

ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, February 11, 2020 at 6:00 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043.

Present and constituting a quorum were:

Bill Tew	Chairman
Rose Bock	Vice Chairperson
Kurt von der Osten	Supervisor
Shannon Jordan	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Freddie Oca	Riverside Management
Chris Hall	Riverside Management
Jeremy Adamitis	Yellowstone Landscape

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There not being any, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the October 8, 2019 Meeting**

On MOTION by Ms. Jordan seconded by Mr. Tew with all in favor the minutes of the October 8, 2019 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2019 Audit**

Mr. Oliver stated next is acceptance of the fiscal year 2019 financial audit, copy of which was included in your agenda package. We are required to have a financial audit conducted every year by a CPA firm, which the board selects through the RFP process. This audit was completed

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by Berger, Toombs, Elam Gaines & Frank and it has been completed. The deadline for completion is June 30<sup>th</sup> and we have provided this to the auditor general.

Mr. Oliver gave an overview of the audit including the opinion letter, notes to the financial statements, auditor report on internal controls and the management letter.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the fiscal year 2019 audit was accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01 Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Mr. Oliver stated next is consideration of Resolution 2020-01 setting a public hearing date to adopt the revised rules of procedure. You have a cover letter from Katie as well as the redline version of the rules of procedure.

Ms. Buchanan stated our office undertakes this effort every few years to make sure we incorporate legislative changes. We highlighted the most significant changes in the memo.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor Resolution 2020-01 setting April 14, 2020 at 6:00 p.m. for the public hearing was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Nondisclosure Agreement with Clay County Property Appraiser for Information Exempt from Public Disclosure**

Mr. Oliver stated when we collect assessments we do it on the tax rolls and we get an assessment roll from the property appraiser, we fill in the information for the CDD’s assessments then we provide that to the tax collector. Some of the information that is on the property appraiser’s roll is exempt from public records such as certain law enforcement officers, judges, other people that can be at risk from a safety standpoint, some of their information is not on the roll. We, the district, agree that we will not disclose that information and if something is considered exempt by Clay County, we also consider it exempt.

On MOTION by Mr. Tew seconded by Mr. von der Osten with all in favor the nondisclosure agreement with the Clay County Property Appraiser was approved.

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**SEVENTH ORDER OF BUSINESS**                      **Yellowstone Landscape Maintenance Update**

Mr. Adamitis stated overall the community is in good shape, I have not seen a lot of issues throughout the property. This time of year we are gearing up to switch back to weekly services once the grass starts growing a little bit more. We will be out tomorrow and Thursday for maintenance on the irrigation system, my tech told me that a resident got caught on one of the risers when he was on a skateboard and we will be out this week to make a repair to that.

**EIGHTH ORDER OF BUSINESS**                      **Discussion of Code of Conduct for Board and Staff**

Mr. Oliver stated we discussed the code of conduct for board and staff at the last meeting and it is not a lengthy document. More than anything else it talks about the code of conduct not only for the board but also for staff and without going into great detail, I will hit the high points. The basic tenets of the code shall be act in the public interest, comply with the law, conduct of members (supervisors and staff), use of decorum with the public, supervisors should be welcoming to speakers and treat them with respect, supervisors should actively listen to public comments, supervisors should avoid debate and argument with members of the public, supervisors should not use personal attacks, respect for the process, communication, conflict of interest, confidential information, representation of private interests and advocacy, positive work environment, which I believe we have here and implementation and compliance and enforcement.

Rose served as the chairperson at Sampson Creek CDD and we probably developed this sometime in 2012 and that was the first we had and it has been exported to a lot of districts and it has been a valuable document. It is a living document and if something needs to be changed or revised along the way we can certainly do that.

Ms. Jordan stated I would like to have somewhere in this document in reference to Facebook pages that our community does have, perhaps make a reference to that.

Mr. Oliver stated I will add something about social media, that is a good idea.

Ms. Jordan stated I have seen Fleming Island CDD has its own social media page and maybe that is appropriate for us to do where they can message the CDD versus having CDD related questions on our resident's page.

Mr. Oliver stated I will get with Hopping Green to discuss that aspect of it. There are quite a few management issues we have to deal with and one of the more difficult ones is ADA

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compliance with websites. I will come up with a revision, circulate the revised language and if you are okay with it we will vote on it at the next meeting.

Ms. Bock stated I don't think social media was an issue in 2012 but it is today.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Proposals for Lifeguard Services**

Mr. Oliver stated next is proposals for lifeguard services. You have two proposals in your agenda packet, one from Riverside Management Services the other from Vesta. About ten minutes before the meeting Dan Fagan came in the room, he is in charge of their amenities division for Northeast Florida and they are withdrawing their proposal. They have taken a look at the numbers and because of the fact that right now this is a remote district and does not have the same density as other areas such as the Oakleaf area where they have an opportunity to have six or seven different clients in the same area they are withdrawing their proposal.

Ms. Jordan stated the only option at this point is RMS.

Mr. Oliver stated that is the option you have on the table right now. I do think that this process has been helpful because Freddie has been working with Rich Whetsel, the president of RMS, to come up with more solid ways of handling what reported issues we have had there. Some of them may have been maturity of some of the lifeguards on deck, some of the issues have been resident behavior and rather than painting it with broad brush the ways to approach this were, make sure you have the right lifeguards out here, Freddie hold them to an acceptable standard, Freddie not delegate his authority over lifeguards to some offsite lifeguard manager, which is the way that model worked before. The district, itself, particularly me and the board to employ our policies the way they are written. I took a look at our policies today and we already have tools in place to deal with actions that require discipline and that gives the attendee to receive a series of verbal or written warnings at which they are asked to leave this facility if they can't abide by these policies and Freddie would have the authority to do that and if something more egregious happens I have the right to suspend someone indefinitely and then bring that to the next board meeting. That works in other districts, this is one of the few districts I have never suspended anybody. I think we need to take that seriously this year. I do think that although you changed these policies back in June 2019 we should put these back on the agenda for the April meeting. We will go back over the policies, scrub them and if there is something we need to change to make the policies more effective we can do that at that meeting before we get into the busy summer season.

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Ms. Jordan asked can we request that the residents re-sign these policies? They need to be re-informed and re-educated of these policies. I understand this was a huge issue and it was not just the lifeguards. It was residents and lifeguards.

Mr. Oliver stated I think when it comes to personal behavior it is up to the adult to behave appropriately and if they don't they will have to accept the consequences like anyone else. We will take a look at the policies and take the most key points and make sure the residents are informed of that probably through the website and through an eblast and also posting of the policies out here in front.

On MOTION by Mr. Tew seconded by Mr. von der Osten with all in favor the proposal from Riverside Management for lifeguard services was approved.

#### **TENTH ORDER OF BUSINESS**

#### **Other Business**

There being none, the next item followed.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

There being none, the next item followed.

##### **B. Engineer**

Mr. Oliver stated I will have Keith Hadden come to the next meeting to update us on issues that are going on here about construction in the district and surrounding area.

##### **C. Manager**

Mr. Oliver stated an important thing to note is we are approaching election season. When the district became at least six years old and had 250 registered voters living in the district that set up our first general election. At that election two resident supervisors were elected and that was Shannon Jordan and David Church. During this election cycle two more seats will be open to the general election and that will be open to registered voters that live within the CDD. We will have four residents on the board after the November election. For residents who are interested in qualifying for those seats you can go to the supervisor of elections office during the June timeframe

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to qualify then you would be on the ballot for the election to be held on November 3<sup>rd</sup>. If you are the only person who qualifies you won't be on the ballot you will just assume that seat once the seat expires after the November election. For more information you can contact the supervisor of elections, their website is, clayelections.com and Chris Chambliss is supervisor of elections and is very helpful with the process. It is a pretty simply process, the main thing you have to be is a registered voter living within the district. We look forward to having two more resident supervisors on the board.

Mr. von der Osten asked which two seats are expiring?

Mr. Oliver stated yours and Rose's seats and Bill is on until 2022. In 2022 there will be three residents elected or reelected to the board.

Ms. Bock stated you don't have to be an owner here you just have to be resident.

#### **D. Operations/Amenity Manger - Report**

A copy of the operations report was included in the agenda package.

#### **TWELFTH ORDER OF BUSINESS                      Supervisors Requests**

There being none, the next item followed.

#### **THIRTEENTH ORDER OF BUSINESS              Audience Comments**

A resident asked about a park that was discussed at the last meeting that Supervisor Church was assigned to work with staff to determine what to build.

Mr. Oliver stated I will give him a call tomorrow.

A resident stated there is some construction going on around us and I'm going to take it up a level about the dirt in the air. We are subject to noise pollution, vibrations, and the dirt and dust is blowing all the time. I have complained about it before to anyone who would listen and I think it has gotten better but it is still bad. Once a month I'm cleaning out my backyard and a couple weeks later I have dirt and dust all over it again, in my screens, on everything. It is on the facilities here. I want to get some kind of reimbursement for pressure washing, at least a one-time cleanup. I am not just here to complain but to do something about it. I think we would have more momentum if the CDD or collectively a group of people together to request this.

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Mr. Oliver stated you are a great communicator and I remember you at the last meeting and you had conversations later on with Keith Hadden. I suggest just to get the ball rolling and the CDD will assist in any way we can although the CDD has no authority over this, I suggest you contact the Clay County Commissioner for this district, Gayward Hendry, his information is on the county commission website, and have that conversation just to start.

Mr. Tew asked is it an FDOT project?

Mr. Oliver stated it is FDOT but I think there is some county work.

Mr. Tew stated they have a website and they have an advocate. I live in Orlando where we have a lot of work going on and find whatever this beltway is called, find their website, they have an advocate, go to the advocate and start at the top and work down. They will find somebody to help you.

A resident stated there is a line of houses on this road and it is crazy with the settling and cracks from the vibration.

Mr. Oliver stated we can work together on this and we can also communicate with these people and write a letter that has the same message you have. The CDD can't do much but if there are individual residents, registered voters, that are getting engaged that will help.

A resident asked what do we do about sidewalks that have been cracked from tree roots? It is a trip hazard.

Mr. Hall stated I will notify the county.

Mr. Oliver stated get them notified in writing and copy Keith Hadden on that also.

#### **FOURTEENTH 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**

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

**FIFTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for April 14, 2020 @ 6:00 p.m. at Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043**

Mr. Oliver stated the next meeting is April 14, 2020 at 6:00 p.m. We will also have the public hearing and also have the engineer here and take a look at policies and I want to get some preliminary guidance from the board at that meeting so I can prepare the proposed budget to present at the June meeting.

Ms. Jordan stated you and I discussed that each position had a role of what they might cover in the community so as more community members come on, people know who to go to for what.

Mr. Oliver stated we do that in some other districts.

On MOTION by Mr. Tew seconded by Ms. Bock with all in favor the meeting adjourned at 6:38 p.m.

DocuSigned by:  
*James Oliver*  
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Secretary/Assistant Secretary

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*[Signature]*  
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Chairman/Vice Chairman