

**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, **October 26, 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	Vice Chairman <i>via Zoom</i>
Peter Brown	Assistant Secretary
Steven Dougherty	Assistant Secretary

Also present were:

Tricia Adams	Manager
Vivek Babbar	Attorney <i>via Zoom</i>
Dave Schmitt	Engineer <i>via Zoom</i>

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 1:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the September 28,
2023 Audit Committee Meeting and Board of
Supervisors Meeting**

<p>On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the minutes of the September 28, 2023 audit committee meeting were accepted and the minutes of the September 28, 2023 board meeting were approved as presented.</p>
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FOURTH ORDER OF BUSINESS

Review of Fiscal Year 2022 Audit

Ms. Adams stated the auditor notes there are no deficiencies in internal controls, the financials for Rolling Oaks Community Development District are in compliance with government auditing standards, there are no prior year or current year findings, there are no conditions of financial emergency; this is a clean audit.

On MOTION by Mr. Bouskila seconded by Mr. Chiste with all in favor Accepting the fiscal year 2022 audit was approved.

FIFTH ORDER OF BUSINESS

Consideration of Fiscal Year 2023 Audit Engagement Letter

Ms. Adams stated recently the board met and accepted the rankings of the audit committee and this is a five-year agreement with DiBartolomeo and the fee for Fiscal Year 2023 is \$3,400 which is in accordance with the proposal.

On MOTION by Mr. Chiste seconded by Mr. Dougherty with all in favor the Engagement Letter with DiBartolomeo McBee Hartley & Barnes, P.A. was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-01 Amending the Fiscal Year 2023 Budget

Ms. Adams stated Chapter 189, F.S. requires that within 60-days of the end of the fiscal year that the board adopt a resolution increasing appropriations if necessary. We did have some changes to some the spending this year related to landscape maintenance. There is an amended revenue to \$726,916 and amended expenditures in that same amount.

Mr. Bouskila asked is the revenue based on the number of lots?

Ms. Adams responded yes, in the Fiscal Year 2023 budget there were on-roll platted lots and developer contributions.

Mr. Chiste stated from last year’s budget to this year the assessments stayed basically stayed the same, but the developer contributions went up.

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Mr. Bouskila asked if there is a fixed number of units being billed out is this a function that the overall budget is going up, but we want to keep the amount previously approved fixed and any incremental amount the developer will cover?

Ms. Adams stated this does not have any impact on the future, this is memorializing the spending from the last fiscal year that ended September 30th.

Mr. Bouskila stated this is the activity closed on September 30, 2023; it has nothing to do with the 2024 budget.

Ms. Adams stated yes.

On MOTION by Mr. Bouskila seconded by Mr. Dougherty with all in favor Resolution 2024-01 Amending the Fiscal Year 2023 Budget was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Landscape RFP Process

Ms. Adams stated the next two items dovetail together. We have worked with Supervisor Brown as directed by the board to finalize the project manual for landscape maintenance services including irrigation maintenance. That project manual was released to approximately eight potential bidders. We have received confirming responses from several of the bidders that they plan to attend a pre-bid conference, which will be held later today. We expect to receive proposals in early November, and we would like to schedule a special board meeting to review the landscape proposals Tuesday, November 14th at 5:00 p.m.

Mr. Chiste stated we will all be in town.

Ms. Adams stated if the board is okay with that, we will schedule your November meeting for November 14, 2023 at 5:00 p.m. We expect to have a limited agenda with the emphasis on the review of the landscape maintenance proposals, select a provider and direct staff to enter into an agreement.

EIGHTH ORDER OF BUSINESS

Discussion of Special Board Meeting to Review Landscape Maintenance Proposals and Award of Contract

This item was taken earlier in the meeting.

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NINTH ORDER OF BUSINESS

Consideration of the Revised Fiscal Year 2024 Meeting Schedule

Ms. Adams stated we took off the November meeting date and replaced it with November 14, 2023 at 5:00 p.m. Your December meeting is scheduled for December 28th and it is likely that we won't get a quorum and we can cancel that meeting.

On MOTION by Mr. Bouskila seconded by Mr. Brown with all in favor the revised meeting schedule for fiscal year 2024 was approved as amended, November meeting will be held November 14, 2023 at 5:00 p.m., no meeting in December and other meetings scheduled as presented.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Update on Status of Boundary Expansion Petition

Mr. Babbar stated we are working on the exhibits to the petition to expand the district boundaries with some of the other consultants. Once we have those, we will finalize the petition and circulate it for signature and file it with the county by sometime in November.

B. Engineer

Mr. Schmitt stated we are working on the updated CDD boundary and that will be updated as soon as possible. We are working with the surveyor and others to get updated exhibits and reports, etc.

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.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

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TWELFTH ORDER OF BUSINESS

Next Meeting Date – November 14, 2023

Ms. Adams stated the next scheduled meeting will be November 14, 2023 at 5:00 p.m.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Tricia Adams
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Secretary/Assistant Secretary

DocuSigned by:
John Cliste
41DECF3BB54F415...

Chairman/Vice Chairman