

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, February 12, 2019 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:

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	Field Operations Manager

This is a summary of actions taken at CDD Meeting.

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

**Approval of the Minutes of the December 11,
2018 Meeting**

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the minutes of the December 11, 2018 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Opening a State Board
Account**

Mr. Oliver stated according to their web site, "The State Board of Administration (SBA) was created by the Florida Constitution and is governed by a three-member Board of Trustees (Trustees), comprised of the Governor as Chair, the Chief Financial Officer and the Attorney General." As you can see from this handout, the SBA handles investments for governmental agencies throughout Florida, to include cities, counties, and special districts like this one. Since our CDD is a form of government in Florida, the public funds collected to operate the District must be invested in accordance with guidance provided by Florida Statutes, to include the security of the funds or avoiding unacceptable risk, the liquidity of the funds, and yield or return on investments. The SBA Fund meets all of the requirements. I recommend the board open an account in which to hold excess funds received until they are needed to pay operational costs throughout the year.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor staff was authorized to open an account with the State Board of Administration.

FIFTH ORDER OF BUSINESS**Landscape Maintenance Update**

Mr. Hall provided an update regarding Yellowstone Landscape transition. The irrigation system has been a focus of their improvements.

SIXTH ORDER OF BUSINESS**Security Update**

Mr. Oliver stated the CDD continues to utilized off-duty CCSO deputies on an as needed basis to provide coverage in additions to the normal CCSO patrol and law enforcement services. The amenity center manager has the authority to provide CCSO with his input regarding high priority areas requiring their focus, particularly focused on CDD-owned facilities. If law enforcement issues arise in the neighborhood or on county owned streets, residents are encouraged to contact CCSO directly, as the CDD Board does not have jurisdiction over such matters.

SEVENTH ORDER OF BUSINESS**Review of Amenity Policies**

A copy of the facility and amenity policies were included in the agenda package. No policy changes were made.

EIGHTH ORDER OF BUSINESS

Update Regarding Actions to Ensure Website Compliance with ADA for Visually Impaired Persons

The CDD's website has been updated by VGlobalTech. It is now compliant with ADA Guidelines regarding accessibility for persons who are visually impaired.

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

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor staff was directed to draft a letter to Clay County Sheriff's Office and Board of County Commissioners regarding speed limits and enforcement within Rolling Hills CDD.

TWELFTH ORDER OF BUSINESS

Audience Comments

The following items were discussed: speed limits on Clay County roads in Rolling Hills, electronic speed signs, resident direct report of security incidents to Clay County Sheriff's Office, sinkhole/cave-in in rear of community, fencing for play area of pool, treatment of wasps and ant beds, playground equipment for park, mailbox installations (USPS mandates dual mailboxes on one side of road only), appearance/cleanliness of pool bathrooms and fitness room, sidewalk repairs by Clay County, onsite storage area for boats/trailers/RVs and update on First Coast Expressway construction.

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 Ms. Bock seconded by Mr. Church with all in favor the check registers were approved.

FOURTEENTH ORDER OF BUSINESS

**Next Meeting Scheduled for April 9, 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 April 9, 2019 at 6:00 p.m. at this location.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the meeting adjourned.


Secretary/Assistant Secretary
Chairman/Vice Chairman