

MINUTES OF MEETING  
ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Wednesday, April 3, 2013 at 5:00 p.m. at 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
Rocky Morris	Supervisor (by phone)

Also present were:

James Oliver	District Manager
Katie Buchanan	District Counsel
Keith Hadden	District Engineer
Courtney Hogge	Amenity Facility Manager
Rich Whetsel	Riverside Management Services
Danielle Simpson	Riverside Management Services

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 5:00 p.m.

**SECOND ORDER OF BUSINESS**

**Approval of Minutes of the March 6, 2013 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the March 6, 2013 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor the Minutes of the March 6, 2013 Meeting were approved
--

**THIRD ORDER OF BUSINESS**

**Update on Operations & Maintenance**

Mr. Oliver stated included in your agenda package is a memorandum from the operations manager. Since the recent sale of the development, there has been a lot of work going on behind the scenes in terms of operations and management of the facility. You will see a list of items that have been accomplished.

Ms. Hogge stated Riverside Management Services began janitorial, pool maintenance and facility management and maintenance services. Tree Amigos performed an irrigation system inspection and repairs are scheduled. Cable, phone, refuse, pool chemical delivery and lake maintenance services have been restored. The vending machines were restocked on Friday. Riverside is seeking proposals for sod replacement, mulch installation, annual installation and for cleanup of the old sales center site. Clay High School was out here today for their academic achievement party. The students were here for two hours. It is something that East West had previously scheduled, so we had to honor their commitment but we do not have any future commitments with them. They left the place just as it was when they came.

Mr. Oliver stated I just want to give an overview to the audience. This District over the last couple of years has been in a state of financial distress. The previous Developer had been in default and assessment payments were not being collected. It was to the point that this District was about to go into foreclosure. New investors that got involved and structured a deal with the bondholders to take over this development and bring it up to par, so it would be successful again. It is really a first rate community but we need to get it back to what its potential is. We did meet on site two weeks ago with one of Bill's colleagues, David Guy of GS Carolina. Also present were the District Engineer, HOA manager and Rich Whetsel. We did a walk through of the community. We looked at everything from a homeowner, builders and homebuyer's point of view. Right now, with limited funds that we do have available, we are going to try to work on community appearance from the entrance feature to this facility. We also want to make sure the amenities are available for the residents use. After several months of sporadic staffing here, we now have someone on staff here three times a week. You will also have a lifeguard staff here on duty on weekends leading up to the summer.

Ms. Simpson stated we are going to have a deck monitor on duty Tuesday, Wednesday and Thursdays. The slide will not be on but on Friday, Saturday and Sunday, the slide will be on.

Mr. Oliver stated we will continue to tweak the plan. We have to work within the dollars that we available. We will just ask for you patience in realizing that we are working with the budget we have. You are going to go through a budget process for 2014. Like every other board, you are going to have to deal with the services that you want to provide to your

residents. We will present the proposed budget in June and then over the next 60 days, we will be able to refine that budget.

Mr. Smith asked are you saying during the summer time frame, you are not going to have a lifeguard but instead a pool monitor?

Ms. Simpson responded correct.

Mr. Smith stated you are going to get some push back from that because there are a lot of kids out here that are out of school.

Mr. Oliver stated it is going to be purely a function of funds available. We will try to keep the slide open as much as possible. New communities do struggle with this. Sometimes slides are open for a minimum number of hours until the community is more built out than this. We are not going to be able to solve that right now.

Ms. Simpson stated also, rain days will allow us to have the slide on during the week.

Mr. Smith stated I can tell you the first thing that I am going to hear is that East West struggled with a budget but still managed to put lifeguards out here during the summer when the kids were out of school for five or six days a week, so the slide could be open.

Mr. Oliver stated we have time to work on that issue. I think they did that by sacrificing community appearance dollars to some degree. We have to find the right balance there.

**FOURTH ORDER OF BUSINESS**

**Ratification of Requisition No. 323**

Mr. Oliver stated included in your agenda package is requisition number 323. If you recall, there were about two years of account payables due because there weren't funds to pay the service providers in the past. Once the bonds were restructured, payment has been made by requisition to bring the accounts payable and current.

On MOTION by Ms. Bock seconded by Mr. Smith with all in favor Requisition No. 323 was ratified.

**FIFTH ORDER OF BUSINESS**

**Discussion of Amenity Center Policies**

Mr. Oliver stated we are planning on putting this on the June agenda and ask for input from the supervisors and also from residents through their supervisors of ways to improve these policies. These policies have been changed many times over the past few years but they are particularly driven by the past Developer. We want to get them more in line with what the

community needs and wants. Once we have a discussion about them at the June meeting, we can set a public hearing to consider rates and policies and then finalize that at the August meeting. There are certain notice requirements we have to meet. One example you will see in there is right now nonresidents can come in here and rent the facilities. We see a problem with that. Number one, it can crowd out residents use of those facilities and number two, nonresidents may not be a responsible party. There is some amount of income generated by that but not enough to make up for the downside of it. I discussed that with David Guy a few weeks ago.

Mr. Smith stated I am against nonresident parties out here.

Mr. Oliver stated right now for rentals of the facility, there is a rental fee and there is a nonrefundable security deposit. I do see a good side of the security deposit by keeping people responsible. What we want to do is start enforcing the security deposit policy but realize they should be refundable. The reason that is helpful is since you do have a part-time staff here, if someone does rent the facility, they will be more inclined to clean it, so they can get their security deposit back. We are also going to tweak some of the requirements for ages of children to be able to use the pool facility unaccompanied by an adult. For this District, I believe the age is 11 years old. I don't have any Districts that are even close to that. We are going to talk to the community, the board and staff on what that number should be.

Mr. Smith asked are the tennis court lights on some sort of timer that can be controlled? The reason I ask that is because the established hours for the tennis courts are 8:00 a.m. to 9:00 p.m. If you come up here sometimes at 11:00 p.m., the lights at the tennis courts are still on.

A resident responded that is because there are a bunch of kids out on the tennis courts. I am assuming they left those lights on.

Mr. Smith stated we came up here one night and checked on some kids that were up here using one of the lower lights that didn't have a net to play whiffleball. They stayed up here past 9:00 p.m. The lights stayed on after they left.

Mr. Whetsel stated we are going to have an electrician out here to look at other issues but we will have him look at the lights too.

Mr. Smith stated the pavilion should be open to resident parties and resident sponsored parties. Nonresident parties are a pain to everyone here.

**SIXTH ORDER OF BUSINESS****Other Business**

Mr. Oliver stated I did discuss with the board members individually, the fact that previously these meetings used to be quarterly. As we went through the financial distress and worked through the solution of that, we are meeting almost on a monthly basis, so at this point, we should revert back to a bimonthly schedule at this point. We always have the option of calling a special meeting if the board needs to meet for something that immediately. Our next meeting will be June 5, 2013.

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

Ms. Buchanan stated our office has typically prepared a standard package that are rules of procedures. This governs the way the Districts meetings are run and the way the District solicits certain contracts. We have gone through and updated them in the last few years of legislation. I will be rolling those out at the same time Jim rolls out the budget.

**B. Engineer**

Mr. Hadden stated two weeks ago, we walked the property. From an engineering standpoint, there are a couple of items that we need to address in repairs that need to be made out here. I have been in conversations with Mr. Smith. I am trying to compile of list of things to repair before they fail. I have also been in contact with the utility authority. They will be cleaning and televising the lines that are under the ground to make sure they are all in good working order. We are also resubmitting to the utility authority and the County, the plans that they approved six years ago. I have meet with both entities regarding the plans and they are all very excited about everything that is happening out here.

**C. Manager**

Mr. Oliver stated we will bring a proposed budget to the board at the June meeting. Once the board approves that budget, we will turn that into Clay County by June 15<sup>th</sup>, which is a statutory requirement. At the June meeting, we will schedule a public hearing date that will be held no sooner than 60 days after approval of that proposed budget. The budget that you will see in June, will probably be a very conservative budget that will refine significantly by June and August. Once the budget is adopted after the public hearing in August, we will provide it in the form of an assessment roll to the Clay County Tax Collector. The assessments will be included on the tax bills that come out November 1<sup>st</sup>. We have had conversations with

the Developer. They have taken over East West website, which is rollinghillsfl.com. They are making changes to it with the webmaster. They have agreed that the CDD can have a webpage as part of that website, which is a good thing because we can have a one stop shop. Courtney has been in conversations with the webmaster and we expect our page on that website to be up within the next two weeks.

Mr. Smith asked are you up and running to where you could put our calendar on the website, so people know when events are scheduled?

Ms. Hogge responded no, not at the moment. It has to be coordinated with the webmaster first. We don't have access to it right now.

Ms. Buchanan stated I had a request from the Developer that we seek alternate dissemination agents. What they have asked is that we authorize termination of our current contract, which is a 30 day termination period and then authorize District staff to seek a new dissemination agent.

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor to Authorize Termination of our Current Contract with Dissemination Agent & Authorize District Staff to Seek a New Dissemination Agent was approved.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Smith stated I have had some residents approach me about changing the meeting times from 5:00 p.m. to 6:00 p.m.

Ms. Bock stated I am okay with that.

Mr. Tew stated we can look at it. First of all, we would have to advertise that on an annual basis, so right now we are committed to have the meetings at 5:00 p.m. Maybe we could continue to meet at 5:00 p.m. and then one meeting a quarter or every third meeting have a 6:00 p.m. meeting.

Mr. Smith stated that is good with me.

Mr. Oliver stated we will do the August meeting like that because it will be the public hearing for adoption of the budget.

Mr. Smith stated we have a lot of drive through traffic. Are we fairly close to getting a list of potential builders that we can start telling people to call if they want to build in here?

Mr. Tew responded we have sent out a marketing package to some builders. We are waiting for their responses. We hope that would be moving forward and maybe I can give you an update in 30 days. I assure you the Developer wants someone in here just as bad as the residents do.

Mr. Smith asked is there someone sitting in the ARC seat for the new folks?

Mr. Tew responded I will get you an answer on that. If we tell people to call 407-276-6038 then it will be monitored and we will get someone back in touch with them.

Mr. Oliver stated the CDD board doesn't have jurisdiction over the HOA; however, with the change of Developers, the new Developers are reaching out to select a new HOA management company.

A resident asked are we looking at any kind of security in the future for the neighborhood?

Mr. Oliver responded the District doesn't have any security contracts in place. We can certainly take a look at that as we get into the budget process. Typically, if Districts do have any type of security, they hire off duty Clay County Deputies.

A resident stated I am seeing kids out late and I am seeing cars parked out here.

Mr. Oliver stated I could see a scenario, where we would do something in terms of securing the Districts assets because as public funds, you are only going to be able to use those funds for District assets.

Ms. Rose stated you can call the police for those things too.

A resident asked would it help if a couple of us adults volunteer to be here during the day, so we could turn the slide on? I was a rescue swimmer in the Navy.

Mr. Oliver responded we will find a way to do that. I think that is a great idea. We will get with District Counsel and staff and find a way to coordinate something like that.

A resident asked is there any way we can get an announcement out for these meetings? It is pretty pathetic that we have the same five people that come to this meeting every time.

Mr. Oliver responded we do publish the notices in the newspaper. We will put the annual meeting notice on the front door. When the website comes up, we will also get some type of email blast set up.

Mr. Smith stated we should put a community bulletin board out here, so when people drive in they can see it.

Mr. Oliver stated we will do these things. There are a lot of things that we can do better that don't cost much.

A resident stated I have also heard that you may be changing access to the pool. Do we have any more news on that?

Mr. Oliver responded yes. We are exploring a lot of options right now. We had a pretty lengthy meeting with Jody before the meeting. One of the initial things we are going to do is there is going to be one access point and it is going to be going through this front door. If you see someone you don't recognize then let the deck monitor know and they can find out if they are a resident.

A resident asked are we going to get resident cards?

Mr. Smith responded we talked about that before the meeting. The interim security issue that I am adamant about is this lock. More people that don't live here that do live here know that combination. I think that lock is going to come off and it is going to be replaced by a key in the interim. Hopefully in the long run, we are going to go to a swipe card system. During the pool system Courtney or a deck monitor is going to work on Saturdays out here. The gate that is normally open is probably going to stay locked now. I know the back gate at the pavilion is probably going to get locked and stay locked. Courtney can choose to either monitor access from that front door or she can monitor it from the cabana.

A resident asked how will she know if they are residents?

Mr. Oliver responded she has an assessment roll and will use that to check if persons entering are residents.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Invoices**

Mr. Oliver stated included in your agenda package are the invoices

On MOTION by Ms. Bock seconded by Mr. Smith with all in favor the Invoices were approved.

**B. Balance Sheet & Income Statement**

Mr. Oliver stated included in your agenda package is the balance sheet and income statement.



**C. Assessment Receipt Schedule**

Mr. Oliver stated included in your agenda package is an assessment receipt schedule. The tax roll is fully collected. The problem was we weren't collected at all on the direct collect bill.

**TENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for June 5, 2013 @  
5:00 p.m. at Rolling Hills Amenity Center,  
3212 Bradley Creek Parkway, Green Cove  
Springs, Florida 32043**

Mr. Oliver stated the next meeting will be June 5<sup>th</sup> at 5:00 p.m. at this location.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor the Meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman