

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Wednesday, December 6, 2017 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:

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
Sarah Warren	District Counsel (by telephone)
Brian Stephens	Riverside Management

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the September 25,
2017 Meeting**

Mr. Smith stated I know we mentioned as a side item that you were going to propose a discussion at some point about shifting the night of the week. At what point are we going to have that discussion?

Mr. Oliver stated we are going to have that discussion tonight. At the very least we will change the first meeting to a Tuesday night then we will set the rest of the schedule from there.

On MOTION by Mr. Smith seconded by Ms. Bock with all in favor the minutes of the September 25, 2017 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Proposal from Riverside Management Services, Inc. for Fiscal Year 2018

Mr. Oliver stated the next item is consideration of a proposal from Riverside Management Services, Inc. for fiscal year 2018. These are the same prices that you adopted in the FY 2018 budget and are included on the proposal. Counsel has put this in the form of an agreement. It is dated September 29, 2017 and this is the first time we met since then. The key thing to focus in on is that you increased the staffing for the lifeguards and deck monitors.

On MOTION by Mr. Tew seconded by Mr. Smith with all in favor the agreement with Riverside Management Services for fiscal year 2018 was approved.

FIFTH ORDER OF BUSINESS

Review of Landscape Scope

Mr. Oliver stated Mr. Sullivan has already started mowing additional areas. It is on almost an as needed basis right now and when we get back into the growing season as we approach spring that will be on a weekly basis. We will incorporate that into the contract and as we go through the year we will be refining the scope so that later in the year as we approach the FY19 budget process we will go out for landscaping proposals.

Mr. Smith asked at what point do you anticipate starting that process?

Mr. Oliver responded at your April meeting.

Mr. von der Osten stated there appears to be a section of plants missing at the entrance on both sides in front of the hedges and it is not even mulched it is dirt. Typically in a community that is where you want the color.

Mr. Stephens stated the irrigation right now is insufficient to keep annuals alive. Plus, with the annuals being short you would want to flip flop it with the annuals on the outside so it is more visible and it can be done but it would be a sizeable expense.

Mr. von der Osten stated I would defer to the residents as to what they want but it looks unkempt.

Mr. Smith stated we can talk offline but we can spruce up the mulch so it looks a little more aesthetically pleasing. I know the annual thing was an issue before trying to keep them maintained because of the water.

SIXTH ORDER OF BUSINESS**Appointment of Audit Committee**

Mr. Oliver stated next is the appointment of the audit committee and this is for the purpose of selecting an auditor for the FY18 audit. We are required by Chapter 218, Florida Statutes to go through the RFP process and typically we like the board of supervisors to serve as the audit committee that way we have a quorum for the audit committee when we have a quorum for the meeting.

On MOTION by Ms. Bock seconded by Mr. Tew with all in favor the board members were appointed to serve as the audit committee.

SEVENTH ORDER OF BUSINESS**Other Business**

Mr. Oliver stated as you know we have had some problems with traffic enforcement out here and what has been communicated to the district from several parties not in writing was that because some of the posted speed limits are 20 mph the deputies will not write tickets because they won't hold up in court. We have asked the engineer to work with Clay County to have a traffic study done so that we can have a uniform speed limit of 25 mph so there is no question that deputies can enforce the speed limit. Clay County committed to conduct the traffic study with in-house staff at no cost to the district. They made that commitment in the Spring of 2017 and said they would conduct the study when school returned in the Fall of 2017. As a follow-up, we subsequently contacted the county after the new school year started to find out when they were going to get started. Unfortunately, they informed us that the county is now outsourcing the traffic studies. In this case, the county would outsource to the engineering firm of England, Thims & Miller, at a cost to the CDD of about \$5,900. The CDD does not have funds available for this unbudgeted expense.

Mr. Smith stated they contacted us and said they were ready to begin the process of setting up with the sub-contractor getting everything on a schedule and on the calendar. They explained how they were going to come in and do the process, how long it would take, the process of getting the results to the county board so they could certify the results and get the

recommended speed in the books. It was all ready to go and the guy emailed me about a week before they were ready to get started and tells me we are ready to start in about a week and by the way the county has made a decision that since we sub-contract this work out now we don't do this work ourselves we are not paying for this, we pass these costs onto the district. Before we start working a week from now you need to pay us \$5,900.

Mr. Oliver stated Keith Hadden who had originally set this up did not have success going back and forth with the county engineer to have them honor the commitment. Jody has reached out to the sheriff's office to have these speed limits enforced as best they can. So far, only Sheriff Daniels has responded to Vice Chairman Smith, indicating the matter has been assigned to one of his operations officers for review. We recently drafted a letter for the vice chairman's signature which explains to Sheriff Daniels and County Commissioner Hendry, District 5, of the problem which requires help from the county and CCSO. We also reminded them that these are county roads. They are not owned roads by the district or HOA.

Mr. Smith stated the last thing in the letter is basically until we can get the survey worked out where we can come up with a valid speed limit that the survey dictates, we are asking for the sheriff's office to commit to at least coming in here and enforcing the state mandated default residential speed limit of 30 mph. I know it is not what the residents wanted, we want less than 30 mph but we try to get the sheriff to commit to come in here and enforce the default speed limit if they won't enforce anything else that is not supported by a speed study. We will send them the letter and hopefully force them to respond to that letter.

Mr. Oliver stated the best thing about suggesting enforcing at least the 30 mph because it takes their excuse away not to enforce anything.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There not being any, the next item followed.

C. Manager – Discussion of Revised Fiscal Year 2018 Meeting Schedule

Mr. Oliver stated we have had a request from some residents to hold meetings on nights other than Wednesday, some of them have obligations on Wednesday nights. We have taken a look at the calendar and what would work best for us would be Tuesday nights and it could be that we have a hodge podge of second Tuesdays and third Tuesdays as we meet every other month. We could set the February meeting for the 13th, which is the second Tuesday in February and at that meeting we can decide where the April meeting will be, the 10th or 17th. We still need to coordinate the schedules for Board members and staff.

D. Operations/Amenity Manger

1. Report

Mr. Stephens gave an overview of the operations manager’s report.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH 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

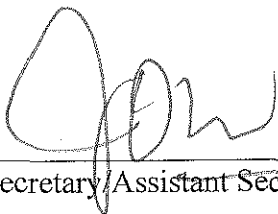
On MOTION by Mr. Tew seconded by Mr. Smith with all in favor the check registers were approved.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting - To Be Announced

Mr. Oliver stated the next meeting February 13, 2018 at 6:00 p.m. at this location.

On MOTION by Ms. Bock seconded by Mr. Smith with all in favor
the meeting adjourned at 6:14 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman