

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Monday, November 7, 2016 at 6:10 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 (by telephone)
Freddie Oca	Riverside Management
Brian Stephens	Riverside Management

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:10 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Oliver being a notary public of the State of Florida administered the oath of office to the three newly elected supervisors.

B. Consideration of Resolution 2017-01 Canvassing and Certifying the Results of the Landowners Election

Mr. Oliver stated in your agenda packet you have the resolution and section one will be filled in with Bill Tew and Kurt von der Osten receiving 300 votes each and Jody Smith receiving 101 votes and the next section would show Bill and Kurt receiving four-year terms and Jody receiving a two-year term.

On MOTION by Mr. Grossman seconded by Ms. Bock with all in favor Resolution 2017-01 was approved.

C. Consideration of Resolution 2017-02 Election of Officers

Mr. Oliver stated currently the slate of officers is Bill serves as chair, Jody serves as vice chair, the balance of the board serves as assistant secretaries, I serve as secretary of the board, Jim Perry of GMS, a CPA, serves as the treasurer and we have other staff members with our company that serve as assistant treasurer and assistant secretary. The board has the option of keeping the slate exactly as it is and if you would like to do that I can fill out the resolution in that manner.

On MOTION by Mr. Smith seconded by Mr. von der Osten with all in favor Resolution 2017-02 was approved with the same slate of officers.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 3, 2016 Meeting

Mr. Oliver stated item four is approval of the minutes of the August 3, 2016 meeting. Are there any changes?

There being none,

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor the minutes of the August 3, 2016 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-03 Prompt Payment Policies

Ms. Buchanan stated in looking at the prompt payment process we realized we had an opportunity to increase our protection by adopting additional policies related to dispute

resolution and invoicing. This is the policy we propose and the resolution included in your package adopts this.

On MOTION by Mr. Grossman seconded by Ms. Bock with all in favor Resolution 2017-03 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Agreement with Sullivan’s Lawn Care

Mr. Oliver stated the next item is consideration of landscape maintenance agreement with Sullivan’s Lawn Care. Sullivan’s Lawn Care is the incumbent and as you may recall Mr. Sullivan had owned the company, he sold the company but now owns the company again. The district did put together a new scope of services for landscape maintenance and went out to the market to see what type of responses we would get. We received responses from Down to Earth, Yellowstone and Sullivan’s Lawn Care and we evaluated the bids, the vice chairman, myself as well as the operations manager and the best value was with Sullivan’s Lawn Care. We have a copy of the agreement in the agenda packet. It would have been considered a month ago but we had to cancel the meeting because of Hurricane Matthew.

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor the agreement with Sullivan’s Lawn Care was approved.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Oliver stated we have Keith Hadden attend the meetings when we have something for him to cover. If something comes up at a meeting for him to cover we will get in contact with him the next day and this saves the district money when we do that because he bills on an hourly basis.

C. Manager

As we get to the end of the meeting I want the board to think about this, our next scheduled meeting is December 7th and we can determine whether or not you need to have that or do we want to leave that on the books and cancel later if we determine there is no pressing business between now and that date.

D. Operations/Amenity Manger - Report

Mr. Stephens gave an overview of the monthly reports for August, September and October.

NINTH ORDER OF BUSINESS**Supervisors Requests**

Mr. Smith stated there are a couple things I want to talk about and make sure we get them on the record so we can get a resolution. We talked about this before and I thought we had resolved this question but I wanted to bring it up again so it gets pointed to the district engineer because I think he is the one who had done the research on this before. My understanding is that the established speed limit for residential areas in the State of Florida or at least in Clay County is 25 mph. I'm being told now by one of our off duty deputies who works out here that they are now being told they can't enforce the 25 mph speed limit because there wasn't a survey conducted and thus he is not enforcing it. I know we had to get some resolution on this before so we had some consistency in our signs because we had some 25 mph signs and we had some 20 mph signs and we wanted to make sure we got consistency and I know we made a decision to go with 25 mph because there was no survey done that would justify dropping to 20 mph. I contacted the district engineer and asked the question and was told that a survey was needed if you wanted to drop the speed limit below the established speed limit, which was 25 mph. If that is not the case then I don't know why 25 mph is not enforceable 25 mph is the law. Can we contact Keith and get some sort of resolution on record that 25 mph is the enforceable speed limit and can we pass that along to the people we are paying to come out here off duty and do that from time to time as well as the deputies that come through here as a matter of routine. I want to get this cleared up and put to bed.

Mr. Oliver stated we will deal directly with the top level of the sheriff's office so that we can come to agreement with him and they can educate their officers.

Mr. Smith stated the other thing that I wanted to talk about is the residents and school board transportation folks have come to a couple of agreements with regards to bus stops, etc. We had one bus stop moved the transportation folks came out here and thought it was a good idea to move it from out here to back towards the back of the parking lot here so that the kids could utilize the pavilion at the tennis courts as a bus stop because it is covered and keeps them out of the weather. One of the other bus stops, the Jr. High bus stop at the end where the bike racks are at all I would ask is that particular bus stop where the bike racks are at is at the foot of a pocket park that I'm assuming at some point in the near future hopefully, is going to be populated with park furniture. When that happens is there any way that we have input on what type of furniture goes in there? We would love to see some of the benches and some of the park tables and things that go in there eventually would be covered and I'm not saying some sort of elaborate pavilion or anything like that but some cover over the benches and tables that could be used as a bus stop so those kids have an opportunity to get out of the weather if they need to. Since we have to put stuff in there eventually anyway that would be great if they could put some stuff in there that allows for some cover.

Some of the other stuff that has come up of late was more covenant and HOA driven and I talked to Kurt offline about those things, it is not CDD stuff.

Mr. Oliver stated nothing will be installed in terms of equipping that park without board approval. You definitely will have input on what goes in there.

Mr. Smith stated I understand if the residents want to approach the developer maybe offline or external to the CDD if he wants to help with covers or something like that but everybody understands that is external to what the CDD can do. That is an opportunity to kill two birds with one stone.

TENTH ORDER OF BUSINESS

Audience Comments

A resident stated CDD common areas I understand are no parking areas.

Mr. Oliver stated no vehicles should be parked in any non-paved common area.

A resident stated unfortunately it happens quite regularly. I don't know if you need to put up no parking signs but when you say something to people they fly off the handle at you.

Mr. Oliver asked are they parked there to fish or is it overflow parking from their homes or do you know?

A resident stated all of the above.

Mr. Oliver stated I think no parking signs are the best idea plus we can follow that up with some eblasts and put some information on the website and at least do the education piece first and then see where we go from there.

Mr. Smith asked would it be possible to have the LGI folks do some sort of “how to keep your worksite clean” video and pass that along to the Richmond folks? It is like night and day if you go to a LGI construction site it is one of the cleanest, neatest construction sites I have ever seen. If you go to a Richmond construction site and I do that quite often when I’m returning the trash that blows from their site into my yard it looks like we just came out of a hurricane. They have to be the untidiest, messiest builders I have ever seen.

Mr. Oliver stated this board doesn’t have any authority over that I can make sure the HOA is aware of it as well as the developer and maybe they can intervene and help with that.

A resident stated I have observed a school bus having some difficulty navigating some of the areas because of the way people are parking. If the school bus has a problem they are not going to get a fire truck through there.

Mr. Oliver stated they definitely have to follow the law in terms of street parking. These are county owned roads, not district owned roads but that is a big problem that causes emergency vehicles not to be able to go through.

A resident stated the streets are not wide enough to park on both sides.

Mr. Oliver stated I think as we have those discussions with the sheriff’s office regarding the speed limit signs we can bring this issue up too because it is a public safety issue.

Mr. Smith stated I have a feeling at some point we are going to have to entertain a discussion with the HOA leadership about them maybe adjusting the covenants and the language in the covenants about parking on the streets.

Mr. Oliver stated they may not be able to enforce that because they are county owned roads.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

Mr. Oliver stated behind Tab A you will see the unaudited financials for the end of the fiscal year and there are no unusual variances on the financial report. On page 2 of the general fund income statement for revenues that support the budget we had a budget of \$507,000, assessments from the tax roll that is residents as well as 60 lots owned by the developer they paid \$466,000 of the \$507,000 budget and approximately \$300,000 was paid by the developer through direct invoices.

B. Assessment Receipt Schedule

Mr. Oliver stated behind Tab B is the assessment receipt schedule and you will see we are fully collected for FY 2016 and I think all of us started getting our property tax bills within the last few days and we will start collecting for that and we will probably receive our first receipt from the Clay County Tax Collector in late November.

C. Approval of Invoices

Mr. Oliver stated behind Tab C are the invoices and those require board approval.

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

TWELFTH ORDER OF BUSINESS

Next Meeting Scheduled for December 7, 2016 @ 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 December 7, 2016 and I don't know of any hot items that we have on the agenda and we can probably punt to the next meeting and if any issues come up we can always call a special meeting.

Mr. Smith asked are we officially canceling December 7th?

Mr. Tew asked are we going to wait to cancel until a little later?

Mr. Oliver stated we can do that if you like.

Mr. Tew stated it would save having to call a special meeting.

Mr. Oliver stated it would so we will leave it on the books right now and I will confer with you about two weeks out from the meeting.

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor
the meeting adjourned at 6:25 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman