

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, January 8, 2014 at 6:00 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

Also present were:

James Oliver	District Manager
Katie Buchanan	District Counsel
Freddie Oca	Amenity Center Manager

**FIRST ORDER OF BUSINESS**                      **Roll Call**  
Mr. Oliver called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**                      **Audience Comments**  
There being none, the next item followed.

**THIRD ORDER OF BUSINESS**                      **Affidavits of Publication**  
Mr. Oliver stated included in your agenda package are the affidavits of publication for today's meeting and public hearing.

**FOURTH ORDER OF BUSINESS**                      **Organizational Matters**  
**A. Appointment of New Supervisor to Fill the Unexpired Term (11/2016)**  
Mr. Oliver stated there is a vacancy on the agenda that can be filled by board nomination and board vote.

Mr. Tew stated I would like to nominate Kurt von der Osten. He also runs the HOA for this community. He is the Operations Manager for Indigo CDD. He has a good knowledge of CDD operations and he has agreed to serve.

Mr. Smith stated I have worked with Kurt now that he is in here with the HOA. I just talked to him this afternoon. He is taking care of some resident problems that don't seem to want to go away. I have enjoyed working with him.

On MOTION by Mr. Tew seconded by Mr. Morris with all in favor Appointment of Mr. Kurt von der Osten to Fill the Unexpired Term of 11/2016 was approved.

**B. Oath of Office**

Mr. Oliver stated I will get with Kurt before the next meeting.

**C. Election of Officers, Resolution 2014-02**

Mr. Oliver stated at the next meeting you can consider an election of officers.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the October 2, 2013 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the October 2, 2013 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor the Minutes of the October 2, 2013 Meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Consider Amendments of Rules of Procedure, Resolution 2014-03**

Ms. Buchanan stated this is something we initially introduced back in October. As I discussed every couple of years our office goes through and updates the Districts rules of procedure with legislative changes or lessons learned. They generally govern the administration of the CDD. They don't relate to how the residents interact with the CDD. For instance, we have updated the construction component because sometimes CDDs are still building their amenities out there. We have to publicly notice for landscaping, construction and installation. It also deals with certain changes that would clarify that supervisors could call in on the phone. We would still need to have a quorum present to have the meeting. There are

some other minor changes that would relate to public records laws and how we keep our records in place. I emailed out a redline version.

Mr. Tew asked and this is inline with what other boards have adopted?

Ms. Buchanan responded that is correct.

On MOTION by Mr. Tew seconded by Mr. Morris with all in favor the Public Hearing to Consider Amendments of Rules of Procedure was opened.

Hearing no public comment.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the Public Hearing to Consider Amendments of Rules of Procedure was closed.

On MOTION by Ms. Bock seconded by Mr. Smith with all in favor Resolution 2014-03 Amendments to Rules of Procedure was approved.

**SEVENTH ORDER OF BUSINESS**

**Update on Operations & Maintenance**

Mr. Oca stated we contacted the sheriff's office to watch the back part of the facility, where there is a lot of undeveloped property. The Clay County Sheriff's Office is going back there on a routine basis and making sure people are staying out. We have had our air conditioner checked and repaired. The heater was just fixed today. We pressure washed the entire facility. All of the pavers at the pool have also been pressure washed. The backflow pipe out here was faulty, so they replaced that whole piping. We have contacted Clay Electric about the street lights out here. I sent you an email with a contact name and number and you can contact her directly. The HVAC was inspected. We have a lift now, so we are going to fix the three lights in the parking lot out here.

Mr. Oliver stated in regards to the streetlights, even once you report it I want you to continue to follow up on that until they get it fixed. If there is not an adequate response from Clay Electric, let's bring it up the chain on our end, so we can bring it up the chain on their end.

Mr. Morris stated I noticed on here it says the undeveloped lots have been bush hogged. Is that response to complaints or is that just normal maintenance?

Mr. Oca responded that is normal. They have done it twice now.

Mr. Oliver stated I also want to point out that those undeveloped lots are done at the cost of the Developer.

Mr. Smith stated I don't think it is the resident's responsibility to track down burnt out streetlights. We pay someone to do maintenance out here.

Mr. Oliver stated actually these are Clay Electric streetlights and we are happy to do light checks twice a week and report outages to Clay Electric I do encourage any resident that sees a streetlight out to report it directly to Clay Electric or Freddie. They are not District streetlights, so if you have a streetlight out in front of your house then it is good for you to report it to Freddie or to Clay Electric. The reason that is good is because sometimes Clay Electric will respond quicker to a resident request.

Mr. Smith stated I am not discouraging residents to call anything in if they want to. I just don't want residents to feel like it is their responsibility to call lights in.

Mr. Morris stated well, Clay Electric has a rotation schedule, where they do go around and do the inspections. It is very infrequent but they will do that. Typically because it is County owned, it is their responsibility. Because Freddie is not here at night, it is really up to the residents to call. There is a hotline for Clay Electric to call for streetlights that are out.

Mr. Smith stated to me, calling in burnt out streetlights is part of maintenance. Those streetlights are on common areas.

Mr. Morris stated they are common areas but they are owned by Clay Electric.

Ms. Bock stated and they are not in common areas. They are actually on an easement in your yard and your yard. I disagree with you, Jody. We do not need to be taking on as a CDD something that is someone else's responsibility.

Mr. Oliver stated we have documented evidence that we reported those streetlights. It is up to Clay Electric to fix those. We will do a better job of continuing to follow up until they actually respond to it. We will also encourage residents to report it also because if Clay Electric is getting pinged by more people I think they might be more responsive.

Mr. Smith stated I don't want it to come across to residents that we are just dumping it on them. Where are we at with the stormwater drain issue?

Mr. Oliver responded at the last meeting Keith mentioned that he was going to make contact with his contacts at Clay County, so I will ask him tomorrow.

Mr. Smith stated because it is considerably worse now than it was in October. Now it is spider cracking out into the street.

Mr. Oliver stated he did make clear that it is a Clay County responsibility. There is a problem that we need to fix because it is owned by the CDD and that is the walkway in the back of the field near the amphitheatre. We have a proposal here from CW Builders. It is at a cost of \$1,800. It is concrete work that is proposed to remove the sidewalk around the manhole. We think that is a reasonable cost.

On MOTION by Mr. Morris seconded by Mr. Smith with all in favor the Proposal from CW Builders to Repair Sidewalk & Manhole was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of the Landscape & Irrigation Maintenance Agreement with Sullivan's Lawn Care, LLC**

Mr. Oliver stated during the budget process you increased the scope of this budget, as well as the cost went from \$36,000 to \$48,000. We executed the agreement between meetings.

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor the Landscape & Irrigation Maintenance Agreement with Sullivan's Lawn Care, LLC was ratified.

**NINTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver stated we had an email request that came in yesterday from the leader of the recreational swim team. We entered into a contract with them last year. They want to come back again this season. We had a pretty solid contract with them. I got a follow up request from her today asking if they could also have a couple of Saturday swim meets here.

Mr. Smith stated the swim meet times that they want to have it is in the morning before the pool even opens up for residents, so I don't see where that would be an issue.

On MOTION by Mr. Smith seconded by Ms. Bock with all in favor the Swim Team Agreement was approved in substantial form.

Mr. Oliver stated we will put their schedule on the website.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Oliver stated I have spoken to the Developer and he is working on some cash flow issues for us. I did notice assessments receipts are low at just under 28% and other Districts are at 90% right now. That is why our cash flow has been a little bit slow for this District. Some of those are going to be paid in February on roll and we will also get some off roll assessment receipts from the Developers.

Mr. Smith asked is there a reason why it is slow?

Mr. Oliver responded I don't know because we don't actually get the collections directly. They are paid on the property tax bills, so it is through the tax collector.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Smith asked in regards to the landscape and irrigation contract, is \$800 of that \$4,800 or \$4,000 a month going to the guy that does the weeds?

Mr. Oliver responded yes, about \$667 a month. The landscape maintenance contract is \$48,000 a year. There is a separate contract for the fertilization, weed and pest control.

A resident asked did we send it out for bid or was it automatically awarded to the current contractor?

Mr. Oliver responded we stayed with the current contractor. When this District was in deep financial distress, the current vendor worked six to nine months at a time without getting paid and now that we are on better footing and there has been a lot of money put into the District to get everything back up to par, I think he realizes with the increase in contract that there is an increase in expectations.

Mr. Smith stated the good thing that he is doing for us is he is actually doing this neighborhood for about \$2,000 a month cheaper than what someone else would be charging us.

A resident stated I would have to disagree. I work in commercial property management and I do this all day long. I feel our landscaping is very subpar for \$4,800 a month.

Mr. Oliver stated it was only recently increased to \$4,000 a month. I think we will see a positive impact this spring and summer. When we go through this next budget cycle, the board can take a fresh look at it.

**TWELFTH ORDER OF BUSINESS      Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS      Financial Reports**

**A.    Approval of Invoices**

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

On MOTION by Mr. Morris seconded by Ms. Bock 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.

**FOURTEENTH ORDER OF BUSINESS      Next Meeting Scheduled for February 5, 2014 @ 6:00 p.m. at Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043**

Mr. Oliver stated our next meeting will be February 5<sup>th</sup> at 6:00 p.m. at this location.

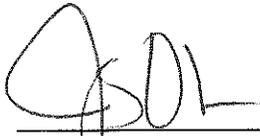
January 8, 2014

Rolling Hills CDD

**FIFTEENTH 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