

*Rolling Hills
Community Development District*

February 11, 2020

Rolling Hills

Community Development District

475 West Town Place, Suite 114
Phone: 904-940-5850 - Fax: 904-940-5899

February 4, 2020

Board of Supervisors
Rolling Hills Community
Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Rolling Hills Community Development District will be held Tuesday, February 11, 2020 at 6:00 p.m. at the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of Minutes of the October 8, 2019 Meeting
- IV. Acceptance of Fiscal Year 2019 Audit
- V. Consideration of Resolution 2020-01, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure
- VI. Consideration of Nondisclosure Agreement with Clay County Property Appraiser for Information Exempt from Public Disclosure
- VII. Yellowstone Landscape Maintenance Update
- VIII. Discussion of Code of Conduct for Board and Staff
- IX. Consideration of Proposals for Lifeguard Services
- X. Other Business
- XI. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - D. Operations / Amenity Manager - Report
- XII. Supervisor's Requests
- XIII. Audience Comments
- XIV. Financial Reports
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipt Schedule
 - C. Check Register
- XV. Next Scheduled Meeting: April 14, 2020 @ 6:00 p.m. at the Rolling Hills Amenity Center
- XVI. Adjournment

Enclosed for your review and approval is a copy of the minutes from the October 8, 2019 meeting.

The fourth order of business is acceptance of the Fiscal Year 2019 audit, which is enclosed for your review.

The fifth order of business is consideration of Resolution 2020-01, which is enclosed for your review.

The sixth order of business is consideration of Nondisclosure Agreement, which is enclosed for your review.

The eighth order of business is discussion of Code of Conduct. A draft copy is enclosed for your review.

The ninth order of business is consideration of proposals for lifeguard services, which are enclosed for your review.

Enclosed under the Operations / Amenity Manager's report is a memorandum.

Enclosed are the financials, assessment receipt schedule and the check register.

The balance of the agenda is routine in nature, and any additional support material will be presented and discussed at the meeting. If you have any questions in the meantime, please feel free to contact me.

Sincerely,

James Oliver

James Oliver
Manager

cc: Katie Buchanan
Keith Hadden

Gabe McKee

AGENDA

***Rolling Hills
Community Development District
Agenda***

Tuesday
February 11, 2020
6:00 p.m.

Rolling Hills Amenity Center
3212 Bradley Creek Parkway
Green Cove Springs, Florida 32043
Call In #: 800-264-8432
Passcode: 472624

District Website: www.rollinghillscdd.com

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MINUTES

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, October 8, 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
David Church	Supervisor
Shannon Jordan	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Freddie Oca	Riverside Management
Chris Hall	Riverside Management
Sete Zare	MBS Capital Markets (by telephone)

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 being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 13, 2019 Meeting

Mr. Oliver stated I have already incorporated some changes that were provided by Supervisor Jordan.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the minutes of the August 13, 2019 meeting were approved.
--

FOURTH ORDER OF BUSINESS

Consideration of Agreement with MBS Capital Markets, LLC

Mr. Oliver stated as you will recall the infrastructure for the district was built using bond proceeds, bonds were issued when the district was formed and those bonds were restructured in 2014. As the developer in the district gets ready to put in infrastructure for the rest of the lands to be platted the developer and district want to look at options so either the bonds can be refunded with additional new money bonds being issued or some other option that would be developed by the underwriter. Right now, the engineer is developing plans for platting the rest of the property so that all 736 lots would be platted. We will start the process to issue bonds if that is what makes sense to the board but before the underwriter can do any work they are required to enter into an agreement with the district for underwriting services.

Before you is an underwriting agreement with Rolling Hills Community Development District and the basic header says, MBS Capital Markets, the underwriter, offers to enter this agreement with Rolling Hills CDD with the proposed issuance of bonds for the purpose of refunding the district's outstanding 2015A3 Bonds, those are for unplatted lands and acquire and construct certain public infrastructure improvements. The underwriter intends to serve as the underwriter, not as a municipal advisor in connection with the issuance of the bonds. The rest of the agreement shows their scope of services in this transaction. The fees are on the second page and the fee for this particular service would be 2% of the par amount of the bonds or \$50,000 whatever is larger of those two. The 2% is very much what the market rate is. When you go into larger bond issues sometimes MBS Capital Markets has it at 1.5% but in this case it is a pretty small bond issue. The district as well as MBS Capital Markets could terminate this agreement with 90 days written notice and that is common with all of their deals. Before we enter into any purchase of bonds the underwriter would deliver to the district a purchase and placement contract setting forth the rights and duties in connection with the purchase and placement as well as detailing the terms of the bonds. All this will be done at public meetings. We will also have public hearings before any bonds were issued. We have a requirement to notify them when we have meetings to that they can keep the board informed or call special meetings if needed to keep this moving. We are talking about a bond issue in the March to June 2020 timeframe. There are certain disclosures that are required like MSRB Rules G17 that stands for Municipal Securities Rulemaking Board. There are quite a few disclosures that are made and there is an exhibit that shows all the disclosures regarding the underwriter's role, the disclosure considering their compensation, conflict of interest, credit default swaps. This is a public document and this is what

we need approved tonight so that they can start their work to develop options for the board to consider.

Ms. Zare stated I want to highlight that our fees are contingent on closing of the bond issuance and that is the greater of 2% or \$50,000.

Mr. Oliver stated if there is no bond issue there is no payment.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor the agreement with MBS Capital Markets, LLC was approved.

FIFTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank for Fiscal Year 2019

Mr. Oliver stated next is ratification of an audit engagement letter with Berger Toombs at a cost of \$3,800 and as budgeted for FY20. This district is a form of government recognized by the State of Florida much like a city or county or other governmental entity. As such we have to go through financial audits every year conducted by an independent CPA firm. This board selected this audit firm through the request for proposals process that is required by Chapter 218, Florida Statutes.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2019 audit in the amount of \$3,800 was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Agreement with Riverside Management Services, Inc. for Facility Management and Field Operations Services

Mr. Oliver stated next is ratification of an agreement with Riverside Management Services, Inc. for facility management and field operation services. At the last meeting they presented a proposal for FY20, which is reflected in your budget and that proposal was for services of an amenity manager, operations manager, pool services, janitorial services and lifeguard services. At the board's direction we pulled the lifeguard services from this agreement and we are going to get new proposals for lifeguard services. They are at the same fees previously proposed and they are in the fees you approved in your FY20 budget.

Ms. Jordan asked why would the fees not be adjusted if they are not covering lifeguard services?

Mr. Oliver stated they took out that fee, that was \$35,000 and that is not in the agreement.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the agreement with Riverside Management Services, Inc. was ratified.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH 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

Mr. Oliver stated right now the board is comprised of two residents and three people who were voted by landowners; two of them are associated with the developer and one is not. In the next election cycle two more seats will be filled by residents and this will be qualified electors, which are registered voters, living in Rolling Hills and that election will be held with the general election on November 5, 2020. The qualifying period for that is June 8 to June 12, 2020 and you went through that process with the supervisor of elections and anyone wishing to do that for those two seats would do the same thing. We will list some information about that in subsequent meetings.

D. Operations/Amenity Manager - Report

Mr. Hall gave an overview of the operations report and Mr. Oca gave an overview of the amenity report.

Mr. Church asked did you receive anything from Yellowstone about the improvements?

Mr. Oliver stated he sent me the renditions but there was no price associated it. I will forward them to the board, but we will need the pricing.

NINTH ORDER OF BUSINESS

Supervisors Requests

Ms. Jordan stated I have talked to Freddie about a couple things and I would like to see if we can make sure we request that the security guards are here on weekends, primarily if possible. I know you are looking at bidding cameras and you are going to present a few to us as well. The trees in the pool area we have some issues with the irrigation there where the mulch ends up in the pool. I know we were looking at options for that.

Mr. Hall stated when they built the pool they put the mulch right next to the pool. Rubber mulch looks similar, it goes down and stays and lasts for years. We have done one of my districts about 12 years ago and it still looks nice. It is more expansive but lasts a long time. I can get a price and we can do the work in-house.

Ms. Jordan stated I would like the board to consider that because long term it will be more beneficial than having mulch in the pool.

Mr. Church asked did they fix the sprinkler heads that were broken? I called Yellowstone last week.

Mr. Hall stated I talked to them and we will get it done this week.

Ms. Jordan stated I would like to take a vote and see if we could look at extending the hours at the tennis court. The lights go off at 11:00 p.m. but our signage says 9:00 p.m., which causes some confusion. If we could extend the hours at the tennis courts to 11:00 p.m. I think it would be beneficial to the community and erase some of that confusion.

Ms. Bock asked are there no houses that would be touched by those lights?

Ms. Jordan stated I'm not sure. You have the entire parking lot in between the houses. Freddie, the lights are already on.

Mr. Oca stated I'm not concerned about the lights; I'm worried about the noise.

Mr. Church stated that is where we were getting complaints.

Ms. Jordan stated I wasn't getting complaints on noise. I was getting complaints on presence and getting called quite a lot. Hearing someone say the sign says 9 why does someone appear at 9:30, not because of noise but just presence. Even if we pushed it to where the lights

turn off at 10:00 p.m., which is the county statute, the lights go off at 10:00 p.m. the tennis courts close at 10:00 p.m.

Ms. Bock asked what if they closed at 9:00 p.m. like the sign says?

Ms. Jordan stated we could do that but the county statute is 10:00 p.m. so if we match the county statute nobody can really complain.

Mr. Oca stated we can adjust the timers to shut off at 9:00 p.m. and match the policy or adjust it to whenever you want.

Ms. Jordan asked is there any liability issue to that?

Mr. Oliver stated no liability issue. It is a board decision and you just weigh different things, the surrounding homes the impact on them and is there a strong demand that people don't have access to the tennis courts and people are being chased away from playing tennis at 9:00 p.m. You have a lot of courts I don't know that you have a usage problem.

Mr. Church stated personally I haven't witnessed what is going on there, just once. It wasn't tennis related it was just people hanging out at the courts. 9:00 p.m. is fine with me I think if it matches the sign we can stay at 9:00 p.m. instead of keeping them on until 11:00 p.m.

Mr. Oliver stated one of the tennis pros at Oakleaf Plantation is trying to put together a tennis program here and he will come to the next meeting and make a presentation. We could consult with him and he can find out what they do at other local communities with tennis programs if you can wait until then to make a decision.

Ms. Jordan stated we can do that.

Ms. Bock stated it will be two months, it will be December.

Mr. Oliver stated yes and likely some of his programs will be at night and it may be advantageous for him to be able to do it until 10 or 11 at night. If he can come in and give his expertise I think that would help with the decision.

Mr. Church stated I have a couple suggestions, if we could extend lifeguards on weekends until the end of October or just one day on the weekends. I had a lot of people ask me if we could do that since the slide is closed they want to be able to slide, it has been in the 90's and they were wondering if we could at least do one day of the weekend. They have a lifeguard here for only a few hours.

Mr. Oliver stated I can check with Riverside and if they have a lifeguard available and there is still funding left in that line item I have no problem with that. We have entered a new

fiscal year and now the lifeguard budget for FY19 was \$40,000 for FY20 it is \$35,000 so there is a little less to work with this year. I just don't know how quickly these temperatures are going to change. Let me ask about their availability. The number of students serving as lifeguards is pretty large; I don't know if they have gotten into the whole high school scene now and they are tied up with classes and extracurricular activities, but we will check on that.

TENTH ORDER OF BUSINESS

Audience Comments

Ms. Amanda Arizaga stated I'm 18 years old and I have lived in Paddle Creek Drive since 2009 and I'm here to represent the group of kids that got a trespassing violation from the tennis courts. Everyone who got a trespass violation wrote letters that I have with me. Usually it is about eight or ten people with a variety of ages as young as 9 and we started it in June and we did it all the way until we got the violation. During the summer we used to do it every Monday and we did it until 11:00 p.m. because that is when the lights went off and that is what we assumed was okay. We are playing a game called bound ball, it is a lot of fun and a lot of people know how to play it because it is a sport played at Clay High School. It is a mixture of volleyball and tennis, played with a volleyball but played on a tennis court. We really don't need skill to play the game, which is why people love it. During the summer we played every Monday and once school started we played every Friday. We played it more at night because some people work and it was easier at night. Also we like playing here because the lights are on. About two months ago we were playing bound ball and it was 10:00 p.m. or 10:30 p.m. and someone called the cops and the police officer asked who the resident was and it was me and I talked to him and he told me that, are you aware it is closed at night and I said yes, I was aware we just kept playing because people were there playing separately, a different group, but they were playing and the lights were on and we assumed it was okay. He told me that people called with a noise complaint and we said we are sorry we didn't know we were that loud. He said we were fine staying there as long as we kept the noise down. He said he doesn't care as long as the lights are on we can be there. We followed everything the police officer said. I never got another noise complaint after that. Then September 13th around 10 or 10:30 and someone called the police again and it was Ms. Jordan and the police officer told us that we got a trespassing violation because we were there past 9:00 p.m. and we were already confused because the last police officer told us we could be there until the lights were off. Everyone who wasn't a resident got trespassed and they are not allowed to come back for two

years. We were wondering why we didn't get a warning but one or two kids with us when they got the trespassing violation they went to the pool and they were there past the closing time and they were confused because they thought that applied to the pool when Ms. Jordan came, they thought the rules of being in the pool applied to the pool and not the tennis courts. Because they got the initial warning everyone with them got the trespassing. Only those two individuals got a warning everyone else just got a trespassing right away.

Mr. Church stated I'm glad you cleared it up because that is a whole different story; I was told the kids were back talking the police and that is why trespassing was done.

Ms. Jordan stated I'm glad you brought that up now because there was another supervisor's comment I wanted to bring up and that is before we bring on new board members we should bring some sort of supervisor code of conduct.

Mr. Oliver stated let's close this up. Thank you for coming tonight and it is very responsible for you and your parents. I see this as an opportunity.

Ms. Jordan stated these are very responsible kids. They have reached out and we resolved it.

Mr. Oliver stated any sanctions or trespassing notice, all that is being released or has been released.

Ms. Jordan stated it has all been released.

Mr. Oliver stated what we have here is a fresh start. I would like to see our staff work with this group and come up with a program and you can be the leadership of the program and work with Freddie to develop something.

Ms. Jordan stated this is one of the reasons I would like to push the time back to 10:00 p.m. This is a respectful group of kids and while I understand having the hours at 9:00 p.m. is reasonable, they are respectful. If they begin getting rowdy not only are the parents extremely respectful the kids are extremely respectful. Any adult can walk up to this group of kids and say you are being loud and they will bring it back down.

Mr. Church stated maybe we can do weekends later.

A resident stated the proposal is Sunday through Thursday for the lights to go out at 10:00 p.m. and Friday and Saturday at 11:00 p.m.

Ms. Jordan stated right now I would at least like to get it to 10:00 p.m.

Mr. Church stated I had the same issue when the swim team was parking all over the grass when I called Clay County they said unless I was present they would not ticket the cars or tow the cars, because I represent the CDD. Is that why the first time they were just warned?

Ms. Jordan stated you have to be present as a CDD board member to do anything.

Ms. Bock stated you should both be proud because it took a lot to get up here and speak and you explained everything well.

Mr. Oliver stated thank you very much for coming tonight and we will turn this into a positive.

You mentioned code of conduct, several districts have enacted code of conduct for the board and staff and Rose is the chairperson of another district, St. Johns Golf & Country Club that came up with the initial version of this and it has been instituted in other places. I can email copies of the code of conduct to the board, you can take a look at it, offer revisions and we can bring back a revised version to the next meeting. We can go through it and you can adopt it if you would like to do that. I find it very helpful.

A resident stated you talked about the splash pad earlier. Is the pipe that was broken being repaired?

Mr. Hall stated it is, yes.

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

Mr. Oliver stated I noticed there were late fees on some Clay Electric invoice and I have instructed the accounting department that GMS will pay those late fees back to the district or we will get a credit from Clay Electric. I looked at the invoices and the stamped in received date was August 5th and the due date was August 8th.

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

TWELFTH ORDER OF BUSINESS

Next Meeting Scheduled for December 10, 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 December 10, 2019 at 6:00 p.m. at this location.

On MOTION by Mr. Jordan seconded by Ms. Bock with all in favor the meeting adjourned at 6:33 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

**Rolling Hills
Community Development District
ANNUAL FINANCIAL REPORT
September 30, 2019**

Rolling Hills Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2019

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Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
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REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Rolling Hills Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Rolling Hills Community Development District as of and for the year ended September 30, 2019, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Fort Pierce / Stuart

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Gaines & Frank
Certified Public Accountants PL

To the Board of Supervisors
Rolling Hills Community Development District

Opinion

✓ In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of Rolling Hills Community Development District as of September 30, 2019, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Governmental accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and budgetary comparison be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures in accordance with governmental auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated January 30, 2020 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Rolling Hills Community Development District's internal control over financial reporting and compliance.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

January 30, 2020

**Rolling Hills Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019**

Management's discussion and analysis of Rolling Hills Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, culture recreation, physical environment and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Rolling Hills Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including land, infrastructure, buildings and improvements other than buildings are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, a reconciliation is provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2019.

- ◆ The District's total assets and deferred outflows of resources exceeded total liabilities by \$4,439,556 (net position). The District's net investment in capital assets was \$4,354,085. Unrestricted net position was \$85,471.
- ◆ Governmental activities revenues totaled \$1,279,773 while governmental activities expenses totaled \$1,472,329.

**Rolling Hills Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2019	2018
Current assets	\$ 261,296	\$ 180,029
Restricted assets	367,506	386,451
Capital assets	11,187,976	11,651,536
Total Assets	<u>11,816,778</u>	<u>12,218,016</u>
Deferred outflows of resources	<u>36,565</u>	<u>38,654</u>
Current liabilities	518,787	499,558
Non-current liabilities	6,895,000	7,125,000
Total Liabilities	<u>7,413,787</u>	<u>7,624,558</u>
Net investment in capital assets	4,354,085	4,605,576
Net position - unrestricted	85,471	26,536
Total Net Position	<u>\$ 4,439,556</u>	<u>\$ 4,632,112</u>

The increase in current assets is related to the increase in cash and prepaid expenses in the current year.

The decrease in restricted assets is primarily the result of the decrease in the 2015A3 revenue investment the current year.

The decrease in capital assets is due to current year depreciation.

The increase in current liabilities is primarily due to the increase in accounts payable in the current year.

The decrease in net investment in capital assets is the result of principal payments being less than depreciation in the current year.

**Rolling Hills Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change in Net Position

	Governmental Activities	
	2019	2018
Program Revenues		
Charges for services	\$ 1,274,042	\$ 1,392,347
General Revenues		
Investment earnings	1,408	1,115
Miscellaneous revenues	4,323	3,493
Total Revenues	<u>1,279,773</u>	<u>1,396,955</u>
Expenses		
General government	114,542	91,544
Physical environment	478,366	473,318
Culture and recreation	440,249	412,263
Interest on long-term debt	439,172	456,231
Total Expenses	<u>1,472,329</u>	<u>1,433,356</u>
Change in Net Position	(192,556)	(36,401)
Net Position - Beginning of Year	<u>4,632,112</u>	<u>4,668,513</u>
Net Position - End of Year	<u>\$ 4,439,556</u>	<u>\$ 4,632,112</u>

The decrease in charges for services is due to a budgeted decrease in debt service special assessments in the current year for Debt Service Fund 2015A-2.

The increase in general government is related to an increase in insurance expense in the current year.

The decrease in interest on long-term debt is the result of current year principal payments.

**Rolling Hills Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets activity as of September 30, 2019 and 2018:

<u>Description</u>	<u>Governmental Activities</u>	
	<u>2019</u>	<u>2018</u>
Improvements other than buildings	\$ 1,269,084	\$ 1,269,084
Infrastructure	9,650,172	9,650,172
Building	4,898,886	4,898,886
Less: accumulated depreciation	(4,630,166)	(4,166,606)
Total Capital Assets, Net	<u>\$ 11,187,976</u>	<u>\$ 11,651,536</u>

Capital asset activity consisted of \$463,560 in depreciation in the current year.

General Fund Budgetary Highlights

Budgeted expenditures exceeded actual expenditures primarily due to less capital reserve and professional services expenditures than were anticipated.

The budget was amended for the year ended September 30, 2019 to provide for lower revenues than were anticipated and a corresponding reduction in expenditures.

Debt Management

Governmental Activities debt includes the following:

- ◆ In November 2015, the District issued \$2,500,000 Series 2015A-1 Capital Improvement Revenue Refunding Bonds to refund and exchange a portion of the Series 2006A Capital Improvement Bonds. The balance outstanding on the Series 2015A-1 Capital Improvement Revenue Refunding Bonds at September 30, 2019 was \$1,980,000.
- ◆ In November 2015, the District issued \$1,930,000 Series 2015A-2 Capital Improvement Revenue Refunding Bonds to refund and exchange a portion of the Series 2006A Capital Improvement Bonds. The balance outstanding on the Series 2015A-2 Capital Improvement Revenue Refunding Bonds at September 30, 2019 was \$1,560,000.

**Rolling Hills Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Debt Management (Continued)

- ♦ In November 2015, the District issued \$3,850,000 Series 2015A-3 Capital Improvement Revenue Refunding Bonds to refund and exchange a portion of the Series 2006A Capital Improvement Bonds. The balance outstanding on the Series 2015A-3 Capital Improvement Revenue Refunding Bonds at September 30, 2019 was \$3,575,000.

Economic Factors and Next Year's Budget

Rolling Hills Community Development District does not expect any economic factors to have any significant effect on the financial position or results of operations of the District in fiscal year 2020.

Request for Information

The financial report is designed to provide a general overview of Rolling Hills Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Rolling Hills Community Development District, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092.

Rolling Hills Community Development District
STATEMENT OF NET POSITION
September 30, 2019

	Governmental Activities
ASSETS	
Current Assets	
Cash and equivalents	\$ 103,565
Assessments receivables	121,376
Prepaid expenses	35,908
Due from developer	447
Total Current Assets	<u>261,296</u>
Non-current Assets	
Restricted	
Investments, at fair value	367,506
Capital assets, being depreciated	
Improvements other than building	1,269,084
Infrastructure	9,650,172
Building	4,898,886
Less: accumulated depreciation	<u>(4,630,166)</u>
Total Non-Current Assets	<u>11,555,482</u>
Total Assets	<u>11,816,778</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred amount on refunding, net	<u>36,565</u>
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	41,110
Accrued interest	257,677
Bonds payable	220,000
Total Current Liabilities	<u>518,787</u>
Non-current Liabilities	
Bonds payable	<u>6,895,000</u>
Total Liabilities	<u>7,413,787</u>
NET POSITION	
Net investment in capital assets	4,354,085
Unrestricted	85,471
Total Net Position	<u>\$ 4,439,556</u>

See accompanying notes.

Rolling Hills Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2019

Functions/Programs		Program Revenues	Net (Expense)
			Revenue and Changes in Net Position
	Expenses	Charges for Services	Governmental Activities
Primary Government			
Governmental Activities			
General government	\$ (114,542)	\$ 124,479	\$ 9,937
Physical environment	(478,366)	221,558	(256,808)
Culture and recreation	(440,249)	272,971	(167,278)
Interest on long-term debt	(439,172)	655,034	215,862
Total Governmental Activities	<u>\$ (1,472,329)</u>	<u>\$ 1,274,042</u>	<u>(198,287)</u>
		General Revenues	
		Investment earnings	1,408
		Miscellaneous revenues	4,323
		Total General Revenues	<u>5,731</u>
		Change in Net Position	(192,556)
		Net Position - October 1, 2018	4,632,112
		Net Position - September 30, 2019	<u>\$ 4,439,556</u>

See accompanying notes.

Rolling Hills Community Development District
BALANCE SHEET – GOVERNMENTAL FUNDS
September 30, 2019

	General	Debt Service Series 2015A-1	Debt Service Series 2015A-2	Debt Service Series 2015A-3	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 103,565	\$ -	\$ -	\$ -	\$ 103,565
Assessments receivables	-	-	-	121,376	121,376
Prepaid expenses	35,908	-	-	-	35,908
Due from developer	447	-	-	-	447
Restricted					
Investments, at fair value	-	156,885	149,874	60,747	367,506
Total Assets	<u>\$ 139,920</u>	<u>\$ 156,885</u>	<u>\$ 149,874</u>	<u>\$ 182,123</u>	<u>\$ 628,802</u>
LIABILITIES AND FUND BALANCES					
Liabilities					
Accounts payable and accrued expenses	<u>\$ 41,110</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 41,110</u>
Fund Balances					
Nonspendable-prepaid expenses	35,908	-	-	-	35,908
Restricted					
Debt service	-	156,885	149,874	182,123	488,882
Unassigned	62,902	-	-	-	62,902
Total Fund Balances	<u>98,810</u>	<u>156,885</u>	<u>149,874</u>	<u>182,123</u>	<u>587,692</u>
Total Liabilities and Fund Balances	<u>\$ 139,920</u>	<u>\$ 156,885</u>	<u>\$ 149,874</u>	<u>\$ 182,123</u>	<u>\$ 628,802</u>

See accompanying notes.

Rolling Hills Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2019

Total Governmental Fund Balances	\$ 587,692
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets being depreciated, improvements other than building (\$1,269,084), infrastructure (\$9,650,172), building (\$4,898,886), net of accumulated depreciation (\$4,630,166), used in governmental activities are not current financial resources and therefore, are not reported at the governmental fund level.	11,187,976
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore, are not reported at the governmental fund level.	(7,115,000)
Deferred outflows of resources are not current financial resources and therefore, are not reported at the governmental fund level.	36,565
Accrued interest expense is not a current financial use and; therefore, is not reported at the governmental fund level.	<u>(257,677)</u>
Net Position of Governmental Activities	<u>\$ 4,439,556</u>

See accompanying notes.

Rolling Hills Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – GOVERNMENTAL FUNDS
For the Year Ended September 30, 2019

	General	Debt Service Series 2015A-1	Debt Service Series 2015A-2	Debt Service Series 2015A-3	Total Governmental Funds
Revenues					
Special assessments	\$ 619,008	\$ 174,314	\$ 137,047	\$ 343,673	\$ 1,274,042
Investment earnings	-	640	469	299	1,408
Miscellaneous	4,323	-	-	-	4,323
Total Revenues	<u>623,331</u>	<u>174,954</u>	<u>137,516</u>	<u>343,972</u>	<u>1,279,773</u>
Expenditures					
Current					
General government	114,542	-	-	-	114,542
Physical environment	203,873	-	-	-	203,873
Culture and recreation	251,182	-	-	-	251,182
Debt service					
Principal	-	70,000	45,000	100,000	215,000
Interest	-	109,260	86,606	246,225	442,091
Total Expenditures	<u>569,597</u>	<u>179,260</u>	<u>131,606</u>	<u>346,225</u>	<u>1,226,688</u>
Net change in fund balances	53,734	(4,306)	5,910	(2,253)	53,085
Fund Balances - October 1, 2018	<u>45,076</u>	<u>161,191</u>	<u>143,964</u>	<u>184,376</u>	<u>534,607</u>
Fund Balances - September 30, 2019	<u>\$ 98,810</u>	<u>\$ 156,885</u>	<u>\$ 149,874</u>	<u>\$ 182,123</u>	<u>\$ 587,692</u>

See accompanying notes.

Rolling Hills Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2019

Net Change in Fund Balances - Total Governmental Funds	\$ 53,085
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation. This is the amount of depreciation in the current period.	(463,560)
Repayments of bond principal are expenditures in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	215,000
Deferred amount on refunding is recognized as a component of interest on long-term debt in the Statement of Activities, but in the governmental funds. This is the amount of interest in the current period.	(2,089)
In the Statement of Activities, interest is accrued on outstanding bonds; whereas in governmental funds, interest expenditures are reported when due. This is the net amount between the prior year and current year accruals.	5,008
Change in Net Position of Governmental Activities	<u>\$ (192,556)</u>

See accompanying notes.

Rolling Hills Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended September 30, 2019

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 635,580	\$ 618,384	\$ 619,008	\$ 624
Miscellaneous revenues	6,280	6,280	4,323	(1,957)
Total Revenues	<u>641,860</u>	<u>624,664</u>	<u>623,331</u>	<u>(1,333)</u>
Expenditures				
Current				
General government	114,562	114,562	114,542	20
Physical environment	195,210	195,210	203,873	(8,663)
Culture and recreation	331,948	313,948	251,182	62,766
Total Expenditures	<u>641,720</u>	<u>623,720</u>	<u>569,597</u>	<u>54,123</u>
Net change in fund balances	140	944	53,734	52,790
Fund Balances - October 1, 2018	<u>-</u>	<u>-</u>	<u>45,076</u>	<u>45,076</u>
Fund Balances - September 30, 2019	<u>\$ 140</u>	<u>\$ 944</u>	<u>\$ 98,810</u>	<u>\$ 97,866</u>

See accompanying notes.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on March 14, 2006, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing or re-constructing, enlarging or extending, equipping, operating and maintaining water management, bridges or culverts, district roads, landscaping, street lights and other basic infrastructure projects within or without the boundaries of the Rolling Hills Community Development District. The District is governed by a five-member Board of Supervisors who were elected by landowners of the District for two and four year terms. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Rolling Hills Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth in Governmental Accounting Standards, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments. Program revenues include charges for services and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the Statement of Activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as another financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

When both restricted and unrestricted resources are combined in a fund, qualified expenses are considered to be paid first from restricted resources, and then from unrestricted resources. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as another financing source rather than as a fund liability. Debt service expenditures are recorded only when payment is due.

The District implemented the Governmental Accounting Standards Board Statement 54 – *Fund Balance Reporting and Governmental Fund Type Definitions*. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The classifications include non-spendable, restricted, committed, assigned and unassigned.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Debt Service Fund Series 2015A-1 – Accounts for debt service requirements to retire the Series 2015A-1 Capital Improvement Revenue Refunding Bonds. The Series 2015A-1 Bonds were issued to refund and exchange a portion of the Series 2006A Capital Improvement Bonds.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

Debt Service Fund Series 2015A-2 – Accounts for debt service requirements to retire the Series 2015A-2 Capital Improvement Revenue Refunding Bonds. The Series 2015A-2 Bonds were issued to refund and exchange a portion of the Series 2006A Capital Improvement Bonds.

Debt Service Fund Series 2015A-3 – Accounts for debt service requirements to retire the Series 2015A-3 Capital Improvement Revenue Refunding Bonds. The Series 2015A-3 Bonds were issued to refund and exchange a portion of the Series 2006A Capital Improvement Bonds.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as land and buildings, and non-current governmental liabilities, such as general obligation bonds, be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Chapter 280, Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

b. Restricted Assets

Certain net position of the District will be classified as restricted on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted net position, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include buildings, improvements other than buildings, and infrastructure are reported in governmental activities.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method over the assets' estimated useful lives ranging from 5 to 40 years.

d. Deferred Outflows of Resources

Deferred outflows of resources represent a consumption of net position/fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District only has one item that qualifies for reporting in this category. It is the deferred amount on refunding reported on the Statement of Net Position. A deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

e. Net Position

Net position represents the difference between assets and liabilities and is reported in three categories. Net investment in capital assets, represent capital assets, net of accumulated depreciation and any outstanding debt related to those assets. Net position is reported as restricted when there are legal limitations imposed on their use by legislation, or external restrictions imposed by other governments, creditors, or grantors. Unrestricted net position is assets that do not meet definitions of the classifications previously described.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

f. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year-end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

“Total fund balances” of the District’s governmental funds, \$587,692, differs from “net position” of governmental activities, \$4,439,556, reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the governmental fund balance sheet. The effect of the differences is illustrated below.

Capital related items

When capital assets (improvements, infrastructure, and buildings that are to be used in governmental activities) are purchased or constructed, the cost of those assets is reported as expenditures in governmental funds. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Improvements other than buildings	\$ 1,269,084
Infrastructure	9,650,172
Building	4,898,886
Accumulated depreciation	<u>(4,630,166)</u>
Total	<u>\$ 11,187,976</u>

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)

Long-term debt transactions

Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2019 were:

Bonds payable	<u>\$ (7,115,000)</u>
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Deferred outflows of resources

Deferred outflows of resources applicable to the District's governmental activities are not financial resources, and therefore, are not recognized at the governmental fund level.

Deferred amount on refunding, net	<u>\$ 36,565</u>
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Accrued interest

Accrued liabilities in the Statement of Net Position differ from the accrued interest on bonds, which are not reported at the fund level because they do not use current resources.

Accrued interest	<u>\$ (257,677)</u>
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2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

The "net change in fund balances" for government funds, \$53,085, differs from the "change in net position" for governmental activities, \$(192,556), reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities (Continued)

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the Statement of Activities, the costs of those assets is allocated over their estimated useful lives and reported as depreciation. As a result, fund balances decrease by the amount of financial resources expended, whereas net position decreases by the amount that depreciation exceeds capital outlay.

Depreciation	\$ <u>(463,560)</u>
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Long-term debt transactions

Repayment of long-term liabilities are reported as expenditures in the governmental fund statement but such repayments reduce liabilities in the Statement of Net Position and are eliminated in the Statement of Activities.

Debt principal payments	\$ <u>215,000</u>
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Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.

Net change in accrued interest payable	\$ 5,008
Decrease in deferred amount on refunding	<u>(2,089)</u>
Total	<u>\$ 2,919</u>

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE C – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk; however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2019, the District's bank balance was \$114,626 and the carrying value were \$103,565. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2019, the District had the following investments and maturities:

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>
Managed Money Market Accounts	N/A	<u>\$ 367,506</u>

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the Managed Money Market Account is a Level 1 asset.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Interest Rate Risk

The formal investment policy of the District conforms with State statutory requirements and bond indentures for investment maturities as a means of managing its exposure to increasing interest rates. Direct obligations of the United States Treasury are held in a money market fund that allows daily demand withdrawals at par in the event of a decrease in interest rates.

Credit Risk

The District's investments in treasury funds, commercial paper, and government loans are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The investments in Managed Money Market Accounts are 100% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2019 were typical of these items during the fiscal year then ended. The District considers any decline in fair value to be temporary.

NOTE D – SPECIAL ASSESSMENT REVENUES

Assessments are non-ad valorem assessments on benefitted property within the District. Operating and Maintenance Assessments are based upon adopted budget and levied annually. Debt Service Assessments are levied when bonds are issued and collected annually. The District may collect assessments directly or utilize the uniform method of collection (Chapter 197.3632, Florida Statutes). Direct collected assessments are due as determined by annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the uniform method are mailed by County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the Debt Service Assessments on their property subject to various provisions in the bond documents.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE E – CAPITAL ASSETS

Capital Asset activity for the year ended September 30, 2019 was as follows:

	Balance October 1, 2018	Additions	Deletions	Balance September 30, 2019
<u>Governmental Activities:</u>				
Capital Assets, Being Depreciated:				
Improvements other than buildings	\$ 1,269,084	\$ -	\$ -	\$ 1,269,084
Infrastructure	9,650,172	-	-	9,650,172
Building	4,898,886	-	-	4,898,886
Total Capital Assets, Being Depreciated	<u>15,818,142</u>	<u>-</u>	<u>-</u>	<u>15,818,142</u>
Less accumulated depreciation for:				
Improvements other than buildings	(565,666)	(63,455)	-	(629,121)
Infrastructure	(2,470,427)	(274,492)	-	(2,744,919)
Building	(1,130,513)	(125,613)	-	(1,256,126)
Total Accumulated Depreciation	<u>(4,166,606)</u>	<u>(463,560)</u>	<u>-</u>	<u>(4,630,166)</u>
Total Capital Assets Depreciated, Net	<u>11,651,536</u>	<u>(463,560)</u>	<u>-</u>	<u>11,187,976</u>
Governmental Activities Capital Assets	<u>\$ 11,651,536</u>	<u>\$ (463,560)</u>	<u>\$ -</u>	<u>\$ 11,187,976</u>

Depreciation of \$463,560 was allocated to the physical environment, \$274,493, and culture and recreation, \$189,067.

NOTE F – LONG-TERM DEBT

The following is a summary of debt activity for the District for the year ended September 30, 2019:

	Balance October 1, 2018	Additions	Deletions	Balance September 30, 2019	Due Within One Year
<u>Bonds Payable</u>					
Capital Improvement Revenue					
Refunding Bonds, Series 2015A-1	\$ 2,050,000	\$ -	\$ 70,000	\$ 1,980,000	\$ 65,000
Capital Improvement Revenue					
Refunding Bonds, Series 2015A-2	1,605,000	-	45,000	1,560,000	50,000
Capital Improvement Revenue					
Refunding Bonds, Series 2015A-3	3,675,000	-	100,000	3,575,000	105,000
Bonds Payable	<u>\$ 7,330,000</u>	<u>\$ -</u>	<u>\$ 215,000</u>	<u>\$ 7,115,000</u>	<u>\$ 220,000</u>

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE F – LONG-TERM DEBT (CONTINUED)

District debt is comprised of the following at September 30, 2019:

Capital Improvement Revenue Refunding Bonds

\$2,500,000 Series 2015A-1 Capital Improvement Revenue Refunding Bonds due in annual principal installments through May 1, 2037 at various interest rates between 3.3% and 5.6%, payable May 1 and November 1. \$ 1,980,000

\$1,930,000 Series 2015A-2 Capital Improvement Revenue Refunding Bonds due in annual principal installments through May 1, 2037 at various interest rates between 5.125% and 5.5%, payable May 1 and November 1. 1,560,000

\$3,850,000 Series 2015A-3 Capital Improvement Revenue Refunding Bonds due in annual principal installments through May 1, 2037 at an interest rate of 6.7%, payable May 1 and November 1. 3,575,000

Bonds Payable \$ 7,115,000

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2019 are as follows:

Year Ending September 30,	Principal	Interest	Total
2020	\$ 220,000	\$ 430,209	\$ 650,209
2021	235,000	417,816	652,816
2022	250,000	404,329	654,329
2023	265,000	389,626	654,626
2024	285,000	373,998	658,998
2025-2029	1,770,000	1,589,648	3,359,648
2030-2034	2,330,000	984,568	3,314,568
2034-2037	<u>1,760,000</u>	<u>221,154</u>	<u>1,981,154</u>
Totals	<u>\$ 7,115,000</u>	<u>\$ 4,811,348</u>	<u>\$ 11,926,348</u>

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE F – LONG-TERM DEBT (CONTINUED)

Significant Bond Provisions

The Series 2015A-1, 2015A-2, and 2015A-3 Bonds are subject to redemption at the option of the District prior to their maturity, in whole or in part, at a redemption price and date set in the Trust Indenture. The Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Trust indenture.

The Trust Indenture established certain amounts be maintained in a reserve account. In addition, the Bond Indenture has certain restrictions, requirements, and procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments and collect such assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

Depository Funds

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

Reserve Fund – The Series 2015 Reserve Accounts were funded from the proceeds of the Series 2015 Bonds in an amount established in the Trust Indenture. Monies held in the reserve and prepayment accounts will be used only for the purposes established in the Trust Indenture.

	<u>Reserve Balance</u>	<u>Reserve Requirement</u>
Series 2015A-1 Capital Improvement Revenue Refunding Bonds	\$ 91,544	\$ 91,544
Series 2015A-2 Capital Improvement Revenue Refunding Bonds	\$ 100,000	\$ 100,000
Series 2015A-3 Capital Improvement Revenue Refunding Bonds	\$ 53,000	\$ 53,000

NOTE G – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the District carries commercial insurance.

Rolling Hills Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2019

NOTE H – ECONOMIC DEPENDENCY AND RELATED PARTIES

A substantial portion of the District's activity is dependent upon the continued involvement of the developer, the loss of which could have a materially adverse effect on the District. At September 30, 2019, the developer held the majority of the assessable property located within District boundaries. The developer pays special assessments on land it owns.

One member of the Board of Supervisors was employed by the developer or its affiliates at September 30, 2019.



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Rolling Hills Community Development District
Clay County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States the financial statements of Rolling Hills Community Development District (the "District") as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise Rolling Hills Community Development District's basic financial statements, and have issued our report thereon dated January 30, 2020.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Rolling Hills Community Development District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Rolling Hills Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Rolling Hills Community Development District's internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

✓ Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants, P.L.

To the Board of Supervisors
Rolling Hills Community Development District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants, P.L.
Fort Pierce, Florida

January 30, 2020



Berger, Toombs, Elam, Gaines & Frank

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MANAGEMENT LETTER

To the Board of Supervisors
Rolling Hills Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the financial statements of the Rolling Hills Community Development District as of and for the year ended September 30, 2019, and have issued our report thereon dated January 30, 2020.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professionals Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated January 30, 2020, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the preceding audit.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not Rolling Hills Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that Rolling Hills Community Development District did not meet any of the conditions described in Section 218.503(1) Florida Statutes.

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Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

To the Board of Supervisors
Rolling Hills Community Development District

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Rolling Hills Community Development District. It is management's responsibility to monitor the Rolling Hills Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same as of September 30, 2019.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

January 30, 2020



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Gaines & Frank

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**INDEPENDENT ACCOUNTANT'S REPORT/COMPLIANCE WITH
SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Rolling Hills Community Development District
Clay County, Florida

We have examined Rolling Hills Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2019. Management is responsible for Rolling Hills Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Rolling Hills Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Rolling Hills Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Rolling Hills Community Development District's compliance with the specified requirements.

✓ In our opinion, Rolling Hills Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2019.

*Berger Toombs Elam
(Gaines) & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

January 30, 2020

Fort Pierce / Stuart

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FIFTH ORDER OF BUSINESS

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

TO: Rolling Hills Community Development District
Board of Supervisors

FROM: Katie S. Buchanan

RE: Updated Provisions of the District's Rules of Procedure

DATE: January 6, 2020

Please find attached to this memorandum an updated version of the Rolling Hills Community Development District's ("District's") Rules of Procedure ("Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at katieb@hgslaw.com or via phone at 850-222-7500.

Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator ("Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.

Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Rolling Hills Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. A Public Hearing will be held to adopt the District's Rules of Procedure on _____, 2020, at _____m., at the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 11th day of February, 2020.

ATTEST:

**ROLLING HILLS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

**RULES OF PROCEDURE
COMMUNITY DEVELOPMENT DISTRICT**

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Rule 1.0 General.

- (1) The _____ Community Development District (the "District") was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board ("Supervisors") appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by ~~resident electors~~ the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District, and registered to vote with the Supervisor of Elections of the county in which the District is located, and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference ~~shall~~ be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf. The Chairperson shall convene and

conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

**Rule 1.2 District Offices; Public Information and Inspection of Records; Policies;
Service Contract Requirements; Financial Disclosure Coordination.**

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:

- (a) Agenda packages for prior 24 months and next meeting;
- (b) Official minutes of meetings, including adopted resolutions of the Board;
- (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
- (d) Adopted engineer's reports;
- (e) Adopted assessment methodologies/reports;
- (f) Adopted disclosure of public financing;
- (g) Limited Offering Memorandum for each financing undertaken by the District;
- (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
- (i) District policies and rules;
- (j) Fiscal year end audits; and
- (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in the this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, 119.07, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language:- "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (____) _____. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

(f) The following or substantially similar language:- “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

(2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.

(3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare a notice and an agenda of the meeting/hearing/workshop. The notice and agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seventy two (72) hours seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's ~~attorneys~~attorney must request such session at a public meeting.– Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. –The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy

related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. ~~Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.~~
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District, or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
 - (b) All notices given for a proposed rule;
 - (c) Any statement of estimated regulatory costs for the rule;
 - (d) A written summary of hearings, if any, on the proposed rule;
 - (e) All written comments received by the District and responses to those written comments; and
 - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
 - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
 - (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
 - (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the

existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:

- (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and

- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within ~~sixty (60)~~ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed ~~one~~two million dollars (~~\$1~~\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed ~~fifty~~two hundred thousand dollars (~~\$50~~\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) "Invitation to Bid" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.
- (l) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) "Purchase" means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under ~~The~~the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:

~~(a) Hold all required applicable federal licenses in good standing, if any;~~

~~(b) Hold all required applicable state professional licenses in good standing;~~

~~(b) Hold all required applicable federal licenses in good standing, if any;~~

(c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and

(d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. ~~Consultants who provide their name and address to the District Manager for inclusion on the list shall receive~~

~~notices by mail.~~ The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications.

Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the ~~audit~~auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of ~~Audit~~Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an ~~audit~~auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. ~~The Committee should~~shall include at least three individuals, ~~some or all~~at least one of ~~whom may~~which must also ~~serve as members~~be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable ~~federal~~state professional licenses in good standing, ~~if any~~;
- (ii) Hold all required applicable ~~state professional~~federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) ~~Understanding of scope of work;~~
 - (iv) ~~—~~Ability to furnish the required services; and
 - (v) ~~iv~~ Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm; or document in its public records the reason for not selecting the highest-ranked qualified firm.

- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
 - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than ~~July~~ June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule; but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule

shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. ~~Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.~~ The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and

offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold ~~the all~~ required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may take ~~whatever steps reasonably necessary in order to proceed with the procurement of construction services,~~ in the manner the Board determines is in the best interests of the District, which steps may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the ~~contractor contract;~~ or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed,

competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects ~~such as~~ including but not limited to reemployment assistance, safety, tax withholding, worker's compensation,

unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting, and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) ~~proposals~~Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no ~~proposals~~Responsive Proposals are received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which steps may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand

delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. ~~Failing accord~~Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified firm, the Board at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must terminate negotiations, be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package, and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work, and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) ~~bids, proposals, replies~~ Responsive Bids, Proposals, Replies, or responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to~~ proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best

interests of the District, which steps may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer~~ a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold ~~the~~all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may ~~take whatever steps reasonably necessary in order to proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which steps may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.~~
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for ~~a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.~~ a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 — Protests ~~With Respect To Proceedings under Rules 3.1, 3.2, 3.3,
3.4, 3.5, 3.6, 3.8, and 3.9.~~

with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (e) If (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, the Board may require

any person who files a notice of protest ~~to~~must post ~~at~~the protest bond in the. ~~The amount equal to 1% of the anticipated contract amount that is the subject of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law.~~ In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, ~~2018~~20, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

SIXTH ORDER OF BUSINESS



OFFICE OF THE CLAY COUNTY PROPERTY APPRAISER

Honorable Roger A. Suggs, CFA, AAS, CCF

State-Certified General Real Estate Appraiser RZ2771



November 12, 2019

Rolling Hills Community Development District
c/o Government Management Services – North Florida
Attention: Sheryl Fulks
475 West Town Place, Suite 114
St. Augustine, FL 32092

RE: Public Records Exemptions

Dear Ms. Fulks:

Chapter 119, Florida Statutes, provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by law. § 119.071(4), F.S., provides an exemption (upon request) for an extensive list of designated officers and employees, and their families, by removing certain personal, identifying information from the mandatory disclosure of the Florida Public Records Act.

The 2019 Florida Legislature passed Senate Bill 248, which was enacted on July 1, 2019. The bill amends § 119.071(4)(d), F.S., by providing an expanded definition of home addresses as “the dwelling location at which an individual resides and includes the physical address, mailing address, street address, parcel identification number, plot identification number, legal property description, neighborhood name, lot number, GPS coordinates, and any other descriptive property information that may reveal the home address.” This information is captured and maintained in the property appraiser’s database.

Since the Rolling Hills Community Development District (and designated employees) has a statutory or substantial policy need for the database information that is otherwise exempt from disclosure, it will be shared. However, the exempt status of the information should remain in effect to protect the safety and privacy of the specified personnel and their families.

Enclosed is an agreement, which demonstrates a tangible acknowledgement of our understanding. Additionally, I have provided PTO 19-03 and Senate Bill 248 for your consideration. If you have any questions or concerns, please contact me at (904) 278-3627 or rsuggs@ccpao.com.

Sincerely,

Roger A. Suggs, CFA, AAS, CCF
Property Appraiser
State-Certified General Real Estate Appraiser RZ2771

Main Office
County Administration Building
477 Houston Street, 2nd Floor
Green Cove Springs, FL 32043
Telephone: (904) 269/284-6305
Fax: (904) 284-2923
www.ccpao.com

Orange Park Office
Park Central Plaza
1518 Park Avenue
Orange Park, FL 32073
Telephone: (904) 541-5332
www.facebook.com/ccpaoil

Member, International Association of Assessing Officers

**NONDISCLOSURE AGREEMENT
FOR INFORMATION EXEMPT FROM PUBLIC DISCLOSURE
UNDER CHAPTER 119, FLORIDA STATUTES**

**BETWEEN THE CLAY COUNTY PROPERTY APPRAISER
AND THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT**

THIS NONDISCLOSURE AGREEMENT FOR INFORMATION EXEMPT FROM PUBLIC DISCLOSURE UNDER CHAPTER 119, FLORIDA STATUTES (“Agreement”) is made and entered into this _____ day of _____ 2019, by and between the **ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT** (the “District”), an independent special district created pursuant to Chapter 190, Florida Statutes, as amended, whose address is 475 West Town Place, Suite 114, St. Augustine, FL 32092, and the **CLAY COUNTY PROPERTY APPRAISER**, (the “Property Appraiser”) a Constitutional Officer of the State of Florida, whose address is P.O. Box 38, Green Cove Springs, Florida 32043.

**SECTION I
Findings and Determinations**

The parties find and determine:

1. The Property Appraiser has the statutory responsibility to list and appraise all real and tangible personal property in the county each year for purposes of ad valorem taxation. During the normal course of business, the Property Appraiser acquires, stores, and maintains an abundance of property and ownership information, some of which is exempt from public disclosure; and
2. In order to perform its contractual duties related to the production of non-ad valorem assessments and the delivery of a non-ad valorem tax roll to the Clay County Tax Collector, the District requires certain property and ownership information held by the Property Appraiser for properties within the District’s jurisdictional boundary.

**SECTION II
Applicable Law and Regulations**

1. Chapter 119, F.S., provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by the Florida Legislature; and
2. § 119.071, F.S., contains multiple exemptions from disclosure under the mandatory access requirement of § 119.07(1), F.S. Under § 119.071(4)(d)3., F.S., an agency that is not the employer of, but is the custodian of records pertaining to, one of the persons enumerated in § 119.071(4)(d), F.S., is required to maintain such person’s exemption if the person or his or her employing agency

submits a written request to the custodian; and

3. § 119.071(4)(d), F.S., defines "home addresses" to mean the dwelling location at which an individual resides and includes the physical address, mailing address, street address, parcel identification number, plot identification number, legal property description, neighborhood name and lot number, GPS coordinates, and any other descriptive property information that may reveal the home address; and
4. The Office of the Attorney General of Florida ("Attorney General") released Advisory Legal Opinion 2017-05 on November 22, 2017, that noted a clear distinction is made between public records that are "exempt" from disclosure and records that are "confidential." "If information is made confidential in the statutes, the information is not subject to inspection by the public and may only be released to the persons or organizations designated in the statute.... If records are not confidential but are only exempt from the Public Records Act, the exemption does not prohibit the showing of such information." Based upon this distinction, the Attorney General concluded that when there is a statutory or substantial policy need for information that is otherwise exempt from disclosure under the Public Records Act, the information should be made available to the requesting agency or entity. The Attorney General also noted that there is nothing in Chapter 119, F.S., indicating that an exempt address loses its exempt status by being shared with another agency.

SECTION III

Purpose

1. The purpose of this Agreement is to facilitate the transfer between the Property Appraiser and the District of data elements maintained by the Property Appraiser that constitute home address as defined and that are exempt under Chapter 119, F.S., for which the Property Appraiser has received a request to withhold such home addresses from disclosure pursuant to § 119.071(4)(d)3., F.S. ("Exempt Home Addresses"); and
2. To ensure that exempt home addresses retain their exempt status, and are withheld from disclosure in accordance with applicable law, once in the District's possession.

SECTION IV

Term

1. The term of this Agreement shall commence upon execution and shall continue and extend uninterrupted from year-to-year, automatically renewed for successive periods not to exceed one (1) year each; and
2. Either party has the right to terminate this Agreement by giving at least 30 days notice in writing to the other party to expire at the end of the initial or last renewal term.

SECTION V
Duties and Responsibilities of Property Appraiser

1. The Property Appraiser agrees to provide the District exempt home addresses in the same manner that it provides other non-exempt property and ownership information; and,
2. The Property Appraiser agrees to clearly identify which properties contain exempt home addresses. This information will be conveyed in the data file(s) using a field named PCCONF. The PCCONF field will contain a "Y" if the parcel has an exempt home address. Otherwise, the PCCONF field will contain a "N".

SECTION VI
Duties and Responsibilities of the District

1. The District agrees that exempt home addresses will retain their exempt status once in its possession; and
2. To the extent permitted by applicable law, the Requesting Entity agrees to withhold from public disclosure exempt home addresses or names as outlined pursuant to §§ 119.071(4) and 493, F.S., and as otherwise identified by the Property Appraiser pursuant to Section V, above.

SECTION VII
Miscellaneous

1. The parties shall perform all their obligations under this Agreement in accordance with good faith and prudent practice.
2. If either party receives any letter, action, suit or investigation from a non-party to this Agreement regarding the withholding of the exempt home addresses pursuant to this Agreement, the other party shall cooperate and assist the other parties in this agreement in defending claims to such exempt home addresses. The parties agree that neither party shall be entitled to any additional fees and/or compensation for their cooperation and assistance under this paragraph of the Agreement.

3. Each party, as a state agency, political subdivision, or special unit of government as defined by § 190 and 768.28, F.S., shall indemnify each other party and defend and hold it harmless as to any claim, judgment or damage award whatsoever arising out of or related to that indemnifying party's own negligent or wrongful acts or omissions, to the extent permitted by law, and subject to the dollar limitations set forth in §.768.28, F.S. The parties understand that pursuant to § 768.28(19), F.S., no party is entitled to be indemnified or held harmless by another party for its own negligent or wrongful acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable, and each party claims all of the privileges and immunities and other benefits and protections afforded by § 163.01(9), F.S. The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement.
4. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained herein and may not be amended, modified, or rescinded unless otherwise provided in this Agreement, except in writing and signed by all the parties hereto. Should any provision of this Agreement be declared to be invalid, the remaining provisions of this Agreement shall remain in full force and effect, unless such provision found to be invalid alters substantially the benefits or the Agreement for either of the parties or renders the statutory and regulatory obligations unable to be performed. All prior agreements between the parties hereto, addressing the matters set forth herein, are hereby terminated and superseded by this Agreement.
5. This Agreement shall be governed by the laws of the State of Florida.
6. Written notice shall be given to the parties at the following addresses, or such other place or person as each of the parties shall designate by similar notice:

As to Property Appraiser:

The Honorable Roger Suggs
Clay County Property Appraiser
P.O. Box 38
Green Cove Springs, FL32043

As to the Requesting Entity:

Rolling Hills Community Development
District
c/o Sheryl Fulks
475 West Town Place, Suite 114
St. Augustine, FL 32092

IN WITNESS WHEREOF, the parties have hereunto set, their hands and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

WITNESS

Tracy S. Drake
Signature

Tracy S. Drake
Printed Name

CLAY COUNTY PROPERTY APPRAISER

By: Roger A. Suggs
Hon. Roger A. Suggs

Date: 11/12/2019

WITNESS

Signature

Printed Name

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT

By: _____
Signature

Printed Name

Date: _____

To: Property Appraisers, Tax Collectors, Clerks of the Court, Boards of
County Commissioners, Taxing Authorities, and Interested Parties
From: Property Tax Oversight Program
Date: July 1, 2019
Bulletin: PTO 19-03

**FLORIDA DEPARTMENT OF REVENUE
PROPERTY TAX INFORMATIONAL BULLETIN**

**Agency personnel information exemptions from inspection or copying of
public records**

The 2019 Legislature enacted [chapter 2019-12](#), Laws of Florida, (SB 248) effective July 1, 2019. Section 1 of the law amends section 119.071(4)(d), Florida Statutes, regarding agency personnel information that is exempt from public disclosure, to define the term “home addresses” for purposes of public records exemptions for personal identifying and location information of agency personnel and their family members.

The new law provides:

119.071 General exemptions from inspection or copying of public records.—

(4) AGENCY PERSONNEL INFORMATION.—

(d)1. For purposes of this paragraph, the term:

a. “Home addresses” means the dwelling location at which an individual resides and includes the physical address, mailing address, street address, parcel identification number, plot identification number, legal property description, neighborhood name and lot number, GPS coordinates, and any other descriptive property information that may reveal the home address.

Property appraisers and custodians of public records must redact that portion of the records where the exemption applies. Property appraisers indicate a record is exempt from public disclosure by placing a confidentiality code in their CAMA systems and on the tax roll, as s. 193.114(2)(u), F.S., requires.

For more information, please see [PTO Bulletin 07-17](#) on the Department’s Revenue Law Library, which also addresses amendments to s. 119.071(4), F.S.

The Department of Revenue has provided this bulletin for your general information. Please distribute to your staff who may be affected by the changes in the law. If you have questions about its contents, please send them to DORPTO@floridarevenue.com.

CHAPTER 2019-12

Committee Substitute for Committee Substitute for Committee Substitute for Senate Bill No. 248

An act relating to public records; amending s. 119.071, F.S.; expanding exemptions from public records requirements for agency personnel information by defining the term "home addresses" for purposes of public records exemptions for personal identifying and location information of certain agency personnel and their family members; exempting personal identifying and location information of active or former civilian personnel employed by a law enforcement agency, and of spouses and children of such personnel, from public records requirements; authorizing certain persons to request the release of exempt information in a specified manner; requiring a custodial agency to release such information upon receipt of such a request; providing for retroactive application; providing for legislative review and repeal of the exemptions; providing statements of public necessity; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Paragraph (d) of subsection (4) of section 119.071, Florida Statutes, is amended to read:

119.071 General exemptions from inspection or copying of public records.—

(4) AGENCY PERSONNEL INFORMATION.—

(d)1. For purposes of this paragraph, the term:

a. "Home addresses" means the dwelling location at which an individual resides and includes the physical address, mailing address, street address, parcel identification number, plot identification number, legal property description, neighborhood name and lot number, GPS coordinates, and any other descriptive property information that may reveal the home address.

b. "Telephone numbers" includes home telephone numbers, personal cellular telephone numbers, personal pager telephone numbers, and telephone numbers associated with personal communications devices.

2.a. The home addresses, telephone numbers, dates of birth, and photographs of active or former sworn ~~or civilian~~ law enforcement personnel or of active or former civilian personnel employed by a law enforcement agency, including correctional and correctional probation officers, personnel of the Department of Children and Families whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel of the

Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

b. The home addresses, telephone numbers, dates of birth, and photographs of current or former nonsworn investigative personnel of the Department of Financial Services whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2021, unless reviewed and saved from repeal through reenactment by the Legislature.~~

c. The home addresses, telephone numbers, dates of birth, and photographs of current or former nonsworn investigative personnel of the Office of Financial Regulation's Bureau of Financial Investigations whose duties include the investigation of fraud, theft, other related criminal activities, or state regulatory requirement violations; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

d. The home addresses, telephone numbers, dates of birth, and photographs of current or former firefighters certified in compliance with s. 633.408; the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such firefighters; and the names and locations of schools and day care facilities attended by the children of such firefighters are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15, and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

e. The home addresses, dates of birth, and telephone numbers of current or former justices of the Supreme Court, district court of appeal judges, circuit court judges, and county court judges; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of current or former justices and judges; and the names and locations of schools and day care facilities attended by the children of current or former justices and judges are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

f. The home addresses, telephone numbers, dates of birth, and photographs of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; and the names and locations of schools and day care facilities attended by the children of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

g. The home addresses, dates of birth, and telephone numbers of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers; and the names and locations of schools and day care facilities attended by the children of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

h. The home addresses, telephone numbers, dates of birth, and photographs of current or former human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

i. The home addresses, telephone numbers, dates of birth, and photographs of current or former code enforcement officers; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

j. The home addresses, telephone numbers, places of employment, dates of birth, and photographs of current or former guardians ad litem, as defined in s. 39.820; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such persons; and the names and locations of schools and day care facilities attended by the children of such persons are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

k. The home addresses, telephone numbers, dates of birth, and photographs of current or former juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I and II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I and II, juvenile justice counselors, juvenile justice counselor supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Department of Juvenile Justice; the names, home addresses, telephone numbers, dates of birth, and places of employment of spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

l. The home addresses, telephone numbers, dates of birth, and photographs of current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel; and the names and locations of schools and day care facilities attended by the children of current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

m. The home addresses, telephone numbers, dates of birth, and photographs of current or former investigators or inspectors of the Department of Business and Professional Regulation; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and

children of such current or former investigators and inspectors; and the names and locations of schools and day care facilities attended by the children of such current or former investigators and inspectors are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

n. The home addresses, telephone numbers, and dates of birth of county tax collectors; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such tax collectors; and the names and locations of schools and day care facilities attended by the children of such tax collectors are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.~~

o. The home addresses, telephone numbers, dates of birth, and photographs of current or former personnel of the Department of Health whose duties include, or result in, the determination or adjudication of eligibility for social security disability benefits, the investigation or prosecution of complaints filed against health care practitioners, or the inspection of health care practitioners or health care facilities licensed by the Department of Health; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2019, unless reviewed and saved from repeal through reenactment by the Legislature.~~

p. The home addresses, telephone numbers, dates of birth, and photographs of current or former impaired practitioner consultants who are retained by an agency or current or former employees of an impaired practitioner consultant whose duties result in a determination of a person's skill and safety to practice a licensed profession; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such consultants or their employees; and the names and locations of schools and day care facilities attended by the children of such consultants or employees are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2020, unless reviewed and saved from repeal through reenactment by the Legislature.~~

q. The home addresses, telephone numbers, dates of birth, and photographs of current or former emergency medical technicians or paramedics

certified under chapter 401; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such emergency medical technicians or paramedics; and the names and locations of schools and day care facilities attended by the children of such emergency medical technicians or paramedics are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2021, unless reviewed and saved from repeal through reenactment by the Legislature.~~

r. The home addresses, telephone numbers, dates of birth, and photographs of current or former personnel employed in an agency's office of inspector general or internal audit department whose duties include auditing or investigating waste, fraud, abuse, theft, exploitation, or other activities that could lead to criminal prosecution or administrative discipline; the names, home addresses, telephone numbers, dates of birth, and places of employment of spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2021, unless reviewed and saved from repeal through reenactment by the Legislature.~~

s. The home addresses, telephone numbers, dates of birth, and photographs of current or former directors, managers, supervisors, nurses, and clinical employees of an addiction treatment facility; the home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. For purposes of this sub-subparagraph, the term "addiction treatment facility" means a county government, or agency thereof, that is licensed pursuant to s. 397.401 and provides substance abuse prevention, intervention, or clinical treatment, including any licensed service component described in s. 397.311(26). ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2023, unless reviewed and saved from repeal through reenactment by the Legislature.~~

t. The home addresses, telephone numbers, dates of birth, and photographs of current or former directors, managers, supervisors, and clinical employees of a child advocacy center that meets the standards of s. 39.3035(1) and fulfills the screening requirement of s. 39.3035(2), and the members of a child protection team as described in s. 39.303 whose duties include supporting the investigation of child abuse or sexual abuse, child abandonment, child neglect, and child exploitation or to provide services as part of a multidisciplinary case review team; the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel and members; and the names and

locations of schools and day care facilities attended by the children of such personnel and members are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. ~~This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2023, unless reviewed and saved from repeal through reenactment by the Legislature.~~

3. An agency that is the custodian of the information specified in subparagraph 2. and that is not the employer of the officer, employee, justice, judge, or other person specified in subparagraph 2. shall maintain the exempt status of that information only if the officer, employee, justice, judge, other person, or employing agency of the designated employee submits a written request for maintenance of the exemption to the custodial agency.

4. An officer, an employee, a justice, a judge, or other person specified in subparagraph 2. may submit a written request for the release of his or her exempt information to the custodial agency. The written request must be notarized and must specify the information to be released and the party that is authorized to receive the information. Upon receipt of the written request, the custodial agency shall release the specified information to the party authorized to receive such information.

5. The exemptions in this paragraph apply to information held by an agency before, on, or after the effective date of the exemption.

6. This paragraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2024, unless reviewed and saved from repeal through reenactment by the Legislature.

Section 2. (1) The Legislature finds that it is a public necessity to define the term "home addresses" for purposes of the public records exemptions for agency personnel information under s. 119.071(4)(d), Florida Statutes. The public records exemptions for agency personnel information protect identifying and location information of numerous types of personnel, including, but not limited to, current or former law enforcement officers, investigative personnel, state attorneys and prosecutors, public defenders, guardians ad litem, Supreme Court justices, various judges, and the spouses and children of such personnel. The Legislature has previously recognized that such personnel and their family members are at a heightened risk of physical and emotional harm from disgruntled individuals who have contentious reactions to actions taken by such personnel, or whose business or professional practices have come under scrutiny of such personnel, and, as a result, has enacted various public records exemptions. While home addresses of such personnel and their family members are already exempt from s. 119.07(1), Florida Statutes, and s. 24(a), Article I of the State Constitution, the current exemptions do not provide protection for various forms of descriptive property information that may be used on its own, or in conjunction with other information, to reveal the home addresses that otherwise should be

protected from public disclosure. Therefore, the Legislature finds that it is a public necessity to specifically define the term "home addresses" so that the safety and privacy of various personnel and their family members are not compromised.

(2) The Legislature further finds that it is a public necessity that the home addresses, telephone numbers, dates of birth, and photographs of active or former civilian personnel employed by a law enforcement agency; the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel be exempt from public records requirements. Existing law already provides that the identifying and location information of active or former civilian law enforcement personnel and their spouses and children are exempt from public records requirements. The amendment made by this act further specifies that any active or former civilian personnel employed by a law enforcement agency and their spouses and children are entitled to the protections of the public records exemption. The civilian personnel of law enforcement agencies perform a variety of important duties that ensure public safety and welfare and encourage safe and secure communities. As a result of such duties, these civilian personnel often come into close contact with individuals who not only may be a threat to those personnel, but who might also seek to take revenge against them by harming their spouses and children. The Legislature finds that modifying the public records exemption to apply to all active or former civilian personnel employed by a law enforcement agency and their spouses and children will serve the public interest by further ensuring the safety of such personnel.

Section 3. This act shall take effect July 1, 2019.

Approved by the Governor April 26, 2019.

Filed in Office Secretary of State April 26, 2019.

EIGHTH ORDER OF BUSINESS

PERSONAL CODE OF CONDUCT/ETHICS FOR THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT

PREAMBLE

The Rolling Hills Community Development District ("CDD" or "District") Board of Supervisors, residents, contractors, vendors and staff are entitled to have fair, ethical and accountable local government from the Board of the CDD. Such a government requires that the Board of Supervisors of the CDD ("Board" or "Supervisors"):

- Comply with both the letter and the spirit of the laws and policies that affect the operations of the CDD.
- Be independent, impartial and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly, in an atmosphere of respect and civility.

To this end, the Rolling Hills CDD has adopted this Code of Conduct/Ethics to encourage public confidence in the integrity of local government and its fair and effective operation.

Elected (and appointed) members of the Board of Supervisors shall sign a form acknowledging receipt of this code of conduct/ethics at the time of commencing their term of office.

CODE

The basic tenets of the Code shall be:

1. Act in the Public Interest.

Recognizing that stewardship of the public interest should be a Supervisor's principal concern, all members of the Board should work for the common good of the District and not for private or personal interest, and each Supervisor should endeavor to treat all persons, claims and transactions in a fair and equitable manner.

2. Comply with the Law.

All Supervisors and Staff shall comply with the laws of the nation and the State of Florida in the performance of their public duties. These laws include, but are not limited to, the United States and Florida constitutions; the State of Florida laws pertaining to code of ethics for public officers and employees; conflict of interest related laws; election campaigns laws; legally required financial disclosures; and the open processes of government, including Florida's public records and Sunshine Law.

3. Conduct of Members (Supervisors and Staff).

All Supervisors should refrain from abusive conduct and verbal attacks upon the character or motives of other members of the Board of Supervisors or District staff. This is not to discourage public

discourse and debate but rather to emphasize Supervisors should engage with the public in a thoughtful, respectful and civil manner. Supervisors should also refrain from abusive conduct and verbal attacks on the public, on District vendors and other service providers of and for the District. This tenet applies to in-person contact, telephone conversations and to any electronic communication or other written communication between and/or about any of the parties mentioned above. Specific examples and points of conduct are:

Use of Decorum with Public.

Making the public feel welcome is an important part of the democratic process. Supervisors should use decorum in addressing fellow Supervisors and members of the public. No signs of partiality, prejudice or disrespect should be evident on the part of individual Board members toward an individual participating in a public forum. Supervisors should make every effort to be fair and impartial in listening to public comments.

Supervisors Should be Welcoming to Speakers and Treat Them with Respect.

Speaking in front of the Board of Supervisors can be a difficult experience for some people. Some issues the Board undertakes may affect people's daily lives and homes. Some decisions are emotional. The way in which the Board of Supervisors treats people during public meetings can do a lot to make members of the public relax or it can push emotions to a higher level of intensity. Supervisors should attempt to treat all members of the public and public comments with respect.

Supervisors Should Actively Listen to Public Comments.

It is disconcerting to public speakers to speak before Board members that are not actively listening. It is acceptable to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Supervisors should be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom. Supervisors should endeavor to actively engage in each meeting.

Supervisors Should Avoid Uncivil Debate and Argument with Members of the Public.

Supervisors should not belligerently challenge or intentionally belittle a member of the public who is providing public comment or otherwise. While public discourse is desirable, disagreements should be had civilly.

Supervisors Should Avoid Personal Attacks.

Supervisors agree that they will be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive and they should refrain from such actions. Supervisors should avoid making any personal, uncivil attacks on any member of the public, including fellow Supervisors or District staff.

4. Respect for Process.

All Supervisors should perform their duties in accordance with the Rules of Procedure, processes and District policies approved or otherwise adopted by the Board of Supervisors.

5. Communication.

It should be the responsibility of members of the Board to publicly share substantive information that is relevant to a matter under consideration that they receive from sources outside of a public meeting. All communication between and among members of the Board shall always be in compliance with Florida's Government in the Sunshine Law, found in Chapter 286, Florida Statutes.

6. Conflict of Interest.

In order to assure independence and impartiality on behalf of the public good, and to comply with Florida law, Board members shall comply with Florida's Code of Ethics for Public Officers and Employees, as found in Chapter 112 of the Florida Statutes. Any questions about what may be required in a potential matter of conflict of interest should be referred to the District's legal counsel.

7. Gifts and Favors.

Board members and staff shall comply with Florida's "gift laws" found in Florida's Code of Ethics for Public Officers and Employees, sections 112.3148 and 112.3129, Florida Statutes, and other laws.

8. Confidential Information.

Board members should recognize that Florida has broad public records laws, as found in Chapter 119 of the Florida Statutes. It is the general rule that all documents received or disseminated in the conduct of District-related business is a public record and not confidential in nature. However, when in doubt, Supervisors should consult with the District's legal counsel as there are limited exemptions to Florida's public records laws.

9. Representation of Private Interests.

In keeping with their role as stewards of the public trust, Board members shall comply with Florida's Code of Ethics for Public Officers and Employees, as found in Chapter 112 of the Florida Statutes. Any questions regarding the statutory code of ethics should be referred to the District's legal counsel.

10. Advocacy.

To the best of their ability, Board members should represent the official policies and positions of the Board of Supervisors. When presenting personal opinions or positions potentially affecting the CDD, either verbally or in writing, members should endeavor to make clear that such personal opinions or positions are not necessarily those of the Board as a whole.

11. Positive Work Environment.

Board members should support the maintenance of a positive and constructive work and living environment for residents, businesses and CDD staff.

12. Implementation.

Upon assuming office, all Board of Supervisors members shall sign a statement affirming they received the Code of Conduct/ Ethics of the Rolling Hills Community Development District.

13. Compliance and Enforcement.

This Code of Conduct/Ethics of the Board of the District is aspirational in nature and there are no legal mechanisms available for enforcement thereof. However, the Board, District residents, District staff, contractors and members of the public stand to gain from a strict following of the tenets herein defined.

I hereby acknowledge that I have received the Code of Conduct/Ethics of the Rolling Hills Community Development District Board of Supervisors.

Signature

Date

NINTH ORDER OF BUSINESS

Riverside Management Services, Inc.

9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, FL 32257.

WORK AUTHORIZATION FOR ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2020 LIFEGUARDS AND GATE MONITORS

Lifeguards:

- Coverage includes
 - 3 lifeguards on duty the weekends before and after Spring Break until School Ends from 12pm to 4pm
 - 3 lifeguards on duty June 8 to August 9 Monday 1pm to 7pm and Tuesday to Thursday 12pm to 7pm.
 - 4 lifeguards on duty June 8 to August 9 Friday to Sunday 12pm to 7pm
 - 3 lifeguards on duty the weekends August 15 to Labor Day 12pm to 4pm
- Riverside Lifeguards are American Red Cross certified in Lifeguarding, Water Park Lifeguarding, CPR, First Aid and AED for Adults, infants and Children.
- Responsibilities include but are not limited to the following:
 - Prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies and working as a team with facility staff and management.
 - RMS Lifeguards will be "Rescue Ready" at all times and report unsafe conditions to the Facility Supervisor.
 - Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents
 - In-service training to review EAP, CPR, First Aid, AED, on-land and in-water rescue procedures
 - Straightening pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trashcan liners (as time permits) and maintaining restroom cleanliness and stocking of supplies are all secondary responsibilities of RMS Lifeguards
 - Inspecting the slide and the slide structure before opening pool
 - Testing pH and chlorine levels to maintain Health Department requirements (Twice daily)
- The District shall only be invoiced for actual hours of service

Gate Monitors:

- Coverage includes a gate monitor on duty during lifeguarding hours
- Gate Monitors will check access cards and sign in patrons at front gate
- Ensure younger pool patrons meet minimum age requirements to attend pool without adult supervision
- Close down pool at the end of the day, checking bathrooms and straightening pool deck furniture
- Assist Lifeguards with taking out pool deck trash
- Assist Lifeguards to enforce rules on pool deck

General Provisions:

- RMS shall provide, at no charge to the District, company uniforms to all personnel providing these services.
- All RMS employees are subject to a background check, drug screening and physical.

Pricing:

	FY2020 <u>Amount</u>
Lifeguards (Invoiced at \$16.00/hr)	\$35,000
Gate Monitors (Invoiced at \$16.00/hr)	

Additional Options:

- Off Duty Sheriff's Officer
 - 1 Off Duty Officer on duty Saturday and Sundays starting After School Ends until the Start of the New School Year 4 hours per day
- Private Security
 - 1 Private Security Officer on duty Saturday and Sundays starting After School Ends until the Start of the New School Year 4 hours per day
- Facility Assistant
 - Facility Assistant shall be employed on a part-time basis as directed by the Board of Supervisors. Responsibilities will include, but are not limited to assist and compliment the Amenities Manager with operating the facilities and assist with special events.

Chairman, Rolling Hills CDD

Date

Riverside Management Services, Inc.

Date

RIVERSIDE MANAGEMENT SERVICES

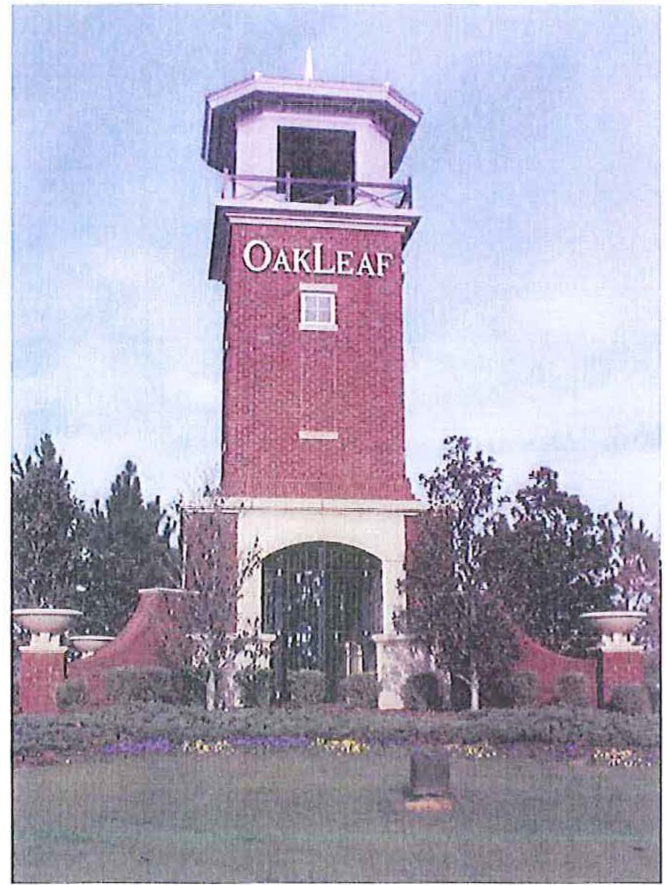
Company Profile



9655 Florida Mining Boulevard West
Building 300, Suite 305
Jacksonville, Florida 32257
(904) 288-7667
www.riversidemgtsvc.com

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OFFICE LOCATIONS

OPERATIONS:

9655 Florida Mining Boulevard West
Building 300, Suite 305
Jacksonville, Florida 32257
(904) 288-7667

CORPORATE:

1001 Bradford Way
Kingston, Tennessee 37763
www.riversidemgtsvc.com



Riverside
Management
Services, Inc.
provides
various levels
of service
in the tri-
county area
of Clay, Duval
and St. Johns.

INTRODUCTION

Riverside Management Services, Inc. (RMS) was established in June 2009 to provide dependable, comprehensive and cost effective maintenance services for master planned residential communities in the greater Jacksonville area on a reliable, timely and professional basis.

The personnel involved in RMS have decades of experience in all aspects of property management. RMS has approximately 50 full-time and 75+ seasonal employees (further detailed in the organizational chart on page 12). The operations office is centrally located at the intersection of I-95 and southern part of I-295 for efficient access to all our clients in the Jacksonville area. The corporate office is located in the Knoxville, Tennessee area.

We currently provide various levels of service in the tri-county area of Clay, Duval and St. Johns. The various services provided by RMS include (but are not limited to) contract administration and inspection, maintenance bid document preparation, janitorial, pool maintenance, amenity center management, special event hosting, lifeguarding, pool attendants, residential and commercial pressure washing, painting, trash removal, electrical, welding, restoration of facilities and equipment, and more. The wide range of services detailed in this company profile makes RMS the most complete, reliable, professional and cost-effective choice for maintenance services for communities in the tri-county area.



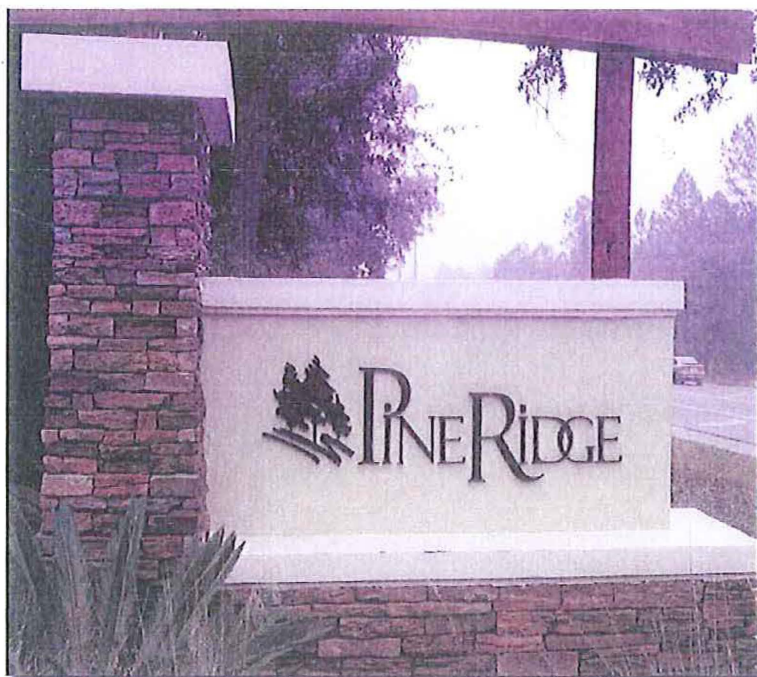
SERVICES

The following is a general description of the various services provided by RMS, which can be customized to meet the demands and requirements of each community.

Field Operations

Most communities contract with outside organizations to perform certain maintenance responsibilities along with other field operations that require oversight and direct management. The contracts are generally complicated and detailed, requiring a certain level of administrative expertise in order to ensure the services contracted for are being performed. RMS has the experienced personnel to provide what we refer to as Field Operations, which includes but is not limited to the following services:

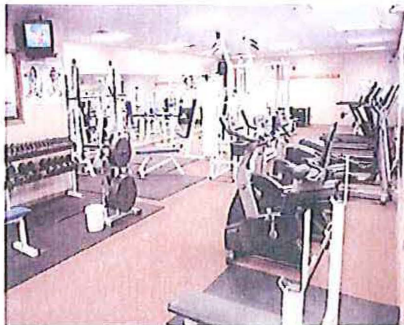
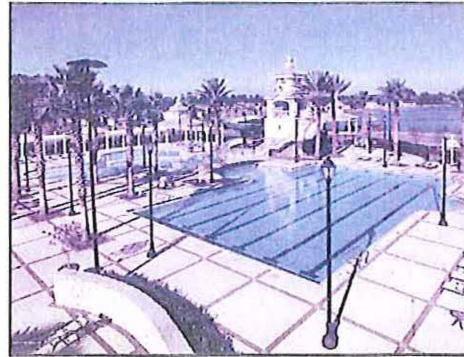
- Landscape maintenance
- Lake maintenance
- Utility accounts
- Field operations budget
- Site inspections
- Monthly common area light inspections
- Meeting with contractors/service providers
- Attend Board of Supervisors meetings
- Provide an Operations Memorandum outlining all field related activity
- Prepare maintenance plan for any future community infrastructure
- Communicate with residents regarding community related issues.
- Provide proposals for maintenance services and repairs
- Develop, prepare and conduct bidding process for maintenance services required by client.



Depending on the needs and desires of the community, services will be tailored to not only meet but exceed those expectations. Capital/Projects Management pricing and proposals can be provided based upon each individual project.

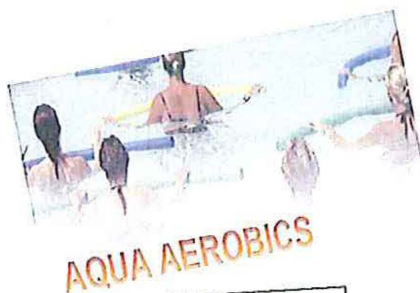
Fitness Center Management

The Fitness Center Management shall have the responsibilities of overseeing personal fitness training, aerobics classes, assist POA Manager in planning and implementing social events, etc. RMS has the ability to create a unique schedule to accommodate the Districts needs, which will include the following:

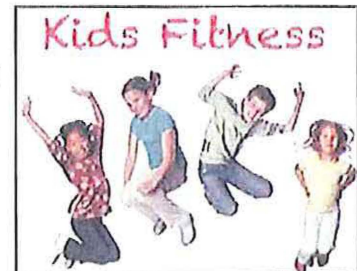


Adults comprising body composition assessment, strength and flexibility testing, exercise programs, weight & resistance training and nutritional guidance.

- Offer and promote Aerobics classes, including Pilates.



- The Fitness Center Management will monitor and report fitness center entries and users.
- Hire and complete initial training for fitness center staff as well as conduct ongoing staff training.
- The Fitness Center Management will provide a fully array of management services.
- Offer and promote Adult Fitness Instruction and Training programs ranging from initial analysis to program implementation to include comprehensive fitness and appraisal for
 - RMS has the ability to offer Children's Fitness Instruction classes beginning with infants to toddlers in tumbling classes. If desired, Karate can be offered for ages 3 and up.
- Inspect Fitness Center and surrounding areas for lighting issues and debris removal.
- Inspections include recommendations to improve safety and minimize potential hazards in order to prevent accidents from occurring.
- Insure all Personal Trainers and Fitness Instructors are current on their certifications, including CPR and First Aid.
 - Inventory cleaning products, paper products, office and first aid supplies.
- Train and monitor Receptionist to ensure all members and guests are satisfied when using the Fitness Center
- Greet all members and guests and provide assistance as necessary
- Schedule personal fitness instruction and massage therapy
- Maintain facility cleanliness, clean and fold towels and maintain Locker Room cleanliness
- Ensure Fitness Instructors are able to offer a variety of classes, such as: aerobics, personal training, resistance training and exercise for special population (i.e senior and youth).
- Fitness staff to set up and maintain fitness equipment, distribute handouts and/or evaluations, advise members and guests about class policies and procedures and track clients progress.
- Ensures all participants and clients adhere to safety and injury prevention policies and procedures



continued on page 6



continued from page 5

- Hires and trains all instructors and trainers, implements an “in-service” program that includes a review of the EAP (Emergency Action Plan), CPR, First Aid, AED device, facility safety, crisis plan and customer service procedures.
- Prepare report for recommendations regarding modifications/updates to the policies and procedures as needed.
- Interactions regarding budgeting, maintenance recommendations, social event assistance and communication with the Board of Supervisors and POA.
- Interface with members and clients for class and/or personal training payments.
- Fitness Center Programming is a critical component to satisfying every community. Input from the Board of Supervisors and residents will be sought regarding the selections of activities, classes, etc.
- Youth activities can be included and are not limited to summer camp, teen scene and numerous sports leagues.

Additional staffing, organizing, purchasing, planning, set up and cleaning for special events shall be invoiced at \$25.00 per hour.

SAMPLE SOCIAL EVENTS

Social events are for all residents and open to the public, and a critical component to the success the District. Below are some examples of events currently provided at other communities that RMS has previously assisted in staffing.



Fall Festival

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

Winter Celebration

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.



Spring Fling

Easter egg hunt, pictures with the Easter bunny, and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

Ice Cream Social

Ice cream and beverages with contests, raffles and games.



Kids Night Out/Teen Scene

DJ, games, food, drinks and more!

Dive-in Movie

Enjoy a movie by the pool! Snacks and beverages will be served while you sit back, relax & enjoy the show.

Summer Camp

Each week features an array of art activities, sports, games and a field trip. Campers are provided a t-shirt, daily snacks and extended care. A similar camp can also be provided during Spring & Winter Breaks.

Clubs, Classes & More!

- 5k & 10k Races
- Annual Corn Hole Tournament
- Memorial Day BBQ
- Lifeguard Classes
- Fourth of July Celebration
- Tiny Tots Soccer
- Spring/Fall Soccer Programs
- CPR, First Aid & AED Class
- Kentucky Derby Party
- Community Garage Sales
- Veteran's Day Camp & Party
- President's Day Camp
- Food Truck Fridays
- Super Bowl Party
- Polar Plunge/Chili Cook-off
- Tutoring
- Spring Break Kick-off Party
- Jaguar Game Party
- Painting with a Twist
- Family Camp-out Night
- Farmer's Market
- Cooking Classes
- Wine Down Wednesday
- Live Music
- Zumba/Karate Classes
- Thursday Trivia
- Local Business Marketing Day
- Glow in the Dark Halloween Egg Hunt
- Labor Day Luau
- Cinco de Mayo Fiesta
- St. Patty's Day Celebration
- Blues/Jazz Festival
- Community Block Party
- Comedy Night
- Wii/Xbox Competitions
- Lantern Festival
- Monthly Awareness Highlight
- Crossfit/Boot Camp



Pool Maintenance

RMS has over six certified pool operators qualified to provide commercial pool maintenance services. Services are customized to meet each clients needs based upon seasonal factors and usage. Generally the services include the following:

- Service 3 days per week (Summer Months)
- Service 2 days per week (Winter Months)
- Pool vacuuming and Skimming
- Brushing tiles
- Pool and equipment inspections
- Cleaning of filters
- Chemical balance (Chlorine, PH, Alkalinity, Sequestriant)
- Blow off pool deck
- Chemicals provided by client
- Emergency call out services to be invoiced separately

LIFEGUARDING



RMS Lifeguards are American Red Cross certified in Lifeguarding, CPR, First Aid and AED for Adults, Infants and Children. For best results, RMS lifeguards shall be at least 16 years of age and perform standard duties associated with an aquatic facility. The District will only be invoiced for actual hours of service.

A. Responsibility:

- The primary responsibility of our lifeguards is to prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies and working as a team with facility staff and management.
- RMS Lifeguards will be "Rescue Ready" at all times and report unsafe conditions.
- Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents.



continued on page 9

- Complete required in-service training to review EAP, CPR, First Aid, AED and all rescue procedures.
- Straighten pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trashcan liners (as time permits) and maintaining restroom cleanliness and supplies, are all secondary responsibilities.
- Lifeguards shall be visited frequently by the Aquatics Director and/or Supervisor. Other secondary responsibilities of lifeguards include, but are not limited to:
 - Cleaning pool tiles as time permits
 - Inspecting and maintaining First Aid supplies
 - Inspecting the slide and slide structure before opening pool
 - Testing pH and chlorine levels to maintain Health Department requirements (Twice daily)
 - Skimming pool



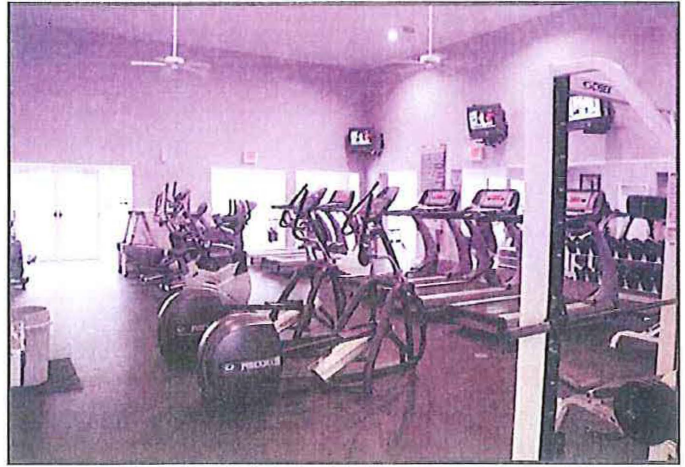
B. Staffing Approach

- In the event of inclement weather, staff will follow and enforce community policies. If the weather is predicted to persist throughout the day, the Fitness Center Manager shall direct staff accordingly. If the Fitness Center Manager is not on-site, the Aquatic Supervisor will be contacted.
- At any time the Board of Supervisors would like to adjust the hours and/or days of service, RMS respectfully requests a two-week notice to modify the schedule.
- Additional lifeguard/deck monitor services can be provided at \$15.00 per hour.



C. Schedule

- RMS understands the need for flexibility in order to meet the needs of each community and will provide the necessary staffing in order to provide the services based upon the operating hours of the community.
- RMS can assist the community in developing operating hours based upon schedules established by similar communities in the area.
- Two (2) lifeguards will be on-site Monday through Sunday from 10:45 pm – 5:00 pm beginning the Monday before Memorial Day and ending on Labor Day.



Maintenance Personnel

Every community has continuous needs for various maintenance requirements throughout the year. One of the many questions a community may ask is, "who will perform the maintenance service, how much it will cost and when will it be completed?"

RMS has a strong team of experienced, dedicated and hard working maintenance personnel with the ability to timely respond to most all maintenance issues throughout the community on a cost effective basis. Some of the services include but not limited to the following:

- Lighting inspections and replacements
- Property inspections and trash removal
- Inspect and remove debris from lakes and outfall structures
- Inspect and clean pet receptacles
- Wildlife relocation program
- Paint facilities
- Refurbish spray ground & playground equipment
- Fence repairs
- Grinding of sidewalks (trip hazards)
- Fitness equipment preventive maintenance



General Provisions

- RMS shall provide, at no cost, company uniforms to all personnel providing maintenance services.
- Additional staffing can be provided at \$35 per hour.
- Costs incurred by RMS due to emergencies or unscheduled visits (i.e. vandalism, Acts of God, unsafe conditions, etc.) shall be invoiced at \$35 per hour, plus materials and mileage reimbursement. *Minimum of one (1) hour charge.*



Pressure Washing

RMS has state-of-the-art equipment for pressure washing sidewalks, pool decks, buildings, fencing and other structures throughout the community. This is very beneficial to communities subject to vandalism and the quick response time to remove the damage created, as well as for facility preventative maintenance.

Janitorial

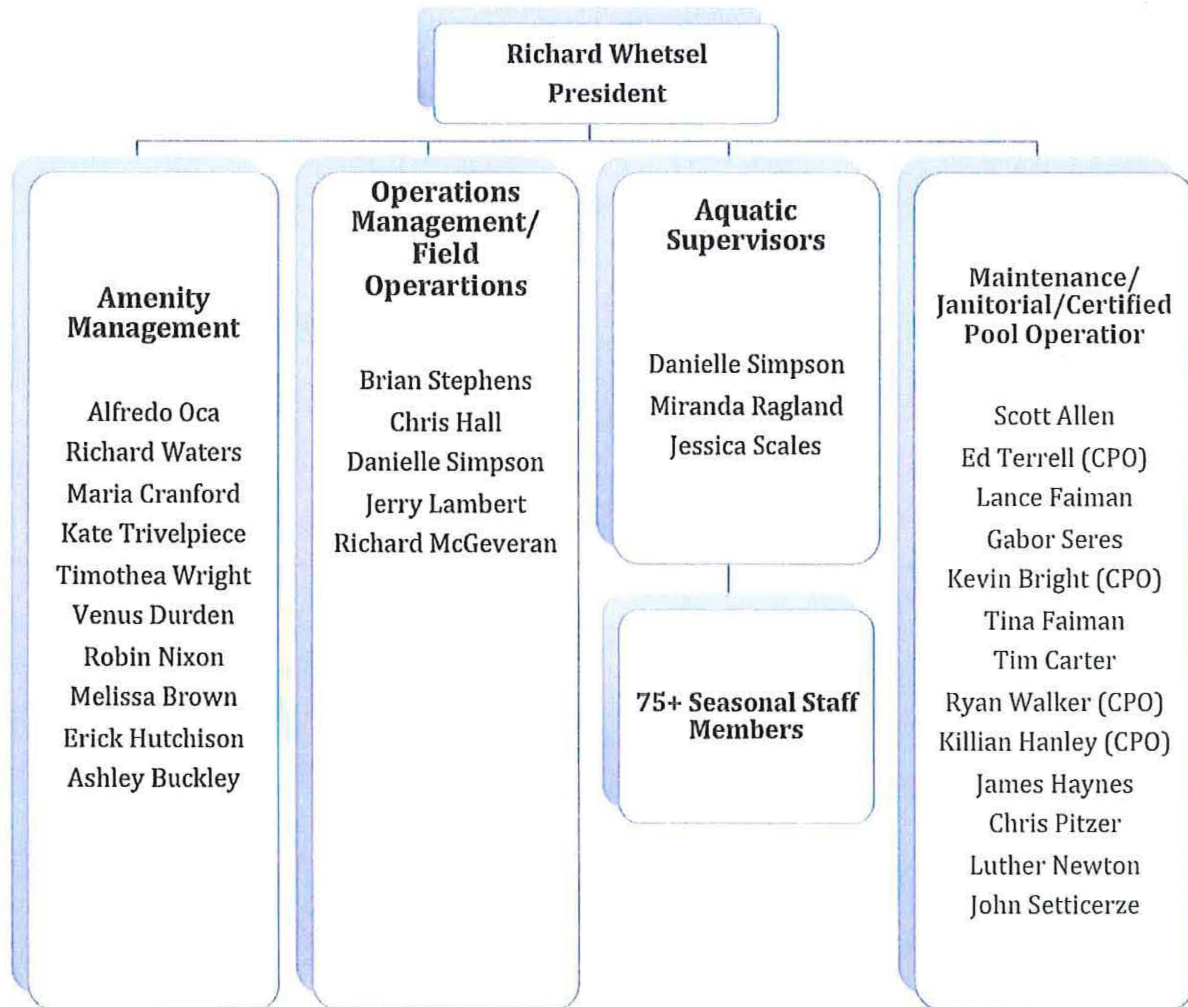
RMS has reliable and dependable personnel providing janitorial services customized for each client based upon seasonal changes and level of use.



Our services include:

- A schedule tailored for each community
- Sweep and mop tiled areas as necessary
- Clean restrooms, sinks, mirrors, fixtures, toilets and urinals
- Clean interior windows, baseboards, wipe down walls and doors
- Clean and sanitize fitness equipment
- Remove debris and replace trashcan liners
- Restock supplies, paper products, etc. as needed
- Straighten deck furniture and blow off patio/deck
- Pick up trash and debris from the amenity and pool areas
- Certifications by Cleaning Masterclass

KEY PERSONNEL



The various services previously detailed are provided by a strong team of employees and partners with decades of experience. The RMS organizational chart above reflects the personnel by department area.

Rich Whetsel - President

Rich has more than 14 years experience in property management for master planned communities in the Jacksonville area. As the leader of the RMS team, he has been responsible for developing the business plan and growing the business from the ground up to over 50 employees responsible for managing some of the premier communities in Northeast Florida.

James A. Perry, C.P.A. – Vice President

Jim Perry is the managing director for GMS in the Northeast Florida Region. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration Degree in Accounting and from the executive development program of the University of Pennsylvania-Wharton. Mr. Perry has extensive experience with Community Development Districts, local governments, utilities, development and construction. Mr. Perry has served in senior financial positions with fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida.

Darrin Mossing – Vice President and Chief Financial Officer

Darrin Mossing is also President of Governmental Management Services (GMS), a family of related companies responsible for the management of over 120 Community Development Districts, Property Owner Associations, various Special Taxing Districts and Special Purpose Entities. Mr. Mossing has a Bachelor's Degree in Accounting from Ohio University and has worked in the property management business for over 26 years.

Kelly Adams – Accountant

Kelly has been with the RMS organization since the establishment date. Kelly provides all the financial reporting services for RMS including payroll, accounts payable, bank reconciliations, financial reporting and tax returns. Her office is located in Kingston, Tennessee. Kelly has over 20 years of financial reporting experience.

Danielle Simpson – Facility Operations Manager

Danielle has been with the RMS organization since the establishment date. Ms. Simpson is the Operations Administrator, Supervisor and Director of Aquatics for RMS. She has a bachelor's degree from Arizona State University. She is a NSPF Certified Pool Operator and American Red Cross Lifeguard Instructor. She trains and manages Amenity Managers, Facility Attendants and Deck Monitors. Her other responsibilities include coordination of special events, establishment of aquatic budgets, establishes and enforces community policies and training personnel.

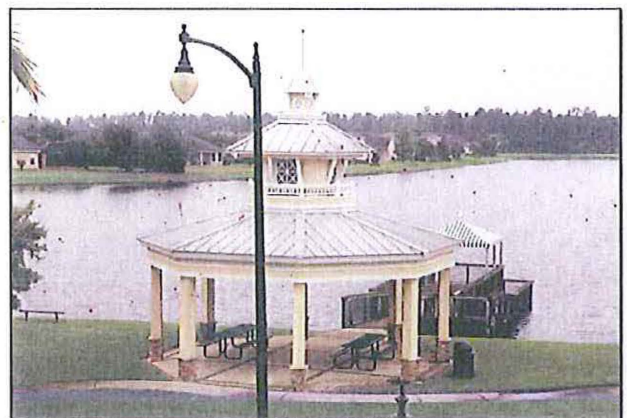
Brian Stephens - Operations Manager

Mr. Stephens oversees the daily operations of multiple Community Development Districts. Mr. Stephens has extensive experience in the field of landscaping and irrigation and holds a Florida Chemical Applicators license. His key responsibilities include monthly reporting to a Board of Supervisors, budgeting, acquiring proposals, contractor management and maintenance related projects. Along with these responsibilities, he has overseen Amenity Facilities, grounds improvements and oversight of vendor contract specifications. He takes initiative and is able to accurately plan future projects for District infrastructure.

*"Coming together is a beginning. Keeping together is progress.
Working together is success."
-- Henry Ford*

Freddie Oca - Amenity Manager

Freddie began working at RMS in July 2013. He coordinates the smooth functioning of the amenity building and grounds, as well as working with event logistics and setup. His responsibilities have continually shifted in response to the needs of the community. Freddie's background includes management positions in both large and small companies and he has spent over 15 years as a competitive flag football player all over the state of Florida. Citibank recognized him for logging in over 250 volunteer hours at his local YMCA.



Chris Hall – Operations Manager

Chris Hall is a Florida native and has been with Riverside Management Services for the past 10 years. Chris has tremendous experience and knowledge in the Operations and Maintenance Department. Currently Chris is responsible for operations, project management and future district planning for 5 Community Development Districts.

Kate Trivelpiece - Amenity Manager

Kate has worked in the Amenity management, event planning and Recreation field for over 20 years. Originally from Syracuse, New York, she got her degree in Recreation Management from UNC Greensboro. She started her career in Jacksonville with East West Partners as Activities Director at Eagle Harbor and then began managing Amenity Centers, pools and programs at new communities. Kate also has experience as a Catering and Event Director, where she worked for The Plantation at Ponte Vedra. Kate was able to organize and manage golf and tennis tournaments, summer camps and weddings. Kate is now the Amenity and Recreation Manager at Saint Johns Golf and County Club where she can fully utilize her experience in facility management and lifestyle planning.

Jerry Lambert - Operations Manager

For 28 years Jerry Lambert was the manager of the Prototype Metal Development Center and worked at the Engineering R & D facility in Auburn Hills, Michigan with Faurecia Automotive Seating. He has widespread experience with welding, automotives and assembly. He was the manager of a Testing Facility, Quality Lab and Shipping & Receiving Departments for 15 years. He held a Michigan Builders License and owned a construction business for 20 years for commercial building interior renovations and is currently an Operations Manager for Riverside.

Timothea Wright - Operations Administrator

Timothea Wright is originally from Hawthorne, New York and graduated from Fordham University with a Masters in Early Education. Timi was a Director of a Nursery/Day Care, where she managed the office, taught pre-kindergarten and kindergarten. She has extensive experience managing theater, community and high school groups of all ages. With over 10 years of administrative expertise, she assists with office operations, scheduling, correspondence, data management and project coordination.

CLIENT LISTING

<i>County</i>	<i>Community</i>
Clay	Oakleaf Plantation – Double Branch CDD Oakleaf Plantation – Middle Village CDD Pine Ridge Plantation CDD Ridgewood Trails CDD Rolling Hills CDD
Duval	Tison's Landing CDD Wynnfield Lakes CDD Queen's Harbour Yacht & Country Club
St. Johns	Aberdeen CDD Bannon Lakes CDD Turnbull Creek CDD - Murabella Meadow View at Twin Creeks - Beacon Lake St. Johns Golf & Country Club Palencia – Sweetwater Creek CDD



REFERENCES

1. Sarah Gabel Hall
Durbin Crossing Supervisor
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2. Bruce Parker
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3. Cindy Nelsen
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4. Zenzi Rogers
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zenzirogers@lennar.com
5. Douglas G. Maier
Tison's Landing Developer
(904) 821-8188
dougmaier@comcast.net
6. Bob Salser
Queen's Harbour Yacht & Country Club
Supervisor
(904) 312-2293
rsalser327@aol.com



Vested in your community.

LIFEGUARD SERVICES PROPOSAL FOR:

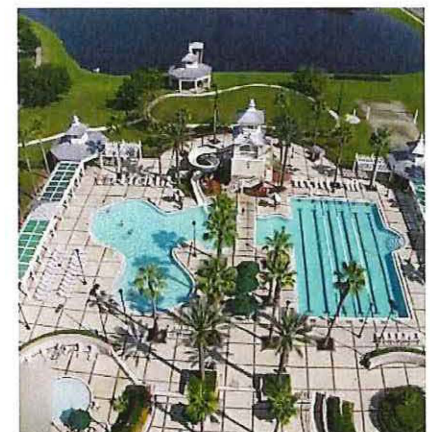
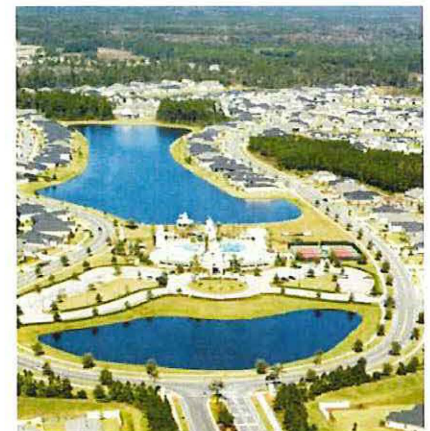
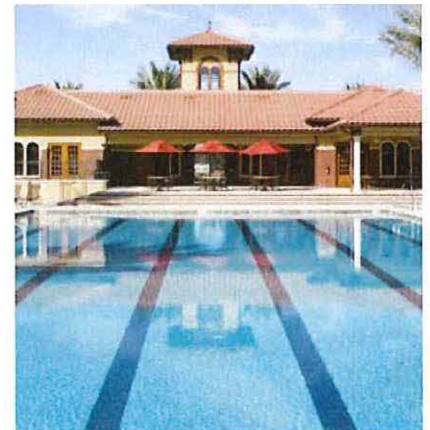
Rolling Hills CDD



Provided by
Leslie Pragasam
Business Development Manager
February 3, 2020

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INTRODUCTION

*Since its founding by Roy Deary in 1994, Jacksonville-based **Amenity Companies** has been the trailblazer and leader in providing contracted amenity and recreation facility operations for planned-communities in Florida, touching the lives of hundreds of thousands of people for more than 20 years.*

We have continuously and successfully handled large, amenity facility-management/staffing contracts throughout the state. Communities have also contracted with us to benefit from our consulting expertise on behalf of new facility construction and extensive renovation projects.

In 2011, Amenity Companies joined **Vesta Property Services, Inc.** – Florida's pioneer in combining amenity financing and management, lifestyle programming, and community association management services under one corporate umbrella.

Headquartered in Jacksonville, Vesta has offices throughout the state, employing more than 1,200 professionals, strategically positioned in all our communities, providing a wide spectrum of services to more than 200,000 residents and unit owners.

What Distinguishes Vesta from our competition?


Comprehensive Expertise & Engagement:

We provide a wide breadth of services (recreation facility management, maintenance, and lifestyle programming) at CDDs and HOAs throughout Florida, engaging tens of thousands of families every day with friendly, reliable, and passionate service professionals.

Exceptional, Long-Term Relationships:

Our Amenities Division is marked by long-term relationships built upon close, personal ties between our customers, management team, and vendors. (We still serve our very first customer – Kings Point Delray – after 24 years!) This length and depth of

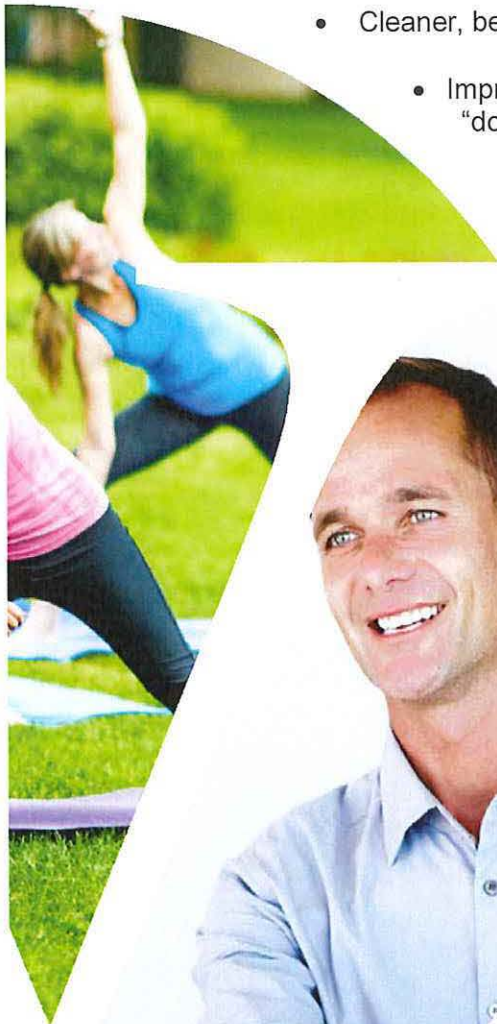





our relationships correspond with our high customer retention-rate, all of which reflects the loyalty and satisfaction that we've sustained with our customers and associates every day for the past two decades.

What are the advantages of combining maintenance services through Vesta?

Vesta has a lengthy history of providing excellent facility maintenance services on behalf of dozens of communities throughout Florida (see list of references). We do so with our own tight-knit team of quality employees, not independent sub-contractors. By combining services Vesta is able to gain efficiencies that result in an improved level of service and typically at a lesser rate than our competitors. Due to our two decades of experience operating in this manner, our communities consistently enjoy:

- 
- 
- Cleaner, better maintained amenity buildings, clubhouses, and related facilities.
 - Improved response times via a team of maintenance technicians. Less "down-time," waiting for other contractors to show up.
 - No "finger-pointing" between management and outside vendors.
 - Greater control of maintenance personnel's schedules, work-habits, appearance, and results.
 - Greater efficiency and flexibility in the deployment of personnel, due to being able to more nimbly respond to the most pressing needs and opportunities that arise each day.
 - Staff "owns" the operation acting as the eyes and ears of the board and association management.

Communications Management

Vesta understands the crucial importance of effective communication on behalf of the community's residents in order to deliver a vibrant and engaging lifestyle experience. To achieve this, our strong preference is to utilize Vesta Vantage - our proprietary, multi-channel, digital communications platform that integrates almost everything that is communications-related involving the residents, community leadership, and management.



SERVICES

Whether your community has 200 or 20,000 residents, we build dynamic lifestyle and amenity programs that range from pool services to theatrical productions and on-site restaurant management. Our holistic approach ensures every element of lifestyle creation is provided with no burden or stress to the community. We work directly with HOAs and CDDs to become their one point of contact, providing seamless and exceptional services. Our teams work on-site at our client-communities and are overseen and supported by our regional operations managers. Regardless of the size of your community, we are available to keep your operations running smoothly.

Clubhouse Maintenance

Experience the peace of mind that comes from knowing your facility is being truly cared for by Vesta. Our daily dedication to maintaining and enhancing the look, feel, and value of your amenities is unsurpassed.



Spa

Helping our residents feel good and look good with comprehensive spa and wellness services is one of our specialties. We offer spa services ranging from therapeutic massage to manicures, pedicures, rejuvenating facials, and skin treatments. Our expertise in retail and operations management of on-site spa facilities can help increase revenue within your community.



Fitness

We are proud to offer a wide variety of health, fitness, and wellness services to our members and guests, including state-of-the-art fitness equipment, personal training, dozens of group fitness classes, and consulting services. Additionally, our wellness team coordinates with certified trainers and instructors, ensuring all classes and programs offered through your gym or community center are safe and effective.



Food and Beverage

From coffee bars to full-service restaurants, our industry-trained professionals ensure dining operations in your community run smoothly. Creating places where residents can gather to meet friends and build lasting memories is a highlight of our job.



Special Events and Theater Operations

Celebrations, competitions, games, and parties enhance residents' lives and make fond memories. Whether presenting theater shows, community plays, musical acts or movies, or hosting luxurious weddings or even swim meets, every community benefits from our events management experience.





Aquatics

Vesta has been Florida's leading aquatics specialist for planned communities and clubs since 1995. Our turnkey water park operations provide a variety of swimming programs, staffing, and maintenance services that keep the pool buzzing with activity. By providing quality maintenance and staffing for community pools, we handle the daily details, so residents can swim, relax, and enjoy the water. Prices are kept low through our vendor relationships, and we work with the American Red Cross and Starfish Aquatics to meet your seasonal or year-round aquatic needs.



Support Services

Recruiting, testing, and training are all a part of the hiring life cycle of employment. Finding, acquiring, and retaining talented employees is a complex process. Vesta makes the process easy. Using our in-depth knowledge of state policy and employment law, combined with our professional Human Resources department, we ensure all requirements are met while we seek the right person for each job.



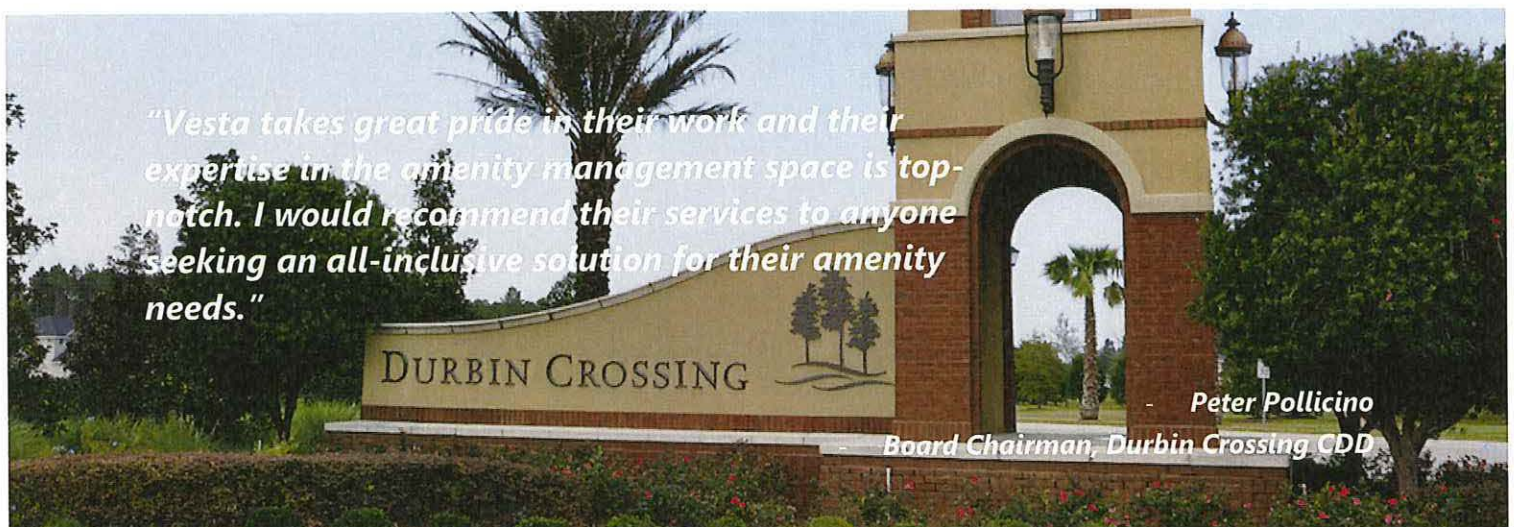
Technology

Vesta integrates the latest technology into our management and residents' services to provide unparalleled access and 24-hour support for our communities. All accounts are managed by skilled local staff, using the latest management software to create custom reports to sort, summarize, arrange, and produce a variety of property data.



Access Control

Improve your resident's safety with a gated access system. We offer a wide variety of access system services including installing custom security gates, setting up a keypad, keyless entry, or video surveillance system, assisting your community in monitoring their building access, and repairing and maintaining your security access system.





Proposal

LIFEGUARD SCOPE OF SERVICE

Qualifications

All staff are certified American Red Cross lifeguards. The certification includes Water Safety, First Aid, and CPR training. Vesta Property Services has a dedicated team of Lifeguard instructors who hold an American Red Cross Lifeguarding *Instructor* certification allowing Vesta to directly train, certify and vet potential employees rather than subcontracting to a third party.

Vesta follows a blended-learning approach, which combines online and in-person training. The online material covers a variety of topics, including Lifeguard best practices, First Aid and Emergency Response, and CPR training. After the successful completion of the online portion, students attend a 2-day on-site training. Water skills and CPR/First Aid training are the majority of the physical skills practiced, with additional discussion of Lifeguard Best Practices, Facility Safety, Teamwork and Employee Expectations. All potential lifeguards must demonstrate a thorough understanding of the material and satisfactory demonstrate all skills in addition to passing two final written tests.

In addition to providing American Red Cross certifications, Vesta has a *continued education program* that is executed throughout the season. In-service trainings are typically performed once or twice monthly and are mandatory for all Lifeguards to continue their employment. In addition to practicing rescue skills and first aid response, the Aquatics Training Team also simulates real life scenarios emphasizing the proper response to emergency situations. The continued education is vital to the success of our Lifeguard program. Further explanation and sample checklist immediately follow this proposal.

All students that earn their Lifesaving Certification are NOT hired by Vesta. Through the class and testing process, Instructor Trainers have the opportunity to study the participants. Students that excel are offered a position with Vesta.

Lifeguard Responsibilities

The primary duty of each lifeguard is water safety surveillance (and rescue when needed). Other duties include responding to emergency situations and the enforcement of relevant policies and procedures.

- Prevent injuries by maintaining continuous surveillance of all pool areas including water features.
- Respond quickly to emergencies and potential hazards.
- Observe weather conditions in order to take appropriate action related to changing weather conditions that could affect the safety of pool patrons consistent with district policies.
- Report unsafe conditions and accidents to management.
- Complete daily pool task checklists that correspond with daily activities and recent or potential incidents.
- Test pool chemistry and document readings at a minimum of twice daily.
- Perform light cleaning, including, but not limited to, straightening pool furniture, wiping off tables and emptying trash cans during down times.



If the Board opts to provide a **Deck Monitor** in place of a third lifeguard, the position will include the following responsibilities:

- Greet all patrons.
- Assist other staff in enforcing community policies, especially those related to the patron's proper use of the facility.
- Identify non-authorized individuals on the premises of the facility and take the appropriate action.
- Maintain a neat and presentable deck.
- Regularly clean and straighten all pool furniture.
- Spot clean restrooms on a regular basis.
- Maintain a record of all incidents.
- Immediately address and report all safety hazards.

Schedule

A staff of three (3) guards will be provided 12:00 PM - 7:00 PM Tuesday - Sunday and 1:00 PM - 7:00 PM on Mondays. The schedule allows for 15 minutes prior to the opening of the pool to prepare for the day and 15 minutes after the close of the pool to complete closing duties.

Guards shall take a 30-minute break during each shift. Two guards will remain on deck during all breaks. Based on the Clay County Board of Health Regulations, water features may be affected by the absence of a third guard.

Staff will be provided the entire week of Clay County Schools Spring Break, March 14th through Sunday March 22nd and weekends until the beginning of Clay County School Summer Break, Thursday June 4th (including Memorial Day). Full seven (7) day coverage shall begin June 4th through August 9th, the end of Clay County Schools Summer Break. Weekend coverage will resume August 15th through Labor Day, September 7th.

Alternative Schedule:

An alternative schedule would include the third guard working an abbreviated shift of 1:00 PM - 6:00 PM. This allows for maximum coverage during prime times while providing savings to the district.



FEES

- Lifeguard Services: **\$43,780**

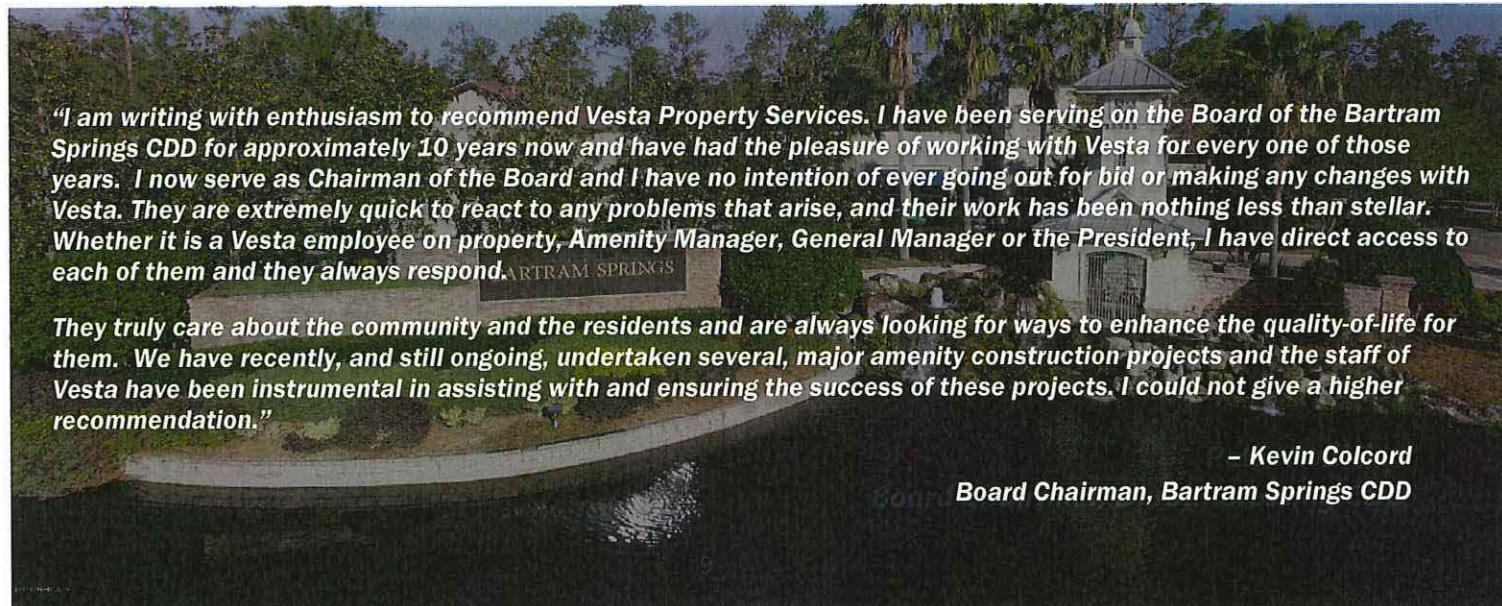
Fees reflect lifeguard staffing services, regional support and in-service training. This multi-faceted approach sets us apart from the competition and results in a higher level of service to the residents of **Rolling Hills CDD**.

Vesta will only bill for time provided at the hourly rate of \$20.00. Due to rain delays, the District's annual expense historically has been well under the budget. We can reasonably expect the same in the coming year.

- Alternative Schedule Fee: **\$39,240**

Other

- **Terms** – Vesta shall invoice once monthly. Invoices shall be paid net thirty (30) days upon receipt. A 2% fee will be charged for all invoices that exceed 60 days.



"I am writing with enthusiasm to recommend Vesta Property Services. I have been serving on the Board of the Bartram Springs CDD for approximately 10 years now and have had the pleasure of working with Vesta for every one of those years. I now serve as Chairman of the Board and I have no intention of ever going out for bid or making any changes with Vesta. They are extremely quick to react to any problems that arise, and their work has been nothing less than stellar. Whether it is a Vesta employee on property, Amenity Manager, General Manager or the President, I have direct access to each of them and they always respond."

They truly care about the community and the residents and are always looking for ways to enhance the quality-of-life for them. We have recently, and still ongoing, undertaken several, major amenity construction projects and the staff of Vesta have been instrumental in assisting with and ensuring the success of these projects. I could not give a higher recommendation."

– Kevin Colcord
Board Chairman, Bartram Springs CDD



The Purpose of In-Service Training

Objective: To provide continuous training to lifeguard staff with the necessary knowledge and skills to proficiently perform all lifesaving duties.

Preparation: At least one week before the scheduled in service, the information that will be covered at the in service will be posted for lifeguards to review. During the week prior to in-service it is the lifeguard's responsibility to study and ask questions to the Manager/Supervisor. The day of in-service training all lifeguards should have the knowledge to successfully pass.

Critical Procedures: The most effective way to ensure that all lifeguards are comfortable with all lifesaving skills is practice. When applicable trainers will break up into groups with lifeguards to have the smallest teacher: student ratio as possible. The In-Service Coordinator will instruct lifeguards on what is expected.

Final Assessment: A final assessment will be made by staff ensuring all lifeguards are proficient in all skills. All lifeguards must receive a passing grade in order to continue their employment. Remedial training is available.

What follows is an example of a specific In-Service checklist that a Lifeguard Instructor would use while providing a training session.



EXAMPLE

Trainer/Date: Joe Trainer 3/21/2020

This Week's Training Objective: Review specific community policies and provide additional information related to blood borne pathogens and cold related exposure emergencies.

Completed	Topics/Skills	Skills Reviewed/Scenarios Followed/Other
	Policies/Procedures/ talking points	<ul style="list-style-type: none">• What toys/items can be used at the pool• Alcohol protocol how to handle intoxicated patrons and who to contact• Scheduling and what to expect• Go over EAP for each pool• Clocking in and out and responsibilities of staff• Contact list/ emergency phone numbers and address• What the manager/supervisor feels they need to discuss.
	Blood Borne Pathogens	<ul style="list-style-type: none">• Watch Blood Borne Pathogens video• Review with staff• Answer questions <p>*Reference pages 7 and 8 attached and highlighted* LG manual pg.</p>
	Cold Related Emergencies	<ul style="list-style-type: none">• Watch Cold Related Emergencies video• Review with staff• Answer questions <p>*Reference pages 86, 87, and 88 attached and highlighted* LG manual pg.</p>
	Swim	<ul style="list-style-type: none">• 300 swim – 200 free, 100 breast• 100 swim with rescue tube – choice kick• Tread water for 2 minutes – 1 with 1 w/out arms

Observations/Comments:

REFERENCES

Rivers Edge CDD (RiverTown)

Contact: Jason Sessions – VP Land for Mattamy, Board Chairman

Phone: (904) 386-8380

Description: Planned community of 4,000 homes at build-out.

Scope of Services: Amenity Management, Turnkey Operation of (2) Cafés, Lifestyle Programs

Dates Serviced: March 2015 to present.



Heritage Landing CDD

Contact: Robert Porter – VP of Land

Phone: (904) 899-5915 (cell)

Description: Planned community of 1,250 single-family and multi-family homes.

Scope of Services: HOA, Amenities & Lifestyle Management; Field Operations Management, Maintenance Services.

Dates Serviced: 2006 to present.

Bartram Springs CDD

Contact: Kevin Colcord, Board Chairman

Phone: (904) 451-6808

Description: Built-out community of 1,200+ single-family and multi-family homes.

Scope of Services: HOA & Amenity Management, Maintenance Services, and Lifestyle Programs.

Dates Serviced: 2005 to present.



Durbin Crossing CDD

Contact: Peter Pollicino – Board Chairman

Phone: (973) 713-7384

Description: Community of 2,600 homes, near build-out.

Scope of Services: Amenity Management, Field Operations Management, Maintenance Services, Programs, Lifeguard Services, and Facility Monitoring.

Dates Serviced: 2008 to present.

Kings Point Delray Beach

Contact: Frank Iovine – Board Chair.

Phone: 561-302-8803 (cell)

Description: Planned community of 7,200 homes and 13,000+ residents.

Scope of Services: Clubhouse Management, IT & Communications Services, Maintenance Services, Resident Programs, Theater Operation, Community Transportation Services, CCTV Monitoring, Gatehouse Staffing, Community wide Special Events and Restaurant Operation.

Dates Serviced: 1992 to present.



Kings Point Sun City Center

Contact: Liz Argott – past Board Member

Phone: (813) 362-6549

Description: Planned community of 5,000+ single-family homes.

Scope of Services: Clubhouse Management, IT & Communications Services, Maintenance Services, Resident Programs, Theater Operation, Special Events and Restaurant Operation.

Dates Serviced: 2008 to present.



Renaissance at West Villages HOA

Contact: Mac McCraw, Mattamy Homes – Tampa/Sarasota Division

Phone: (813) 390-0627

Description: Planned community of 400+ single-family homes.

Scope: Lifestyle Management; Amenities Management upon opening of the amenity center in 2018.

Dates Serviced: 2017 to present





List of Current Clients

Aberdeen CDD

Anthem Park CDD

Bartram Springs CDD

Brandy Creek CDD ("Johns Creek")

Bridgewater at Viera HOA

Celestina HOA

Concord Station CDD

Dupree Lakes CDD

Durbin Crossing CDD

Grand Haven CDD

Heritage Isle HOA

Heritage Landing CDD

Julington Creek Plantation CDD

Kings Point Delray Beach HOA

Kings Point Sun City Center HOA

Lakeside Plantation CDD

LakeShore Ranch CDD

Renaissance at West Villages HOA

Rivers Edge CDD ("RiverTown")

Riverwood HOA


Southaven CDD ("Markland")

Trails CDD ("Winchester Ridge")

Turnbull Creek CDD ("MuraBella")

Westlake HOA

Westshore Yacht Club HOA



"Vesta affords our team the ability to focus on the rest of the community's development while they handle all aspects of our Amenity management, programming, and maintenance. They are an integral part of our development team and success."

***– Jason Sessions
Board of Supervisors Chairman, Rivers Edge CDD***



Local Leadership Team

Jay King, NE FL Regional Vice President



Jay has over 25 years of leadership experience with the U.S. Navy, The Home Depot, CSX Transportation, and Vesta. He is a current CDD Board member with over 6 years' experience including heading up \$1.4 million in recent capital project management, social media engagement, and annual resident surveying for the Bartram Springs CDD. As a long-time real estate investor, Jay remains active in the greater Jacksonville communities in which he owns property. To further his

investments in these communities, Jay serves on their HOA Boards. He is committed to a culture that puts Customer Service first and a Regional Team that works exclusively within the communities they serve, rather than from a remote regional office.

Dan Fagen, NE FL Director of Amenity Operations



Dan Fagen has many years of successful experience in the management of fitness operations at exclusive, local yacht-and-country clubs including Epping Forest Yacht Club, Deerwood Country Club, and San Jose Country Club. Mr. Fagen's experience also includes large asset and equipment purchases, event programming, and the management of staff such as maintenance personnel, personal trainers and group training instructors.



Sean Smith, NE FL Regional Aquatics Director for Safety



Sean Smith has been with Vesta for 12 years serving in our Aquatics Division. During this time, he has worked as an Aquatics Director in several communities including Fleming Island Plantation and Julington Creek Plantation, managing seasonal staff numbers of over 70 employees during peak times of the year. He also provides regional aquatics supervision and support including recruiting, hiring and staffing lifeguards for multiple communities throughout the Northeast, Florida region. He holds a Lifeguard and Lifeguard Instructor certification with the American Red Cross and provides a pivotal role in the certifying and training of all Aquatics Employees across our company.

Steve Howell, NE FL Regional Director - Field Operations & Maintenance



With over 20 years in the outdoor services industry including sales and service of pond and lake management and landscape management, our Regional Field Operations & Maintenance Director Steve seeks to ensure that every resident enjoys a "resort-like" look and feel within the communities they live. He is committed to a team approach and takes every opportunity to promote learning every aspect of responsible and outstanding Field Operations within our company. After receiving his Business degree from Georgia Southern University, he has successfully worked in various roles throughout the Southeast in resort management, contract service, owner/operator of a residential rehabilitation company, and now oversight and support of various communities and Field Operations Managers within the Northeast Region of Vesta. He is also the on-site Field Operations Manager for Vesta at Durbin Crossing CDD.

Vesta's Value

Vesta's Depth of Local Talent Value

Vesta is able to leverage our local workforce of over 350 associates - most within minutes of Rolling Hills CDD - to allow for Paid Time Off for the staff, help with emergencies and sudden staff shortages, provide extra help for events and maintenance projects, etc., without having to resort to utilizing local temp-services or leaving positions unfilled for any length of time. (No other company can match this capability in Northeast Florida). Our local scale enables our employee's advancement opportunities without having to relocate which leads to more experienced and satisfied staff.

Vesta's Board Reporting Value


We make it efficient for you to stay informed.

Monthly General Manager Reporting

- Performance Metrics and Analysis
- Recent Event Highlights
- Upcoming Events and Planning
- Updates on Amenity Operations
- Recommendations

Monthly Field Operations Reporting

- Project Work Highlights and Pictures
- Cost Savings
- Bids and Comparisons
- Vendor Management



DURBIN CROSSING
Field Operation Manager's Report

Date of report: 4-28-2018 Submitted by: Steve Parnell

POOL RESURFACING UPDATE / Project complete:
These projects have been completed at both facilities. We are very pleased with the quality of work and the level of service that we received from the contractor based on the extent of the work being done. There were a few costlier items that have occurred throughout the process and we have highlighted these below, none particular or order.

1. We wanted a nice solid pool surface instead of a speckled surface finish for aesthetic purposes. However, there are several factors to that matter that have come to our attention from the contractor. The surface is very "soft" due to the nature of the material being used. This was about the feel of the bottom of the pool, "like the ocean". The design of the water is supposed to be around safety and a crisp clean appearance. Also, due to the nature of the material being used, it will be able to hold up and last for many years. The surface is also very soft, which would not have been a good idea for the pool's safety.
2. The pool was also able to repair the cracks and remove all the debris at both facilities. This was especially critical at our pool due to the nature of the pool.
3. We had all the equipment replaced.
4. The pool was also able to repair the cracks and remove all the debris at both facilities.
5. The pool was also able to repair the cracks and remove all the debris at both facilities.

UPCOMING EVENTS / AMENITY OPERATIONS
We have a lot of activities at our facilities.

- All pool facilities
- All pool facilities
- All pool facilities
- All pool facilities
- All pool facilities



Jensen Creek Park
Community Development District
GENERAL MANAGER REPORT

Date of report: 4/24/2018 Submitted by: Heather Zandt

FITNESS UPDATE
Spring break always brings a new face to our fitness department. For the month of March there were approximately 1,200 fitness participants. There were 1,200 fitness participants who attended our group fitness classes and we provided 237 classes during the month. Our fitness department had some of our largest number of attendees this month. Fitness participants who were responsible for the increased cost participants. She has such a dynamic personality and motivates the users with a variety of fun and challenging workouts.

Equipment Replacement
Pads were replaced for our Magnum Dip Assist machine and our two functional floor pads.

Work Orders
Covered under Towing One warranty: Address, Leg Cool, Repair like, Replace.

SPRINKLERS
March had a great success for our Spring Break. Some names: March had a great success for our Spring Break.



Vesta's Resident Focused Communication Value

We make it easy for you to connect with your residents. We monitor social media to stay ahead of issues and ensure residents have the most accurate info through varied forms of proactive communication.

- Quick response to resident emails and voicemails
- Monthly e-Newsletters
- Weekly e-Blasts
- Capital Project Updates
- Pre-Annual Meeting Year in Review Board Accomplishments
- Website
- Social Media Updates and Responses
- Community Publications
- Surveying
- Community and Marquee Signage



Vesta Vantage Pro: Fully integrated, multi-channel platform for maximum, proactive connection with your residents.



Vesta's Lifestyle Value

We strive and excel at bringing residents together. We will build on your strong traditions and add new events, programming and other lifestyle enhancements.

- Our goal is to provide a small hometown, Norman Rockwell atmosphere
- Staff/resident meet and greet events to ensure residents are connected and know their staff. Part of providing a quality lifestyle includes engaging with and listening to the residents.
- Provide recommendations to add fitness elements to existing playgrounds and parks in order to enhance all aspects of the lifestyle provided to residents.
- Facilitate new memories and magic – Aqua Egg Hunts, Pumpkin Plunge, Luau Parties, Craft Classes, NFL team trips, and more.
- Enhanced seminars – Youth safety Classes, Home Improvement Expo, etc.

The Value of an Independent District and Amenity Management

Vesta partners with all the major district management firms across our communities to avoid a conflict of interest we do not do that scope of work. This enables a healthy dynamic whereby the district management company is only beholden to the Board and its interests are not divided between the Board and any other service contracts that management company may also have with the District. This enables the management company to always lookout for the best interests of the Board in supervising contracts. We find this arrangement best aligns with resident interests by improving quality of services and pricing.

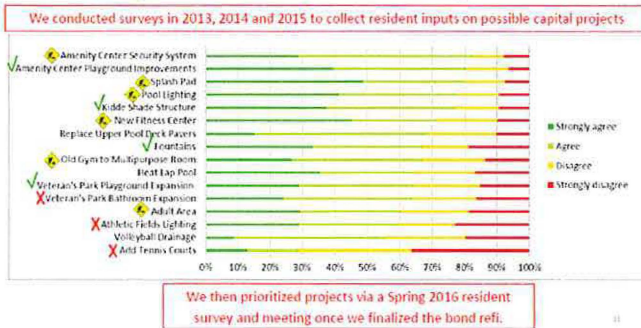
Vesta's Vendor Relationship Value

We provide the best options and pricing for services. We leverage our scale (20 amenity contracted communities in greater Jacksonville) and local relationships with vendors to receive the most responsive and economical services for our communities.

Vesta's Capital Project Experience Value

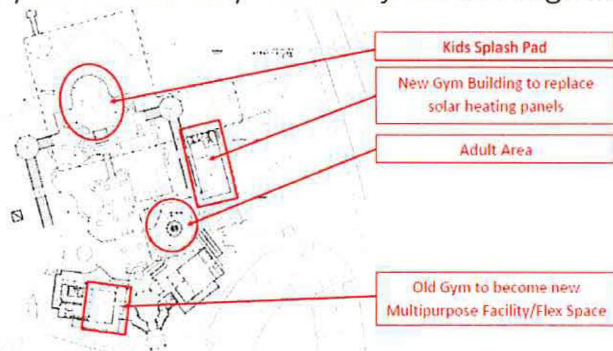
We ensure you get the most project bang for your buck.

2016 Projects Prioritization Survey Results



- Reserve Study Development Support
- Project Planning
- Resident Feedback and Project
- Prioritization Surveying
- RFP Development
- Onsite Vendor Support and Oversight
- Resident Communication and Updates
- Care and Maintenance Planning

Layout of Amenity Area Projects In Progress



Vesta's Technology Value

We can adapt to your existing technology systems, software, and providers or recommend a new approach tailored to your needs based on our extensive experience in the industry. We provide webmaster services and are familiar with ADA compliance solutions.

"Vesta Property Services began working for Julington Creek Plantation (JCP) in October 2016. Currently, all employees working at the District are Vesta employees, including a full-time, on-site general manager and a full-time, on-site field operations manager.

I am very happy with their performance, as they eagerly stepped into a challenging situation and immediately demonstrated a professional attitude and willingness to work hard. They quickly took charge, made immediate changes, and suggested further improvements for long-term success.

During their time at JCP, I have been most impressed by their willingness to work with the CDD Board on a variety of issues. If we are concerned about something and disagree as a Board on how to fix it, Vesta volunteers to research the situation further and present us with viable options that usually solve the issue to everyone's satisfaction. I believe three factors make Vesta stand out: experience, positive attitude/work ethic, and a creative, problem-solving approach. "

*- Alison Golan
Julington Creek Plantation Board of Supervisors, Seat 1*

Vesta's Efficiency Value

We operate a lean and efficient organization to ensure your residents get the best value in services.

Vesta's Analytical Value

We strive to optimize your Association's operations and financials.

- Comprehensive Analysis
- Benchmarking
- Cost Saving Projects
- SMART Recommendations
- Follow through and updates until completion



Vesta's Scope of Service Value

We provide a full-service range of in-house services. The greater our scope the greater your savings.

- Amenity Management Services
- Field Operations Management Services
- HOA Management Services
- Food and Beverage Management Services
- Pool Chemistry and Maintenance Services
- Lifeguard Services
- Pool Monitor Services
- Lifestyle Services
- Janitorial Services
- Maintenance Services
- Pet Waste Disposal Services
- Gated Access System Installation and Maintenance Services

Review, Analysis & Recommendations Regarding Operations at JCP

Introduction:

As committed, Vesta has conducted an in-depth review and analysis of the operation of Julington Creek Plantation's Recreation Amenities. As we and others have referred to it, our intent has been to determine how to "optimize" a match between the District's needs and resources, addressing such topics as department leadership, structure, programs, and finances. Our recommendations largely look at the next 18 months, through the end of the District's next fiscal year. With the benefit of an additional 12 months (beyond just our first 6 months to date), it is likely that additional changes to further optimize things will be submitted by Vesta in the coming year or so. However, as of now we are trying to strike a balance that:

- (1) Maintains a degree of stability through a continuation of proven and successful approaches and people at JCP (and minimizes negative disruption in level of service, staff morale, etc.);
- (2) Considers input from others with helpful insights and/or long-term histories with JCP;
- (3) Taps into our experience elsewhere to bring a new perspective and ideas to the operation;
- (4) Results in completing a thorough and detailed review and necessary recommendations, in conjunction with the timing of the District's current FY '18 budget process.

Objectives of Vesta's Optimization Report:

To guide this process, aided by the helpful input of the Board and District Management, the specific objectives of this Report have been:

- (1) Challenge the status quo and the notion of, "Because that's how we've always done it."
- (2) Align current operating revenues and expenses by department to improve clarity of understanding;
- (3) Achieve Personnel "Optimization" by:
 - a. Ensuring an understanding of key staff's roles, responsibilities, and individual strengths.
 - b. While being as considerate of our team members as possible, make recommended improvements to the overall operating structure.
- (4) Identify potential cost-reductions in the Recreation Operation to benefit the District (such as redirecting resources to other areas, reducing assessments, etc.)
- (5) Achieve Programs "Optimization" by:
 - a. Answering the question of, "What is an 'amenity' and what is a 'program'?" by department and activity.
 - b. Recommending the best overall approach to handling Programs (i.e., continuing it as a District-subsidized operation or moving to a contracted/outourced operation.)
- (6) If possible, incorporate some of the Board's recently-stated top priorities:
 - a. Landscaping improvements along Racetrack Road.
 - b. Energo Efficient Property Upgrades.

ELEVENTH ORDER OF BUSINESS

D.

Rolling Hills Community Development District

3212 Bradley Creek Parkway • Green Cove Springs, FL 32043

Memorandum

Date: February 11, 2020

To: Rich Whetsel, Operations Director

From: Freddie Oca, Facility Manager
Chris Hall, Operations Manager

Re: Rolling Hills CDD Monthly Operations Report: October/January

The following is a summary of activities related to the operations of the Rolling Hills Community Development District.

General

- www.RollingHillsCDD.com website continues to provide documents such as annual audits, meeting minutes and annual budgets. All will be updated as they become available.
- Eight (8) sets of access cards were issued.
- The Halloween event had 84 residents in attendance.
- The Christmas event had 72 residents in attendance.
- An off-duty Police Officer is continuing to patrol Rolling Hills twice a week.

Maintenance

- Orange Environmental Services conducted their quarterly inspection and treatment.
- Mechanical Solutions conducted their quarterly inspection on the AC units and made the needed repairs.
- Southeast Fitness performed the preventative maintenance and made repairs of the fitness equipment.
- Fire X completed their annual fire extinguisher inspection.
- The main filtration pump and impeller has been replaced by Parry Pools.
- Atlantic Powder Coating is repairing the remaining lounge chairs on the pool deck.
- Sirius radio has been installed and plays throughout the amenity center.
- Lake Doctors continues to maintain the ponds.
- The pools continue to be maintained by Riverside Management Services.
- RMS completes nighttime light inspections on a monthly basis.

Landscape Maintenance

- Yellowstone Landscaping continues to maintain the community landscaping.
- Irrigation inspections and needed repairs are being completed on a monthly basis.
- New sod has been installed around the facility and common areas.

Riverside Management Services has completed the following

- Sidewalk sections along the tennis courts and the amphitheater have been re-poured.
- A concrete slab was poured at the park on Paddle Creek Dr.
- Picnic table has been installed on the concrete at the Paddle Creek park.
- The tennis net has been replaced.
- The babbling brook pumps have been replaced.
- More pavers/coping has been repaired on the pool deck.
- Two additional streetlights in the median have been repaired.
- The stairs on the deck have been repaired or replaced.
- The gazebos on the tennis courts have been re-painted.
- Benches on the tennis courts have been re-painted.
- The mailbox has been re-painted.
- Railings on the balcony have been re-painted.
- The entry way signs have been re-painted.
- Flowerpots were painted at the entrance to the amenity center.
- The garbage can receptacles have been painted.
- Broken pipes on the spray ground have been repaired.
- Most of the ground lights have been replaced around the amenity center.
- Sidewalks behind tennis courts were grinded down to prevent tripping.
- Several areas were pressure washed around the amenity areas.
- Holiday lights have been installed and removed.
- The park locations are being policed weekly for debris.
- Lights around the amenity center have been checked and replaced as needed.
- District common areas are being policed weekly for debris.
- All District Lakes are being inspected and cleaned bi-weekly.
- Lake water outfalls are inspected and cleaned monthly to ensure proper water flow.
- Trash can liners are being changed on a weekly basis.

Rentals Oct. – Jan.

15

Should you have any questions or comments regarding the above information, please feel free to contact Freddie at (904) 338-5723 or Rich at (904) 759-8923.

FOURTEENTH ORDER OF BUSINESS

A.

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
December 31, 2019

	<u>Governmental Fund Types</u>		<u>Totals</u>
	<u>General</u>	<u>Debt Service</u>	<u>(Memorandum Only)</u>
<u>ASSETS:</u>			
CASH - Operating	\$316,629	—	\$316,629
INVESTMENTS			
<u>Series 2015 A-1</u>			
Reserve	—	\$90,706	\$90,706
Revenue	—	\$178,414	\$178,414
Prepayment A1	—	\$838	\$838
<u>Series 2015 A-2</u>			
Reserve	—	\$100,000	\$100,000
Revenue	—	\$134,618	\$134,618
Prepayment	—	\$2,766	\$2,766
<u>Series 2015 A-3</u>			
Reserve	—	\$53,021	\$53,021
Revenue	—	\$50,193	\$50,193
TOTAL ASSETS	\$316,629	\$610,556	\$927,185
<u>LIABILITIES:</u>			
ACCOUNTS PAYABLE	\$22,562	—	\$22,562
<u>FUND BALANCES:</u>			
RESTRICTED FOR DEBT SERVICE	—	\$610,556	\$610,556
UNASSIGNED	\$294,067	—	\$294,067
TOTAL LIABILITIES & FUND BALANCES	\$316,629	\$610,556	\$927,185

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	VARIANCE
<u>REVENUES:</u>				
Assessments - Platted Lots (Tax Roll)	\$348,975	\$343,376	\$343,376	\$0
Assessments - Platted Lots (Direct)	\$269,409	\$0	\$0	\$0
Swim & Tennis Revenue	\$800	\$200	\$0	(\$200)
Facility Rental Fees	\$3,500	\$875	\$1,525	\$650
Non-Resident Memberships	\$1,980	\$495	\$0	(\$495)
TOTAL REVENUES	\$624,664	\$344,946	\$344,901	(\$45)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisor Fees	\$6,000	\$1,500	\$600	\$900
FICA Taxes	\$459	\$115	\$46	\$69
Engineering Fees	\$10,000	\$2,500	\$0	\$2,500
Arbitrage	\$1,200	\$0	\$0	\$0
Dissemination Agent	\$3,500	\$875	\$875	(\$0)
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Attorney Fees	\$22,500	\$5,625	\$591	\$5,034
Annual Audit	\$3,800	\$0	\$0	\$0
Trustee	\$8,081	\$0	\$0	\$0
Management Fees	\$40,000	\$10,000	\$10,000	\$0
Computer Time	\$1,000	\$250	\$250	\$0
Telephone	\$150	\$38	\$16	\$22
Postage	\$500	\$125	\$20	\$105
Printing & Binding	\$1,250	\$313	\$231	\$81
Travel & Per Diem	\$100	\$25	\$45	(\$20)
Insurance	\$8,427	\$8,427	\$8,227	\$200
Legal Advertising	\$1,000	\$250	\$0	\$250
Other Current Charges	\$1,500	\$375	\$382	(\$7)
Website Compliance	\$2,500	\$625	\$625	\$0
Office Supplies	\$100	\$25	\$15	\$10
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$117,242	\$36,242	\$27,099	\$9,143

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	VARIANCE
<u>EXPENDITURES: (continued)</u>				
<u>FIELD:</u>				
Operations Management	\$20,500	\$5,125	\$5,125	\$0
Utilities - Irrigation & Streetlights	\$35,000	\$8,750	\$8,450	\$300
Repairs & Maintenance	\$40,000	\$10,000	\$11,585	(\$1,585)
Landscape	\$73,000	\$18,250	\$18,155	\$95
Landscape - Contingency	\$6,800	\$1,700	\$3,374	(\$1,674)
Mulch	\$13,500	\$3,375	\$0	\$3,375
Lake Maintenance	\$4,800	\$1,200	\$1,200	\$0
Irrigation Repairs	\$7,500	\$1,875	\$0	\$1,875
Miscellaneous	\$1,264	\$316	(\$41)	\$357
TOTAL FIELD	\$202,364	\$50,591	\$47,848	\$2,743
<u>SWIM & TENNIS:</u>				
Facility Management	\$53,533	\$13,383	\$13,383	\$0
Pool Attendants	\$35,000	\$0	\$0	\$0
Refuse Service	\$8,300	\$2,075	\$3,123	(\$1,048)
Security	\$15,000	\$3,750	\$3,725	\$25
Utilities	\$45,000	\$11,250	\$8,868	\$2,382
Recreation Passes	\$1,000	\$250	\$0	\$250
Repairs & Maintenance	\$40,000	\$10,000	\$10,731	(\$731)
Janitorial	\$12,840	\$3,210	\$3,210	\$0
Pool Maintenance	\$13,650	\$3,413	\$3,413	\$0
Special Events	\$4,000	\$1,000	\$1,847	(\$847)
Operating Supplies	\$6,000	\$1,500	\$1,626	(\$126)
Pool Chemicals	\$9,000	\$2,250	\$1,644	\$606
Permit	\$375	\$0	\$0	\$0
Insurance	\$23,121	\$23,121	\$22,681	\$440
Capital Reserve	\$38,239	\$9,560	\$0	\$9,560
TOTAL SWIM & TENNIS	\$305,058	\$84,762	\$74,251	\$10,511
TOTAL EXPENDITURES	\$624,664	\$171,594	\$149,197	\$22,397
Excess (deficiency) of revenues over (under) expenditures	\$0	\$173,352	\$195,704	\$22,352
Net change in Fund Balance	\$0	\$173,352	\$195,704	\$22,352
FUND BALANCE - Beginning	\$0		\$98,363	
FUND BALANCE - Ending	\$0		\$294,067	

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND 2015 A-1
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	VARIANCE
<u>REVENUES:</u>				
Assessments	\$174,001	\$171,209	\$171,209	\$0
Interest Income	\$0	\$0	\$56	\$56
TOTAL REVENUES	<u>\$174,001</u>	<u>\$171,209</u>	<u>\$171,265</u>	<u>\$56</u>
<u>EXPENDITURES:</u>				
Interest Expense - 11/1	\$53,192	\$53,192	\$53,192	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Interest Expense - 5/1	\$53,192	\$0	\$0	\$0
Principal Expense - 5/1	\$65,000	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$171,384</u>	<u>\$53,192</u>	<u>\$58,192</u>	<u>(\$5,000)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$2,617</u>	<u>\$118,017</u>	<u>\$113,073</u>	<u>(\$4,944)</u>
NET CHANGE IN FUND BALANCE	<u>\$2,617</u>	<u>\$118,017</u>	<u>\$113,073</u>	<u>(\$4,944)</u>
FUND BALANCE - Beginning	\$63,176		\$156,885	
FUND BALANCE - Ending	<u>\$65,793</u>		<u>\$269,958</u>	

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND 2015 A-2, 2015B
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	VARIANCE
<u>REVENUES:</u>				
Assessments	\$136,800	\$134,606	\$134,606	\$0
Interest Income	\$0	\$0	\$54	\$54
TOTAL REVENUES	\$136,800	\$134,606	\$134,660	\$54
<u>EXPENDITURES:</u>				
<u>Series 2015 A-2</u>				
Interest Expense 11/1	\$42,150	\$42,150	\$42,150	\$0
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
Principal Expense 5/1	\$50,000	\$0	\$0	\$0
Principal Expense 5/1	\$42,150	\$0	\$0	\$0
TOTAL EXPENDITURES	\$134,300	\$42,150	\$47,150	(\$5,000)
Excess (deficiency) of revenues over (under) expenditures	\$2,500	\$92,456	\$87,510	(\$4,946)
NET CHANGE IN FUND BALANCE	\$2,500	\$92,456	\$87,510	(\$4,946)
FUND BALANCE - Beginning	\$49,868		\$149,874	
FUND BALANCE - Ending	<u>\$52,368</u>		<u>\$237,384</u>	

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND 2015 A-3
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2019

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 12/31/19	ACTUAL THRU 12/31/19	VARIANCE
REVENUES:				
Assessment - Tax Roll	\$41,481	\$40,814	\$40,814	\$0
Assessment - Direct	\$302,118	\$0	\$0	\$0
Interest Income	\$0	\$0	\$39	\$39
TOTAL REVENUES	\$343,599	\$40,814	\$40,853	\$39
EXPENDITURES:				
Interest Expense - 11/1	\$119,763	\$119,763	\$119,763	\$0
Principal Expense - 5/1	\$105,000	\$0	\$0	\$0
Interest Expense - 5/1	\$119,763	\$0	\$0	\$0
TOTAL EXPENDITURES	\$344,525	\$119,763	\$119,763	\$0
Excess (deficiency) of revenues over (under) expenditures	(\$926)	(\$78,948)	(\$78,909)	\$39
NET CHANGE IN FUND BALANCE	(\$926)	(\$78,948)	(\$78,909)	\$39
FUND BALANCE - Beginning	\$127,544		\$182,124	
FUND BALANCE - Ending	<u>\$126,618</u>		<u>\$103,214</u>	

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT
Long Term Debt Report

Bond Issue:	<u>Series 2015 A-1 Capital Improvement Refunding Bonds</u>	
Original Issue Amount:		\$2,500,000
Interest Rate:		5.45%
Maturity Date:		May 1, 2037
Bonds outstanding -	12/10/2015	\$2,500,000
Less:	5/1/16	(\$65,000)
	8/1/16	(\$30,000)
	11/1/16	(\$130,000)
	2/1/17	(\$10,000)
	5/1/17	(\$60,000)
	5/1/17	(\$65,000)
	8/1/17	(\$30,000)
	5/1/18	(\$60,000)
	11/1/18	(\$5,000)
	5/1/19	(\$65,000)
	11/1/19	(\$5,000)
Current Bonds Outstanding:		<u>\$1,975,000</u>

Bond Issue:	<u>Series 2015 A-2 Capital Improvement Refunding Bonds</u>	
Original Issue Amount:		\$1,930,000
Interest Rate:		5.44%
Bonds outstanding -	12/10/2015	\$1,930,000
Less:	5/1/17	(\$50,000)
	2/1/18	(\$5,000)
	5/1/18	(\$55,000)
	5/1/18	(\$170,000)
	5/1/19	(\$45,000)
	11/1/19	(\$5,000)
Current Bonds Outstanding:		<u>\$1,600,000</u>

Bond Issue:	<u>Series 2015 A-3 Capital Improvement Refunding Bonds</u>	
Original Issue Amount:		\$3,850,000
Interest Rate:		6.70%
Maturity Date:		May 1, 2037
Bonds outstanding -	12/10/2015	\$3,850,000
Less:	5/1/17	(\$85,000)
	5/1/18	(\$90,000)
	5/1/19	(\$100,000)
Current Bonds Outstanding:		<u>\$3,575,000</u>

September 30, 2020

[illegible][illegible]

Statement of Revenues & Expenditures
For The Year Ending
September 30, 2020

[illegible]

B.

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2020 Assessments Receipts Summary

ASSESSED	# O&M UNITS ASSESSED	SERIES 2015A-1 DEBT ASSESSED	SERIES 2015A-2 DEBT ASSESSED	SERIES 2015A-3 DEBT ASSESSED	FY20 O&M ASSESSED	TOTAL ASSESSED
CBCP LANDCO PH3	386	-	-	302,117.54	269,408.70	571,526.24
TOTAL DIRECT INVOICES (1) (2)	386	-	-	302,117.54	269,408.70	571,526.24
ASSESSED REVENUE TAX ROLL	375	174,000.58	136,800.46	41,480.02	348,975.00	701,256.05
TOTAL ASSESSED	761	174,000.58	136,800.46	343,597.56	618,383.70	1,272,782.29

DUE / RECEIVED	BALANCE DUE	SERIES 2015A-1 DEBT RECEIVED	SERIES 2015A-2 DEBT RECEIVED	SERIES 2015A-3 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
CBCP LANDCO PH3	504,174.06	-	-	-	67,352.18	67,352.18
TOTAL DIRECT RECEIVED	504,174.06	-	-	-	67,352.18	67,352.18
TAX ROLL DUE / RECEIVED	10,890.30	171,298.39	134,675.97	40,835.85	343,555.54	690,365.75
TOTAL DUE / RECEIVED	515,064.36	171,298.39	134,675.97	40,835.85	410,907.72	757,717.93

(1) A-3 Direct Assessments are due: 35% due 12/1/19, 4/1/20 and 30% due 9/1/20

(2) O&M is due 25% by 10/1/19, 1/1/20, 4/1/20, 7/1/20

SUMMARY OF TAX ROLL RECEIPTS						
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2015A-1 DEBT RECEIVED	SERIES 2015A-2 DEBT RECEIVED	SERIES 2015A-3 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/13/2019	2,048.39	1,610.45	488.31	4,108.24	8,255.39
2	11/21/2019	14,273.30	11,221.77	3,402.61	28,626.50	57,524.18
3	12/11/2019	152,340.84	119,771.42	36,316.55	305,534.31	613,963.12
4	12/18/2019	2,546.34	2,001.95	607.02	5,106.95	10,262.26
5	1/22/2020	89.52	70.38	21.34	179.56	360.80
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL RECEIVED TAX ROLL		171,298.39	134,675.97	40,835.85	343,555.54	690,365.75

PERCENT COLLECTED	2015A-1	2015A-2	2015A-3	O&M	TOTAL
% COLLECTED DIRECT BILL	0.00%	0.00%	0.00%	25.00%	11.78%
% COLLECTED TAX ROLL	98.45%	98.45%	98.45%	98.45%	98.45%
TOTAL PERCENT COLLECTED	98.45%	98.45%	11.88%	66.45%	59.53%

C.

ROLLING HILLS

Community Development District

Summary of Invoices

February 11, 2020

Fund	Date	Check No.s	Amount
General Fund	11/1-11/30	2123-2141	\$ 34,906.08
	12/1-12/31	2142-2159	\$ 34,123.11
Total			\$ 69,029.19

**FedEx invoices are available upon request

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/01/19	00118	10/02/19 8415	201910 330-57200-49400	CANDY FILLED PLASTIC EGGS	*	278.00	
				AYERS DISTRIBUTING			278.00 002123
11/01/19	00027	11/01/19 7182249	201910 320-53800-43000	2404-1 ROLLING VIEW BLVD	*	44.00	
		11/01/19 7751951	201910 320-53800-43000	3212 BRADLEY CREEK PKWY	*	3,073.00	
		11/01/19 7755259	201910 320-53800-43000	3236-1 BRADLEY CREEK DR	*	30.00	
		11/01/19 7755275	201910 320-53800-43000	3314-1 RIDGEVIEW DR	*	28.00	
		11/01/19 7755283	201910 320-53800-43000	2448 ROLLING VIEW BLVD	*	91.00	
				CLAY ELECTRIC COOPERATIVE, INC			3,266.00 002124
11/01/19	00097	10/23/19 10232019	201910 330-57200-34500	SECURITY	*	120.00	
		10/29/19 10292019	201910 330-57200-34500	SECURITY	*	120.00	
				JEFFREY DEESE			240.00 002125
11/01/19	00121	10/22/19 10222019	201910 330-57200-34500	SECURITY	*	120.00	
		10/28/19 10282019	201910 330-57200-34500	SECURITY	*	120.00	
				JOHN R. DRURY			240.00 002126
11/01/19	00096	10/08/19 4594529	201910 330-57200-52100	CHEMICALS	*	424.50	
		10/22/19 4602461	201910 330-57200-52100	CHEMICALS	*	511.85	
				HAWKINS, INC.			936.35 002127
11/01/19	00055	10/24/19 9405093-	201911 330-57200-34300	NOV 19 - DUMPSTER SVC	*	1,044.22	
				WASTE MANAGEMENT INC. OF FLORIDA			1,044.22 002128
11/15/19	00016	10/06/19 00260347	201910 330-57200-43100	BRADLEY CREEK PKWY	*	298.62	
		11/06/19 00244868	201910 320-53800-43100	BRADLEY CRK RECLAIM	*	1,015.92	
		11/06/19 00244869	201910 320-53800-43100	BRADLEY CRK RECALIM	*	128.81	
		11/06/19 00253042	201910 320-53800-43100	BRADLEY CREEK IRR	*	2,207.51	

ROLL ROLLING HILLS PPOWERS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		11/06/19 00256584	201910 320-53800-43100	BRADLEY CREEK RECLAIM	*	132.76	
				CLAY COUNTY UTILITY AUTHORITY			3,783.62 002129
11/15/19 00026	11/12/19	SSI09302	201910 330-57200-34500	OCT 19 - SCHEDULING	*	200.00	
				CLAY COUNTY SHERIFFS OFFICE			200.00 002130
11/15/19 00061	11/04/19	84957412	201911 330-57200-41500	NOV 19 - TV/INTERNET/TEL	*	275.25	
				COMCAST			275.25 002131
11/15/19 00097	11/10/19	11102019	201911 330-57200-34500	SECURITY	*	120.00	
	11/13/19	11132019	201911 330-57200-34500	SECURITY	*	120.00	
				JEFFREY DEESE			240.00 002132
11/15/19 00121	11/04/19	11042019	201911 330-57200-34500	SECURITY	*	90.00	
	11/14/19	11142019	201911 330-57200-34500	SECURITY	*	120.00	
				JOHN R. DRURY			210.00 002133
11/15/19 00003	11/01/19	197	201911 310-51300-34000	NOV 19 - MANAGEMENT FEES	*	3,333.33	
	11/01/19	197	201911 310-51300-35101	NOV 19 - WEBSITE ADM	*	208.33	
	11/01/19	197	201911 310-51300-35100	NOV 19 - INFO TECH	*	83.33	
	11/01/19	197	201911 310-51300-31300	NOV 19 - DISSEMINATION	*	291.67	
	11/01/19	197	201911 310-51300-51000	NOV 19 - OFFICE SUPPLIES	*	15.03	
	11/01/19	197	201911 310-51300-42000	NOV 19 - POSTAGE	*	.50	
	11/01/19	197	201911 310-51300-42500	NOV 19 - COPIES	*	168.15	
	11/01/19	197	201911 320-53800-43000	NOV 19 - CLAY ELECTRIC	*	173.30-	
				GOVERNMENTAL MANAGEMENT SERVICES			3,927.04 002134
11/15/19 00096	11/05/19	4610550	201911 330-57200-52100	CHEMICALS	*	177.00	
				HAWKINS, INC.			177.00 002135
				ROLL ROLLING HILLS PPOWERS			

AP300R
 *** CHECK DATES 11/01/2019 - 11/30/2019 ***
 YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/29/20
 ROLLING HILLS GENERAL FUND
 BANK A ROLLING HILLS GF
 PAGE 3

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/15/19	00005	9/30/19 110961	201909 310-51300-31500		*	94.00	
		NOV 19 - GENERAL COUNSEL		HOPPING GREEN & SAMS			94.00 002136
11/15/19	00057	11/01/19 466371	201911 320-53800-46400		*	400.00	
		OCT 19 - WATER MGMT		THE LAKE DOCTORS, INC.			400.00 002137
11/15/19	00094	11/06/19 41840	201911 330-57200-46000		*	3,690.00	
		25 HP MOTOR		PARRY POOLS INC.			3,690.00 002138
11/15/19	00060	10/28/19 305	201910 330-57200-49400		*	654.00	
		HALLOWEEN EVENT 10/23/19					
		11/01/19 304	201911 330-57200-46100		*	1,070.00	
		NOV 19 - JANITORIAL SVCS					
		11/01/19 304	201911 330-57200-46700		*	1,137.50	
		NOV 19 - POOL MAINTENANCE					
		11/01/19 304	201911 320-53800-34000		*	1,708.33	
		NOV 19 - OPER MGMT SVCS					
		11/01/19 304	201911 330-57200-34000		*	4,461.08	
		NOV 19 - FACILITY MGMT		RIVERSIDE MANAGEMENT SERVICES, INC.			9,030.91 002139
11/15/19	00124	10/31/19 JAX64507	201910 320-53800-46201		*	1,542.40	
		MISC SVC-SMALL POND CLEAN					
		10/31/19 JAX64508	201910 320-53800-46201		*	1,176.79	
		IRRIGATION REPAIR					
		10/31/19 JAX64509	201910 320-53800-46201		*	654.50	
		MISC SVC-JUNIPER REMOVAL		YELLOWSTONE LANDSCAPE			3,373.69 002140
11/18/19	00136	11/18/19 111819	201911 320-53800-46000		*	3,500.00	
		CONCRETE TRUCK		BIG T CONCRETE CUTTING			3,500.00 002141
TOTAL FOR BANK A						34,906.08	
TOTAL FOR REGISTER						34,906.08	

ROLL ROLLING HILLS PPWERS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/10/19	00088	11/22/19 1689	201911 320-53800-46000	FOUNTAIN REPAIR	*	1,375.00	
				ADVANCED PUMP SERVICE LLC			1,375.00 002142
12/10/19	00137	12/13/19 121319	201912 330-57200-49400	BAND FOR HOLIDAY EVENT	*	325.00	
				ADONIS BOYD			325.00 002143
12/10/19	00016	12/06/19 00244868	201911 320-53800-43100	3212-1 BRADLEY CRK RECLAM	*	213.34	
		12/06/19 00244869	201911 320-53800-43100	3212-2 BRADLEY CRK RECLAM	*	128.81	
		12/06/19 00253042	201911 320-53800-43100	3212-3 BRADLEY CRK IRR	*	1,872.75	
		12/06/19 00256584	201911 320-53800-43100	3215-2 BRADLEY CRK RECLAM	*	129.60	
		12/06/19 00260347	201911 330-57200-43100	3212-4 BRADLEY CREEK PKWY	*	292.26	
				CLAY COUNTY UTILITY AUTHORITY			2,636.76 002144
12/10/19	00026	12/09/19 SSI09365	201911 330-57200-34500	NOV 19 - SCHEDULING	*	255.00	
				CLAY COUNTY SHERIFFS OFFICE			255.00 002145
12/10/19	00027	11/22/19 7182249	201911 320-53800-43000	2404-1 ROLLING VIEW BLVD	*	46.00	
		11/22/19 7751951	201911 330-57200-43000	3212 BRADLEY CREEK PKWY	*	2,164.00	
		11/22/19 7755259	201911 320-53800-43000	3236-1 BRADLEY CREEK DR	*	31.00	
		11/22/19 7755275	201911 320-53800-43000	3314-1 RIDGEVIEW DR	*	28.00	
		11/22/19 7755283	201911 320-53800-43000	2448 ROLLING VIEW BLVD	*	86.00	
				CLAY ELECTRIC COOPERATIVE, INC			2,355.00 002146
12/10/19	00097	11/22/19 112219	201911 330-57200-34500	SECURITY	*	120.00	
		11/27/19 112719	201911 330-57200-34500	SECURITY	*	120.00	
		12/06/19 120619	201912 330-57200-34500	SECURITY	*	120.00	
				JEFFREY DEESE			360.00 002147
12/10/19	00121	11/21/19 112119	201911 330-57200-34500	SECURITY	*	120.00	

ROLL ROLLING HILLS PPOWERS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/30/19	113019	113019	201911 330-57200-34500		*	120.00	
12/03/19	120319	120319	201912 330-57200-34500		*	90.00	
		SECURITY					
		SECURITY		JOHN R. DRURY			330.00 002148
12/10/19	00003	12/01/19 198	201912 310-51300-34000		*	3,333.33	
		DEC 19 - MGMT FEES			*	208.33	
12/01/19	198	201912 310-51300-35101			*	83.33	
		DEC 19 - WEBSITE ADMIN			*	291.67	
12/01/19	198	201912 310-51300-35100			*	8.00	
		DEC 19 - IT			*	24.30	
12/01/19	198	201912 310-51300-31300			*	15.78	
		DEC 19 - DISSEMINATION			*		
12/01/19	198	201912 310-51300-42000			*		
		DEC 19 - POSTAGE			*		
12/01/19	198	201912 310-51300-42500			*		
		DEC 19 - COPIES			*		
12/01/19	198	201912 310-51300-41000			*		
		DEC 19 - TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			3,964.74 002149
12/10/19	00005	10/31/19 111450	201910 310-51300-31500		*	590.78	
		OCT 19 - GENERAL COUNSEL					
				HOPPING GREEN & SAMS			590.78 002150
12/10/19	00081	11/12/19 453937	201911 330-57200-46000		*	350.00	
		NOV 19 - PEST CONTROL					
				ORANGE ENVIRONMENTAL SERVICES			350.00 002151
12/10/19	00060	11/26/19 307	201910 330-57200-46000		*	1,550.00	
		OCT 19 - FACILITY MAINT			*	2,378.88	
11/26/19	307	201910 320-53800-46000			*	500.00	
		OCT 19 - REPAIRS			*	563.00	
11/26/19	307	201910 330-57200-52000			*	1,070.00	
		OCT 19 - SUPPLIES			*	1,137.50	
11/26/19	308	201910 320-53800-46000			*	1,708.33	
		OCT 19 - PRESSURE WASHING			*	4,461.08	
12/01/19	306	201912 330-57200-46100			*		
		DEC 19 - JANITORIAL SVCS			*		
12/01/19	306	201912 330-57200-46700			*		
		DEC 19 - POOL MAINTENANCE			*		
12/01/19	306	201912 320-53800-34000			*		
		DEC 19 - OPS MGMT SERVICE			*		
12/01/19	306	201912 330-57200-34000			*		
		DEC 19 - FAC MGMT					
				RIVERSIDE MANAGEMENT SERVICES, INC.			13,368.79 002152
				ROLL ROLLING HILLS PPOWERS			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
12/10/19	00055	12/01/19 9409187-	201912 330-57200-34300	DEC 19 - DUMPSTER	*	1,045.49	
				WASTE MANAGEMENT INC. OF FLORIDA			1,045.49 002153
12/10/19	00124	11/30/19 JAX 7262	201911 320-53800-46200	NOV 19 - LANDSCAPE MAINT	*	6,051.80	
				YELLOWSTONE LANDSCAPE			6,051.80 002154
12/20/19	00061	12/04/19 84957412	201912 330-57200-41500	DEC 19 - TV/INERNET/TEL	*	275.25	
				COMCAST			275.25 002155
12/20/19	00097	12/12/19 12122019	201912 330-57200-34500	SECURITY	*	120.00	
		12/17/19 12172019	201912 330-57200-34500	SECURITY	*	120.00	
				JEFFREY DEESE			240.00 002156
12/20/19	00121	12/03/19 12032019	201912 330-57200-34500	SECURITY	*	105.00	
				JOHN R. DRURY			105.00 002157
12/20/19	00096	11/19/19 4618126	201911 330-57200-52100	ULTRA-CHLOR	*	94.50	
				HAWKINS, INC.			94.50 002158
12/20/19	00057	12/01/19 472132	201911 320-53800-46400	NOV 19 - WATER MGMT	*	400.00	
				THE LAKE DOCTORS, INC.			400.00 002159
TOTAL FOR BANK A						34,123.11	
TOTAL FOR REGISTER						34,123.11	

ROLL ROLLING HILLS PPOWERS

1119 Staghorn Trail
Nicholson, GA 30565
1-800-647-3509
1-706-757-3939 (Fax)

DATE _____

10/12/19

SALES PERSON

Page

ROLLING HILLS CENTER
3212 BRADLEY COURT
GREEN COVE, FL 32043
ATTN: FREDDIE

SAME

DATE SHIPPED

10/9/19

SKIPPED VIA

UPS

F.O.B. POINT

0054

TERMS

DUE UPON
RECEIPT

QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	CASE 1000	TOY-FILLED PLASTIC EGGS	\$ 139	\$ 139
1	CASE 1000	CANDY-FILLED PLASTIC EGGS ← 330572 49¢	\$ 139	\$ 139
			SHIPPING	\$
		THANK YOU, FROM THE AYERS FAMILY	TOTAL DUE	\$ 278 ⁰⁰



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 10/23/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name		Service Address			Meter No	Multiplier	
⇒ *7182249	ROLLING HILLS VENTURE LLC		2404 ROLLING VIEW BLVD # 1			151840010	1	
Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	09/19/2019	10/20/2019	11/20/19	897	1053 Oct 2018	156 132	31 29	5 5

Previous Statement Balance

42.00

10/11/2019 Payment Received - Thank You

42.00CR

Previous Balance

\$ 0.00

Current Charges Billed 10/23/2019

Energy

12.68

Access Charge

23.00

Power Cost Adjustment .01740 X 156 KWH

2.71

FLA Gross Receipts Tax

0.98

Florida State Sales Tax

2.74

Clay Co Public Ser Utility Tax

1.36

Clay County Sales Tax

0.39

Operation Round Up

0.14

Current Charges Due on 11/06/2019

\$ 44.00

Total Amount Due

\$ 44.00

Non-Taxable Fuel Amount @ .02782/KWH -\$4.34

Government Taxes/Fees are not imposed by Clay Electric

\$ 5.47

October is National Co-op Month. You are a consumer-member of Clay Electric, the 9th largest electric co-op in the nation. We are not-for-profit and right here in your community, with employees who are your neighbors.

Payments received after 3 pm will be credited to your account the following business day. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.

▼ Tear Here ▼

When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

234

Keystone Heights, Florida 32656-0308

Mailing Address Correction:

911 Emergency Address:

Account Number	I included an additional amount as a donation to Project Share to help those in need.
*7182249	
Phone Number	
(904) 278-5020	\$
Phone Correction	
Return this coupon with your payment	Payment Amount
	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.

77884-23A*234*****AUTO**MIXED AADC 350
 ROLLING HILLS VENTURE LLC
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges

\$ 44.00

Due Date 11/06/2019

Total Amount Due

\$ 44.00

07182249

0000044008

00000685



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 10/23/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name	Service Address				Meter No	Multiplier	
*7751951	ROLLING HILLS CDD	3212 BRADLEY CREEK PKWY AMENITY CENTER				152192920	80	
Rate - GSD	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Demand	09/19/2019	10/20/2019	11/20/19	1798	2125	26160	31	844
					Oct 2018	26480	29	913

Previous Statement Balance

3,140.00

10/11/2019 Payment Received - Thank You

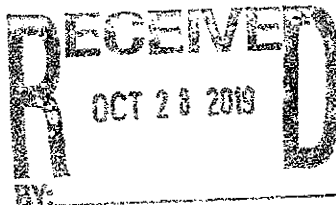
3,140.00CR

Previous Balance

\$ 0.00

Current Charges Billed 10/23/2019

Energy	1,569.60
Access Charge	80.00
Demand 74.720KW X 4.35	325.03
Power Cost Adjustment .01740 X 26160	455.18
Large Outdoor Light	82.68
Small Outdoor Light	114.59
Pole	77.00
FLA Gross Receipts Tax	69.30
Florida State Sales Tax	187.40
Florida State Sales Tax (6%)	4.62
Clay Co Public Ser Utility Tax	79.05
Clay County Sales Tax	27.73
Operation Round Up	0.82



Current Charges Due on 11/06/2019

\$ 3,073.00

Total Amount Due

\$ 3,073.00

Non-Taxable Fuel Amount @ .02782/KWH -\$727.77

Government Taxes/Fees are not imposed by Clay Electric

\$ 368.10

October is National Co-op Month. You are a consumer-member of Clay Electric, the 9th largest electric co-op in the nation. We are not-for-profit and right here in your community, with employees who are your neighbors.

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When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

234

Keystone Heights, Florida 32656-0308

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
*7751951	
Phone Number	
(954) 721-8681	\$
Phone Correction	
	Payment Amount
Return this coupon with your payment	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.



77884-23A*2*234**AUTO**MIXED AADC 350

ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges \$ 3,073.00

Due Date 11/06/2019

Total Amount Due \$ 3,073.00

07751951

0003073004

00000687



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 10/23/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name	Service Address				Meter No	Multiplier	
7755259	ROLLING HILLS CDD	3236 BRADLEY CREEK PKWY # 1				151839087	1	
Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	09/19/2019	10/20/2019	11/20/19	179	210	31	31	1
					Oct 2018	38	29	1

Previous Statement Balance

30.00

10/11/2019 Payment Received - Thank You

30.00CR

Previous Balance

\$ 0.00

Current Charges Billed 10/23/2019

Energy

2.52

Access Charge

23.00

Power Cost Adjustment .01740 X 31 KWH

0.54

FLA Gross Receipts Tax

0.67

Florida State Sales Tax

1.86

Clay Co Public Ser Utility Tax

1.01

Clay County Sales Tax

0.27

Operation Round Up

0.13

Current Charges Due on 11/06/2019

\$ 30.00

Total Amount Due

\$ 30.00

Non-Taxable Fuel Amount @ .02782/KWH -\$.86

Government Taxes/Fees are not imposed by Clay Electric

\$ 3.81

October is National Co-op Month. You are a consumer-member of Clay Electric, the 9th largest electric co-op in the nation. We are not-for-profit and right here in your community, with employees who are your neighbors.

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When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

234

Keystone Heights, Florida 32656-0308

Mailing Address Correction:

911 Emergency Address:

Account Number	I included an additional amount as a donation to Project Share to help those in need.
7755259	
Phone Number	
(954) 721-8681	\$
Phone Correction	
Return this coupon with your payment	Payment Amount
	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.



77884-23A*2*234*****AUTO**MIXED AADC 350

ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges

\$ 30.00

Due Date 11/06/2019

Total Amount Due

\$ 30.00

07755259

0000030007

00000000



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 10/23/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name	Service Address				Meter No	Multiplier	
7755275	ROLLING HILLS CDD	3314 RIDGEVIEW DR # 1				152012414	1	
Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	09/19/2019	10/20/2019	11/20/19	74	87	13	31	0

Previous Statement Balance

48.00

10/11/2019 Payment Received - Thank You

48.00CR

Previous Balance

\$ 0.00

Current Charges Billed 10/23/2019

Energy

1.06

Access Charge

23.00

Power Cost Adjustment .01740 X 13 KWH

0.23

FLA Gross Receipts Tax

0.63

Florida State Sales Tax

1.73

Clay Co Public Ser Utility Tax

0.96

Clay County Sales Tax

0.25

Operation Round Up

0.14

Current Charges Due on 11/06/2019

\$ 28.00

Total Amount Due

\$ 28.00

Non-Taxable Fuel Amount @ .02782/KWH -\$.36

Government Taxes/Fees are not imposed by Clay Electric

\$ 3.57

October is National Co-op Month. You are a consumer-member of Clay Electric, the 9th largest electric co-op in the nation. We are not-for-profit and right here in your community, with employees who are your neighbors.

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When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

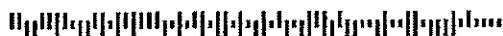
234

Keystone Heights, Florida 32656-0308

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
7755275	
Phone Number	
(954) 721-8681	\$
Phone Correction	
	Payment Amount
Return this coupon with your payment	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.



77884-23A*2*234*****AUTO**MIXED AADC 350

ROLLING HILLS CDD

5385 N NOB HILL RD

SUNRISE FL 33351-4761

Current Charges

\$ 28.00

Due Date 11/06/2019

Total Amount Due

\$ 28.00

07755275

0000028001

00000691



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 10/23/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name		Service Address			Meter No	Multiplier	
7755283	ROLLING HILLS CDD		2448 ROLLING VIEW BLVD			151840032	1	
Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	09/18/2019	10/20/2019	11/20/19	2582	3158	576	32	18
					Oct 2018	355	29	12

Previous Statement Balance

90.00

10/11/2019 Payment Received - Thank You

90.00CR

Previous Balance

\$ 0.00

Current Charges Billed 10/23/2019

Energy

46.83

Access Charge

23.00

Power Cost Adjustment .01740 X 576 KWH

10.02

FLA Gross Receipts Tax

2.05

Florida State Sales Tax

5.69

Clay Co Public Ser Utility Tax

2.55

Clay County Sales Tax

0.82

Operation Round Up

0.04

Current Charges Due on 11/06/2019

\$ 91.00

Total Amount Due

\$ 91.00

Non-Taxable Fuel Amount @ .02782/KWH -\$16.02

Government Taxes/Fees are not imposed by Clay Electric

\$ 11.11

October is National Co-op Month. You are a consumer-member of Clay Electric, the 9th largest electric co-op in the nation. We are not-for-profit and right here in your community, with employees who are your neighbors.

Payments received after 3 pm will be credited to your account the following business day. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.

▼ Tear Here ▼

When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

234

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
7755283	
Phone Number	
(954) 721-8681	\$
Phone Correction	
	Payment Amount
Return this coupon with your payment	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.

77884-23A*2*234*****AUTO**MIXED AADC 350
 ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges \$ 91.00

Due Date 11/06/2019

Total Amount Due

\$ 91.00

07755283

0000091009

00000693

CSO OFF-DUTY MEMORANDUM

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

FOR:
Property Manager

330-57200-34500

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10-23-19	Neighborhood Patrol/ Security	1300-1330	4.0	30.00	120.00
	Checked preserve area.	1330-1430			
	Patrolled entire development	1430-1520			
	Checked Clubhouse, pool, and boardwalk area.	1520-1600			
	Patrolled entire development.	1600-1700			
	Several traffic stops.				
DEPUTY SIGNATURE:					120.00

Make all checks payable to Jeffrey Deese

Thank you for your business!

Jeffrey Deese
4990 Windmill Court
Middleburg, FL 32068
904-219-0579
jadeese@claysheriff.com

CCSO OFF-DUTY INVOICE

INVOICE DATE
DATE:10-29-19

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

FOR:
Property Manager

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10-29-19	Neighborhood Patrol/ Security	1300-1340	4.0	30.00	120.00
	Checked preserve area.	1340-1415			
	Patrolled entire development	1415-1520			
	Checked Clubhouse, pool, and boardwalk area.	1520-1600			
	Patrolled entire development.	1600-1700			
	6 traffic stops. All for speeding.				
DEPUTY SIGNATURE:					TOTAL 120.00

Make all checks payable to Jeffrey Deese

Thank you for your business!

CCSO OFF-DUTY INVOICE

FOR:
Property Manager

Make all checks payable to John R. Drury

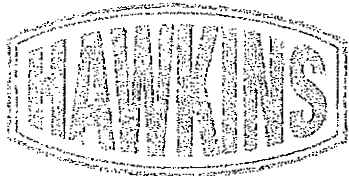
Thank you for your business!

CCSO OFF-DUTY RANOCB

FOR:
Property Manager

Thank you for your business!

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice \$424.50
Invoice Number 4594529
Invoice Date 10/8/19
Sales Order Number/Type 3030643 SO
Branch Plant 74
Shipment Number 3325448

Sold To: 293306
Accounts Payable
Rolling Hills Estates CDD
c/o Patti Powers-GMS-SF, LLC
5385 N Nob Hill Rd
Sunrise FL 33351

Ship To: 295740
Rolling Hills Estates CDD
3212 Bradley Creek Pkwy
Green Cove Springs FL 32043

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release	Sales Agent #	
11/7/19	Net 30	PPD Origin	Hawkins					B74	
Line #	Item Number Cust Item #	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	43967	Ultra-Chlor (Sod. Hypo 12.5%)	N	275.0000	GA	\$1.5000	GA	2,774.8 LB	\$412.50
		1 GA BLK (Mini-Bulk)		275.0000	GA			3,003.9 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

***** Electronic Billing Now Available. *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

330-57200-52100

C. Aguer 10/18/19
Pool Chemicals
1. 330. 57200. 52100

Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$424.50

No Discounts on Freight or Containers

IMPORTANT: All products are sold without warranty of any kind and purchaser will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Containers are to be paid for in full as invoiced, and full refund will be made promptly, provided containers are returned to original point of shipment. Return freight charges to be prepaid. The containers returned must be the same originally shipped, and show no evidence of abuse, or use for purposes other than the storage of original contents. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose. NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

Please
Remit To:

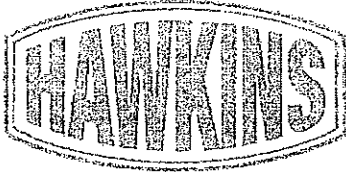
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 500389166

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice \$511.85
Invoice Number 4602461
Invoice Date 10/22/19
Sales Order Number/Type 3041794 SO
Branch Plant 74
Shipment Number 3341625

Sold To: 293306
Accounts Payable
Rolling Hills Estates CDD
c/o Patti Powers-GMS-SF, LLC
5385 N Nob Hill Rd
Sunrise FL 33351

Ship To: 295740
Rolling Hills Estates CDD
3212 Bradley Creek Pkwy
Green Cove Springs FL 32043

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #			
11/21/19	Net 30	PPD Origin	Hawkins			874			
Line #	Item Number Cust Item #	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	42874	Sulfuric Acid 38-40%	N	1.0000	DR	\$2.5427	GA	594.0 LB	\$139.85
		55 GA DR		55.0000	GA			616.0 GW	
1.001	699918	55 Gallon Black Drum	N	1.0000	DR	\$30.0000	RD	.0 LB	\$30.00
		DRM 1H1/Y1.9/150		1.0000	RD			24.0 GW	
Related Order #: 03041794									
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
2.000	43967	Ultra-Chlor (Sod. Hypo 12.5%)	N	220.0000	GA	\$1.5000	GA	2,219.8 LB	\$336.00
		1 GA BLK (Mini-Bulk)		220.0000	GA			2,403.1 GW	

**** Electronic Billing Now Available. ****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com or call 612-331-6910 to get it setup on your account.

C. Hall 10/31/19
Pool Chemicals
1.330.57200.52100

Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$511.85

No Discounts on Freight or Containers

IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Containers will be paid for in full, as invoiced, and full refund will be made promptly, provided containers are returned to original point of shipment. Return freight charges to be prepaid. The containers returned must be the same originally shipped, and show no evidence of abuse, or use for purposes other than the storage of original contents. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose. NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

Please
Remit To:

Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 500391475



INVOICE

Page 1 of 2

Customer ID:**12-16050-13008**

Customer Name:

ROLLING HILLS CDD

Service Period:

11/01/19-11/30/19

Invoice Date:

10/24/2019

Invoice Number:

9405093-2224-1

How To Contact Us**Visit wm.com**

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup



Customer Service:
(904) 260-1592

Your Payment Is Due**Nov 23, 2019**

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due**\$1,044.22**

If payment is received after
11/23/2019: **\$ 1,070.33**

See Reverse for Important Messages

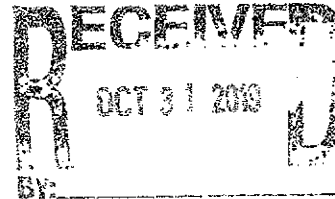
Previous Balance	+	Payments	+	Adjustments	+	Current Charges	=	Total Due
1,032.87		(1,032.87)		0.00		1,044.22		1,044.22

Details for Service Location:

Rolling Hills Cdd, 3212 Bradley Creek Pkwy, Green Cove Springs FL
32043-7060

Customer ID: 12-16050-13008

Description	Date	Ticket	Quantity	Amount
8 Yard dumpster 1x week	11/01/19		1.00	652.57
Fuel / environmental charge				225.31
Regulatory cost recovery charge				31.60
Administrative charge				6.50
Clay county franchise fee				128.24
Total Current Charges				1,044.22



Please detach and send the lower portion with payment --- (no cash or staples) ---



WASTE MANAGEMENT INC. OF FLORIDA
PO BOX 42930
PHOENIX, AZ 85080

(904) 260-1592
(866) 381-9369
(904) 260-1449 FAX

Invoice Date	Invoice Number	Customer ID (Include with your payment)
10/24/2019	9405093-2224-1	12-16050-13008
Payment Terms	Total Due	Amount
Total Due by 11/23/2019	\$1,044.22	
If Received after 11/23/2019	\$1,070.33	



2224000121605013008094050930000010442200000104422 2

0119659 01 SP 0.500 **SINGLP T 7297 33351 -C01-P19788-11 10290C84



ROLLING HILLS CDD
5385 N KNOB HILL RD
ROLLING HILLS
SUNRISE FL 33351

**THINK GREEN.**

WASTE MANAGEMENT INC. OF FLORIDA
PO BOX 4648
CAROL STREAM, IL 60197-4648



Printed on
recycled paper.

0119659-0000001-0120085

224-0046983-2224-7

IMPORTANT MESSAGES

Beginning with this or your next invoice, the environmental charge assessed on your account will increase to 17.5% of invoice charges. Payment is considered your consent to this increase. Check your service agreement for your rights. Visit www.wm.com/fec for information.

Effective with this invoice, the Invoice Date will reflect the date invoices are generated for payment of services. This change will ensure your billing experience is seamless and does not require any effort or action from you. Please continue to pay your invoice upon receipt within your payment term.

5 EASY WAYS TO PAY



Automatic Payment
Set up recurring payments with us at wm.com/myaccount.



Pay Through Your Financial Institution
Make a payment from your financial institution using your Customer ID.



One-Time Payment
At your desk or on the go, use wm.com or our WM mobile app for a quick and easy payment.




Pay by Phone
Payable 24/7 using our automated system at 866-964-2729.



Mail it
Write it, stuff it, stamp it, mail it. Envelope provided.

HOW TO READ YOUR INVOICE

How to Contact Us	Your Payment is Due	Your Total Due
<p>Visit wm.com</p> <p>To set up your online profile, sign up for automatic billing, manage your account, view history, schedule a pickup or schedule a pickup.</p> <p> Customer Service 1-800-906-6430</p>	<p>August 19, 2017</p> <p>If full payment is not received by the due date, you will be charged a money loan charge of 2.5% of the unpaid amount, with a maximum charge of \$1.00, or whichever rate is higher, until payment is received.</p>	<p>\$124.73</p> <p>Payment is received after 08/19/2017: \$126.60</p> <p>See invoice for payment details.</p>

Item	Quantity	Unit Price	Amount
Waste	1.00	124.73	124.73
Total Current Charges			124.73

Details for Service Location:
311 Jackson Street, Mountain View, CA 95035

Customer ID: 3-92745-02385
PO Number: 45503

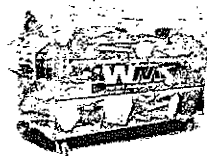
Description	Date	Ticket	Quantity	Amount
Waste	08/19/2017		1.00	124.73
Waste	07/19/17		1.00	0.00
Waste	07/19/17	9574	1.00	124.73
Total Current Charges				124.73

States the date payment is due to Waste Management. Anything beyond that date may incur additional charges. Your **Total Due** is the total amount of current charges and any previous unpaid balances combined.

Previous balance is the total due from your previous invoice. We subtract any **Payments Received/Adjustments** and add your **Current Charges** from this billing cycle to get a **Total Due** on this invoice. If you have not paid all or a portion of your previous balance, please pay the entire **Total Due** to avoid a late charge or service interruption.

Service location details the total current charges of this invoice.

ARE YOU CLEAR ABOUT RECYCLING CONTAMINATION AND OVERAGES?



Keep your recycling container clear of contamination and ensure all materials fit inside your container with the lids closed to avoid additional service charges.
RecycleOftenRecycleRight.com



KEEP A LID ON OVERAGE CHARGES



Eliminating overages helps you:

- Avoid unbudgeted costs
- Prevent safety issues for your employees or customers
- Decrease pests and other animal risks
- Reduce odors and other concerns
- Keep your waste and recycling areas clean and tidy

If you regularly have excess materials, we're here to help you put the lid on overages. Please check your service agreement and contact your Waste Management representative to right-size your service.

FOLLOW THE RECYCLE RIGHT GUIDELINES

If your business subscribes to recycling service, please place only allowable materials in your recycling containers.



Recycle empty bottles, cans, paper and cardboard.



Keep food and liquid out of the recycling.



Empty recyclables directly into your recycling container - NO bagged recyclables.

Only materials from our commercial list are recyclable.



For more information, visit:
RecycleOftenRecycleRight.com
[#Recycling101](https://www.facebook.com/RecycleRight101)

If your service is suspended for non-payment, you may be charged a Resume charge to restart your service. For each returned check, a charge will be assessed on your next invoice equal to the maximum amount permitted by applicable state law.

CHECK HERE TO CHANGE CONTACT INFO

List your new billing information below. For a change of service address, please contact Waste Management.

Address 1	
Address 2	
City	
State	
Zip	
Email	
Date Valid	

CHECK HERE TO SIGN UP FOR AUTOMATIC PAYMENT ENROLLMENT

If I enroll in Automatic Payment services, I authorize Waste Management to pay my invoice by electronically deducting money from my bank account. I can cancel authorization by notifying Waste Management at wm.com or by calling the customer service number listed on my invoice. Your enrollment could take 1-2 billing cycles for Automatic Payments to take effect. Continue to submit payment until page one of your invoice reflects that your payment will be deducted.

Email Address	
Date	
Bank Account Holder Signature	

NOTICE: By sending your check, you are authorizing the Company to use information on your check to make a one-time electronic debit to your account at the financial institution indicated on your check. The electronic debit will be for the amount of your check and may occur as soon as the same day we receive your check.

In order for us to service your account or to collect any amounts you may owe (for non-marketing or solicitation purposes), we may contact you by telephone at any telephone number that you provided in connection with your account, including wireless telephone numbers, which could result in charges to you. Methods of contact may include text messages and using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. We may also contact you by email or other methods as provided in our contract.

Please send all bankruptcy correspondence to PO Box 43290, Phoenix, AZ 85080 (this language is in compliance with 11 USC 342(c)(2) of the Bankruptcy Code)



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

16

Customer Name: ROLLING HILLS CDD

Bill Date: 11/06/2019

Customer #: 00244868

Service Address: 3212 -1 Bradley Creek Pkwy Reclaimed Irrigation

Route #: MC13020732

Water						
Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)				11/06/19 to 12/06/19		\$0.00
Consumption Charges				Tier 1	0.0 x	0.00
Proration Factor: 0.0000				Tier 2	0.0 x	0.00
				Tier 3	0.0 x	0.00
				Tier 4	0.0 x	0.00

We will be collecting nonperishable food items for local families in need. Visit our office to make your contribution. Your donation can make a huge difference.

The Lending a Helping Hand program gives you the opportunity to help families in your community. Visit www.clayutility.org/myself/customer_assistance_program to see how you can participate or benefit.

Are you on a fixed income? If you are 62 years of age or older or permanently disabled, see how you can benefit from our Golden Opportunity or Disability Assistance program.

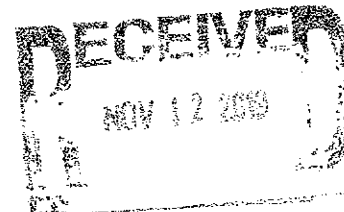
Please pay \$1015.92 by 11/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1332.96 was posted to your account on 10/11/2019.

Sewer						
Base Charges (Prepaid)						\$0.00
Consumption Charges				0.0 x	0.00	\$0.00

Refuse						
Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
68272411	2	11/05/19	34	72342	72825	483
Base Charges (Prepaid)						\$128.81
Consumption Charges				Tier 1	136.0 x	0.79
Proration Factor: 1.1333				Tier 2	45.3 x	1.56
				Tier 3	301.7 x	2.35

Other Charges	
Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$1,015.92
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$1,015.92



58.431
300

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00244868

3212 -1 Bradley Creek Pkwy Reclaimed Irrigation

Route #:MC13020732

Route Group:20

Bill Date	11/06/19
Current Charges	\$1,015.92
Current Charges Past Due After	11/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$1,015.92

ADDRESSEE	
6247 1 MB 0.425 18-18	
ROLLING HILLS CDD	
5385 N NOB HILL RD	
SUNRISE, FL 33351-4761	

BILL PAYMENT INFO	
CLAY COUNTY UTILITY AUTHORITY	
3176 OLD JENNINGS ROAD	
MIDDLEBURG, FL 32068	

CCUA-1170-4

1170-11/06/2019006247

00244868 2 MC13020732 0000000001 00000000 11272019 0 0



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday: 8am-5pm Phone: 904-272-5999

10

Customer Name: ROLLING HILLS CDD
Service Address: 3212 -2 Bradley Creek Pkwy Reclaimed Irrigation

Bill Date: 11/06/2019

Customer #: 00244869
Route #: MC13020734

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)						
				11/06/19 to 12/06/19		\$0.00
Consumption Charges				Tier 1 0.0 x	0.00	\$0.00
Proration Factor: 0.0000				Tier 2 0.0 x	0.00	\$0.00
				Tier 3 0.0 x	0.00	\$0.00
				Tier 4 0.0 x	0.00	\$0.00

Base Charges (Prepaid)						
Consumption Charges				0.0 x	0.00	\$0.00

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
68272412	2	11/05/19	34	64317	64317	0
Base Charges (Prepaid)						
Consumption Charges				Tier 1 0.0 x	0.79	\$0.00
Proration Factor: 1.1333				Tier 2 0.0 x	1.56	\$0.00
				Tier 3 0.0 x	2.35	\$0.00

Other Charges	
Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$128.81
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$128.81

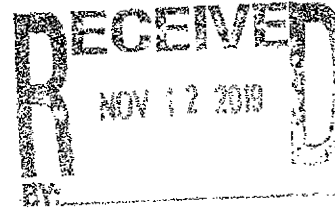
We will be collecting nonperishable food items for local families in need. Visit our office to make your contribution. Your donation can make a huge difference.

The Lending a Helping Hand program gives you the opportunity to help families in your community. Visit www.clayutility.org/myservice/customer_assistance_program to see how you can participate or benefit.

Are you on a fixed income? If you are 62 years of age or older or permanently disabled, see how you can benefit from our Golden Opportunity or Disability Assistance program.

Please pay \$128.81 by 11/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$128.81 was posted to your account on 10/11/2019.



538.431
320

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00244869

3212 -2 Bradley Creek Pkwy Reclaimed Irrigation

Route #:MC13020734

Route Group:20

Bill Date	11/06/19
Current Charges	\$128.81
Current Charges Past Due After	11/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$128.81

6248 1 MB 0.425 18-18



ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE, FL 33351-4761



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068

CCUA-1170-4

1170-11/6/2019005248

00244869 0 MC13020734 0000012881 0000000 11272019 0 0



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

16

Customer Name: ROLLING HILLS CDD

Bill Date: 11/06/2019

Customer #: 00253042

Service Address: 3212-3 Bradley Creek Pkwy Irrigation

Route #: MC13020736

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
69667781	2	11/05/19	34	25001	25589	588

Base Charges (Prepaid)	11/06/19 to 12/06/19				\$85.30	
Consumption Charges	Tier 1	90.7	x	1.47	\$133.33	
Proration Factor: 1.1333	Tier 2	136.0	x	3.04	\$413.44	
	Tier 3	226.6	x	3.94	\$892.80	
	Tier 4	134.7	x	5.06	\$681.58	

Alternative Water Supply Surcharge \$1.06

Sewer

Base Charges (Prepaid)					\$0.00	
Consumption Charges		0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)					\$0.00	
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00					
Capacity Fees (Prepaid)	\$0.00					
Deposit Interest Refund	\$0.00					
Current Charges	\$2,207.51					
Previous Balance	\$0.00					
Late Charge (If Applicable)	\$0.00					
TOTAL AMOUNT DUE	\$2,207.51					

We will be collecting nonperishable food items for local families in need. Visit our office to make your contribution. Your donation can make a huge difference.

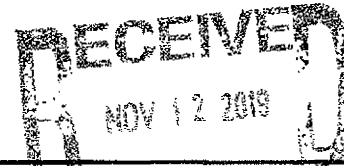
The Lending a Helping Hand program gives you the opportunity to help families in your community. Visit www.clayutility.org/myservice/customer_assistance_program to see how you can participate or benefit.

Are you on a fixed income? If you are 62 years of age or older or permanently disabled, see how you can benefit from our Golden Opportunity or Disability Assistance program.

Please pay \$2207.51 by 11/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1153.64 was posted to your account on 10/11/2019.

Consumer Confidence and UCMR4 Reports are available at our office and online at: www.clayutility.org/ccr/LAG.pdf



320
538.431

Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00253042

3212-3 Bradley Creek Pkwy Irrigation

Route #:MC13020736

Route Group:20

ADDRESSEE

6249 1 MB 0.425 18-18



ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE, FL 33351-4761



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068

CCUA-1170-4

1170-11/6/201906249

00253042 6 MC13020736 0000000002 0000000 11272019 0 0



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 11/06/2019

Customer #: 00256584
Route #: MC13020730

Service Address: 3215-2 Bradley Creek Pkwy Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	11/06/19 to 12/06/19					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	5.0	x	0.79	\$3.95	
Proration Factor: 1.1333	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$132.76
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$132.76

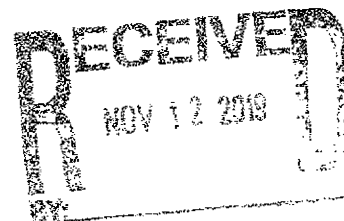
We will be collecting nonperishable food items for local families in need. Visit our office to make your contribution. Your donation can make a huge difference.

The Lending a Helping Hand program gives you the opportunity to help families in your community. Visit www.clayutility.org/mysevice/customer_assistance_program to see how you can participate or benefit.

Are you on a fixed income? If you are 62 years of age or older or permanently disabled, see how you can benefit from our Golden Opportunity or Disability Assistance program.

Please pay \$132.76 by 11/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$150.09 was posted to your account on 10/11/2019.



Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00256584

3215-2 Bradley Creek Pkwy Reclaimed Irrigation

Route #:MC13020730

Route Group:20

ADDRESSEE

6250 1 MB 0.425 18-18



ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE, FL 33351-4761



MAIL PAYMENT TO

Bill Date	11/06/19
Current Charges	\$132.76
Current Charges Past Due After	11/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$132.76



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 11/06/2019

Customer #: 00260347

Service Address: 3212-4 Bradley Creek Pkwy Resident's Club

Route #: MC13020738

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70003704	2	11/05/19	34	4	7	3

Base Charges (Prepaid)	11/06/19 to 12/06/19					\$85.30
Consumption Charges	Tier 1	3.0	x	1.97		\$5.91
Proration Factor: 1.1333	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

Alternative Water Supply Surcharge \$1.06

Sewer

Base Charges (Prepaid)						\$193.18
Consumption Charges		3.0	x	4.39		\$13.17

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)						\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$298.62
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$298.62

We will be collecting nonperishable food items for local families in need. Visit our office to make your contribution. Your donation can make a huge difference.

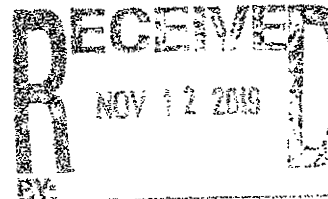
The Lending a Helping Hand program gives you the opportunity to help families in your community. Visit www.clayutility.org/mysevice/customer_assistance_program to see how you can participate or benefit.

Are you on a fixed income? If you are 62 years of age or older or permanently disabled, see how you can benefit from our Golden Opportunity or Disability Assistance program.

Please pay \$298.62 by 11/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$297.87 was posted to your account on 10/11/2019.

Consumer Confidence and UCMR4 Reports are available at our office and online at:
www.clayutility.org/ccr/LAG.pdf



10/2019
 572.431
 330

Please return this portion with payment



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00260347

3212-4 Bradley Creek Pkwy Resident's Club

Route #:MC13020738

Route Group:20

ADDRESS

6251 1 MB 0.425 18-18

ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE, FL 33351-4761



MAIL PAYMENT TO:

Bill Date	11/06/19
Current Charges	\$298.62
Current Charges Past Due After	11/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$298.62

CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068

CCUA-1170-4

1170-11/6/201900251

00260347 1 MC13020738 0000027862 00000000 11272019 0 0



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
Green Cove Springs, FL 32043
(904) 284-7575

Invoice Number: SSI09302
Invoice Date: 11/12/2019

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

To: ROLLING HILLS CDD
3212 BRADLEY CREEK PKWY
GREEN COVE SPRINGS, FL 32043
PATTI POWERS

Ship

To: ROLLING HILLS CDD
3212 BRADLEY CREEK PKWY
GREEN COVE SPRINGS, FL 32043
PATTI POWERS

Due Date 11/27/2019
Terms Net 15 Days

Customer ID C0000125
P.O. Number
P.O. Date 11/12/2019
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-OCTOBER 2019		40	40	5.00	200.00
Fees-2nd Employment <u>Scheduling</u>		1	1		

330-572-345

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 200.00

Subtotal: 200.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 200.00

ROLLING HILLS VENTURES, LLC.	10/1/2019	7321	DRURY, JOHN R.	4.00
ROLLING HILLS VENTURES, LLC.	10/2/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	10/7/2019	7321	DRURY, JOHN R.	4.00
ROLLING HILLS VENTURES, LLC.	10/8/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	10/14/2019	7321	DRURY, JOHN R.	4.00
ROLLING HILLS VENTURES, LLC.	10/15/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	10/22/2019	7321	DRURY, JOHN R.	4.00
ROLLING HILLS VENTURES, LLC.	10/23/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	10/28/2019	7321	DRURY, JOHN R.	4.00
ROLLING HILLS VENTURES, LLC.	10/30/2019	6497	DEESE, JEFFREY A	4.00
				40.00

COMCAST BUSINESS

Account Number
8495 74 123 1221031

Billing Date
Nov 04, 2019

Services From
Nov 14, 2019 to Dec 13, 2019

Page
1 of 3

Hello,

Thanks for choosing Comcast Business.

Your bill at a glance

For 3212 BRADLEY CREEK PKWY, CONSTRUCTION TRAILER,
GREEN COVE SPRINGS, FL 32043-7060

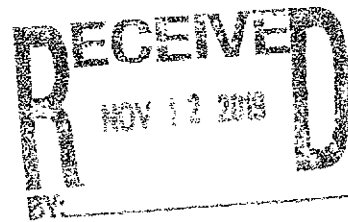
Previous balance		\$275.25
Payment - thank you	Oct 22	-\$275.25
Balance forward		\$0.00
Regular monthly charges	Page 3	\$272.60
Taxes, fees and other charges	Page 3	\$2.65
New charges		\$275.25

Amount due Nov 25, 2019 \$275.25

NOV. 14 - TV/Internet/TEL
1-800-572-415

Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Nov 04, 2019 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/myaccount.



Need help?

- Visit business.comcast.com/myaccount or see page 2 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST BUSINESS

141 NW 16TH ST
POMPANO BEACH FL 33060-5250
96330310 NO RP 04 20191104 NNNNNNNY 000758 0004

ROLLING HILLS AMENI CENTER
5385 N NOB HILL RD
SUNRISE, FL 33351-4761

Account number

8495 74 123 1221031

Payment due

Nov 25, 2019

Please pay

\$275.25

Amount enclosed

\$

Make checks payable to Comcast
Do not send cash



Send payment to

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211



849574123122103100275255

Download the Comcast Business App

Manage your account anytime, anywhere with the Comcast Business App – an innovative all-in-one tool designed with your business in mind.

- Manage your account details
- Pay your bill and customize billing options
- View upcoming appointments



Introducing Comcast Business SecurityEdge™

Help protect your business network from costly security breaches.

Visit comcastbusiness.com/securityedge



Need help? We're here for you



Visit us online

Get help and support at
business.comcast.com/help



Call us anytime

800-391-3000
Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?

We can help ensure it's a smooth transition.

Visit business.comcast.com/learn/moving to learn more.

Accessibility:

If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838
Attn: M. Gifford.



Ways to pay



No more mailing monthly checks
Set up Auto Pay to save time, energy and stamps. It's easy to enroll, just visit business.comcast.com/myaccount



Go paperless and say goodbye to clutter
Sign up for Paperless Billing to view and pay your bill online. It's faster, easier and helps cut down on clutter. Visit business.comcast.com/myaccount to get started.

Additional billing information

More ways to pay:



Online

Visit My Account at business.comcast.com/myaccount



By App

Download the Comcast Business App



In-Store

Visit business.comcast.com/servicecenter to find a store near you



Regular monthly charges \$272.60

Comcast Business services	\$194.80
TV Standard	\$59.95
Business Video	
Starter	\$69.95
Business Internet	
Static IP - 1	\$19.95
Voice Line	\$39.95
Business Voice	
Voice Mail Service	\$5.00

Equipment & services \$56.20

TV Adapter	\$0.50
Service To Additional TV	\$38.75
With TV Adapter	
Qty 5 @ \$7.75 each	
Equipment Fee	\$16.95
Voice	

Service fees \$21.60

Broadcast TV Fee	\$10.00
Directory Listing Management Fee	\$2.00
Regional Sports Fee	\$7.60
Voice Network Investment	\$2.00

Taxes, fees and other charges \$2.65

Other charges	\$2.65
Federal Universal Service Fund	\$2.10
Regulatory Cost Recovery	\$0.55

What's included?


Internet: Fast, reliable Internet on our Gig-speed network



TV: Keep your employees informed and customers entertained



Voice Numbers: (904)531-9238

Visit business.comcast.com/myaccount for more details


Additional information

Effective December 31, 2019, FM network will no longer be available on Comcast business TV.

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Beginning October 14, 2019, Comcast Business will apply a monthly equipment rental fee for unreturned equipment. The charge is based on the rental cost of the equipment and will remain on the account until the equipment is returned. Monthly Rental Charges: Unreturned TV Adapter \$0.50, Unreturned TV Box \$2.70, Unreturned advanced TV equipment \$200.00-\$450.00 depending on model, Unreturned Equipment Fee Internet \$18.95, Unreturned Equipment Security Equipment \$10 (1080p) and Unreturned Equipment Security Equipment \$14.95 (720p).

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at <https://my.xfinity.com/contractrenewals/> or by calling 866.216.8634

Case Study: The Role of the Teacher

INVOICE DATE
DATE:11-10-19

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

FOR:
Property Manager

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11-10-19	Neighborhood Patrol/ Security	1700-1740	4.0	30.00	120.00
	Checked preserve area.	1740-1830			
	Patrolled entire development	1830-1920			
	Checked Clubhouse, pool, and boardwalk area.	1920-2000			
	Patrolled entire development.	2000-2100			
DEPUTY SIGNATURE:					TOTAL
					120.00

Make all checks payable to Jeffrey Deese

Thank you for your business!

Jeffrey Deese
4990 Windmill Court
Middleburg, FL 32068
904-219-0579
jadeese@claysheriff.com

CCSO OFF-DUTY INVOICE

97

INVOICE DATE
DATE:11-13-19

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

FOR:
Property Manager

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11-13-19	Neighborhood Patrol/ Security	1700-1730	4.0	30.00	120.00
	Checked preserve area.	1730-1830			
	Patrolled entire development	1830-1920			
	Checked Clubhouse, pool, and boardwalk area.	1920-2000			
	Patrolled entire development.	2000-2100			
	Froze my butt off, several traffic stops				
DEPUTY SIGNATURE:					TOTAL 120.00

Make all checks payable to Jeffrey Deese

Thank you for your business!

CCSO OFF-DUTY INVOICE

FOR:
Property Manager

Thank you for your business!

CCSO OFF-DUTY INVOICE

FOR:
Property Manager

Thank you for your business!

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 197

Invoice Date: 11/1/19

Due Date: 11/1/19

Case:

P.O. Number:

#3

Bill To:Rolling Hills CDD
475 West Town Place
Suite 114
St. Augustine, FL 32090

513.310

Description	Hours/Qty	Rate	Amount
Management Fees - November 2019 340		3,333.33	3,333.33
Website Administration - November 2019 35101		208.33	208.33
Information Technology - November 2019 351		83.33	83.33
Dissemination Agent Services - November 2019 313		291.67	291.67
Office Supplies 518		15.03	15.03
Postage 420		0.50	0.50
Copies 425		168.15	168.15
Clay Electric = 320 - 538 - 430		-173.30	-173.30
↳ Credit			
Total			\$3,927.04
Payments/Credits			\$0.00
Balance Due			\$3,927.04

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice \$177.00
Invoice Number 4610550
Invoice Date 11/5/19
Sales Order Number/Type 3051682 SO
Branch Plant 74
Shipment Number 3356185

Sold To: 293306
Accounts Payable
Rolling Hills Estates CDD
c/o Patti Powers-GMS-SF, LLC
5385 N Nob Hill Rd
Sunrise FL 33351

Ship To: 295740
Rolling Hills Estates CDD
3212 Bradley Creek Pkwy
Green Cove Springs FL 32043

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent			
12/5/19	Net 30	PPD Origin	Hawkins			874			
Line #	Item Number Cust Item #	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	43967	Ultra-Chlor (Sod. Hypo 12.5%)	N	110.0000	GA	\$1.5000	GA	1,169.9 LB	\$165.00
		1 GA BLK (Mini-Bulk)		110.0000	GA			1,201.6 GW	
		<i>Chemicals</i>							
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

11/20/19

1 330 572 521

***** Electronic Billing Now Available. *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

C. Hall 11/8/19

Pool Chemicals

1. 330. 57200. 52100

Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$177.00

No Discounts on Freight or Containers

IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Containers are to be paid for in full as received, and full refund will be made except if provided containers are returned to original point of shipment. Return freight charges to be paid. The containers returned must be the same originally shipped, and show no evidence of abuse, or use for purposes other than the storage of original contents. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose. NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

Please Remit To: **Hawkins, Inc.**
P.O. Box 860263
Minneapolis, MN 55486-0263

This contractor and subcontractor shall abide by the requirements of 41 CFR 6600-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected Veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 500383966

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

October 31, 2019

Rolling Hills Community Development District
c/o Jim Oliver, District Manager
GOVERNMENTAL MANAGEMENT SERVICES
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 110961
Billed through 09/30/2019

General Counsel/Monthly Meeting

RHCDD 00001 KSB

FOR PROFESSIONAL SERVICES RENDERED

09/30/19 MKR Review tentative agenda; review inquiry regarding warning letters suspension policies. 0.40 hrs

Total fees for this matter

Gen. Coun.

310-513-315

\$94.00

MATTER SUMMARY

Rigoni, Michelle K. 0.40 hrs 235 /hr \$94.00

TOTAL FEES \$94.00

TOTAL CHARGES FOR THIS MATTER \$94.00

BILLING SUMMARY

Rigoni, Michelle K. 0.40 hrs 235 /hr \$94.00

TOTAL FEES \$94.00

TOTAL CHARGES FOR THIS BILL \$94.00

Please include the bill number on your check.



The Lake Doctors, Inc.
Aquatic Management Services

3543 State Road 419 Winter Springs, FL 32708
PH: 800-666-5253

Bill To

ROLLING HILLS CDD
GOVERNMENTAL MANAGEMENT SERVICES, LLC
475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092

INVOICE

Invoice # 70471

Account # 70471

Invoice Date 11/1/19

Due Date 11/1/19

Rep 1112

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

Purchase Order Number		Terms	Invoice Date: 11/1/19
		NET 10 DAYS	Service Period:
Item	Description	Amount	
	Monthly Water Mgmt Serv-2	500.00	
	Nov - Water Mgmt 320-538-464		
	C. Hall 11/8/19		
	Lake Maint.		
	1. 320,53800.46400		
Customer Total Balance		\$400.00	
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			
To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.			
Please visit www.lakedoctors.com for your local office contact information.			

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

Bill To

ROLLING HILLS CDD
GOVERNMENTAL MANAGEMENT SERVICES, LLC
475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092

Amount Enclosed

Invoice #

70471

Account #

70471

Date

11/1/19

Go Green! Compost is an important landscape asset.
Have your invoice completed.

For address and contact updates, please email us at
Frontdesk@lakedoctors.com.

The Lake Doctors, Inc.
3543 State Road 419
Winter Springs, FL 32708



If PAYING BY CREDIT CARD, fill out the "CV" section.

Mask Card # _____ VISA _____ American Express _____

Card Verification _____

Exp. Date _____

Print Name _____

Billing Address _____ Check for E-mail updates _____

Signature _____

Invoice

PARRY POOLS INC.
4571 ST. AUGUSTINE RD.
JACKSONVILLE, FL 32207

Invoice #: 41840

Invoice Date: 11/06/19

Amount Remitted: _____

Questions? Contact us:

(904) 733-7665 ... (904) 733-7946 ... information@parrypools.com

info@rollinghillsfl.com

Riverside Management Services
3212 Bradley Creek Parkway
Green Cove Springs, FL 32043

Site: Rolling Hills
3303 Spring Valley Court
Green Cove Spring, FL 32043

System ID: 5600

330-572-460

Invoice Description:

Motor replacement deposit

Qty Unit Description

1 Ea 25 HP, 1800, ODP 284JM Baldor 3PH Motor
Total Cost - \$7379.32

<u>Price</u>	<u>Sub Total</u>	<u>Tax</u>	<u>Total</u>
\$3,690.00	\$3,690.00		\$3,690.00

Technician labor onsite
Helper labor onsite
Mobile gantry service
SS Berkley shaft sleeve w/ snap/ring
Mechanical seal 446 1.75
Berkley large frame gasket
Freight included

50% due at signing - \$3690.00
Remaining balance due at completion - \$3689.32

Invoice Amount Due :	\$3,690.00	\$3,690.00
-----------------------------	-------------------	-------------------

We accept Visa, Mastercard, Discover. Charges are subjected to 3.5% convenience fee.

PARRY POOLS INC.
4571 ST. AUGUSTINE RD.
JACKSONVILLE, FL 32207

Questions? Call:
(904) 733-7665

System ID: 5600
Page 1 of 1

Wednesday, November 6, 2019 at 11:42:47 AM Eastern Standard Time

Subject: Fwd: Motor replacement proposal
Date: Wednesday, November 6, 2019 at 11:41:42 AM Eastern Standard Time
From: Rolling Hills
To: Patti Powers
Attachments: rolling hills 41840.pdf, rolling hills motor.pdf

Please process this to GL# 1-57200-330-46000 as quickly as possible. \$3690.00 Thanks

----- Forwarded message -----

From: <information@parrypools.com>
Date: Wed, Nov 6, 2019 at 11:33 AM
Subject: Motor replacement proposal
To: <RHmanager@riversidemgtsvc.com>

Freddie --

Please find my contract and deposit invoice attached. Don't hesitate to contact me if you have any questions.

Billy

Parry Pools

4571 St Augustine Rd

Jacksonville, FL 32207

904-733-7665 (O)

information@parrypools.com

www.parrypools.com

Freddie Oca
Rolling Hills
3212 Bradley Creek Parkway
Green Cove Springs, Fl. 32043
(904) 531-9238
RHmanager@riversidemgtsvc.com

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
11/1/2019	304

Bill To
Rolling Hills CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - November 2019 330,572.4610	1,070.00	1,070.00
	Pool Maintenance Services - November 2019 330,572.4670	1,137.50	1,137.50
	Operations Management Services - November 2019 320,538,3400	1,708.33	1,708.33
	Facility Management - Rolling Hills - November 2019 330,572.3400	4,461.08	4,461.08
		Total	\$8,376.91

RMW
11, 1, 19

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
10/28/2019	305

Bill To
Rolling Hills CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Halloween Event - 10/23/19	654.00	654.00
	330,572,4940		
		Total	\$654.00

2019
10, 28, 19

Rolling Hills
 Halloween Event 10/23/19 GL#(1-57200-330-49400) - CHANGE GL CODE FOR COMMUNITY

	Actual
Rolling Hills	\$952.00
Rolling Hills	\$278.00
Rolling Hills	\$654.00

	Actual
Set up and Site Management	\$50.00
Site Staff	
Mileage	
Totals	\$50.00

	Actual
Drinks/Chips/Snacks/Plates/candy	\$182.41
Totals	\$182.41

	Actual
(Gifts/supplies, decor)	\$421.59
Totals	\$421.59

<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Ayers Distributing	\$278.00
Totals	\$278.00

[Handwritten signature]



YELLOWSTONE

INVOICE

INVOICE #	INVOICE DATE
JAX 64507	10/31/2019
TERMS	PO NUMBER
Net 30	

Bill To:

Rolling Hills CDD
c/o Governmental Management Services, LLC
5385 N. Nob Hill Rd
Sunrise, FL 33351

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Rolling Hills CDD

Invoice Due Date: November 30, 2019

Invoice Amount: \$1,542.40

Description	Current Amount
-------------	----------------

Small Pond Clean-up

YL will clear small lake bank behind home-owners on small pond near entrance to Rolling Hills. YL found there is irrigation wires that run on that side of the pond. YL found that three irrigation valves are not working due to wire breaks. Clearing of this area is required to find the wire path, also area is infested with rattle snakes. YL will bush hog and clear pond line for irrigation to be able to locate non working valves.

Misc Service

326-538-4620

\$1,542.40

Invoice Total

\$1,542.40

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



Proposal #30645
Date: 09/25/2019
From: Jeremy Adomaitis

Proposal For

Governmental Management
Services, LLC
5385 N. Nob Hill Rd
Sunrise, FL 33351

main: 904-940-5850
mobile:

Location

475 W Town Pl
#114
St. Augustine, FL 32092

Property Name: Rolling Hills CDD

Small Pond Clean-up

Terms: Net 30

DESCRIPTION	AMOUNT
Walk-behind Bush-hog	\$325.00
General Labor	\$1,217.40

Client Notes

YL will clear small lake bank behind home-owners on small pond near entrance to Rolling Hills. YL found there is irrigation wires that run on that side of the pond. YL found that three irrigation valves are not working due to wire breaks. Clearing of this area is required to find the wire path, also area is infested with rattlesnakes. YL will bush hog and clear pond line for irrigation to be able to locate non working valves.

Signature

x

SUBTOTAL \$1,542.40

SALES TAX \$0.00

TOTAL \$1,542.40

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charged a 1.5% a month, 18% annual percentage rate. Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name

Christopher Hill

Title:

Operations Manager

Date:

8/25/19

Assigned To

Jeremy Adomaitis

Office:

jadomaitis@yellowstonelandscape.com



YELLOWSTONE

INVOICE

124

Bill To:

Rolling Hills CDD
c/o Governmental Management Services, LLC
5385 N. Nob Hill Rd
Sunrise, FL 33351

Property Name: Rolling Hills CDD

INVOICE #	INVOICE DATE
JAX 64508	10/31/2019
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: November 30, 2019

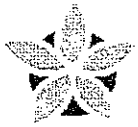
Invoice Amount: \$1,176.79

Description	Current Amount
IRRIGATION REPAIRS DUE TO SIGN CONTARCTOR Richmond Homes installed new sign broke mainline and cut 2 wire system. Irrigation Reapairs	\$1,176.79

Invoice Total **\$1,176.79**

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE

INVOICE

124

Bill To:

Rolling Hills CDD
c/o Governmental Management Services, LLC
5385 N. Nob Hill Rd
Sunrise, FL 33351

Property Name: Rolling Hills CDD

INVOICE #	INVOICE DATE
JAX 64509	10/31/2019
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: November 30, 2019

Invoice Amount: \$654.50

Description	Current Amount
-------------	----------------

Juniper Removal

YL will remove juniper bed in front of amenity building. YL will add touch-up mulch to area. YL will remove all debris from site. YL will blow off to leave neat clean appearance.

Misc Service

320-538-1221

\$654.50

Invoice Total

\$654.50

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



Proposal #32993
Date: 10/11/2019
From: Jeremy Adomaitis

Proposal For

Governmental Management
Services, LLC
5385 N. Nob Hill Rd
Sunrise, FL 33351

main: 904-940-5850
mobile:

Location

475 W Town Pl
#114
St. Augustine, FL 32092

Property Name: Rolling Hills CDD

Juniper Removal

Terms: Net 30

DESCRIPTION	AMOUNT
Brown Mulch	\$45.80
General Labor	\$608.70

Client Notes

YL will remove juniper bed in front of amenity building. YL will add touch-up mulch to area. YL will remove all debris from site. YL will blow off to leave neat clean appearance.

Signature

x

SUBTOTAL	\$654.50
SALES TAX	\$0.00
TOTAL	\$654.50

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate. Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: Christopher Hall

Title: Operations Manager

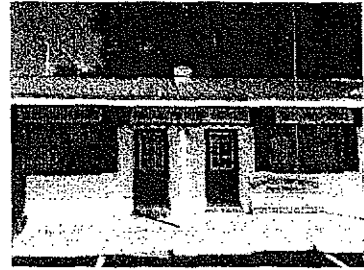
Date: 10/18/19

Assigned To

Jeremy Adomaitis
Office:
jadomaitis@yellowstonelandscape.com

Advanced Pump Service LLC

4446 tumbleweed rd
middleburg, FL 32068
(904) 203-7468
advancedpumpservice@gmail.com



INVOICE

BILL TO

Freddie
Riverside Management Svc.
3212 Bradley Creek Pkwy
Green Cove Springs, Fl 32043
Clay

INVOICE # 1689

DATE 11/22/2019

DUE DATE 11/22/2019

TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
fountain pump Called out to Fountains not working. Had to drain down basin at end of rolling brook and change out the pump. Filled Fountains with water system is working fine at this time. One year on parts 90 days job labor guarantee.	1	1,375.00	1,375.00

BALANCE DUE

\$1,375.00

88.32.460

Tuesday, December 10, 2019 at 2:02:51 PM Eastern Standard Time

Subject: Check request .

Date: Friday, December 6, 2019 at 9:54:46 AM Eastern Standard Time

From: Rolling Hills

To: Patti Powers

Patti

I need a check request for Adonis Boyd for \$325.00 His band is playing on the 13th for our Christmas event. I will send you the tax form as soon as I get it back from him. Please mail check to Rolling Hills address. Thanks

Freddie Oca

Rolling Hills

3212 Bradley Creek Parkway

Green Cove Springs, Fl. 32043

(904) 531-9238

RHmanager@riversidemgtsvc.com

137,33.494



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am - 5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 12/06/2019

Customer #: 00253042

Service Address: 3212-3 Bradley Creek Pkwy Irrigation

Route #: MC13020736

Water						
Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
69667781	2	12/04/19	29	25589	26086	497
Base Charges (Prepaid)				12/06/19 to 01/08/20		\$85.30
Consumption Charges			Tier 1	77.3	x 1.47	\$113.63
Proration Factor: 0.9667			Tier 2	116.0	x 3.04	\$352.64
			Tier 3	193.4	x 3.94	\$762.00
			Tier 4	110.3	x 5.06	\$558.12

Alternative Water Supply Surcharge \$1.06

Sewer						
Base Charges (Prepaid)						\$0.00
Consumption Charges			0.0	x	0.00	\$0.00

Reuse						
Base Charges (Prepaid)						\$0.00
Consumption Charges			Tier 1	0.0	x 0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0	x 0.00	\$0.00
			Tier 3	0.0	x 0.00	\$0.00

Other Charges	
Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$1,872.75
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$1,872.75

Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

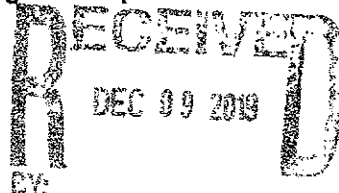
Kids First of Florida works with families whose children are at risk or victims of neglect or abuse. There are currently over 500 kids in Clay County in need of our help.

Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$1872.75 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$2207.51 was posted to your account on 11/18/2019.

Consumer Confidence and UCMR4 Reports are available at our office and online at: www.clayutility.org/ccr/LAG.pdf



Please return this portion with payment



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #: 00253042

3212-3 Bradley Creek Pkwy Irrigation

Route #: MC13020736

Route Group: 20

Bill Summary

Bill Date	12/06/19
Current Charges	\$1,872.75
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$1,872.75

ADDRESSES

6259 1 MB 0.425 20-18



ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE, FL 33351-4761



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 12/06/2019

Customer #: 00256584

Service Address: 3215-2 Bradley Creek Pkwy Reclaimed Irrigation

Route #: MC13020730

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)			12/06/19 to 01/08/20		\$0.00	
Consumption Charges			Tier 1	0.0 x	0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0 x	0.00	\$0.00
			Tier 3	0.0 x	0.00	\$0.00
			Tier 4	0.0 x	0.00	\$0.00

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Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$129.60 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

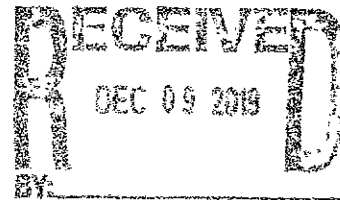
Your last payment of \$132.76 was posted to your account on 11/18/2019.

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
58730024	2	12/04/19	29	19342	19343	1
Base Charges (Prepaid)					\$128.81	
Consumption Charges			Tier 1	1.0 x	0.79	\$0.79
Proration Factor: 0.9667			Tier 2	0.0 x	1.56	\$0.00
			Tier 3	0.0 x	2.35	\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$129.60
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$129.60



Please return this portion with payment

Bill Summary

Bill Date	12/06/19
Current Charges	\$129.60
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$129.60



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00256584

3215-2 Bradley Creek Pkwy Reclaimed Irrigation

Route #:MC13020730

Route Group:20

6260 1 MB 0.425 20-18



ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE, FL 33351-4761



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5499

Customer Name: ROLLING HILLS CDD

Bill Date: 12/06/2019

Customer #: 00260347

Service Address: 3212-4 Bradley Creek Pkwy Resident's Club

Route #: MC13020738

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70003704	2	12/04/19	29	7	9	2

Base Charges (Prepaid)	12/06/19 to 01/08/20					\$85.30
Consumption Charges	Tier 1	2.0	x	1.97		\$3.94
Proration Factor: 0.9667	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

Alternative Water Supply Surcharge \$1.06

Sewer

Base Charges (Prepaid)						\$193.18
Consumption Charges		2.0	x	4.39		\$8.78

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)						\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$292.26
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$292.26

Please join us in our effort to provide children in Clay County with a wonderful holiday season. We have partnered with Kids First of Florida and will be collecting toys and gift cards.

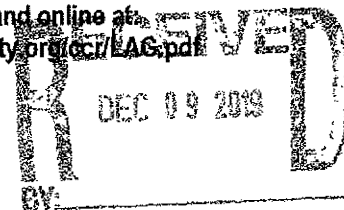
Kids First of Florida works with families whose children are at risk or victims of neglect or abuse. There are currently over 500 kids in Clay County in need of our help.

Make your donation at 3176 Old Jennings Road, Middleburg, Florida. To learn more about Kids First of Florida visit <http://kidsfirstofflorida.org>. Thank you for your generous support.

Please pay \$292.26 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$298.62 was posted to your account on 11/18/2019.

Consumer Confidence and UCMR4 Reports are available at our office and online at www.clayutility.org/ccr/UCR.pdf



Please return this portion with payment

Bill Summary

Bill Date	12/06/19
Current Charges	\$292.26
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$292.26



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00260347

3212-4 Bradley Creek Pkwy Resident's Club

Route #:MC13020738

Route Group:20

ADDRESSEE

6261 1 MB 0.425 20-18

ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE, FL 33351-4761



MAIL PAYMENT INFO

CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068

CCUA-1170-4

1170-12/6/201900261

00260347 9 MC13020738 0000029226 0000000 12272019 0 0



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.claycounty.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 12/06/2019

Customer #: 00244868

Route #: MC13020732

Service Address: 3212 -1 Bradley Creek Pkwy Reclaimed Irrigation

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)			12/06/19 to 01/08/20		\$0.00	
Consumption Charges			Tier 1	0.0 x	0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0 x	0.00	\$0.00
			Tier 3	0.0 x	0.00	\$0.00
			Tier 4	0.0 x	0.00	\$0.00

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Sewer

Base Charges (Prepaid)					\$0.00	
Consumption Charges			0.0	x	0.00	\$0.00

Raise

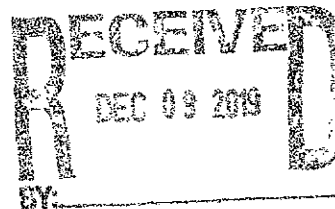
Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
68272411	2	12/04/19	29	72825	72932	107
Base Charges (Prepaid)					\$128.81	
Consumption Charges			Tier 1	107.0 x	0.79	\$84.53
Proration Factor: 0.9667			Tier 2	0.0 x	1.56	\$0.00
			Tier 3	0.0 x	2.35	\$0.00

Please pay \$213.34 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1015.92 was posted to your account on 11/18/2019.

Other Charges

Administrative Fees (Prepaid)					\$0.00	
Capacity Fees (Prepaid)					\$0.00	
Deposit Interest Refund					\$0.00	
Current Charges					\$213.34	
Previous Balance					\$0.00	
Late Charge (If Applicable)					\$0.00	
TOTAL AMOUNT DUE					\$213.34	



Please return this portion with payment

Bill Summary

Bill Date	12/06/19
Current Charges	\$213.34
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$213.34



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00244868

3212 -1 Bradley Creek Pkwy Reclaimed Irrigation

Route #:MC13020732

Route Group:20

ADDRESSEE

6257 1 MB 0.425 20-18



ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE, FL 33351-4761



MAIL PAYMENT TO



CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068

CCUA-1170-4

1170-12/06/2019006257

00244868 4 MC13020732 0000021334 0000000 12272019 0 0



3176 Old Jennings Road, Middleburg, Florida 32068
Please visit us on the web at www.clayutility.org
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 12/06/2019

Customer #: 00244869

Service Address: 3212 -2 Bradley Creek Pkwy Reclaimed Irrigation

Route #: MC13020734

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
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Base Charges (Prepaid)	12/06/19 to 01/08/20					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00	
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00	
	Tier 3	0.0	x	0.00	\$0.00	
	Tier 4	0.0	x	0.00	\$0.00	

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00	\$0.00	

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	0.0	x	0.79	\$0.00	
Proration Factor: 0.9667	Tier 2	0.0	x	1.56	\$0.00	
	Tier 3	0.0	x	2.35	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00

Current Charges	\$128.81
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$128.81

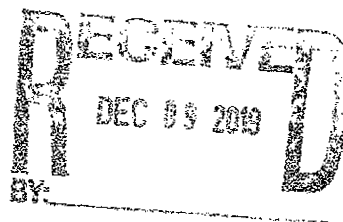
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Please pay \$128.81 by 12/27/2019 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$128.81 was posted to your account on 11/18/2019.



Please return this portion with payment

Bill Summary

Bill Date	12/06/19
Current Charges	\$128.81
Current Charges Past Due After	12/27/19
Lend A Helping Hand (If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$128.81



Clay County Utility Authority
3176 Old Jennings Road
Middleburg, Florida 32068

ROLLING HILLS CDD

Customer #:00244869

3212 -2 Bradley Creek Pkwy Reclaimed Irrigation

Route #:MC13020734

Route Group:20

ADDRESSEE

6258 1 MB 0.425 20-18

ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE, FL 33351-4761



MAIL PAYMENT TO

CLAY COUNTY UTILITY AUTHORITY
3176 OLD JENNINGS ROAD
MIDDLEBURG, FL 32068

CCUA-1170-4

1170-12/6/2019005258

00244869 & MC13020734 0000012881 0000000 12272019 0 0



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
Green Cove Springs, FL 32043
(904) 284-7575

Invoice Number: SSI09365
Invoice Date: 12/9/2019

Page: 1

Attn: Fiscal - Accounts Receivable

Bill
To: ROLLING HILLS CDD
3212 BRADLEY CREEK PKWY
GREEN COVE SPRINGS, FL 32043
PATTI POWERS

Ship
To: ROLLING HILLS CDD
3212 BRADLEY CREEK PKWY
GREEN COVE SPRINGS, FL 32043
PATTI POWERS

Due Date 12/24/2019
Terms Net 15 Days

Customer ID C0000125
P.O. Number
P.O. Date 12/9/2019
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- NOVEMBER 2019		31	31	5.00	155.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 255.00

Subtotal: 255.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 255.00

ROLLING HILLS VENTURES, LLC.	11/4/2019	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	11/10/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	11/13/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	11/14/2019	7321	DRURY, JOHN R.	4.00
ROLLING HILLS VENTURES, LLC.	11/21/2019	7321	DRURY, JOHN R.	4.00
ROLLING HILLS VENTURES, LLC.	11/22/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	11/27/2019	6497	DEESE, JEFFREY A	4.00
ROLLING HILLS VENTURES, LLC.	11/30/2019	7321	DRURY, JOHN R.	4.00
			TOTAL	31.00



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 11/22/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name		Service Address			Meter No	Multiplier	
*7182249	ROLLING HILLS VENTURE LLC		2404 ROLLING VIEW BLVD # 1			151840010	1	
Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	10/20/2019	11/20/2019	12/23/19	1053	1225 Nov 2018	172 166	31 32	6 5

Previous Statement Balance

44.00

11/07/2019 Payment Received - Thank You

44.00CR

Previous Balance

\$ 0.00

Current Charges Billed 11/22/2019

Energy

13.98

Access Charge

23.00

Power Cost Adjustment .01740 X 172 KWH

2.99

FLA Gross Receipts Tax

1.03

Florida State Sales Tax

2.85

Clay Co Public Ser Utility Tax

1.40

Clay County Sales Tax

0.41

Operation Round Up

0.34

Current Charges Due on 12/06/2019

\$ 46.00

Total Amount Due

\$ 46.00

Non-Taxable Fuel Amount @ .02908/KWH -\$5.00

Government Taxes/Fees are not imposed by Clay Electric

\$ 5.69

Read the enclosed Power Line to learn more about advanced meters, holiday decorating safety, fall/winter energy tips and more. Have a safe and Happy Thanksgiving!

27.32.430

Payments received after 3 pm will be credited to your account the following business day. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.

▼ Tear Here ▼

When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

236

Keystone Heights, Florida 32656-0308

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
*7182249	
Phone Number	\$
(904) 278-5020	
Phone Correction	Payment Amount
Return this coupon with your payment	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.

78239-22A*2*236*****AUTO**MIXED AADC 350
 ROLLING HILLS VENTURE LLC
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges \$ 46.00
 Due Date 12/06/2019
 Total Amount Due \$ 46.00

07182249

0000046003



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 11/22/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name	Service Address				Meter No	Multiplier	
*7751951	ROLLING HILLS CDD	3212 BRADLEY CREEK PKWY AMENITY CENTER				152192920	80	
Rate - GSD	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Demand	10/20/2019	11/20/2019	12/23/19	2125	2323 Nov 2018	15840 26080	31 32	511 815

Previous Statement Balance

3,073.00

11/07/2019 Payment Received - Thank You

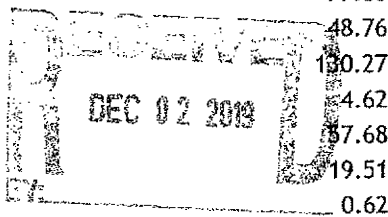
3,073.00CR

Previous Balance

\$ 0.00

Current Charges Billed 11/22/2019

Energy	950.40
Access Charge	80.00
Demand 74.080KW X 4.35	322.25
Power Cost Adjustment .01740 X 15840	275.62
Large Outdoor Light	82.68
Small Outdoor Light	114.59
Pole	77.00
FLA Gross Receipts Tax	48.76
Florida State Sales Tax	130.27
Florida State Sales Tax (6%)	4.62
Clay Co Public Ser Utility Tax	57.68
Clay County Sales Tax	19.51
Operation Round Up	0.62



Current Charges Due on 12/13/2019

\$ 2,164.00

Total Amount Due

\$ 2,164.00

Non-Taxable Fuel Amount @ .02908/KWH -\$460.63

Government Taxes/Fees are not imposed by Clay Electric

\$ 260.84

27.33 430

Read the enclosed Power Line to learn more about advanced meters, holiday decorating safety, fall/winter energy tips and more. Have a safe and Happy Thanksgiving!

Payments received after 3 pm will be credited to your account the following business day. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.

▼ Tear Here ▼

When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

236

Keystone Heights, Florida 32656-0308

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
*7751951	
Phone Number	\$
(954) 721-8681	
Phone Correction	Payment Amount
Return this coupon with your payment	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.

78239-22A*2*236*****AUTO**MIXED AADC 350
 ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges
 Due Date 12/13/2019
 Total Amount Due

\$ 2,164.00

\$ 2,164.00

07751951

0002164002



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 11/22/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name	Service Address	Meter No	Multiplier
7755259	ROLLING HILLS CDD	3236 BRADLEY CREEK PKWY # 1	151839087	1

Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	10/20/2019	11/20/2019	12/23/19	210	245	35	31	1
					Nov 2018	30	32	1

Previous Statement Balance

30.00

11/07/2019 Payment Received - Thank You

30.00CR

Previous Balance

\$ 0.00

Current Charges Billed 11/22/2019

Energy

2.85

Access Charge

23.00

Power Cost Adjustment .01740 X 35 KWH

0.61

FLA Gross Receipts Tax

0.68

Florida State Sales Tax

1.89

Clay Co Public Ser Utility Tax

1.02

Clay County Sales Tax

0.27

Operation Round Up

0.68

Current Charges Due on 12/06/2019

\$ 31.00

Total Amount Due

\$ 31.00

Non-Taxable Fuel Amount @ .02908/KWH -\$1.02

Government Taxes/Fees are not imposed by Clay Electric

\$ 3.86

Read the enclosed Power Line to learn more about advanced meters, holiday decorating safety, fall/winter energy tips and more. Have a safe and Happy Thanksgiving!

27.32.430

Payments received after 3 pm will be credited to your account the following business day. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.

▼ Tear Here ▼

When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

236

Keystone Heights, Florida 32656-0308

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
7755259	
Phone Number	\$
(954) 721-8681	
Phone Correction	Payment Amount
Return this coupon with your payment	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.

78239-22A*2*236*****AUTO**MIXED AADC 350
 ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges

\$ 31.00

Due Date 12/06/2019

Total Amount Due

\$ 31.00

07755259

0000031005

00000687



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 11/22/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name	Service Address				Meter No	Multiplier	
7755275	ROLLING HILLS CDD	3314 RIDGEVIEW DR # 1				152012414	1	
Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	10/20/2019	11/20/2019	12/23/19	87	101	14	31	0

Previous Statement Balance

28.00

11/07/2019 Payment Received - Thank You

28.00CR

Previous Balance

\$ 0.00

Current Charges Billed 11/22/2019

Energy

1.14

Access Charge

23.00

Power Cost Adjustment .01740 X 14 KWH

0.24

FLA Gross Receipts Tax

0.63

Florida State Sales Tax

1.74

Clay Co Public Ser Utility Tax

0.96

Clay County Sales Tax

0.25

Operation Round Up

0.04

Current Charges Due on 12/06/2019

\$ 28.00

Total Amount Due

\$ 28.00

Non-Taxable Fuel Amount @ .02908/KWH -\$.41

Government Taxes/Fees are not imposed by Clay Electric

\$ 3.58

Read the enclosed Power Line to learn more about advanced meters, holiday decorating safety, fall/winter energy tips and more. Have a safe and Happy Thanksgiving!

2732430

Payments received after 3 pm will be credited to your account the following business day. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.

▼ Tear Here ▼

When Paying in Person: Bring entire bill with you.

When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

236

Keystone Heights, Florida 32656-0308

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
7755275	
Phone Number	\$
(954) 721-8681	
Phone Correction	Payment Amount
Return this coupon with your payment	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.

78239-22A*2*236*****AUTO**MIXED AADC 350
 ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges

\$ 28.00

Due Date 12/06/2019

Total Amount Due

\$ 28.00

07755275

0000028001



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456 (800)224-4917

Statement Date: 11/22/2019

Trustee Dist 06

Web Address
 clayelectric.com

Automated Outage Reporting Line: (888) 434-9844

Account	Name		Service Address			Meter No	Multiplier	
7755283	ROLLING HILLS CDD		2448 ROLLING VIEW BLVD			151840032	1	
Rate - GS	From	To	Approx Next Read Date	Previous	Present	KWH	Days	Daily KWH
GS Non-Demand	10/20/2019	11/20/2019	12/23/19	3158	3686	528	31	17
					Nov 2018	412	32	13

Previous Statement Balance

91.00

11/07/2019 Payment Received - Thank You

91.00CR

Previous Balance

\$ 0.00

Current Charges Billed 11/22/2019

Energy

42.93

Access Charge

23.00

Power Cost Adjustment .01740 X 528 KWH

9.19

FLA Gross Receipts Tax

1.93

Florida State Sales Tax

5.36

Clay Co Public Ser Utility Tax

2.39

Clay County Sales Tax

0.77

Operation Round Up

0.43

Current Charges Due on 12/06/2019

\$ 86.00

Total Amount Due

\$ 86.00

Non-Taxable Fuel Amount @ .02908/KWH -\$15.35

Government Taxes/Fees are not imposed by Clay Electric

\$ 10.45

Read the enclosed Power Line to learn more about advanced meters, holiday decorating safety, fall/winter energy tips and more. Have a safe and Happy Thanksgiving!

27.32 ASD

Payments received after 3 pm will be credited to your account the following business day. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.

▼ Tear Here ▼

When Paying in Person: Bring entire bill with you.
 When Paying By Mail: Return this portion with your payment.

Clay Electric Cooperative, Inc.

P.O. Box 308

Keystone Heights, Florida 32656-0308

236

Mailing Address Correction: _____

911 Emergency Address: _____

Account Number	I included an additional amount as a donation to Project Share to help those in need.
7755283	
Phone Number	
(954) 721-8681	\$
Phone Correction	
Return this coupon with your payment	Payment Amount
	Write Account Number on check and make payable to: Clay Electric Cooperative, Inc.



78239-22A*2*236****AUTO**MIXED AADC 350
 ROLLING HILLS CDD
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Current Charges

\$ 86.00

Due Date 12/06/2019

Total Amount Due

\$ 86.00

07755283

0000086009

CCSO OFF-DUTY MONITOR

FOR:
Property Manager

120.00

97.33.345

Thank you for your business!

CGO OFF-DUTY NOV 09

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11-27-19	Neighborhood Patrol/ Security	1400-1440	4.0	30.00	120.00
	Checked preserve area.	1440-1530			
	Patrolled entire development	1530-1630			
	Checked Clubhouse, pool, and boardwalk area.	1630-1730			
	Patrolled entire development.	1730-1800			
DEPUTY SIGNATURE:				TOTAL	120.00

TOTAL	120.00
-------	--------

Make all checks payable to Jeffrey Deese

Thank you for your business!

000 011-017-0000

FOR:
Property Manager

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
12-6-19	Neighborhood Patrol/ Security	1800-1840	4.0	30.00	120.00
	Checked preserve area.	1840-1930			
	Patrolled entire development	1930-2020			
	Checked Clubhouse, pool, and boardwalk area.	2020-2100			
	Patrolled entire development.	2100-2200			
	Three traffic stops in rear of subdivision.				
DEPUTY SIGNATURE:				TOTAL	120.00

DEPUTY SIGNATURE:

TOTAL	120.00
-------	--------

Make all checks payable to Jeffrey Deese

97.33.345

Thank you for your business!

CSO OFF-DUTY WORK

INVOICE DATE
DATE:11/21/2019

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

FOR:
Property Manager

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11/21/2019	Neighborhood patrol and security	16:00-20:00	4	\$30.00	\$120.00
	No incidents occurred that needed Law Enforcement attention				
	Amenity Center patrol and security				
DEPUTY SIGNATURE:					\$120.00

Make all checks payable to John R. Drury

Thank you for your business!

000 OFF-DUTY INVOICE

FOR:
Property Manager

DEPUTY SIGNATURE:

TOTAL

\$120.00

Make all checks payable to John R. Drury

Thank you for your business!

030 OFF-DUTY INVOICE

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
12/03/2019	Neighborhood patrol and security	16:00-19:00	3	\$30.00	\$90.00
	No incidents occurred that needed Law Enforcement attention				
	Amenity Center patrol and security				
DEPUTY SIGNATURE:				TOTAL	\$90.00

DEPUTY SIGNATURE:

TOTAL

\$90.00

Make all checks payable to John R. Drury

Thank you for your business!

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 198**Invoice Date:** 12/1/19**Due Date:** 12/1/19**Case:****P.O. Number:****Bill To:**

Rolling Hills CDD
475 West Town Place
Suite 114
St. Augustine, FL 32090

Description	Hours/Qty	Rate	Amount
Management Fees - December 2019		3,333.33	3,333.33
Website Administration - December 2019		208.33	208.33
Information Technology - December 2019		83.33	83.33
Dissemination Agent Services - December 2019		291.67	291.67
Postage		8.00	8.00
Copies		24.30	24.30
Telephone		15.78	15.78
3			
Total			\$3,964.74
Payments/Credits			\$0.00
Balance Due			\$3,964.74

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

November 27, 2019

Rolling Hills Community Development District
c/o Jim Oliver, District Manager
GOVERNMENTAL MANAGEMENT SERVICES
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 111450
Billed through 10/31/2019

General Counsel/Monthly Meeting

RHCDD 00001 KSB

FOR PROFESSIONAL SERVICES RENDERED

10/04/19	MKR	Review final agenda; prepare for board meeting.	0.30 hrs
10/07/19	MKR	Confer with Oliver regarding upcoming board meeting.	0.10 hrs
10/08/19	KSB	Prepare for and attend board meeting.	1.70 hrs
Total fees for this matter			\$587.00

DISBURSEMENTS

Travel	3.78
Total disbursements for this matter	\$3.78

MATTER SUMMARY

Buchanan, Katie S.	1.70 hrs	290 /hr	\$493.00
Rigoni, Michelle K.	0.40 hrs	235 /hr	\$94.00

TOTAL FEES	\$587.00
TOTAL DISBURSEMENTS	\$3.78

TOTAL CHARGES FOR THIS MATTER	<u>\$590.78</u>
-------------------------------	-----------------

BILLING SUMMARY

Buchanan, Katie S.	1.70 hrs	290 /hr	\$493.00
Rigoni, Michelle K.	0.40 hrs	235 /hr	\$94.00

TOTAL FEES	\$587.00
TOTAL DISBURSEMENTS	\$3.78

TOTAL CHARGES FOR THIS BILL	<u>\$590.78</u>
-----------------------------	-----------------

Subject: Fwd: STATEMENT FROM ORANGE ENVIRONMENTAL

Date: Sunday, November 24, 2019 at 10:28:52 AM Eastern Standard Time

From: Rolling Hills

To: Patti Powers

Patti

Please process to GL# 1-57200-330-46000 Thanks

----- Forwarded message -----

From: <LaDonna@oesfl.net>

Date: Fri, Nov 22, 2019 at 11:09 AM

Subject: STATEMENT FROM ORANGE ENVIRONMENTAL

To: <RHMANAGER@riversidemgtsvc.com>

STATEMENT

Statement Date: 11/22/19 Orange Environmental Services P. O. Box 187 Orange Park, FL 32067-0187 904-272-3284	Bill To [111484] RIVERSIDE MGMT SERVICE INC ATTN: ROLLING HILLS 3212 BRADLEY CREEK PKWY GREEN COVE SPRINGS, FL 32043
--	--

Date	Invoice	Description	Amount	Balance	Due
------	---------	-------------	--------	---------	-----

Service Address: RIVERSIDE MGMT SERVICE INC, ROLLING HILLS 3212 BRADLEY CREEK PKWY, GREEN COVE SPRINGS, FL 32043

11/12/19	453937	Qty Pest Control	350.00	350.00	350.00
----------	--------	------------------	--------	--------	--------

Current	30 Days	60 Days	Over 90 Days	Total
350.00	0.00	0.00	0.00	350.00

*BALANCE IS DUE BY DECEMBER 10, 2019.*WE ARE THANKFUL FOR OUR WONDERFUL CUSTOMERS AND WISH YOU A VERY HAPPY THANKSGIVING**

Freddie Oca
Rolling Hills
3212 Bradley Creek Parkway
Green Cove Springs, FL 32043
(904) 531-9238
RHmanager@riversidemgtsvc.com

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
12/1/2019	306

Bill To
Rolling Hills CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - December 2019 330,572.4610	1,070.00	1,070.00
	Pool Maintenance Services - December 2019 330,572.4670	1,137.50	1,137.50
	Operations Management Services - December 2019 320,528.3400	1,708.33	1,708.33
	Facility Management - Rolling Hills - December 2019 330,572.3400	4,461.08	4,461.08
	60		
Total			\$8,376.91

2440

12.2.19

Friday, December 6, 2019 at 9:55:15 AM Eastern Standard Time

Subject: Check request

Date: Friday, December 6, 2019 at 9:54:46 AM Eastern Standard Time

From: Rolling Hills

To: Patti Powers

Patti

I need a check request for Adonis Boyd for \$325.00 His band is playing on the 13th for our Christmas event. I will send you the tax form as soon as I get it back from him. Please mail check to Rolling Hills address. Thanks

Fredette Oca

Rolling Hills

3212 Bradley Creek Parkway

Green Cove Springs, Fl. 32043

(904) 531-9238

RHmanager@riversidemgtsvc.com

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
11/26/2019	307

Bill To
Rolling Hills CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance October 1 - October 31, 2019	3,069.65	3,069.65
	Maintenance Supplies	1,359.23	1,359.23
	Facility Maint. / Repairs 330,572,4600	\$ 1550,00	
	Repairs / Maint. - Field 320,538,4600	\$ 2378,88	
	Operating Supplies 330,572,5200	\$ 500,00	
	60		
Total			\$4,428.88

PAID
11,26,19

RMS

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF OCTOBER 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/2/19	8	L.F.	Painted message board, painted trash receptacle enclosures, removed pavers on steps at
10/2/19	8	B.M.	Removed broken paver stairs, painted sign, painted trash receptacle enclosures at lakes
10/3/19	4	L.F.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
10/3/19	4	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
10/9/19	6	C.P.	Organized pool furniture, checked and changed trash receptacles, removed debris around pool deck, parking lot, amenity center, common areas and along roadways
10/16/19	5	C.P.	Removed debris around pool deck, parking lot, amenity center, main road and common areas, pool deck furniture, checked and changed all trash receptacles on pool deck
10/17/19	4	B.M.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
10/17/19	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
10/22/19	8	C.P.	Organized pool deck furniture, checked and changed all trash receptacles on pool deck and along removed debris around pool deck, parking lot, along main road and common areas
10/23/19	8	B.M.	Light inspection on all amenity lights, restrooms and outside lights, replaces 11 bulbs in and around amenity center (8) 4 pin and (2) 4 foot tubes, 1 circle light in hallway, started painting railing and on second floor deck
10/24/19	8	B.M.	Finished painting safety railing of upper deck, painted stair safety railing to bottom, removed debris in common areas
10/25/19	6	B.M.	Cleaned tables outside on deck of social room second floor, removed debris in common areas and around amenity center, checked and changed trash receptacles around tennis courts, pool deck and tennis courts, removed debris from lakes
10/28/19	5	B.M.	Cleaned social room floors multiple times due to a sticky floor, removed debris in all common areas, checked and changed all trash receptacles around pool, amenity center, playground and main road by lakes, inspected playground and swings, blew off leaves and debris around pool deck
10/30/19	8	B.M.	PVC repaired and pipe on spray feature, painted benches at playground, removed debris around center, around community and common areas, repaired broken tiles on pool deck, light inspection on all entries, painted garage can lid, repaired paver on pool deck, removed debris from cans inside amenity center

TOTAL 83

MILES 370

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RH				
ROLLING HILLS				
	10/2/19	6" Roller Tray (4)	8.60	L.F.
	10/2/19	Behr Sisin	11.48	L.F.
	10/2/19	Short Cut Brush (4)	27.00	L.F.
	10/2/19	Hand Soaps (10)	11.27	F.O.
	10/2/19	Microfiber Towels	17.22	F.O.
	10/2/19	7 Gen Cleaner	4.34	F.O.
	10/2/19	Windex	4.00	F.O.
	10/2/19	Toilet Cleaner with Brush	10.32	F.O.
	10/2/19	Zip Ties	8.02	F.O.
	10/3/19	John Deere Gator/Trailer Rental	70.00	L.F.
	10/5/19	Toilet Paper	54.79	F.O.
	10/5/19	Bulbs	23.94	F.O.
	10/5/19	Antenily Supplies	14.27	F.O.
	10/8/19	Sirius Radio	235.69	F.O.
	10/11/19	Copy Paper(2)	9.13	F.O.
	10/11/19	Envelopes	10.63	F.O.
	10/11/19	Swiffer	10.83	F.O.
	10/11/19	Plug In Oil	11.47	F.O.
	10/11/19	Clorox	10.21	F.O.
	10/11/19	7 Gen Cleaner	4.34	F.O.
	10/11/19	Protector Sheets 100 ct	7.98	F.O.
	10/17/19	John Deere Gator/Trailer Rental	70.00	B.M.
	10/17/19	Contractor Trash Bags	22.94	B.M.
	10/17/19	Gas for John Deere Gator	15.00	B.M.
	10/17/19	Water	41.91	F.O.
	10/22/19	Husky 50 ct Trash Bags	29.87	C.P.
	10/23/19	LEO 4" Tube Light	20.24	B.M.
	10/23/19	13w 4 pin bulbs (8)	48.09	B.M.
	10/23/19	26w 4 pin bulbs (2)	22.93	B.M.
	10/23/19	Roller of paint 4x3/8"	6.29	B.M.
	10/23/19	Angle Brush	6.75	B.M.
	10/23/19	Pelican Liners 3 pk	4.91	B.M.
	10/23/19	Pelican Pail	11.47	B.M.
	10/24/19	4' Wooden Extension Pole	8.02	B.M.
	10/24/19	6 pk Roller Covers	11.47	B.M.
	10/24/19	1 Gallon Behr Ultra Paint	49.43	B.M.
	10/24/19	13w 4 pin bulb	8.02	B.M.
	10/24/19	Trash Bags	56.86	F.O.
	10/25/19	Clorox	10.21	F.O.
	10/25/19	AA Batteries	14.70	F.O.
	10/25/19	Aerosol (2)	15.46	F.O.
	10/25/19	100 Access Cards	229.07	F.O.
	10/25/19	Mop Head	16.64	B.M.
	10/28/19	Spray Bottle	3.77	B.M.
	10/28/19	Mr. Clean Cleaner	8.59	B.M.
	10/30/19	Pro Glass Spray Paint (2)	13.75	B.M.
	10/30/19	14" Pipe Wrench	19.52	B.M.
	10/30/19	1-1/2"x10 PVC Pipe	6.34	B.M.
	10/30/19	1-1/2" PVC Elbow 45 deg (2)	4.12	B.M.
	10/30/19	1-1/2" PVC Male Adapter	1.66	B.M.
	10/30/19	1-1/2" PVC Female Adapter	1.66	B.M.
	10/30/19	1-1/2" DWV Male Adapter	1.13	B.M.
	10/30/19	1-1/2" PVC Elbow 90 deg	2.14	B.M.
	10/30/19	Teflon Tape	1.76	B.M.
	10/30/19	PVC Cement	9.05	B.M.

TOTAL \$1,359.23

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
11/26/2019	308

Bill To
Rolling Hills CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Pressure Washing Services - October 2019	563.00	563.00
	RAM - Field 320,538,4600 60		
Total			\$563.00

RAM
11.26.19

Riverside Management Services, Inc.

9655 Florida Mining Blvd. W., Bldg. 300, Suite 305, Jacksonville, Florida 32257

Service Detail

Bill To: Rolling Hills CDD

Invoice Date: 10/31/19

Due Date: Upon Receipt

Amount Due: \$ 563.00

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/17/19	Pressure wash sidewalks - 2487 s/f Pressure wash curbing - 90 lf	\$ 563.00

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

TOTAL AMOUNT DUE: \$ 563.00

Should you have any questions, please contact Rich Wheisel @ (904) 759-8923
or rwheisel@gmsnf.com

Remit Payment



INVOICE

Page 1 of 2

Customer ID:

12-16050-13008

Customer Name:

ROLLING HILLS CDD

Service Period:

12/01/19-12/31/19

Invoice Date:

11/21/2019

Invoice Number:

9409187-2224-7

How To Contact Us

Visit **wm.com**

To setup your online profile, sign up for paperless statements, manage your account, view holiday schedules, pay your invoice or schedule a pickup



Customer Service:
(904) 260-1592

Your Payment Is Due

Dec 21, 2019

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5, or such late charge allowed under applicable law, regulation or contract.

Your Total Due

\$1,045.49

If payment is received after
12/21/2019: **\$ 1,071.63**

See Reverse for Important Messages

Previous Balance

1,044.22

+

Payments

(1,044.22)

+

Adjustments

0.00

+

Current Charges

1,045.49

=

Total Due

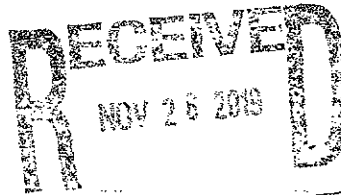
1,045.49

Details for Service Location:

Rolling Hills Cdd, 3212 Bradley Creek Pkwy, Green Cove Springs FL
32043-7060

Customer ID: 12-16050-13008

Description	Date	Ticket	Quantity	Amount
8 Yard dumpster 1x week	12/01/19		1.00	652.57
Fuel / environmental charge				226.38
Regulatory cost recovery charge				31.64
Administrative charge				6.50
Clay county franchise fee				128.40
Total Current Charges				1,045.49



55.33.33

Please detach and send the lower portion with payment (no cash or staples)



WASTE MANAGEMENT INC. OF FLORIDA
PO BOX 42930
PHOENIX, AZ 85080

(904) 260-1592
(866) 381-9369
(904) 260-1449 FAX

Invoice Date	Invoice Number	Customer ID (Include with your payment)
11/21/2019	9409187-2224-7	12-16050-13008
Payment Terms	Total Due	Amount
Total Due by 12/21/2019	\$1,045.49	
If Received after 12/21/2019	\$1,071.63	



2224000121605013008094091870000010454900000104549 6

0056570 01 SP 0.500 **SINGLP T 7325 33351 -C01-P56626-112 10290C93

ROLLING HILLS CDD
5385 N KNOB HILL RD
ROLLING HILLS
SUNRISE FL 33351



WASTE MANAGEMENT INC. OF FLORIDA
PO BOX 4648
CAROL STREAM, IL 60197-4648

THINK GREEN®

Printed on
recycled paper.

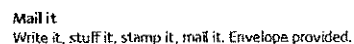
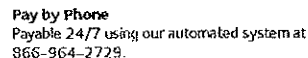
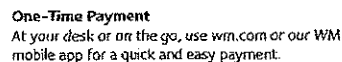
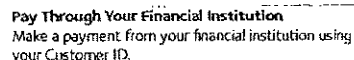
0056570-0000001-0059399




224-0046983-2224-7

If you overfill containers so that lids cannot close, material exceeds container height, or is around or on top of your containers, you will be subject to overage charges of up to \$150 per incident; more in certain situations, plus applicable taxes, fuel, environmental and other charges. To upgrade your service, please call your service rep or the number on your invoice.

5 EASY WAYS TO PAY

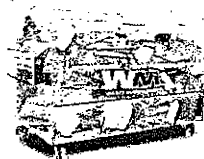
Automatic Payment
Set up recurring payments with us at
wm.com/mvaccount.



<h3>How To Contact Us</h3> <p>Visit wm.com</p> <p>To set up your auto-pay, update for purposes, billing, manage your account, view balance, service tag, call your toll or 1-800-4-A-WORD</p> <p>  </p> <p>Customer Service (847) 969-4478</p>	<h3>Your Payment is Due</h3> <p>August 19, 2017</p> <p>If full payment of the amount shown is not received by the month shown, you will be charged a non-payment charge of 5% after 30 days unless you make a payment in full by 15 days after the charge is assessed.</p>	<h3>Your Total Due</h3> <p>\$124.73</p> <p>If payment is needed after 08/19/2017 \$126.60</p> <p>See reverse for important messages</p>																										
<table border="1"> <tr> <th>Balance</th> <th>Payments</th> <th>Adjustments</th> <th>Current Charges</th> <th>Total Due</th> </tr> <tr> <td>113</td> <td>(97.12)</td> <td>0.00</td> <td>14.73</td> <td>124.73</td> </tr> </table>			Balance	Payments	Adjustments	Current Charges	Total Due	113	(97.12)	0.00	14.73	124.73																
Balance	Payments	Adjustments	Current Charges	Total Due																								
113	(97.12)	0.00	14.73	124.73																								
<p>Details for Service Location: 213 Jackson Street, Evanston, CA 95025</p> <p>Customer ID: 2-52390-00385 Instruments: 45693</p>																												
<table border="1"> <thead> <tr> <th>Description</th> <th>Date</th> <th>Ticket</th> <th>Quantity</th> <th>Amount</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>08/19/17</td> <td></td> <td></td> <td>1.00</td> <td>15.00</td> <td>139.73</td> </tr> <tr> <td>09/01/17</td> <td></td> <td></td> <td>1.00</td> <td>15.00</td> <td>154.73</td> </tr> <tr> <td>09/15/17</td> <td></td> <td>5631</td> <td>1.00</td> <td>14.73</td> <td>139.73</td> </tr> </tbody> </table>					Description	Date	Ticket	Quantity	Amount	Balance	08/19/17			1.00	15.00	139.73	09/01/17			1.00	15.00	154.73	09/15/17		5631	1.00	14.73	139.73
Description	Date	Ticket	Quantity	Amount	Balance																							
08/19/17			1.00	15.00	139.73																							
09/01/17			1.00	15.00	154.73																							
09/15/17		5631	1.00	14.73	139.73																							

Previous balance is the total due from your previous invoice. We subtract any **Payments Received/Adjustments** and add your **Current Charges** from this billing cycle to get a **Total Due** on this invoice. If you have not paid all or a portion of your previous balance, please pay the entire **Total Due** to avoid a late charge or service interruption.

ARE YOU CLEAR ABOUT RECYCLING CONTAMINATION AND OVERAGES?



Keep your recycling container clear of contamination and ensure all materials fit inside your container with the lids closed to avoid additional service charges.

RecycleOftenRecycleRight.com



KEEP A LID ON OVERAGE CHARGES



If you regularly have excess materials, we're here to help you put the lid on overages. Please check your service agreement and contact your Waste Management representative to right-size your service.

FOLLOW THE RECYCLERIGHTS GUIDELINES

If your business subscribes to recycling service,
please place only allowable materials in your recycling containers.



Keep food and liquids out of the recycling.



Empty recyclables directly
into your recycling container
- NO bagged recyclables.

Interrelationships between components and variables

For more information, visit:
RecycleOftenRecycleRight.com
#Recycling101

If your service is suspended for non-payment, you may be charged a Resume charge to restart your service. For each returned check, a charge will be assessed on your next invoice equal to the maximum amount permitted by applicable state law.

■ CHECK HERE TO CHANGE CONTACT INFO

List your new billing information below. For a change of service address, please contact Waste Management.

Address 1	
Address 2	
City	
State	
Zip	
Email	
Date Valid	

☐ CHECK HERE TO SIGN UP FOR AUTOMATIC PAYMENT ENROLLMENT

If I enroll in Automatic Payment services, I authorize Waste Management to pay my invoice by electronically deducting money from my bank account. I can cancel authorization by notifying Waste Management at wm.com or by calling the customer service number listed on my invoice. Your enrollment could take 1-2 billing cycles for Automatic Payments to take effect. Continue to submit payment until page one of your invoice reflects that your payment will be deducted.

Email Address	
Date	
Bank Account Holder Signature	

NOTICE: By sending your check, you are authorizing the Company to use information on your check to make a one-time electronic debit to your account at the financial institution indicated on your check. The electronic debit will be for the amount of your check and may occur as soon as the same day we receive your check.

In order for us to service your account or to collect any amounts you may owe (for non-marketing or solicitation purposes), we may contact you by telephone at any telephone number that you provided in connection with your account, including wireless telephone numbers, which could result in charges to you. Methods of contact may include text messages and using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. We may also contact you by email or other methods as provided in our contract.

Please send all bankruptcy correspondence to PO Box 43290, Phoenix, AZ 85080 (this language is in compliance with 11 USC 342(c)(2) of the Bankruptcy Code)

056570-0000001-0059399

**Bill To:**

Rolling Hills CDD
c/o Governmental Management Services, LLC
5385 N. Nob Hill Rd
Sunrise, FL 33351

Property Name: Rolling Hills CDD

INVOICE

INVOICE #	INVOICE DATE
JAX 72626	11/30/2019
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: December 30, 2019

Invoice Amount: \$6,051.80

Description	Current Amount
Monthly Landscape Maintenance November 2019	\$6,051.80

Invoice Total **\$6,051.80**

124.32 462

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286

Hello,

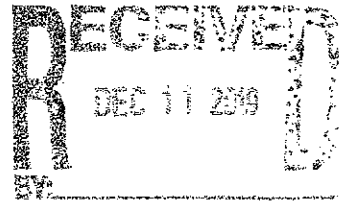
Thanks for choosing Comcast Business.

Your bill at a glance		
For 3212 BRADLEY CREEK PKWY, CONSTRUCTION TRAILER, GREEN COVE SPRINGS, FL 32043-7060		
Previous balance		\$275.25
Payment - thank you	Nov 20	-\$275.25
Balance forward		\$0.00
Regular monthly charges	Page 3	\$272.60
Taxes, fees and other charges	Page 3	\$2.65
New charges		\$275.25
Amount due Dec 25, 2019		\$275.25

Dec. 19-
TV/internet/te
330-572-415

Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Dec 04, 2019 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/myaccount.



Need help?

- Visit business.comcast.com/myaccount or see page 2 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Account Number
8495 74 123 1221031

Billing Date
Dec 04, 2019

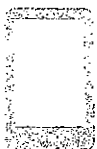
Services From
Dec 14, 2019 to Jan 13, 2020

Page
2 of 4

Download the Comcast Business App

Manage your account anytime, anywhere with the Comcast Business App – an innovative all-in-one tool designed with your business in mind.

- Manage your account details
- Pay your bill and customize billing options
- View upcoming appointments



Introducing Comcast Business SecurityEdge™

Help protect your business network from costly security breaches.

Visit comcastbusiness.com/securityedge



Need help? We're here for you



Visit us online

Get help and support at
business.comcast.com/help



Call us anytime

800-391-3000

Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?

We can help ensure it's a smooth transition.

Visit business.comcast.com/learn/moving to learn more.

Accessibility:

If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838
Attn: M. Gifford.



Regular monthly charges \$272.60

Comcast Business services	\$194.80
TV Standard	\$59.95
Business Video	
Starter	\$69.95
Business Internet	
Static IP - 1	\$19.95
Voice Line	\$39.95
Business Voice	
Voice Mail Service	\$5.00

Equipment & services \$56.20

TV Adapter	\$0.50
Service To Additional TV	\$38.75
With TV Adapter	
Qty 5 @ \$7.75 each	
Equipment Fee	\$16.95
Voice	

Service fees \$21.60

Broadcast TV Fee	\$10.00
Directory Listing Management Fee	\$2.00
Regional Sports Fee	\$7.60
Voice Network Investment	\$2.00

Taxes, fees and other charges \$2.65

Other charges	\$2.65
Federal Universal Service Fund	\$2.10
Regulatory Cost Recovery	\$0.55

What's included?


Internet: Fast, reliable internet on our Gig-speed network



TV: Keep your employees informed and customers entertained



Voice Numbers: (904)531-9238

Visit business.comcast.com/myaccount for more details



Additional information

The Business Services Customer Terms and Conditions applicable to your services (available at <https://business.comcast.com/terms-conditions-smb>) have been updated to include terms specific to the Comcast Business ConnectionPro Service, including terms clarifying the permitted uses of this service.

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at <https://my.xfinity.com/contractrenewals/> or by calling 866.216.8634

COMCAST BUSINESS

Rate increase effective January 1, 2020

At Comcast Business, we continue to be proud of the improvements we make to bring you the best in technology and communications that help run and grow your business. There are many service options out there — and we thank you for being our valued customer.

In the past five years, we have made considerable investments in our world-class network and will continue to do so to offer your business exceptional performance and reliability. Though we absorb many of these costs, some must still be passed through to customers. As a result, certain services and fees will be changing starting January 1, 2020.

	Today		Starting 1/1
Voice Network Investment	\$2 ⁰⁰	>	\$3 ⁰⁰
Equipment Fee Voice/Internet	\$16 ⁹⁵	>	\$18 ⁴⁵
TV Box + Remote	\$2 ⁷⁰	>	\$5 ⁰⁰
Regional Sports Fee	\$7 ⁶⁰	>	\$8 ²⁰
Broadcast TV Fee	\$10 ⁰⁰	>	\$14 ⁹⁵

We understand that price changes are never welcome. While some fees may be going up, we hope you see your services improving as well.

We are providing this information in advance so you can plan your operation budgets for next year. If you would like to learn more about these changes, please visit business.comcast.com/understand-your-bill or call us at **800-391-3000**.

Thank you for being a Comcast Business customer.

Sincerely,

Comcast Business

Excludes full feature lines. Restrictions apply. Gig speed may not be available in your area. Connection type, device capabilities and other factors affect speed. Actual speeds vary and are not guaranteed. Credit applies to accounts in good standing that maintain current level of service. Prices exclude applicable taxes and fees, including Broadcast TV Fee and Regional Sports Fee. Pricing subject to change. ©2019 Comcast. All rights reserved.

S074AW19

CCSO OFF-DUTY MAJOR

FOR:
Property Manager

Thank you for your business!

COSD OFF-DUTY INVOICE

INVOICE DATE
DATE:12-17-19

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

FOR:
Property Manager

See 330-572-345

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
12-17-19	Neighborhood Patrol/ Security	1700-1730	4.0	30.00	120.00
	Checked preserve area.	1730-1830			
	Patrolled entire development	1830-1920			
	Checked Clubhouse, pool, and boardwalk area.	1920-2000			
	Patrolled entire development.	2000-2100			
	Rained majority of shift.				
DEPUTY SIGNATURE:				TOTAL	120.00

Make all checks payable to Jeffrey Deese

Thank you for your business!

CSSD OFF-DUTY PERSONNEL

TO:
Rolling Hills Community Development District
3212 Bradley Creek Blvd.
Green Cove Springs, FL 32043

330-572-345

Make all checks payable to John R. Drury

Thank you for your business!

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice \$94.50
Invoice Number 4618126
Invoice Date 11/19/19
Sales Order Number/Type 3059733 SO
Branch Plant 74
Shipment Number 3367942

Sold To: 293306
Accounts Payable
Rolling Hills Estates CDD
c/o Patti Powers-GMS-SF, LLC
5385 N Nob Hill Rd
Sunrise FL 33351

Ship To: 295740
Rolling Hills Estates CDD
3212 Bradley Creek Pkwy
Green Cove Springs FL 32043

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #			
12/19/19	Net 30	PPD Origin	Hawkins			B74			
Line #	Item Number Cust Item #	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	43967	Ultra-Chlor (Sod. Hypo 12.5%)	N	55.0000	GA	\$1.5000	GA	555.0 LB	\$82.50
		1 GA BLK (Mini-Bulk)		55.0000	GA			600.8 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

330-572-521

***** Electronic Billing Now Available.*****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

C. Hall 12/12/19
Pool Chemicals
1.330.57200.52100

Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$94.50

No Discounts on Freight or Containers
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Containers are to be paid for in full, as invoiced, and full refund will be made promptly, provided containers are returned by original point of shipment. Return freight charges to be prepaid. The containers returned must be the same originally shipped, and show no evidence of abuse, or use for purposes other than the storage of original contents. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose. NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

Please
Remit To:

Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 500396316



The Lake Doctors, Inc.
Aquatic Management Services

3543 State Road 119, Winter Springs, FL 32788
PH: 813-666-3232

INVOICE

Invoice #	11111
Account #	11111
Invoice Date	11/11/11
Due Date	12/11/2011
Rep	TRG

Bill To
ROLLING HILLS CDD
GOVERNMENTAL MANAGEMENT SERVICES, LLC
475 WEST TOWN PLACE
SUITE 111
ST AUGUSTINE, FL 32092

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Mgmt Serv-B NOV 19- <i>C. Hall 12/12</i> <i>Lake Maint</i> <i>1,320.53800, 46400</i>	400.00
Customer Total Balance \$400.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$400.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT