Mr. Flint stated we will have to do a mailed notice to all the landowners letting them know of the proposed increase and the date, place and time of the public hearing. We could have some participation at the hearing.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-07
Establishing Bank Account Signatories**

Mr. Flint stated Resolution 2023-07 designates signors. It is not changing who is signing on the current accounts, it is just documenting that the secretary, treasurer and assistant treasurer are authorized to be signors on the district’s operating account. I am the secretary; Jill Burns is the treasurer and the Katie Costa is the accountant and we are already signors.

On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor Resolution 2023-07 Establishing Bank Account Signatories was approved.

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SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-08
Appointing an Assistant Treasurer**

Mr. Flint stated Resolution 2023-08 adds Darrin Mossing, the president of GMS as an assistant treasurer. It is a safety measure in case we have turnover in the accounting office, it provides a backstop on that.

On MOTION by Mr. Brown seconded by Mr. Chiste with all in favor Resolution 2023-08 appointing Darrin Mossing, Sr. as an assistant treasurer was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-09
Authorizing the Use of Electronic Documents
and Signatures**

Mr. Flint stated Resolution 2023-09 allows us to use DocuSign to sign most of the district's documents in lieu of hard copies. There are still some documents that need wet signatures. This will allow us to email resolutions and agreements to the chair and he can sign electronically.

On MOTION by Mr. Chiste seconded by Mr. Dougherty with all in favor Resolution 2023-09 was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Schmitt asked if there is an upcoming annual report due soon.

Mr. Flint stated there is a report under the trust indenture that is required to be done annually. It is usually just a one-page letter report. Someone from my office should have contacted you. I will get with you after the meeting and get you the email.

Mr. Schmitt stated I think our contract number is up. Do I just send you one to renew?

Mr. Flint stated the contract for district engineering services is typically an ongoing contract.

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C. Manager
i. Approval of Check Register

On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

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

iii. Presentation of Number of Registered Voters: 81

A copy of the letter from the supervisor of elections indicating that there are 81 registered voters residing within the district was included in the agenda package.

iv. Reminder of Form 1 Filing Requirement Deadline: July 1st

Mr. Flint stated this is a reminder that the supervisor of elections will be mailing you the form 1 that has to be filed by July 1. Keep an eye out for that. You don't have to file multiple ones if you are on more than one board, you can just attach a list or include the names at the top of one form.

NINTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Next Meeting Date – June 22, 2023

Mr. Flint stated the next meeting will be held June 22, 2023. If we don't have anything I will touch base with the chair otherwise we have the budget hearing at your August meeting.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Chiste seconded by Mr. Dougherty with all in favor the meeting adjourned at 1:13 p.m.

DocuSigned by:
George Flint
B61B5DF431644AD...
Secretary/Assistant Secretary

DocuSigned by:
John Chiste
41DEC3BB54F415...
Chairman/Vice Chairman