

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, August 13, 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:

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
Keith Hadden	District Engineer
Freddie Oca	Amenity Manager
Chris Hall	Field Operations Manager
Jeremy Adamitus	Yellowstone Landscape

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 June 11, 2019 Meeting

Mr. Oliver stated for revision, please note one change regarding discussion of the meeting schedule. That comment was made by Ms. Jordan rather than Ms. Bock. We'll make some spelling corrections, also.

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor the minutes of the June 11, 2019 meeting were approved as revised.
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FOURTH ORDER OF BUSINESS

Yellowstone Landscape Maintenance Update

Mr. Adamitus of Yellowstone Landscape stated since the last meeting I made a crew change with staff and crew leader with more knowledge and experience. We have made a lot of improvements in the community in areas that were lacking. Two common areas between the pool and tennis courts on both sides of the sidewalk and along the walkway going down will be re-sodded at no cost to the district.

Mr. Oliver stated regarding the irrigation line breaks that occurred due to sign installation by Richmond American, we appreciate you taking repairing those breaks. Richmond American has agreed to reimburse the district. I also saw your email with photos showing a Clay Utilities truck parking their truck in the right of way, which crushed the top of the utility box and broke the two valves that were inside.

Mr. Adamitus stated the irrigation techs will be out tomorrow to repair that and fix the irrigation zone by the tennis courts.

Mr. Adamitus left the meeting at this time.

The next item taken out of order.

SIXTH ORDER OF BUSINESS

Engineer's Annual Update

Mr. Hadden updated the board with regard to future development of Rolling Hills and surrounding area along with road construction and will assist in raising sidewalk and pothole/sinkhole issues with Clay County to have them repaired properly at the county's cost.

FIFTH ORDER OF BUSINESS

Public Hearing Adopting the Budget for Fiscal Year 2020

Mr. Oliver gave an overview of the budget that resulted in no increase in assessments and stated you put money in capital reserves this year and that is funding some of the projects that have been done recently: new flooring in the fitness center, two new elliptical machines to replace two that have become inoperative, and you are going to have a splash pad renovation during the off season.

On MOTION by Ms. Bock seconded by Mr. Tew with all in favor the public hearing was opened.

A resident asked when are we getting mulch replaced and is that budgeted? We haven't had new mulch in a few years.

Mr. Oliver stated it is budgeted and approved by the board, but the board directed staff to get a proposal for rock mulch. Chris did that and it is very expensive at \$145,000, which is four times more expensive than the mulch that is approved and it will commence now.

Mr. Church stated new mulch was installed last year, also.

A resident asked did you say the splash pad is being renovated?

Mr. Oliver stated the splash pad needs resurfacing and that will be done in the off season.

A resident asked in looking at the amortization schedules is there any thought to look at accelerating any payments?

Mr. Oliver stated any property owner can pay off the debt on the lot they own, just like you can pay off a loan. Rarely is that done, but that can be done. These bonds were refinanced in 2015 and there is a 10-year call provision so it won't be until 2025 that they can be refunded. Please contact my office if you are interesting in paying off your debt.

On MOTION by Ms. Jordan seconded by Mr. Tew with all in favor the public hearing was closed.

A. Consideration of Resolution 2019-05 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2020

Ms. Rigoni reviewed Resolution 2019-05 relating to the annual appropriations and adopting the budget for fiscal year 2020.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor Resolution 2019-05 was approved.

B. Consideration of Resolution 2019-06 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020

Ms. Rigoni reviewed Resolution 2019-06 imposing special assessments and certifying an assessment roll for fiscal year 2020.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor Resolution 2019-06 was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Amenity Policies Regarding Pool Deck Parties

Mr. Oliver stated Freddie and I had a discussion regarding this. Currently the policy for pool parties, is you can have up to 100 guests total at the two parties; there are two party locations at this pool. That was probably fine during the first few years of the community since we did not have many residents yet. However, with more people moving in, the deck is becoming more crowded and difficult to accommodate residents who want to be here as well as the guests. Freddie has recommended in the near term that we make the maximum number of guests for these parties be reduced to 25 for a total of 50 guests in both party areas. In the off-season, the board will have a comprehensive review of the policies so that you can make any changes that you need in preparation for the next busy season. Tonight is just to restrict parties to 25 guests per party.

On MOTION by Mr. von der Osten seconded by Mr. Church the amenity policies were amended to set the maximum number of guests at 25 per party for pool deck parties in each location.

A resident asked is there a plan to have an additional pool?

Mr. Oliver responded there are no plans for additional amenities to be built; however, as CDD boards transition from developer to resident control Boards can consider whether to build additional facilities and how to fund the construction process. If a future Board issues bonds, the property owners of Rolling Hills would be assessed to pay for those additional facilities.

EIGHTH ORDER OF BUSINESS

Consideration of Fiscal Year 2020 Agreement with Riverside Management Services

Mr. Oliver stated at your last meeting you approved the proposal, counsel has put it in the form of an agreement and the services provided under this agreement are amenity manager, operations manager, pool service, janitorial service, and lifeguards and deck monitors.

Ms. Jordan stated over the course of this pool season there have been a number of resident concerns about the pool area. I don't have any concerns with the agreement except for the pool and lifeguard staff. There was a lot of miscommunication and about two weeks ago there was an incident where children were going up the slide without lifeguards present, the lifeguards were

standing in a group at the stairs. I would like to get bids from other lifeguard staffing companies and interview them. I'm not saying get rid of them, but I would like to get bids.

Mr. Oliver stated if the board so directs, I will be solicit proposals and bring them to our next CDD meeting. If that is the Board's guidance, you can consider approving all services except for lifeguards and pool monitors.

Ms. Rigoni stated for now we will need lifeguards whether we replace them or not we will need lifeguards. It is probably prudent to execute this as is and if we were to replace just the lifeguard services only, then we can go back and amend it to eliminate that portion.

Ms. Jordan asked what are the termination provisions?

Ms. Rigoni stated it is usually 30 and 60 days; with cause it would be immediate. If for example they are failing at their services that would be with cause so it would be a termination letter to be effective immediately.

Ms. Jordan asked the information on the ground this past season is that enough cause if we agree to this now? If we have to put this on the table until the next meeting and have bids in hand that is going to be the choice I would make. I'm not comfortable approving this if I have to go through another season where kids are going up the slide without the lifeguard present or the lifeguards are sitting on the stairs.

Mr. Oliver stated let's just approve it, strike that service from the contract and approve the rest of the services.

Ms. Rigoni responded the current contract will still be in effect until September 30.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor the agreement with Riverside Management for fiscal year 2020 as revised to delete lifeguard services was approved, district counsel was authorized to prepare the revised agreement, the chairman was authorized to execute the agreement that will be ratified at the next meeting.

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 no additional report, the next item followed.

C. Manager – Discussion of Meeting Schedule for Fiscal Year 2020

Mr. Oliver stated the meeting schedule in the agenda package was prepared by the recording secretary and this would be the second Tuesday of each month. I do expect we will add more special meetings when we get into early 2020 and as the developer starts the process to issue bonds for development of the next phase.

On MOTION by Ms. Bock seconded by Mr. Church with all in favor the notice indicating the board will meet in fiscal year 2020 on the second Tuesday at 6:00 PM at the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043 on the following months was approved: October, December, February, April, June an August.

D. Operations/Amenity Manger – Report

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

Mr. Tew left the meeting during this report.

Mr. Church suggested putting in a concrete slab and picnic table or benches rather than Bahia sod by the school bus stop.

Ms. Jordan stated I have ideas for that property such as give that property to the community to do a community event there to do a community park and the community could build a park. I asked a resident to come up with plans and draw something up but did not receive it before this meeting. I'm fine giving it to Mr. Church and see what he can do.

Mr. Oliver stated Supervisor Church will work with staff to develop a plan we can present to the board.

ELEVENTH ORDER OF BUSINESS Supervisors Requests

Mr. Church stated I talked to Freddie briefly about the way we are doing the pool passes. I went to a couple resorts over the summer and they had a card access system but they were wearing

something that looked like watches and I noticed it were easier to say you have to go if you are not wearing that. The other day there were people who did not live here but they still got in.

Mr. Oliver stated when I checked in St. Pete Beach last month they did the same thing, when you checked in they gave you a wrist band. It is a cheap solution to try. We will get the wrist bands and bring a policy change to the next meeting.

Ms. Jordan stated a couple residents asked me for a few things at the pool, an extended timeframe for the amenity hours for the pool like we did with the gym.

Mr. Oliver stated Florida Administrative Code requires certification to allow for night swim at public pools. The pool permit issued by the Clay County Office for FDOH indicates the pool is certified for night swim. Florida Administrative Code says that public pools that are not certified for night swim can only have the pool and the pool deck open between dawn and dusk and that is 30 minutes after sunrise and 30 minutes before sunset.

Ms. Jordan stated I would like to review the rules for the pool and pool deck and I would like to remove access to the pool for residents who are not abiding by the rules.

Mr. Oliver stated that is already in the policies.

Ms. Jordan stated it needs to be enforced.

Mr. Oliver stated in cases where suspension may be warranted according to policies, the district staff can issue an interim suspension letter to that resident. The letter informs the resident , of the temporary suspension until the next CDD board meeting. At the board meeting , the Board will hear the facts of the case, including the resident's viewpoint. The Board will make a decision to lift or extend that suspension.

Ms. Rigoni stated we will give them a period of time to appeal in the event the person was not able to attend the board meeting. The suspension and termination provisions are already in your policies. I agree it is a matter of enforcement.

Mr. Oliver stated once you look at proposals for lifeguard services whatever firm you select they should be part of this policy review and any revisions to the policy.

Ms. Rigoni stated typically when we hire them we try to push that responsibility off onto the contractor by contract provisions. If it becomes a problem again one of the staff members will reach out to the lifeguard company so they can mitigate those problems.

Mr. Oliver stated the lifeguards won't be suspending anybody, it will be a management decision and management will hear the lifeguard's view and likely the onsite manager will contact

the resident and say this is what I just heard and they will have a version and he will make a decision whether he needs to call me to escalate to suspension or he can handle that at his level.

Ms. Jordan stated bring back some welcome packages, when new residents come in they would like to have a welcome package, giving them the amenity rules, meeting dates, telling them who their board representatives are. We should consider purchasing a projector screen instead of renting one for movie nights or events.

TWELFTH ORDER OF BUSINESS Audience Comments

A resident stated in terms of night swimming, the lights are already there. Do they have to make sure it is safe?

Mr. Oliver stated there is a certain candle power that has to be projected around the pool to reduce the likelihood of blind spots or shadowy areas of the pool where vision is obscured. My hope is that we can confirm with FDOH our pool is certified.

A resident stated people park and block sidewalks and sometimes it is unavoidable, but I have seen where people could pull closer to their garage.

Mr. Oliver stated the CDD doesn't own the roads. I don't know if the HOA has any jurisdiction over this.

Mr. von der Osten stated the sidewalks are city and streets are the county and we run into the HOA enforcing items on city property is confusing.

Ms. Jordan stated the HOA doesn't have anything in the bylaws about it, so you have to call the city or county.

A resident stated there have been a lot of issues with the pool. There is inconsistency between the lifeguards and the by-laws you are talking about and them not following the rules; sometimes they follow the rules and other times they don't. We need a manager other than Freddie, Freddie does not need to manage lifeguards, there needs to be someone over the lifeguards. Lifeguards can be very unprofessional when they talk to adults. We need a better system of lightning detectors and a pool manager.

Mr. Oliver stated those are things the Board can consider when it reviews proposals for lifeguard services.

A resident stated the lightning detector is an issue. It is a lot cheaper for us to use existing technology. Is it the CDD that sets it or state law?

Mr. Oliver stated it is CDD policy and is based on recommendations by the Red Cross. I have never seen a CDD change that policy, but when you have the lifeguard companies in front of you giving their proposals you can ask them how they handle enforcement of the lightning policy.

A resident stated last year Jody was supposed to follow through on the golf cart thing. No one ever got a letter from the CDD board member.

Mr. Oliver stated the Board previously discussed and determined that this district is not going to seek golf cart community status. The HOA can do it, as can any group of residents.

Ms. Jordan stated I thought Jody was going to do it as a resident not as a board member.

Mr. Oliver stated the board voted against that 4-1.

A resident asked is anything being done about the speed limit?

Mr. Oliver stated there is no survey being done by this district for traffic control. The conversations that I had with Clay County Sheriff's Office is they will enforce the default speed limit of 30 mph in here. Each deputy has discretion on what speed limit above 30 MPH they are going to enforce and I think they take other things into account such as reckless driving. This district doesn't have a survey in progress. Several years ago Jody Smith asked County commissioner Gayward Hendry to assist with the process. Clay County was going to do the study at no cost to the district. Unfortunately, Clay County came back a year later and said we are not perform the study are county cost.

A resident asked I know our speed limit signs are not legal but is there any way we can get stop signs installed?

Mr. Oliver responded a traffic engineer would have to approve that, there would be an engineering study and there is a cost to that. These are county roads and I suggest you contact your county commissioner or county administrator.

A resident stated there are no depth markings on the side of the pool on the backside of the islands that a parent can see from across the pool.

Mr. Oliver stated Chirs and Freddie will look into 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 Ms. Bock seconded by Ms. Jordan with all in favor the check registers were approved.

FOURTEENTH ORDER OF BUSINESS **Next Scheduled Meeting: October 8, 2019 @ 6:00 p.m. at Rolling Hills Amenity Center**

Mr. Oliver stated the next meeting will be held October 8, 2019 at 6:00 p.m. at this location.

On MOTION by Ms. Bock seconded by Mr. von der Osten with all in favor the meeting adjourned at 7:30 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman