

**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, **September 26, 2024** at 1:05 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>
Cora DiFiore	Assistant Secretary <i>via Zoom</i>
Peter Brown	Assistant Secretary
Steven Dougherty	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Vivek Babbar	District Counsel <i>via Zoom</i>
Clayton Smith	Field Services Manager

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 1:05 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 August 22,
2024 Meeting**

On MOTION by Mr. Chiste seconded by Mr. Dougherty with all in favor the Minutes of the August 22, 2024 Meeting were approved as presented.
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Rolling Oaks CDD

FOURTH ORDER OF BUSINESS**Consideration of Field Operations Management Proposal from Governmental Management Services**

Ms. Adams stated that the District was recently advised of some organizational structure changes within Margaritaville Resort. Previously, there was a landscape manager who oversaw the CDD landscape maintenance. Once that person was no longer employed there was a decision for the respective entities to take responsibility for overseeing the landscape maintenance. Staff had a discussion with Peter Brown, and he asked that GMS prepares a proposal for field management services. Our field services manager, Clayton Smith, who oversees all the Central Florida field operations as well as the maintenance team is attending this meeting.

Mr. Smith stated in your agenda package is a proposal for field operation services. We have a team of about 21 people, field managers, two full maintenance offices that handles our equipment. Field operations has grown significantly in the last two years. We oversee the operation of the CDD assets and property. We manage any of the contracts that are with the District such as landscape maintenance, aquatic weed control and in some places, we do amenity centers as well. Next is facility maintenance where we just manage your assets to make sure they are well maintained, the lights are working, things are pressure washed. We can do this through obtaining quotes or using in-house staff. We do project management as well where we manage your larger projects such as overseeing the installation of playgrounds. We also do field management for the Bonnet Creek Resort, and I have some familiarity with the resort and hospitality standards that are expected. The price that we propose is to oversee it in an effective manner.

Mr. Brown stated this is very similar to what Derick Langel has been doing. These services will be very needed.

Mr. Dougherty asked is this a new incremental charge to the district or has the district had a comparable line item in the budget?

Mr. Brown stated it has not been in the district budget; the developer has been absorbing it.

Mr. Dougherty asked would this start October 1 with the new fiscal year?

Ms. Adams stated that is what we are proposing.

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On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the proposal from GMS for field operations management in the amount of \$23,400 was approved.

**Mr. Smith left the meeting at this time.*

FIFTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Services Agreement Renewal with Yellowstone Landscape

Ms. Adams stated the next item is related to field services as well. Included in the agenda package is the annual landscape services renewal with Yellowstone. You reviewed these numbers when you adopted the fiscal year 2025 budget. This memorializes that we are extending the agreement for an additional 12 months and we are adding back in twice a year palm trimming as well as funding for mulch and plant replacement.

On MOTION by Mr. Chiste seconded by Mr. Dougherty with all in favor the Agreement Renewal with Yellowstone Landscape for Landscape Maintenance Services was approved.

SIXTH ORDER OF BUSINESS

Consideration of Towing Enforcement Agreement with New Generation Towing and Recovery

Ms. Adams stated next is the towing enforcement agreement with New Generation Towing and Recovery. You recently adopted towing policies and this is the vendor that would enforce those policies. They would be responsible to operate in compliance with Florida Statutes and in compliance with the policies that the board approved. They are also required to install the required signage. We are looking for approval in substantial form because Vivek’s team may need to do a final review, and we have a new affidavit on human trafficking to add to the agreement.

Mr. Babbar stated we will want that language included and the contractor may have some comments and approval in substantial form will allow us to move forward.

On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the Towing Enforcement Agreement with New Generation Towing and Recovery was approved in substantial form.

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SEVENTH ORDER OF BUSINESS

Ratification of Revised Fiscal Year 2025 Meeting Schedule

This item tabled to a future meeting.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Babbar stated we were informed by the developer of the expansion area they plan to change so they no longer want it included in the CDD, therefore, the CDD did withdraw the petition to expand the boundaries of the district.

B. Engineer

There being no comments, the next item followed.

C. Manager

i. Approval of Check Register

This item tabled to a future meeting.

ii. Balance Sheet and Income Statement

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

NINTH ORDER OF BUSINESS

Supervisor’s Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Next Meeting Date – October 24, 2024 at West Osceola Branch Library

Ms. Adams stated the next meeting will be held October 24, 2024 and we will confirm the location.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the meeting adjourned at 1:14 p.m.

September 26, 2024

Rolling Oaks CDD

Signed by:

Tricia Adams

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Secretary/Assistant Secretary

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John Chiste

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Chairman/Vice Chairman