

ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Wednesday, April 5, 2017 at 6:00 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043.

Present and constituting a quorum were:

Bill Tew	Chairman
Jody Smith	Vice Chairman
Rose Bock	Supervisor
Kurt von der Osten	Supervisor
Stephen Grossman	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Freddie Oca	Riverside Management
Brian Stephens	Riverside Management

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the February 1,  
2017 Meeting**

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor the minutes of the February 1, 2017 meeting were approved.
--

**FOURTH ORDER OF BUSINESS**

**Consideration of Lake Policies**

Mr. Oliver stated you have a copy of the draft lake policies that are similar to those in other districts and it has the name of the district and reads, policies for lakes and other stormwater management facilities. It has typical rules that we have for all the stormwater

management facilities that we have throughout the districts. I will briefly go through these so they are on the record.

1. Use of district lakes will not engage any conduct or omission that violates any ordinance, resolution, law, permit requirement, or regulation of any government entity relating to the lakes. These are permitted by the St. Johns River Water Management District and it is important that we remain in compliance with the district.

2. Wading and swimming in district lakes are prohibited.

3. Watercraft of any kind in district lakes, including but not limited to boats, rafts or tubes is prohibited.

4. Residents may fish from district lakes. However, the district has a “catch and release” policy for all fish caught in these waters.

5. Pets are not allowed in the district lakes. Wildlife (including but not limited to birds and reptiles) may neither be removed from nor released in the district lakes.

6. Owners of property lying contiguous to the district lakes shall take such actions as may be necessary to remove underbrush, weeds or unsightly growth from the owner’s property that detract from the overall beauty, setting and safety of the property.

7. No docks or other structures, whether permanent or temporary, shall be constructed and placed in or around the district lakes or other district stormwater management facilities unless properly permitted and approved by the district and other applicable governmental agencies.

8. No pipes, pumps or other devices used for irrigation or the withdrawal of water shall be placed in or around the district lakes, except by the district.

9. No foreign materials may be disposed of in the district lakes, including, but not limited to: tree branches, paint, cement, oils, soap suds, building materials, chemicals, fertilizers, or any other material that is not naturally occurring or which may be detrimental to the lake environment.

10. Easements through residential backyards along the community’s stormwater lake system are for maintenance purposes only and residents are not granted access for fishing or any other recreational purpose. Access to other residents’ backyards via these maintenance easement is prohibited. Unless individual property owners of single-family dwelling homes grant

permission for others to access their backyards, entering their private property can be considered trespassing. Please be considerate of the privacy rights of other residents.

11. Beware of wildlife – water moccasins and other snakes, alligators, snapping turtles and other wildlife which may pose a threat to your safety are commonly found in stormwater management facilities in Florida.

12. Any hazardous condition concerning the district lakes must immediately be reported to the district manager and the proper authorities.

13. Property owners and residents are responsible for their tenants', guests', and invitees' adherence to these policies.

On MOTION by Ms. Bock seconded by Mr. Smith with all in favor policies for the use of lakes and other stormwater management facilities were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Purchase of AED Machine**

Mr. Oliver stated the next item is consideration of the purchase of an AED Machine. I think you are all familiar with these devices. One was used at Bartram Springs a couple weeks ago when a child fell to the bottom of the pool and had to be resuscitated. I saw on the news about a month ago a fitness guru that used to be on the Biggest Loser, Bob Harper, had a heart attack in a fitness center in New York and they used the AED and revived him and he is back with us. You will see five different devices with prices ranging from \$1,075 to \$1,500 and we recommend the Philips OnSite in the amount of \$1,150 and we have been successful with that in other districts. If you purchase that staff will work to put it in the most accessible area that people from the fitness room as well as the pool can have access to it. We don't recommend getting the service kit because we can get components as we need them.

Mr. Smith asked will there be training provided for the staff?

Mr. Oliver responded yes, Danielle Simpson will coordinate that.

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor the purchase of a Philips OnSite AED Machine in the amount of \$1,150 was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of Letter Regarding Stormwater Improvements**

Mr. Oliver stated the next item is discussion of letter regarding stormwater improvements.

Ms. Buchanan stated I spoke with the district engineer and he agreed that provided the improvements meet the criteria that wouldn't be a problem. Essentially the improvements are supposed to be integrated with the existing system, they are going to be required to obtain all the permits, they are capable for performing the functions for which they are intended and we have everything we need to transfer over to operations and maintenance. We will accept certification from Hadden Engineering if that is the case when they are completed but this will give Richmond America the comfort they need to go ahead with development of the next series of lots.

Mr. Smith stated we are not actually modifying anything we are just allowing for development.

Ms. Buchanan stated as I understand it they are using the plans that Keith designed to begin with so it shouldn't change anything.

On MOTION by Mr. Smith seconded by Ms. Bock with all in favor the letter regarding process and intent to accept certain drainage easements and stormwater management facilities was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver stated at the last meeting we talked about the fact that we need uniform speed limits on the county roads in the district so that law enforcement can enforce the law. Right now there is a range of speed limits some are below the minimum speed that is allowed in Florida. Keith Hadden, the district engineer, has coordinated with the county engineer, Dale Smith, to facilitate that. That is in progress, Mr. Smith asked that a letter come from the district formalizing that request. Keith prepared a letter that meets that requirement and basically states the Rolling Hills CDD Board of Supervisors requests that Clay County conduct a speed analysis of the existing roadways within the Rolling Hills development. Our understanding is that Florida Statutes mandate the maximum posted speed limit in a residential subdivision be 30 mph; however, the same Florida Statute allows local governments such as Clay County to authorize posting a 25 mph speed limit, if warranted. The Board of Supervisors requests that the

maximum allowable speed limit in our community be no more than 25 mph. With this there will be no cost to the district, Keith is having that waived and once we get a letter responding to that the uniform speed limit throughout the district will be 25 mph and law enforcement can start enforcing the speed limit. I had the vice chairman execute this letter and I'm asking the board to ratify it.

On MOTION by Mr. Smith seconded by Mr. von der Osten with all in favor the letter requesting Clay County take necessary steps to establish uniform speed limit of 25 mph throughout the community signed by the vice chairman was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Buchanan stated the session is underway and by next week we should have a better idea of which bill may impact community development districts.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Oliver stated we will start the FY 2018 budget process at your June meeting and we will bring a proposed budget to the board and after you consider that you will approve a proposed budget and set a public hearing to be held no sooner than 60 days after that approval. We will likely have your budget hearing in August or September but we will make that determination at the June meeting.

**D. Operations/Amenity Manger - Report**

Mr. Stephens gave an overview of the operations report for February and March, copy of which was provided in the agenda package.

Mr. Oca gave an overview of the amenity manager's report.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Smith stated over the last year or two off and on we have been discussing having the community designated as a golf cart community, the process for that and the associated cost that goes along with that. Through conversations I have had with some outside sources and with the county commission the proposal has been pushed to me if Rolling Hills is still willing to make the request of the county to allow Rolling Hills to be designated a golf cart community the county commission is willing to make that designation without the associated fees and surveys that normally would accompany that request. The only thing they are asking for is an official letter of request from Rolling Hills to make that designation. At that point the only cost for us would be to buy a couple signs that we have to by law post somewhere in the front of the neighborhood designating this as a golf cart community. I'm willing to sign that letter. What I'm asking the board to do because the right thing to do would be to push out some sort of voting mechanism or survey mechanism to the residents to make sure that we still have a consensus or a majority of residents that want that to happen. I don't want to push something out and get the county commission's stamp on it if the residents don't want it. If I can push out some sort of voting mechanism between now and the next meeting and the majority of the feedback that I get is positive I'm willing to put my name on a letter to the county commission requesting the designation and the county commission has told me they would waive everything associated with that process as a favor to us.

Mr. Oliver stated the concept would be that you reach out to the community and give everyone a chance to provide some input between now and the next meeting and come back to the next meeting, report to the board and also make it an agenda item so anyone attending that meeting can make comment also. Then the board can consider all the input and make a decision whether or not to make that request to the county. It seems to me that is the safe and fair way to do it and more information is better than less so that is probably a good approach.

Ms. Bock asked how many golf carts do you think are in the community?

Mr. Smith stated I currently don't have one but there are a few and there would probably be more if the opportunity was there.

It was the consensus of the board to allow Mr. Smith to conduct the survey and to bring the results to the next meeting.

## **TENTH ORDER OF BUSINESS**

## **Audience Comments**

A resident asked once you get a consensus for the golf carts what timeline does the CDD have to approve that?

Mr. Smith stated the way it was explained to me was that once the commissioner has a letter requesting the designation then whatever the process time is for them but he will act on that immediately. The only real cost to us at that point will be buying a sign because we have to have a sign that designates the community as a golf cart community so people understand that when they drive in.

Mr. Oliver stated if the board approves it at the next meeting, the formal request can go out the next day. We represent other golf cart designated communities and know it is important that all the residents have the opportunity to provide input on a matter which will impact all the roads in Rolling Hills.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A.    Balance Sheet & Income Statement**

Mr. Oliver stated behind Tab 11 is the balance sheet and income statement through February 28, 2017. These will be audited at the end of the fiscal year.

**B.    Assessment Receipt Schedule**

Mr. Oliver stated behind Tab B is the assessment receipt schedule and the on-roll tax collections are 92.36%. At this point we have collected \$231,000 of assessments the total budget is \$544,000 so most of that is going to be paid from here on out by developer contributions at a rate of about \$17,000 per month.

**C.    Approval of Invoices**

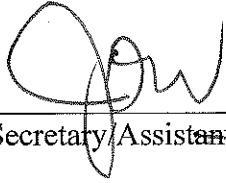
On MOTION by Mr. Grossman seconded by Mr. Tew with all in favor the invoices were approved.

**TWELFTH ORDER OF BUSINESS**

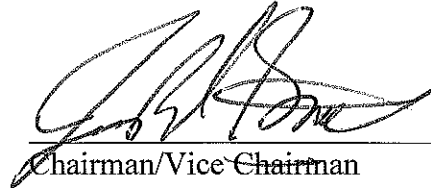
**Next Meeting Scheduled for June 7, 2017 @  
6:00 p.m. at Rolling Hills Amenity Center,  
3212 Bradley Creek Parkway, Green Cove  
Springs, Florida 32043**

Mr. Oliver stated the next meeting is June 7, 2017 at 6:00 p.m. at this location.

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor  
the meeting adjourned at 6:23 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman