

ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Wednesday, April 2, 2014 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:

Jody Smith	Vice Chairperson
Rocky Morris	Supervisor
Kurt von der Osten	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Keith Hadden	District Engineer
Freddie Oca	Amenity Center Manager
Brian Stephens	Riverside Management Services
Danielle Simpson	Riverside Management Services

**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 not being any, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office**

Mr. Oliver stated Kurt von der Osten was appointed by the board at the January meeting and previous to this meeting I swore Kurt in.

**B. Election of Officers Resolution 2014-02**

Mr. Oliver stated the next item is election of officers. Bill Tew serves as chairman, Jody Smith is vice chair and the balance of the board serve as assistant secretaries. I ask for a motion appointing Kurt as an assistant secretary.

On MOTION by Mr. Smith seconded by Mr. Morris with all in favor Resolution 2014-02 was approved designating Kurt von der Osten as an assistant secretary.

Mr. Oliver stated I spoke with Kurt earlier and he is familiar with community development districts and I made him aware of the fact that any communications he has with other board members can only be at a publicly noticed meeting and he has to be careful with telephone calls and emails and any CDD generated documents he has are public records and he may want to keep them segregated from any personal records in case there is a records request at some time. He is also the HOA manger here and if HOA questions come up I will ask Kurt to discuss them after the meeting with any residents who may have HOA issues they want to bring up. The reason being is this board does not have any authority over matters that are managed by the HOA.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the January 8, 2014 Meeting**

Mr. Oliver stated the next item is approval of the minutes of the January 8, 2014 meeting.

On MOTION by Mr. Smith seconded by Mr. Morris with all in favor the minutes of the January 8, 2014 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Update on Operations & Maintenance**

Mr. Oca stated we had our event on Valentine's Day we have another event on April 18<sup>th</sup> for Easter/Spring. As far as the upkeep of the property we installed a bike rack. The flowers were planted last week and they look much better. We repainted all the bathrooms and pressure washed the facility and patio furniture. We are working on the drainage outside. We fixed the drain by the tennis courts.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from Riverside Management Services, Inc. to Provide Lifeguard & Deck Monitor Staffing Services**

Mr. Oliver stated the next item is consideration of a proposal from Riverside Management Services, Inc. to provide lifeguard and deck monitor staffing services. As this board went through the fiscal year 2014 budget process you increased the budget for lifeguard services to \$28,160 and that was to have the same basic coverage as last summer with the addition of a deck monitor and that has been included in this contract. You have a calendar that is part of the proposal that was presented by Riverside, however, there will be latitude between the lifeguard director as well as the amenity director to work through any issues that need to be adjusted for staffing. I think we will go with as needed for those type events.

On MOTION by Mr. Morris seconded by Mr. Smith with all in favor the proposal from Riverside Management Services, Inc. was approved subject to preparation of the agreement by district counsel and execution by the chair or vice chair.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Buchanan stated between meetings we went back and forth with the swim team coach and we have that agreement in final form.

**B. Engineer**

There not being any, the next item followed.

**C. Manager**

Mr. Oliver stated I would like to talk about the budget process. In June we will bring the proposed budget to the board. This board is required to approve a proposed budget by June 15<sup>th</sup> each year and once you approve that proposed budget you will set a public hearing to be held no sooner than 60 days after approval of the proposed budget. I anticipate we would set that public

hearing for sometime in August. We will have the public hearing, the audience will have an opportunity to make their comments known on the budget and the board will vote to adopt a budget. Once a budget is adopted it will be provided in the form of an assessment roll to the tax collector in this county by September 15<sup>th</sup> and the assessment rolls will be converted to the tax bills that go out on November 1<sup>st</sup>. That is the budget process we will be working hard in the next two months to put together a budget that makes sense for 2015. I will be in contact with the supervisors during that period.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Smith stated we as a board want to send out condolences out to the Gowins family, a long time resident lost his fight over the weekend with his illness and passed away and we wanted to express our condolences to his family. Kyle was a delight to spend time with and he will be missed.

As a follow-up to a concern that was brought up at the last meeting about costs and the way some of the money is spent with regards to landscaping. I did a little bit of research on my own to try to make sure we were getting as big a bang for the buck as I thought we were and we are. The next closest subdivision to Rolling Hills, Silver Creek pays their landscape company roughly just under \$6,400 a month to maintain the same amount of common area or less than the landscaper that we employ does for \$4,000 a month. Try to keep those things in mind and I wanted to reassure everybody that we are getting a huge discount for the work that is being done. This place looks really good.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

Ms. Nance asked on the deck monitoring services, what are they going to be doing? I thought last year the issue was everybody was having access to the pool that shouldn't. Now that we have the card is something going to change or what are these individuals going to be doing?

Ms. Simpson stated the deck monitors are pretty much going to make sure when Freddie is not here that kids that are under age that can't be here accompanying other minors. We can eliminate those concerns for the CDD. We can help monitor how many guests are coming in and enforce the rules on the pool deck. The deck monitors are there to supplement and we will use them for parties and days when there is high volume so they are not going to be here all the time

but odd hours when Freddie is not here, vacation time. They will be certified, CPR and first aid trained so they are really an assistant to the lifeguards if there is an emergency.

Ms. Nance stated last year something came up about parties with a certain number they were going to have to employ a deck monitor or person. Will this alleviate that or not?

Ms. Simpson responded no that will be in addition to it so if there is a party of 26 or more for that pavilion there will be a third guard on for that and in addition if they see a party going on here or downstairs there will be another deck monitor or supervisor on deck to help police.

Ms. Nance stated there was a question last year that lifeguards were not there for the kids in the pool they were strictly for the slide. Is that changing?

Ms. Simpson responded they are there for the slide that is their higher responsibility. Secondary responsibilities do include enforcing the policies and rules on the pool deck.

Ms. Nance asked on the swim team I heard that Clay High would be addressed next meeting. Is that going to be open to the residents to vote on whether to allow them or not or has the decision been made and we are always going to have Clay High swim team?

Mr. Oliver responded it is my speculation that if they are going to ask the board if they can use the facility based on when they schedule it I would imagine they would want to do that at the June meeting. They have not contacted me. I don't know what their plans are for this year. If they do make that request it will go before your elected representatives.

Ms. Nance stated the elected representatives not so much the residents.

Mr. Oliver stated if it is an agenda item that is where that audience comments at the top of the agenda come in. If you see that on the agenda you can come in and speak out either for or against it you can certainly make your comments known. They certainly value your input.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Invoices**

Mr. Oliver stated the next item is approval of the invoices.

On MOTION by Mr. Smith seconded by Mr. Morris with all in favor the invoices were approved.

**B. Balance Sheet & Income Statement**

Mr. Oliver stated next is the balance sheet and income statement. These are unaudited and they will be audited at the end of the fiscal year and at the June meeting we will bring the fiscal year 2013 audit for your acceptance.

**C. Assessment Receipt Schedule**

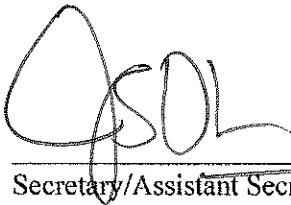
Mr. Oliver stated next is the assessment receipt schedule and right now we are 56.6% collected. That is relatively low compared to most districts but any tax payments that are not made tax certificates will be sold to make the district whole. I'm confident the district will have the funds it needs to operate. Right now it is a tight cash flow but we will work through that.

**TWELFTH ORDER OF BUSINESS**

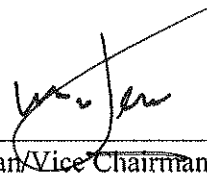
**Next Meeting Scheduled for June 4, 2014 @  
6:00 p.m. at Rolling Hills Amenity Center,  
3212 Bradley Creek Parkway, Green Cove  
Springs, Florida 32043**

Mr. Oliver stated the next meeting is June 4, 2014 at 6:00 p.m. at this location.

On MOTION by Mr. Smith seconded by Mr. Morris with all in favor the meeting adjourned at 6:16 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman