

**ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, December 11, 2018 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
Rose Bock	Vice Chairperson
Kurt von der Osten	Supervisor
David Church	Supervisor
Shannon Jordan	Supervisor

Also present were:

Jim Oliver	District Manager
Michelle Rigoni	District Counsel
Freddie Oca	Amenity Center Manager
Chris Hall	Operations Manager

FIRST ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Ms. Bock, Ms. Jordan and Mr. Church.

B. Recognition of Former Vice Chairman Jody Smith

Mr. Oliver stated we want to recognize Jody Smith. Jody was the first resident to serve on this board. He was appointed to the board in 2013 until he moved out of the community a few months ago. Jody served as vice chairman and devoted a great deal of time, effort and leadership to Rolling Hills. We have a plaque of appreciation to present to you.

Mr. Smith stated a lot of people are passionate about making this place grow and we have come a long way since 2013. It has been a blessing and a lot of fun, it has been a lot of work and I enjoyed every second of it. Thank you, Jim for your leadership and the board. It is a tough job and you will see that. You will try to make decisions that are the best for the most and get the most value for the buck on behalf of the residents and I think we have done that. Thank you.

SECOND ORDER OF BUSINESS**Audience Comments**

There not being any, the next item followed.

Continuation of Third order of Business**C. Consideration of Resolution 2019-01 Canvassing and Certifying the Results of the Landowners' Election**

Mr. Oliver stated we had a landowners' election in November. The election follows the process established in Florida Statutes in which one votes is allotted to each household, each lot and each acre. In this case with so much undeveloped land and developed lots still owned by the developer, the developer still controls the overwhelming majority of the votes. Rose Bock was reelected to her current seat. The developer had 323 votes and they executed 100 votes. I'm looking for a motion to adopt the resolution certifying those results.

On MOTION by Mr. Tew seconded by Mr. von der Osten with all in favor Resolution 2019-01 was approved.

D. General Information for New Supervisors

Mr. Oliver stated Rolling Hills residents David Church and Shannon Jordan are now public officials, in the same way members of boards like a city or county commissions, or any other state or local board. As such you are subject to Florida law for public officials and two of the most important things to keep in mind are the Sunshine Law and public records laws. The short version of the Sunshine Law is that you cannot talk with the other four supervisors about CDD matters except at a publicly noticed meeting. You can talk with anybody else in the world about those issues, but you can't have communications with the other supervisors about those matters. It is not only conversations, you can't trade emails with them or other written communications and you can't use a staff member or someone else as a conduit. If you ever have a question about the

Sunshine Law, please call me or district counsel. The other item is public records law. Most of the records that the CDD generates, with some exemptions, are subject to public records requests. We keep all the official public records at our office and you have access to those. However, to the extent that you decide to keep your own records that are CDD matters, we suggest that you keep them segregated from your business and personal records so if there were a public records request, you could get to those easily without impacting your other records. That goes for emails also; emails can be requested. Some board members set up a separate email account just for CDD business. If you ever have a records request come directly to you, I suggest you contact me or district counsel for guidance and coordination. We may be able to fulfill the request from my office.

Ms. Rigoni stated we generally encourage you to create a separate email account for CDD business so that it is easily accessible and I believe our office has already sent you supervisor handbooks including Chapter 190, which is the District's charter, which we operate under. The notebook also included public officials' ethics law. I encourage you to review that as well and if you have any questions, please reach out to me.

E. Consideration of Resolution 2019-02 Election of Officers

Mr. Oliver stated Chapter 190 requires that after each election cycle that the board elect officers for the next session. In the past we had Bill Tew serving as chair, Jody served as vice chair, the other supervisors served as assistant secretaries and certain GMS staff members have served as secretary, assistant secretary, treasurer and assistant treasurer.

On MOTION by Mr. Tew seconded by Mr. von der Osten with all in favor Resolution 2019-02 was approved reflecting the following officers: Bill Tew chairman, Rose Bock vice chairperson, the remainder of the board members will serve as assistant secretaries and GMS staff members will retain their offices.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 14, 2018 Meeting

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor the minutes of the August 14, 2018 meeting were approved as presented.

FIFTH ORDER OF BUSINESS**Acceptance of the Minutes of the November 1, 2018 Landowners' Meeting**

On MOTION by Mr. Tew seconded by Mr. von der Osten with all in favor the November 1, 2018 landowners' meeting minutes were accepted.

SIXTH ORDER OF BUSINESS**Introduction of Yellowstone Landscape Team**

Mr. Oliver stated at our August meeting the Board reviewed and ranked seven landscape maintenance proposals. The Board selected Yellowstone Landscape as the top ranked proposer board and they came on board October 1st.

Mr. Jeremy Adomaitis stated I am the manager on the property and I brought Jack Thompson, our irrigation manager. I also put together some reports for you to look at of the issues around the amenity building. We also have three packets of new irrigation issues that we have been troubleshooting and in the past two days we found some more, plus certain reports that we prepare for you.

Mr. Oliver stated I have spoken to Chris Hall about the ongoing work on the irrigation.

Mr. Thompson stated we found quite a few valves that were leaking. We have proposals for some that we have already found.

Mr. Oliver stated I think you have made significant progress over the past couple of months.

Mr. Thompson stated all the repairs we proposed have been completed. Now they are finishing up the troubleshooting and we will have a full review of that by tomorrow afternoon.

Mr. Oliver stated I think the irrigation system was in disrepair almost from the get go, especially as the recession hit and less money was put into the maintenance of these facilities.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2019-03
Amending the Fiscal Year 2019 Budget**

Mr. Oliver stated we adopted a budget at our August meeting and there were some adjustments we needed to make to the budget as a result of that. One line item change is landscape maintenance of \$73,000, in accordance with the new contract that you approved. The amendment shows we move funding from the landscape contingency line item to cover that difference. We need to match the budget to the contract. There are no other line item changes other than the fact

if you look at capital reserve at the bottom, budgeted \$60,000 reduced that to \$42,000. this adjustment is to based on reducing assessments for direct planned debt assessment from \$286,000 to \$269,000. Assessments for planned lots that are not yet developed are 75% of what the platted lots that are developed are charged. The platted lots came in at a rate of \$930 so 75% of that would be \$742.50.

Ms. Jordan asked did I understand the landscape contract is increasing?

Mr. Oliver stated the new contract is just under \$73,000, which was approved after ranking the seven proposals at the August 14th meeting.

On MOTION by Ms. Bock seconded by Mr. Tew with all in favor Resolution 2019-03 was approved.

EIGHTH ORDER OF BUSINESS

Actions to Ensure Website Compliance with ADA for Visually Impaired Persons

Mr. Oliver stated we talked about this at the last meeting. People who are blind or have visual impairments must have access to governmental websites. We need to take steps to work toward compliance with ADA guidelines. There has been lawsuits that were filed against other governmental entities such as CDD and universities, as well as private enterprises. People who are visually impaired have some type of device that will allow them to read the documents and other information on websites. We need to convert documents that are not readable when using those devices. We looked at a number of firms and we have a proposal from VGlobalTech to make the website compliant at a cost of \$2,250, which is typical for most of our districts. We recommend the board approve that proposal, but reject the proposal for annual maintenance. Once it is brought up to speed we have the tools to keep it ADA compliant we don't need to have them maintain the website.

Ms. Jordan asked do we have any other proposals to look at?

Mr. Oliver responded we looked at other proposals and this is the one that meets our compliance.

Ms. Rigoni stated I believe it is also the most cost effective given that it is implemented with and it is shared with other CDDs represented by your District manager.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the proposal from VGlobalTech in the amount of \$2,250 to provide website compliance services was approved.

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

Mr. Oliver stated District Engineer Keith Hadden is sitting in the Clay County commission chambers tonight on another matter. He will take the lead in the district's effort to have a uniform speed limit throughout the neighborhood. This will allow law enforcement to know what the speed limit is throughout and it will be the same so that can be enforced. At one point we were talking about having a uniform of 25 mph. The two-step approach that was recommended at the August meeting was to have 30 mph throughout so that it can be enforced but then bring it to 25 mph once we get the traffic study completed. Because these are county owned roads, the CDD does not have authority to unilaterally change speed limits or install other traffic calming devices.

C. Manager

Mr. Oliver stated our next meeting will be in February and if the new supervisors want to have any discussions before the next meeting we can certainly do that. By the time we have that meeting we will be getting ready to open for the spring, that is when everything gets busy again at the amenity center.

D. Operations/Amenity Manager**1. Report**

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

ELEVENTH ORDER OF BUSINESS**Supervisors Requests**

Mr. Church stated a couple people mentioned sidewalks that have lifted.

Mr. Oca stated Clay County personnel were out here last week and they started marking the areas they are to fix.

Ms. Jordan stated I would like to mention an issue we have with patrollers to get them in an unmarked vehicle if possible, especially in the back of the community due to a resident terrorizing other residents and attacking children.

Mr. Church stated we have major issues back there and Clay County has been called out multiple times and they will not do anything unless they see it and he can be issued a warrant.

Ms. Jordan stated if we had an officer in an unmarked vehicle perhaps they can catch this individual doing these things.

Mr. Oliver stated just so everyone in the room understands the district's security powers are pretty much limited to district facilities. However, we do hire off-duty sheriff officers to do some patrolling out here. We typically don't like to talk about security matters in a broad public forum; however, I do see the invoices we get that you approve as they come in and Freddie will have a conversation with the deputy that primarily works this area and share the comments with him.

Mr. Church stated there was a discussion about putting an electronic speed limit sign out here.

Mr. Oliver stated we can ask the sheriff's office to put theirs up here on a temporary basis and some districts have purchased those and I can get some pricing information.

Ms. Jordan stated a lot of folks have RVs and other large vehicles. Is it possible to talk to the developer about taking some area of our land and renting to those people and bringing more value to our community by having a storage facility inside our community?

Mr. Oliver stated I know they have one of these at Eagle Harbor and I will talk with their district manager and see how they made that happen and come back with some feedback.

TWELFTH ORDER OF BUSINESS

Audience Comments

A resident stated I'm the one she is talking about my son is being attacked. Mostly the attacks are happening on the empty lot that is supposed to be the park.

Mr. Oliver stated Freddie will have that discussion with the sheriff's deputy. So that I have the correct information, you have contacted the sheriff's office?

The resident stated at least seven times. In that area in the back I don't know if it is you or the city there are a couple lights that are out so it is a very dark area.

Mr. Hall stated you can contact Clay County Electric on their website and report the outage.

A resident asked all the stuff that was damaged from the lightning strike, is any of that covered by insurance?

Mr. Oliver stated a lot of it is. The claim has been opened and all the invoices will be provided to the insurance company at the same time. Typically, the deductible for a storm like that is \$2,500, which is still better than a named storm, which would be \$10,000.

A resident stated I have missed a couple meetings but what is the status on the parks?

Mr. Oliver stated we authorized the vice chairman to spend up to \$5,000 to buy some type of playground equipment to install in at least one park, to be determined. What we found is we can't get any type of decent equipment for \$5,000 and we have looked at different CDDs, I have gotten in touch with Southern Recreation, Chris has had those discussions. I think we will find something minimal in the \$15,000 range, which would be a start for a park and I think we have enough year-end money from the cost efficiencies that you had during FY18 that we are going to be able to fund that.

A resident asked could residents donate to that?

Mr. Oliver stated we could probably have some type of grass roots effort to do something like that. Let's get this first piece of equipment in and maybe come up with some kind of planning group, not a CDD committee but a community group that wants to do what they can to enhance that.

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

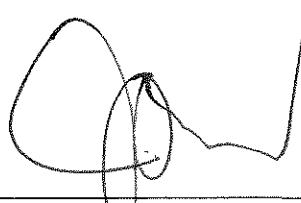
On MOTION by Mr. Tew seconded by Ms. Bock with all in favor
the check registers were approved.

FOURTEENTH ORDER OF BUSINESS

**Next Meeting Scheduled for February 12,
2019 @ 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 February 12, 2019 at 6:00 p.m. at this location.

On MOTION by Ms. Bock seconded by Mr. Tew with all in favor
the meeting adjourned at 6:37 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman