

**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, **July 24, 2025** at 1:02 p.m. in the Citrus Social Meeting Space, Embassy Suites by Hilton Orlando Sunset Walk, 3152 Sunset Walk Drive, Kissimmee, Florida 34747.

Present and constituting a quorum were:

|                             |                     |
|-----------------------------|---------------------|
| John Chiste                 | Chairman            |
| Jared Bouskila              | Vice Chairman       |
| Cora DiFiore <i>by Zoom</i> | Assistant Secretary |
| Peter Brown                 | Assistant Secretary |
| Penny Lozano                | Assistant Secretary |

Also present were:

|                                 |                        |
|---------------------------------|------------------------|
| Tricia Adams                    | District Manager       |
| Cari Webster <i>by Zoom</i>     | District Counsel       |
| Rahmatul Mahmoud <i>by Zoom</i> | District Engineer      |
| Clayton Smith <i>by Zoom</i>    | Field Services Manager |
| Ashley Hilyard                  | Field Services         |
| Residents                       |                        |

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order at 1:02 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Resident (Anthony Duca, 8133 Surf St.) stated I want you to keep an eye on the pond. There is a lot of debris. I bought a 25-foot pole to clean it because I see trash. Let's make sure that is taken care of.

July 24, 2025

Rolling Oaks CDD

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the May 14, 2025 Meeting**

On MOTION by Mr. Chiste seconded by Mr. Bouskila with all in favor the minutes of the May 14, 2025 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

On MOTION by Mr. Bouskila seconded by Mr. Chiste with all in favor the public hearings were opened.

Resident (Nicole Felix, 7973 Surf St.) asked the developer seems to not be contributing as much money as previously. Is there a reason why that has changed?

Mr. Chiste stated the developer had more undeveloped lots before, so they made a contribution relative to certain property that had not yet sold. As the developer winds down there is less for the developer to develop, eventually this will all be turned over to homeowners.

Resident (Nicole Felix, 7973 Surf St.) asked the commercial property sold by the developer; do they have any responsibility to contribute to that?

Mr. Brown stated Target was not owned by the developer to begin with. That was owned by Southeast Centers out of Coral Gables. They were never part of the CDD, nor is Sunset Walk, Promenade or H20.

Mr. Chiste stated Target was here a long time ago before the CDD was even put in place.

Resident (Nicole Felix, 7973 Surf St.) asked what about Embassy Suites?

Mr. Brown stated they are CDD members and they pay.

Resident (Nicole Felix, 7973 Surf St.) asked then everyone in this circle pays?

Mr. Bouskila stated Margaritaville does not pay but the townhomes, apartments, and Embassy Suites are part of the CDD.

Resident (Nicole Felix, 7973 Surf St.) stated the developer removed an employee who worked as field management and now that is being assessed in our budget.

Mr. Brown stated correct, when the property was being developed, the developer had a gentleman who did landscape architecture for the future development phases. As part of his responsibility the developer said it is the early stages, as the work goes then he will just oversee it.

July 24, 2025

Rolling Oaks CDD

Then we phased the position out because the development has matured. We did not replace that position, so someone to oversee the CDD landscape maintenance is now through the CDD. The developer no longer has that role.

Resident (Nicole Felix, 7973 Surf St.) stated the landscape was budgeted at \$20,000 but it is going to be \$150,000.

Ms. Adams stated I believe you are referring to projected spending by the end of the fiscal year. The board approved proposals for landscape enhancements which will be reflected as actual spending on the budget once that invoice is paid. The \$120,000 in projected spending is based on projects that had been approved by the Board.

Resident (Nicole Felix, 7973 Surf St.) asked do we get to know what those projects are?

Mr. Brown stated at every meeting anybody can come and know what those projects are. We have approved two main projects because there was a lot of issue with Inspiration Drive not looking very good and now Inspiration Drive has been redone from the Wawa back with edging, keeping the mulch, keeping additional shell in place, cleaning a lot of the underbrush and artificial turf from the south roundabout down to Fins Up Circle because that is a high pedestrian traffic area and that grass was consistently dead, looking poor and the underbrush was a terrible look. Those were the landscape enhancements.

Resident (Nicole Felix, 7973 Surf St.) stated the budget has streetlights at \$229,000. Is that an install cost? What is that?

Ms. Adams stated that is the lease cost for the streetlights.

Resident (Bert Hill, 8040 Lost Shaker Ln.) asked what does the lease consist of?

Ms. Adams stated that is the lease agreement for the streetlights. The lease agreement includes the poles, lights, all the repairs, maintenance of the streetlights as well as the electrical consumption.

Resident (Suzanne Docobo, 8061 Surf St.) stated a man asked a year ago if we could get the actual bond and operating and maintenance budgets on the proposed tax bills. Is that possible to do that?

Ms. Adams stated the TRIM notice includes all the ad valorem taxes, which are taxes that are tied to the property value; however, the non-ad valorem assessments are not required to be included on the TRIM. We have not listed those in the past but if the board directs that to happen

July 24, 2025

Rolling Oaks CDD

we can take the steps to have the TRIM notice include the non-ad valorem assessment for the CDD maintenance and debt service fees.

Resident (Suzanne Docobo, 8061 Surf St.) stated the reason we are asking is that owners don't know and when they get their tax bill in November it is more.

Mr. Chiste stated that is a good question. On my tax bill it is the same, I don't see it on the first one but I do see it on the second one.

Ms. Adams stated you can direct the district management team to take the steps to do that.

Mr. Chiste stated we can do that.

Resident (Anthony Duca, 8133 Surf St.) stated I made a statement but didn't get a response. What is being done about keeping the lake/pond clean?

Mr. Chiste stated there is a lake maintenance line item in our budget.

Resident (Anthony Duca, 8133 Surf St.) asked is it once a week, once a day?

A resident stated I think they do it when you call. I live on the end of the lake and get a lot of debris and when I call within 5 to 7 days someone comes out.

Resident (Anthony Duca, 8133 Surf St.) asked can you set up a maintenance arrangement that they come every other day?

Ms. Adams stated we do have a field services manager here who manages the pond maintenance contracts. She is familiar with the scope of services as well as the steps that would be taken between services if there is a pond maintenance issue. She will go over the scope of services in the pond maintenance agreement as well as the steps that will be taken if trash is discovered in the ponds between services.

Resident (Anthony Duca, 8133 Surf St.) asked are you associated with anything to do with the gates, entrances and things like that?

Ms. Adams stated the CDD owns and maintains the right of way.

Resident (Anthony Duca, 8133 Surf St.) stated when we come in, I'm confused on which side I should go in. I come in on the left side, but it says owners and residents right side. We were told to not go on that side. Why wouldn't I have a button I could push like most communities, the right side for residents and the left side for visitors.

Mr. Chiste stated that is an HOA issue. He asked Ms. Hilyard to address the pond maintenance question.

July 24, 2025

Rolling Oaks CDD

Ms. Hilyard stated the aquatic services we have in place right now their primary focus is treatment of the water itself to ensure weeds and algae are controlled. I believe they are here once a month for treatment. If we have any issues they're contacted and will come right out. Part of their contract does include trash cleanup, but it has to do with the immediate bank where it meets the water, within reasonable distance if they can reach out and grab it in the water, they will pick that up. Anything past that they usually let me know because we have to get other equipment or a boat out here and have our maintenance team do that. I will check for trash every time I'm here, which is about once a week.

Ms. Adams read into the record emails and a letter received voicing opposition to the increase in O&M expenses. She noted she had received phone messages as well.

A resident stated I am unsatisfied with the responses I received regarding the increase in assessments on landscaping and expenses.

Mr. Chiste stated if you look at what the budget was in total in 2025 it was slightly over \$1 million. If you look at our actual spend through the end of the year we were very close to the dollar amount. We are budgeting a reduction in total costs. The actual proposed budget is \$975,000. Even though everything else you are dealing with in your annual expenditures are going up, inflation has gone up. I think the board has done a very good job in trying to maintain the budget. The real challenge we have is the developer is moving out of the project. The portion of the budget that was subsidized by the developer is a much lower amount this year. It is not because the spending has gone up it is the way the allocation is, but I think we have done a good job on the budget process and I appreciate all the work done to control the costs. In the past the developer has over funded to balance the budget.

|                                                                                    |
|------------------------------------------------------------------------------------|
| On MOTION by Mr. Chiste seconded by Mr. Bouskila with public hearings were closed. |
|------------------------------------------------------------------------------------|

**A. Consideration of Resolution 2025-06 Adopting the Fiscal Year 2026 Budget and Relating to the Annual Appropriations**

Ms. Adams stated Resolution 2025-06 adopts your budget for fiscal year 2026, which starts October 1, 2025 and concludes September 30, 2026. Adoption of this resolution also appropriates funds for the general fund as well as the debt service fund. The board has the ability to set the maintenance fee based on the annual budget; however, the debt service fee was imposed at the

July 24, 2025

Rolling Oaks CDD

time that the bonds were issued, the board does not have the ability to increase or decrease the debt service assessment, you are simply authorizing collection with the assessment resolution. Approval of this resolution also allows for budget amendments in fiscal year 2026 should the board need to take action to do so. Attached to the resolution is a copy of the proposed budget. When the board reviewed the proposed budget earlier this year we went through this line by line. The changes that have been made since the time the board approved the proposed budget are we have updated the actual spending through the end of June and updated projected spending as well. We also have increased the amount for landscape enhancements based on potential projects.

Mr. Brown stated just to be clear the assessments by the unit owners doesn't change. If there is any additional spend, it is all on the developer.

Ms. Adams stated that is right. The total expenditures are equal to the amount of the total proposed revenues being \$975,858. Within the district boundaries we are recognizing there are 1,660 units, three different product types. We use an ERU assessment, which is equivalent residential unit. A single-family home is one ERU, a condo is .8 and an apartment is .5. The gross amount is proposed for single family homes at \$731.40, condos \$585.12 and apartments \$365.70. The difference between the gross amount on the property tax bill and the net assessment is that net amount is the portion that comes to the district. The gross amount on the property tax bill includes any fees collected by the county for having the CDD assessment on the tax bill and accounts for early payment discounts.

|                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On MOTION by Mr. Chiste seconded by Mr. Bouskila with all in favor Resolution 2025-06 Adopting the Fiscal Year 2026 Budget and Relating to the Annual Appropriations was approved. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**B. Consideration of Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Adams stated Resolution 2025-07 imposes the special assessments and certifies the assessment roll.

|                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On MOTION by Mr. Chiste seconded by Mr. Bouskila with all in favor Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll was approved. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

July 24, 2025

Rolling Oaks CDD

**FIFTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2026 Developer Budget Funding Agreement**

On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the Fiscal Year 2026 Developer Funding Agreement was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of RFP for Landscape and Irrigation Services**

Ms. Adams stated we prepared a project manual for landscape maintenance services that has instructions to proposers, scope of services, landscape service maps, pricing sheet, and evaluation criteria to be used in evaluating the proposals received in response to the RFP. The bid will be noticed in accordance with Florida Statutes and there is a sealed bid opening that will be scheduled.

On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the RFP for landscape and irrigation services was approved and staff was authorized to notice the RFP.

**SEVENTH ORDER OF BUSINESS**

**Review and Acceptance of Fiscal Year 2024 Audit**

On MOTION by Mr. Chiste seconded by Mr. Bouskila with all in favor the Fiscal Year 2024 Audit was accepted.

**EIGHTH ORDER OF BUSINESS**

**District Goals and Objectives**

**A. Adoption of Fiscal Year 2026 Goals and Objectives**

Ms. Adams stated in the 2024 legislative session there was a new law requiring CDDs to adopt annual goals and objectives.

On MOTION by Mr. Chiste seconded by Mr. Bouskila with all in favor the Fiscal Year 2026 Goals and Objectives were approved.

**B. Presentation of Fiscal Year 2025 Goals and Objectives and Authorizing chair to Execute**

July 24, 2025

Rolling Oaks CDD

Ms. Adams stated at the end of the fiscal year we are required to report if the district did or did not meet the goals. I'm asking for a motion for the chair to be able to execute the final form of report so we can post it on the district's website.

On MOTION by Mr. Chiste seconded by Mr. Bouskila with all in favor the Chairman was Authorized to Execute the Fiscal Year 2025 Goals and Objectives.

**NINTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

There being no comments, the next item followed.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager****i. Approval of Check Register**

On MOTION by Mr. Chiste seconded by Mr. Bouskila 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. Ratification of Series 2026 Requisition #5**

On MOTION by Mr. Brown seconded by Mr. Chiste with all in favor Requisition No. 5 from the Series 2016 bonds was ratified.

**iv. Approval of Fiscal Year 2026 Meeting Schedule**

Ms. Adams stated since the meeting dates fell on Thanksgiving and Christmas we did not schedule a meeting for November or December. If we do need a meeting in November or December we will find a date board members can attend.

On MOTION by Mr. Chiste seconded by Mr. Brown with all in favor the Fiscal Year 2026 Meeting Schedule was approved.



July 24, 2025

Rolling Oaks CDD

**D. Field Manager's Report**

A copy of the field manager's report was included in the agenda package.

**SEVENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Next Meeting Date – August 28, 2025 at  
Margaritaville Resort Orlando**

Ms. Adams stated the next meeting is scheduled to be held August 28, 2025 at the Margaritaville Resort Orlando.

On MOTION by Mr. Chiste seconded by Mr. Bouskila with all in favor the meeting adjourned.

The meeting was called back to order to consider the Yellowstone proposal for landscape enhancement. Ms. Hilyard outlined the proposal from Yellowstone and the Board took the following action.

On MOTION by Mr. Brown seconded by Mr. Chiste with all in favor the proposal from Yellowstone for the removal of dead palms and replacement of three palms was approved.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by M. Brown seconded by Mr. Chise with all in favor the meeting adjourned at 2:02 p.m.

Signed by:

*Tricia Adams*

3F3E5FA5C67E43B...

Secretary/Assistant Secretary

DocuSigned by:

*John Chiste*

41DECF3BB54F415...

Chairman/Vice Chairman