

ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, April 10, 2018 at 6:05 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            |
| Chris Hall     | Riverside Management            |
| Shawn Thomas   | Clay County Engineer            |

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:05 p.m.

**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 13,  
2018 Meeting**

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| On MOTION by Mr. Smith seconded by Ms. Bock with all in favor the minutes of the February 13, 2018 meeting were approved as presented. |
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**FOURTH ORDER OF BUSINESS**

**Acceptance of Minutes of the February 13,  
2018 Audit Committee Meeting**

On MOTION by Mr. Smith seconded by Mr. Grossman with all in favor the minutes of the February 13, 2018 audit committee meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Update on Sandridge Road Improvements  
(Clay County Engineer)**

Mr. Oliver stated item five is an update on Sandridge Road improvements by Clay County Engineer, Shawn Thomas who attended a meeting about six months ago to update the board and he is here to give us another update.

Mr. Thomas stated just the other day we opened the bids for Sandridge -----, J.B. Coxwell is the apparent low bidder, at just under \$1.2 million, which is a little under our engineer's estimate, so we are very happy to see that. We are also happy to know that J.B. Coxwell is very well recommended, we have worked with them a lot and over the past years have done excellent work with us and we are very comfortable with that contractor. The next step is to get all the contracts in place and getting things ready to go. The earliest we will see a road closure could be June 11<sup>th</sup>. The contractor will have a 35 day window for the closure, he can't exceed 35 days without going into liquidated damages. Following that road closure he is forced to open that road back to two-way traffic, he may have some daytime lane closures periodically just doing some work on the sides but predominantly the traffic will be back for the most part.

Mr. Smith stated that is going to be a complete closure out here.

Mr. Thomas stated yes. We made the recommendation to our county board because of the costs associated; Sandridge Road is an eighty foot wide right of way so it is very narrow and in order to do lane closures to keep the road open through the construction process you would have very, very high walls on each side of the roadways, it creates unsafe conditions, it prolongs the construction substantially and the cost goes through the roof. You would spend almost as much for the maintenance of traffic as you would for the repair itself. For the benefit of the community it was felt that this is the right direction to go. At this time we are ready to move forward, we are looking forward to it, we are excited about the contractor we are working with and shortly after the completion of that project and once he finishes the road closure he will have some work to do, he has a 90 day contract. We have another project just down the road that we were going to let to bump up with this one but decided because of the complications we broke it apart. There is a cross stream by Russell Church and we will be replacing it soon, the intent at

this time was to keep traffic open during that work. We will be replacing it shortly sometime after the completion of this project, but we didn't want to start it while this one was going on.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Fiscal Year 2018 Audit Services**

Mr. Oliver stated the next item is consideration of proposals for fiscal year 2018 audit services. The audit committee met earlier tonight and ranked the proposals and the rankings were: Berger Toombs no. 1, McDirmit Davis no. 2, and Grau & Associates no. 3. We are looking for the board to approve those rankings and direct staff to get an engagement letter from Berger Toombs.

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor the recommendation of the audit committee ranking Berger Toombs no. 1 was approved and staff was directed to enter into an engagement letter with Berget Toombs for the fiscal year 2018 audit.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Renewal of Pool Use Agreement with Clay High School Swim Team**

Mr. Oliver stated the next item is consideration of renewal of the pool use agreement with Clay County High School Swim Team. This is something that comes before the board at this meeting each year but typically we don't have the request in from Clay County High School until we ask the board to authorize the vice chair to work with staff to work out the details with Clay County High then the vice chair can execute an agreement on behalf of the board that way we don't have to wait to bring it back.

On MOTION by Ms. Bock seconded by Mr. Grossman with all in favor the vice chair was authorized to work with staff on the renewal of the pool use agreement with Clay County High School Swim Team and execute the final document.

**EIGHTH ORDER OF BUSINESS**

**Board Guidance Regarding Fiscal Year 2019 Budget Preparation**

Mr. Oliver stated we will bring a proposed budget to our June meeting and over the next 60 days we will refine that budget to have a budget hearing in either August or September. This

year we are going to shoot to have it in August because we were backed up due to the hurricane last year and we don't want to be in that position again. From our conversations over the past year the two highest priorities will be for landscape improvements and maintenance as well as staffing the amenity. You will see significant line item increases in those two line items and the board can determine where we want to have those line items at. We can refine that over the next couple of months. That is guidance I will take from the board unless there is anything else that you want me to take a look at.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**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**

There being none, the next item followed.

**D. Operations/Amenity Manger**

**1. Report**

Mr. Hall gave an overview of the operations report, copy of which was included in the agenda package.

Mr. Oca reported on the amenity center activities and maintenance.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. von der Osten stated I just saw they started exchanging plants at the entrance, so thank you for that.

**TWELFTH ORDER OF BUSINESS      Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet & Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

**C. Check Register**

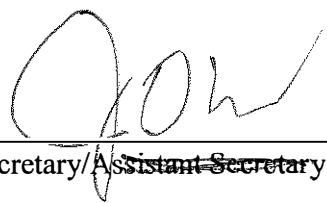
On MOTION by Mr. Tew seconded by Mr. Grossman with all in favor the check registers were approved.

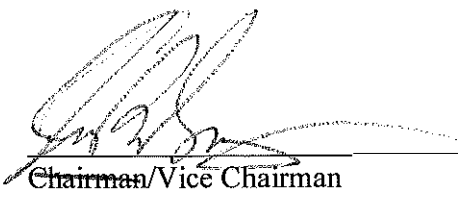
**FOURTEENTH ORDER OF BUSINESS      Next Meeting Scheduled for June 12, 2018 @ 6:00 p.m. at Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043**

Mr. Oliver stated at our next meeting we will bring the proposed budget and that is June 12, 2018 at 6:00 p.m. at this location.

Mr. Smith stated since we made the transition from one landscaper to the other, I want to compliment the landscaping folks who are in here now. They have done a really good job of making that transition in my opinion pretty seamless. They have done a good job and they do the work.

On MOTION by Mr. Smith seconded by Mr. Grossman with all in favor the meeting adjourned at 6:20 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman