

*Rolling Hills  
Community Development District*

*October 13, 2020*

# *Rolling Hills*

## *Community Development District*

---

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

October 7, 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, October 13, 2020 at 6:00 p.m. via Zoom. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of Minutes of the August 11, 2020 Meeting and September 22, 2020 Special Meeting
- IV. Consideration of Matters Related to Series 2020 Bonds
  - A. Consideration of Resolution 2021-01, Supplemental Assessment Resolution
- V. Update Regarding Construction Matters
- VI. Consideration of Agreement with Tree Amigos for Landscape Maintenance
- VII. Consideration of Audit Engagement Letter with Berger, Toombs, Elam, Gaines and Frank
- VIII. Other Business
- IX. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
  - D. Operations / Amenity Manager - Report
- X. Supervisor's Requests
- XI. Audience Comments
- XII. Financial Reports
  - A. Balance Sheet & Income Statement
  - B. Assessment Receipt Schedule
  - C. Check Register
- XIII. Next Scheduled Meeting: December 8, 2020 @ 6:00 p.m. at the Rolling Hills Amenity Center
- XIV. Adjournment

Enclosed for your review and approval is a copy of the minutes from the August 11, 2020 meeting and the September 22, 2020 special meeting.

The fourth order of business is consideration of Resolution 2021-01, which is enclosed for your review.

The sixth order of business is consideration of agreement with Tree Amigos, which is enclosed for your review.

The seventh order of business is consideration of audit engagement letter, which is 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  
October 13, 2020  
6:00 p.m.

*District Website:* [www.rollinghillscdd.com](http://www.rollinghillscdd.com)

- I. Roll Call
- II. Audience Comments
- III. Approval of Minutes of the August 11, 2020 Meeting and September 22, 2020 Special Meeting
- IV. Consideration of Matters Related to Series 2020 Bonds
  - A. Consideration of Resolution 2021-01, Supplemental Assessment Resolution
- V. Update Regarding Construction Matters
- VI. Consideration of Agreement with Tree Amigos for Landscape Maintenance
- VII. Consideration of Audit Engagement Letter with Berger, Toombs, Elam, Gaines and Frank
- VIII. Other Business
- IX. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
  - D. Operations / Amenity Manager - Report
- X. Supervisor's Requests
- XI. Audience Comments

XII. Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipt Schedule

C. Check Register

XIII. Next Scheduled Meeting: December 8, 2020 @ 6:00 p.m. at the Rolling Hills Amenity Center

XIV. Adjournment

## *MINUTES*

ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, August 11, 2020 at 6:00 p.m. via Zoom.

Present and constituting a quorum were:

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

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Michele Rigoni	Hopping Green & Sams
Keith Hadden	District Engineer
Freddie Oca	Amenity Center Manager, RMS
Pat Szozda	Field Operations Manager, RMS
Sete Zare	MBS Capital Markets, LLC
Rick Harb	Nabors Giblin Nickerson
Bill Huck	Waltham Development
Ken Peterson	Waltham Development

**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**

**Affidavit of Publication**

A copy of the affidavits of publication of the notices for the public hearings were included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 14, 2020 Meeting and July 23, 2020 Special Meeting**

Mr. Oliver stated Supervisor Jordan is going to provide some grammatical corrections that we will incorporate into the final version of the minutes.

Ms. Jordan stated the second set of minutes are incomplete and is not the complete conversation that should be included in the minutes.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the minutes of the May 14, 2020 meeting were approved as amended and the July 23, 2020 minutes were tabled.

Mr. Oliver stated we will review the second set of minutes and revise as necessary. If any of the supervisors find a problem with the minutes when you get your agenda packet, please let me know and we will try to get a corrected copy out prior to the meeting. Minutes themselves are not transcripts. They are just a synopsis of the meeting and the most important statutorily required elements are; who was at the meeting, what items were on the agenda, and what action was taken. It is not intended to be a transcript; we don't have a transcriptionist. ,

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Matters Related to Series 2020 Bonds**

Ms. Buchanan stated I would like to give an overview of what is going to happen. Essentially, when the CDD decides to issue bonds the first step is to identify a project. Before you is the engineer's report that identifies the project the CDD desires to undertake along with the cost of the project. The second step is the allocation of the cost of the project between the anticipated units in accordance with the anticipated development plan and that is what the assessment methodology does. It takes the cost of the project, grossed up by the bond issuance cost and describes how the district would levy assessments to repay bonds, which will pay for the cost of the project. The third item we will consider is the delegation resolution and this is the resolution that will authorize and identify the parameters of the bond issuance. This will identify exactly what authorization the underwriter has to market the bonds to try to get the best rate and other deal points that it can for the district, it includes the bond purchase agreement, disclosure agreement and the preliminary offering memorandum that is a description of the entire bond transaction. It includes a description of the district, the project, the developer as well as the assessments, it describes the indenture, which is a contract between the district and the trustee as to how the bond funds will be managed and spent.

**A. Presentation of Supplemental Engineer's Report**

Mr. Hadden stated everyone received a copy of the engineering report that explains what is going to be built, 139 lots and I broke out the roads and water and sewer, lift station, force main, all the impacts have been permitted, the wetland crossing with the gravity sewer to the lift station and the force main that goes under the creek. I spelled out what will be built, the roads will be turned over to the county just like the ones in Rolling Hills right now, the utilities will be owned and maintained by Clay County Utility Authority. We broke out individual cost items for roads and utilities and sidewalks and in the meeting we had on the 23<sup>rd</sup> you saw the bids that had come in and those figures I referenced in the report reflect the low bid from Vallencourt. I met with the contractor today, we had David Guy on the phone confirming the timeframe and costs and when they will be starting and that type of thing.

Ms. Jordan asked is the 10% contingency going to be adequate contingency?

Mr. Hadden responded I believe it will be.

Ms. Jordan asked what happens if that 10% is not adequate?

Mr. Hadden responded there is not enough bond money to pay for all the construction anyway so some of the costs will come from the landowner/developer and that would be a cost for them.

Ms. Jordan stated the CDD has to maintain that property at the end of the day and I want to make sure it is not shortchanged as far as what we are building out.

Mr. Hadden stated correct, all the costs are good, we have added enough contingency plus the developer's money should be adequate for anything that comes up.

Ms. Jordan asked is it going to match the rest of the community as far as quality and aesthetics?

Mr. Hadden responded yes.

Ms. Buchanan stated most of these improvements will not be maintained by the CDD because we anticipate that we will turn them over to Clay County or the utility.

Mr. Hadden stated the utility authority will maintain the water and sewer and the reuse system and the county will maintain the roads and drainage system.

Ms. Jordan stated we do have one park back there.

Ms. Buchanan stated and the stormwater system, the CDD will do the recreation and stormwater.

Mr. Church asked is there an update on the service road, the 318 extension in the back? Are they going to complete that so construction traffic goes that way?

Mr. Hadden responded the county won't have it completed by the time we start construction. It is basically the CDD's call if they want to bring construction traffic through there that is fine, if they want to bring them by the amenity center that is fine as well.

Mr. Church stated when Richmond was on their last phase there were a lot of issues going down Bradley Creek with dump trucks and making messes and nails and contractors, but at the same time if they use the access road in the back it is just a dirt pile.

Ms. Jordan stated that is the part of the previous minutes that are missing. We did discuss that and utilizing the left side of that road so it is not impacting the residents, that road backs up to their property by being 6 feet from your backyard but also not going down the main thoroughfare where I'm not sure their larger trucks could get through to begin with. Using that access road is probably the best thing, by using the left hand side of it so they are not impacting the residents that live back there.

Mr. Church stated I do agree but somehow the front of the neighborhood when it was built they put up that fencing in the back, that wasn't done by the residents that was done by the developer. I don't know why we can't continue that all the way down, most of the yards have that back fencing already but why can't we continue that or have the developer or somebody pay for that to continue that all the way back for all the other residents. Right now it ends at the park at the end of Hidden Meadows and from the park on the residents put up, most of the fencing is done but there are houses that don't have that, that are close to that road.

Mr. Hadden stated I know some residents have put up privacy fences along the back, I doubt the CDD wants to pay for that. If the residents put them up that would resolve the remainder of the problems. We can put up construction type fence to keep kids out of the area, to get the contractor to bring his vehicles through there. Luckily the dirt they are taking out of the pond is going to be kept onsite in the road and lot construction areas. As far as how the trucks get there and leave at the end of the day, we can bring them either way. They would fit through the roads because they are designed to fit fire trucks, but people park on the street and kids are playing and

bringing them in behind those lots is a safer route and the contractor said he is more than happy to come in that way if we so request.

Ms. Jordan stated you can have that conversation offline with David; my vote is to take them down the service road. As far as the fence, I don't think the CDD can finance that, if the contractor could put something up temporarily to safeguard the residents then I think they should.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the supplemental engineer's report was approved in substantial form.

## **B. Presentation of Preliminary Assessment Methodology**

Mr. Oliver stated much like all the residents now pay debt service assessments on the first series of bonds that were issued to construct the original infrastructure, there will be bonds issued to fund the infrastructure of Phase A, which will consist of 139 lots to be platted in Phase A. Assessments will be levied on the undeveloped property. As lots are platted, assessments are to be allocated to each of those 139 lots. This report includes an executive summary, sections regarding the bonds, the assessment methodology, the assessment roll and the true-up mechanism. The purpose of this assessment methodology is for the allocation and levy of debt assessments on the benefitted properties, to secure repayment of the Series 2020 Bonds. The district is borrowing money by issuing bonds and the district will be paying back principal and interest to the bondholders by levying and collecting assessments on those lots. The next several pages gives details of Rolling Hills, the past bond issues and it brings us up to date regarding the development plan of 761 units. Section 2.2 details the 2020 bonds for those 139 units that are included on the map on the back of the engineer's report.

There are two issues: the 2020 A-1 Bonds with a principal amount of \$2.4 million and the 2020 A-2 Bonds with a principal amount of \$2.1 million. The collection of assessments securing the 2020 bonds, the par debt per unit of the series 2020 A-1 and A-2 Bonds will be collected with the A-1 bonds maturing after 30 years and the A-2 Bonds maturing in ten years. The A-2 bond per unit par debt will be paid off as the homebuilders buy the lots. The end user of that home will not be paying those assessments. The report discusses the benefit analysis in which it is determined that the benefits from the issuance of these bonds to build this infrastructure is greater than the debt that is allocated to each one of those 139 lots of single-family homes consisting of 53-foot and 60-foot lots. Table 2 is information taken from the engineer's report and shows the total



improvement costs of \$4.25 million, which is consistent with the bid that we got from Vallencourt. Table 3 shows the sources and uses of the bond moneys. There are three columns, one for the Series 2020 A-1 bonds, the second column is the 2020 A-2 bonds and the third is a combined column. This does not cover all the costs of construction, but this is what will be paid through assessments. Table 4 is the par debt and benefit per unit and this shows the benefit per lot and the total benefit per lot is roughly \$44,000 and the total par debt is about \$31,000. This documents significant positive difference between the benefit compared to the assessments that will be levied on each lot. Table 5 shows the assessments for the 139 units, with the net per unit assessments of \$1,194. That will grossed up 6% when collected on the assessment roll, with 2% to the tax collector as a service fee and 4% is for the early payment discount. Many property owners or their lenders pay property tax bills by November 30<sup>th</sup> to take advantage of the 4% discount. This will be the same for the eventual owners in this new section of 139 units. Table 5 is the assessment roll listing the landowner, Waltham Development Company.

Mr. von der Osten asked the existing bond debt on this property is that added into this bond offering?

Mr. Oliver stated I believe that is the 2015 A-3 and some of that is going to be paid off with the proceeds from the -2 bonds.

Ms. Zare stated that is correct, the 2015 A-3 debt will be defeased and will be paid in full with the payment of the -2 bonds.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the preliminary assessment methodology was approved in substantial form.

### **C. Consideration of Delegation Resolution 2020-08**

- 1. Supplemental Indenture**
- 2. Preliminary Limited Offering Memorandum**
- 3. Bond Purchase Agreement**
- 4. Continuing Disclosure Agreement**

Mr. Harb stated Resolution 2020-08 is what we call a delegated award resolution is presented today in order to approve various aspects of the proposed bonds, including forms of certain documents that are necessary in order to close on the bonds.

Within the resolution are the recitals on page 2 give a general overview of the bonds including that the bonds will be sold by negotiated sale, rather than competitive bid and the bonds will be purchased by MBS Capital Markets as underwriter pursuant to a bond purchase agreement.

Paragraph 2 entitled award on page 3 approves the form of that bond purchase agreement and delegates to the chairman the authority to execute it so long as the terms of the bond purchase agreement are within the parameters attached to the resolution as Schedule 1. Those parameters within which the chairman may approve the bond purchase agreement are as follows: maximum principal amount may not exceed \$5 million; maximum coupon rate may not exceed the maximum statutory rate; the underwriting discount may not exceed a maximum of 2%; the not to exceed maturity date may be no later than May 1, 2050. With regards to redemption, each series of the series 2020 Bonds shall be subject to redemption as set forth in the forms of their respective series of bonds, which are attached as forms to the supplemental indenture that is included as an exhibit to the resolution. Particularly the series 2020 A-1 bonds shall be subject to optional redemption no later than May 1, 2033 at par.

Paragraph 3 of the resolution provides for a negotiated sale of the bonds to the underwriter for the reasons indicated.

Paragraph 4 approves the form of the Fifth Supplemental Indenture and this paragraphs also ratifies the existing master indenture, which has been in place since November 2006 in addition to appointing U.S. Bank as the trustee, paying agent and bond registrar under the Fifth Supplemental Indenture for the series 2020 bonds.

Paragraph 5 sets forth the general terms of the bonds and approves the forms of bonds, which again are attached as exhibits to the supplemental indenture. This paragraph also authorizes the chairman and secretary to execute the bonds and to deliver them to the bond trustee for authentication at closing.

Paragraph 6 approves the form of the preliminary limited offering memorandum and authorizes the chairman to deem the preliminary limited offering memorandum “final” within the meaning of the security and exchange commission rule 15c2-12. This means that once the preliminary limited offering memorandum has been finalized amongst the finance team and we are ready to send it off to prospective investors in the bond market, prior to that point the chairman will execute what we call a rule 15c2-12 certificate, which basically states that the preliminary limited offering memorandum as of its current date is in final form except for what we call

permitted omissions, which are aspects of the bonds that won't be finalized and set until the underwriter has priced the bonds with investors in the market. Examples of things like that are the interest rate, the actual maturity dates, exact par amounts and things like that which are subject to market forces.

Paragraph 6 also approves the form of the continuing disclosure agreement.

Paragraph 7 provides that the board has complied with the sunshine laws with respect to the bonds and Paragraph 8 is a catchall paragraph that authorizes all board members and various other consultants retained by the district to take all actions and execute all other documents necessary in order to close on the bonds. This paragraph also provides that the vice chairman can step into the shoes of the chairman and that any assistant secretary can step into the shoes of the secretary and do anything authorized or required by those parties under the resolution.

Paragraph 9 provides direction to deposit the monies from the sale of the bonds into the applicable accounts as specified in the supplemental indenture.

Paragraph 10 authorizes the refunding of the district's outstanding capital improvement revenue refunding bonds series 2015 A-3 and the undertaking of the series 2020 project, which was described as part of the engineer's report. This paragraph also authorizes the execution by the chairman and secretary of any documents required with respect to the refunding of those series 2015 A-3 bonds and the undertaking of the series 2020 project.

Paragraph 11 approves all prior actions with respect to the proposed bond, paragraph 13 provides for severability and paragraph 14 provides for an effective date.

I will walk you through the documents that are to be approved in substantial form and are attached as exhibits to the resolution.

The bond purchase agreement is the agreement between the district and the underwriter that governs the actual sale of the bonds. It contains all the conditions that need to be satisfied in order to close the bond issue and when the underwriter and chairman eventually execute and deliver the bond purchase agreement it becomes a binding obligation on both parties and imposes upon the underwriter the obligation to purchase all the bonds issued by the district on the date of the closing.

The Fifth Supplemental Indenture, contains the terms, conditions and details of this particular issue of bonds. After the pricing we will fill in some of the pricing information, such as the interest rates and final amounts.

The preliminary limited offering memorandum is the securities law disclosure document relating to the bonds and this gets distributed in the bond market to potential investors prior to the sale of the bonds and sets forth a detailed description of the bond documents, the district, the development, the assessments, the construction project and the developer.

The continuing disclosure agreement is a document required under federal securities law and it requires that the district will provide certain ongoing financial information to the municipal securities rulemaking board. This is a lot like the SEC's periodic reporting requirements for publicly traded companies; those don't apply to a governmental entity like the district, so we operate under rule 15c2-12, which requires execution of that agreement.

That is a summary of all the documents attached as exhibits that you will be approving in substantial form.

Ms. Jordan asked would we give authorization for Rose to approve these and sign these documents, does she have the ability to change what we are agreeing to today, based on the bonds we are approving?

Mr. Harb stated part of our responsibility as bond counsel is to make sure that any documents we submit to this board for approval as part of the resolution are what we call in substantially final form, which means that for a big majority of the things it is all settled as far as the business points and the particulars. We are just really getting down to those permitted omissions, which have to do with interest rates and maturities and things like that. To an extent tweaks to these documents are allowed, but part of our obligation is to make sure that what is before you today is what you are going to end up with for the most part.

Ms. Jordan asked what is the range variance of the interest rates?

Mr. Harb responded all of that is market driven and Sete can speak to that but that goes back to the parameters I mentioned in the beginning of my remarks, which really set the maximum threshold that cannot be exceeded so if things end up anywhere under those parameters then the chairman does have the authority to go through with the transaction and execute all the documents.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor Resolution 2020-08 was approved.
--

Mr. Harb and Ms. Zare left the conference call at this time.

**SIXTH ORDER OF BUSINESS****Matters Regarding Phase A Construction Project****A. Ratification of Agreement for Construction Services**

Mr. Oliver stated the agreement for construction services has not yet been finalized so there is not an agreement to ratify.

Ms. Buchanan stated essentially these construction agreements are standard forms that we use all the time, the only things that change are related to the specific project including the amount that is going to be paid, the liquidated damages and the schedule. In this instance the schedule is going to be 227 days for substantial completion and 30 days after that for final completion. If the project is not complete by substantial completion we would expect that there would be a liquidated damages charge of \$500 a day and we would expect that for now the lump sum price of the contract is \$4,014,520. I say for now because it is not uncommon for change orders to come back to the board depending on site conditions or other things the contractor may identify once he undertakes the work. The contract is going to have the standard clause for the Florida prompt payment act, meaning that we are going to withhold 10% of every pay application until the project reaches 50% then at that point we are able to reduce that retainage amount to 5%. The CDD at the end of the day has a certain amount of funds left in case we identify a claim against the contractor that work may not be done correctly. We have prompt payment obligations to meet as it relates to how quickly we pay the contractor so we are obligated to comply with those under Florida law. There will be a payment and performance bond in place on this contract for the full value of the contract so if a subcontractor or the contractor is not paid they are not able to put a lien on the property because it is a CDD project, but they can put a claim in against the bond. The district is protected by sovereign immunity under 768.28 and the district will make sure that the contractor has a specific amount of insurance for the work and that the district is named as an additional insured. I expect we will work with the chairman and contractor to finalize the contract between board meetings and bring back the final copy for ratification if the board is comfortable with that.

Mr. Church asked when they are told to do their insurance bond are they pulling a higher insurance in case something happens with the existing part of the development? I know a lot of times when you do insurance bonds they are just going to do it for what they are developing but if something happens on existing property, is their insurance bond going to cover that?

Ms. Buchanan stated two different things. The payment and performance bond will cover the project that is under construction, but they are required to have general liability insurance. If

the contractor's truck hit a monument sign then their general liability will cover that. We will have two types of coverage for two different events.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the contract was approved insubstantial form with the final form to come back to the board for ratification.

**B. Resolution Authorizing Direct Purchase, Resolution 2020-10**

Ms. Buchanan stated next is the resolution authorizing direct purchase. This is something the CDD may or may not choose to implement but we wanted to make it available to the CDD. Essentially, because the CDD is a governmental entity it can sometimes avoid paying sales tax on large purchases of materials, but the contractor can make the purchase for us and it has to be the process set forth in the resolution to actually follow the department of financial services and department of revenue procedures for it. The district manager or another entity that is separately authorized by the board has the authority to issues purchase orders and then there are purchase orders to be fulfilled without paying sales tax. There is a process and if we do buy these products directly instead of having the contractor purchase them we would need to make sure the products are insured by builders risk so we would also need to make sure that there is a contract between either the engineer or manager and the district that authorizes them to be the purchasing agent. In this particular instance we have it set up so that the engineer would be the purchasing agent and the work authorization is attached as Exhibit A to the resolution. It essentially says that he will act as a purchasing agent and he will be compensated at the hourly rate for the work, which is already established in his engineering agreement.

Ms. Bock asked what would be the advantage of accepting that route? It sounds like a lot of trouble and more expense.

Ms. Buchanan stated it is. I don't know how much piping is going to cost, Keith has a better idea but if you have materials that are \$500,000 then that is a decent amount of money to save if it is a 7% reduction in cost.

Mr. Hadden stated you are going to have the concrete pipe for the storm system, curb inlets, water pipe, reuse pipe and sewer pipe and manholes. That is typically what you are going to purchase. Curbing is a labor thing, they don't really buy curb, you don't buy asphalt, but you

could buy the pipe directly from the supplier and have them deliver it to the site. It is a \$4 million contract the materials are going to be a million so 7% is \$70,000.

Ms. Buchanan stated you have a gut reaction on whether you do it. The other thing that is a problem is timing, you have to order it early enough but you have to store it onsite so it doesn't always work out to be a perfect solution, generally it is reserved for the really high dollar items that you can schedule and store correctly.

Mr. Hadden stated if you ask me to do this I'm going to buy it from the same people the contractor is going to buy it from and I'm going to have it delivered to the site and all it is doing is saving the sales tax.

Mr. Church stated we are paying you an hourly rate to do that.

Mr. Oliver stated it is going to come from the bond proceeds.

Mr. von der Osten asked does this allow the purchasing agent to approve change orders?

Ms. Buchanan responded the thought would be that these items that are already identified for pricing and schedule of values. If we initially estimated that it would require 30 shrubs to fill in a common area and then it ends up requiring 40, the purchasing agent would have the ability to move forward with the 40, the number of shrubs to do that. In theory it opens us up but in reality the only things that are identified in the schedule of values like that are going to be relatively small changes. If the board is comfortable with it we can put in a cap, provided that such increased costs are not more than 5% or \$2,000 or whatever you like.

Mr. Hadden stated I think someone else would have to okay it, such as Jim Oliver or the chairman.

Mr. Church asked is the pond going to be connected to the other ponds or is it separate?

Mr. Hadden stated it is a free-standing pond at the bottom of the hill and everything to the right side of the main road drains into and then it empties into the wetland. It is one of the very few out there that is not interconnected.

Mr. von der Osten stated on composite exhibit B, owner, is that purchasing agent or is that synonymous with purchasing agent?

Ms. Buchanan stated I would imagine it is the district, the district is the owner of the project.

Mr. von der Osten asked the purchasing requisition request, who does it go to, Keith?

Ms. Hadden stated it would probably go to Jim Oliver.

Ms. Buchanan stated the chairman generally signs as the authorized signer for the district.

Mr. von der Osten asked who is actually overseeing it for the district? Who is supervising the job?

Ms. Buchanan stated it is Keith.

Mr. von der Osten asked is there a separate agreement for that or is that part of our retainer agreement?

Ms. Buchanan stated Keith is going to submit a work authorization that will include authorization for that work.

Mr. von der Osten asked that will probably require quite a few site visits.

Mr. Hadden stated I will be there at least three times a week. We are hiring as part of the construction a separate third party CEI firm that will have an onsite inspector every moment the construction is occurring. There will be weekly reports.

Ms. Buchanan stated that is a county requirement.

Mr. Hadden stated yes. They have firms that are preselected and we have to hire one of those firms and they act as the eyes and ears for us and they report to the county.

Ms. Jordan stated when they are out here can you take them down the road with the sinkhole?

Mr. Hadden stated yes. I think we are on the third county engineer who has taken a look at that hole with me.

Mr. von der Osten stated maybe we can get a deal going with Vallencourt and the county to do that repair while they are mobilized out here.

On MOTION by Ms. Bock seconded by Mr. von der Osten with all in favor Resolution 2020-10 was approved.

### **C. Temporary Construction & Access Easement Agreement**

Ms. Buchanan stated the CDD doesn't own the underlying property under the improvements, which we are going to construct. We are going to put in place a temporary construction and access easement, which gives us the permission to use that property for the improvements. As soon as the improvements are complete we will have as-builts on record and we will convey the property, we will also make sure that the plat accurately reflects the placement of the improvements and the improvements that are supposed to go to the county will go to the



county and the improvements that are supposed to stay with the CDD will stay with the CDD. The easement stays in place until the final plat is approved, which would also include the dedication language that I just discussed with you. The one thing it does note is the CDD is going to have insurance, we do have insurance. We are also requiring our contractor to have insurance. The rest of it is general boilerplate.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the temporary construction and access easement agreement was approved.

#### **D. Consideration of Construction Funding Agreement**

Ms. Buchanan stated the last item relating to construction is a funding agreement. Any time the district enters into a contract with a vendor it is obligated to have a dedicated funding source to pay that contract. Because we anticipate that the construction contract is going to be paid with bond proceeds we do not currently have a funding source in place. We anticipate that the bonds will be issued in September, which is not that far away and by the time the contractor signs the contract, works its first pay cycle, issues the pay app, the CDD has time to make that payment, it is likely we will have bond proceeds in place. That is not saying that I have them in place at the time of signature so this funding agreement essentially allows the developer to agree to bridge the gap in case there is a cost in the contract that becomes due prior to the issuance of bonds the developer agrees to make that payment for us.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor the construction funding agreement with Waltham Development Co. was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Public Hearing to Adopt the Revised Rules of Procedure, Resolution 2020-05**

Ms. Buchanan stated the district's rules of procedure are a package of rules that our office puts together and provides to all of the CDDs we represent. It incorporates statutory changes in recent years as well as lessons learned to allow the district to have more clarity on the way to operate and function. The bigger changes this time around relate to how the district calculates costs relating to public records, it addresses the assembly and posting on the website of agenda

and meeting materials, it allows for certain changes to the district's solicitation procedures and makes some changes in connection with the internal controls to prevent fraud, waste and abuse. When we originally circulated these things it was at the beginning of the year, the hearing has to be advertised 28 and 29 days in advance, with COVID the notice requirements got wonky and we lined up with hearing with your budget date.

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

There being no comments or questions from the public,

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

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor Resolution 2020-05 was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Contract Renewals**

#### **A. Proposal from Riverside Management Services for Fiscal Year 2021**

Mr. Oliver stated in the agenda package you will see the services they provide outlined in their proposal. In the pool, janitorial and lifeguard services there is no change in the proposed fee and there are slight increases for the amenity manager and operations manager.

Mr. Church asked is this a renewal of their contract?

Mr. Oliver responded yes from October 1<sup>st</sup> through September 30<sup>th</sup>.

Mr. Church asked can that be sent out to bid? Is that possible?

Mr. Oliver stated Yes. You can approve this proposal and still go out to bid at any time during the fiscal year. It is not tied to the budget process.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the proposal from Riverside Management Services for fiscal year 2021 was approved.

#### **B. Yellowstone Landscaping**

Mr. Oliver stated next is Yellowstone Landscaping and this is for renewal for FY 2021. We are completing the second year of a three-year contract. The contract renews automatically unless the vendor or District has a change to the scope or pricing. In that case, such a change must be requested in writing. Following the meeting we had in May, I had a conference call with Supervisor David Church who has a landscaping background and also with former operations manager, Chris Hall. We discussed the performance of Yellowstone and overall the performance has been good. At the meeting there was discussion of a common area that was near the lake near the amenity center that had not been mowed on a regular basis. There was clearly a communications breakdown between the operations manager and the landscape company and that came out during our discussions with David. Subsequent to our June 5 conference call, Chris had a discussion with Yellowstone and they agreed that areas needs to be maintained by the landscape company and they are taking that on now at no additional cost. Based on that information we delayed going out for bid for that. You can go to bid at any time during the fiscal year. You are going to have a resident controlled board after the November elections and that might be the best time to do that. Given our discussions with Supervisor Church, I recommend renewal of the contract and you can terminate that contract at any time.

Ms. Jordan stated it was me who asked you to get bids for the landscape contract because I believe any time a contract comes up for renewal we should be getting bids because to be fiscally responsible we should be making sure that we always have the best contract sitting in front of us and in order to do that we should be getting bids. I wasn't privy to the conversation you had with David, but I asked you to get bids.

Mr. Oliver stated I don't get bids based on the direction from any single supervisor, that is a board decision.

Ms. Jordan stated I'm doing it as a resident, I'm not doing it as a board member.

Mr. Church stated that was discussed at a board meeting, not renewal of a bid but what was done at the back pond was at a meeting; that was not a private conversation.

Ms. Jordan stated what I'm saying is at a meeting it was requested to get bids. I don't understand why, if it is requested to get bids and you are telling us that at any time during any year we can request to get bids, when we ask for it, it is not brought to the meeting. You are saying we can do it but it is not being done.

Mr. Oliver stated the board right now can direct me to get landscape maintenance bids.

Ms. Jordan stated I asked for it at the last meeting so I will ask for it again.

Mr. Oliver stated I will take that direction from the Board.

Mr. Church stated I definitely want to do bids for management for sure and I definitely want to get bids for landscape even though the past month they stepped it up, I just need them to be fair. I think we should send that out to bid for sure.

Ms. Jordan stated I'm asking for bids, all the bids.

Mr. Oliver stated we are going to have a special meeting on September 22<sup>nd</sup> and we will bring the landscape proposals to that meeting.

Mr. Church asked who took over Chris' position? I have no contact information, I just have the email saying Chris is no longer here. Who is the new contact person I should be speaking with, Freddie?

Mr. Szozda stated I'm the new operations manager. I have been in contact with Freddie and we will get all that situated.

Mr. Church stated I would like to meet you as soon as possible.

Mr. Szozda stated I will be on the property Thursday if you are available.

Mr. Church stated I will meet with you Thursday.

### **C. Lake Maintenance Proposals**

Mr. Oliver stated the final proposal to be considered is the lake maintenance proposal and there are several in the agenda packet. The current provider is Lake Doctors, there are three other proposals, one is slightly lower than Lake Doctors, the other two are higher than Lake Doctors. Lowest price doesn't necessarily mean best service or best value.

Ms. Jordan asked do you have any experience with Florida Waterways, anybody out here have experience with Florida Waterways?

Mr. Oliver stated I do not.

Mr. Szozda stated I do not. I know Lake Doctors everywhere and there was a problem in the back pond, but that was due to someone dumping all their grass clipping in the pond. That wasn't algae; that was debris dumped in the pond.

Mr. Oca stated my personal opinion is those lakes are in very good shape and I do believe Lake Doctors bids are right in line.

Ms. Jordan stated I like his price point. I live on one of the lakes and I see debris that lives in the lake forever that is one of the reasons I asked for a bid because I do reside on a lake. David, what is your input?

Mr. Church stated the main lake I think looks wonderful, they must have been out recently and sprayed the water because there is no growth there anymore. The back lake needs some help. I think Lake Doctors does a decent job and I will walk with the guy who took Chris' place and show him my concerns on the back lake and also yours because they should be spraying about 12" off from the water so nothing grows and I noticed your pond is definitely not and the back pond is the same way; there is a lot of waterline growth that they need to take care of. I would stick with Lake Doctors; they know it and they are a reputable company.

Ms. Bock stated I agree.

Ms. Jordan stated if you can work with Freddie and Pat to look at the other two lakes and get them to where the front lake is then we stay with Lake Doctors and see where it goes for the next year.

Mr. Szozda stated we will definitely walk that lake and look at your concerns.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the proposal from Lake Doctors was approved.

## **NINTH ORDER OF BUSINESS**

### **Public Hearing Adopting the Budget for Fiscal Year 2021**

Mr. Oliver gave an overview of the proposed fiscal year 2021 budget comprised of administrative, field operations and amenity center budgets. The net assessment for the 375 platted lots is \$930 and once that is grossed up for 2% collection fees and 4% early payment discount that is a gross amount of \$990, the same as it was for fiscal year 2020. The planned lots are assessed at a rate of 75% of the standard assessment, no one is living there, no one is using any of these facilities. As those 139 lots are platted in Phase A they will be fully assessed also and that will be reflected in the FY 2022 budget.

Ms. Jordan stated the pool attendants is \$35,000 and actual through current is \$1,260 projected in the next three months is \$25,000. There is no reason we will use \$25,000 in the next three months.

Mr. Oliver stated I agree.

Ms. Jordan stated I just want to make sure we maintain that in our reserves.

Mr. von der Osten asked is the \$990 general fund only? Does that include debt service?

Mr. Oliver stated no it doesn't, that is general fund only.

Mr. von der Osten asked what is that additional per lot?

Mr. Oliver responded for debt service around \$1,277.

The next one is the capital reserve fund budget and this year we had budgeted \$38,000 to go into the capital reserves and that will occur, but also any surpluses that were not used during this year's operating budget will flow to capital reserve also. For instance, Shannon brought up the lifeguard and pool attendants. If those funds are not used, they don't go away like you may see in the state or federal budget, they stay within the district and you can build your capital reserves with that. Clearly you are going to have some repairs and replacements in years to come including resurfacing of the pool.

The next several pages are the debt service funds and you will see the budget for the principal and interest payment and the amortization schedule for each fund.

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

There being no comments or questions from the public,

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

**A. Consideration of Resolution 2020-06 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2021**

Ms. Buchanan reviewed Resolution 2020-06 adopting the fiscal year 2021 budget and stated the blanks in section 2 will be filled in to match the budget you just reviewed.

Ms. Jordan asked in regard to the items we are getting bids on, we are frozen at the value amounts they are in. Is that what you are saying?

Mr. Oliver stated you can amend the budget after adoption. I think you have enough budget included; if you are looking for cost savings the number would only go down.

Ms. Buchanan stated you can amend line items it is just that the total amount can't change, but you can move things inside the budget.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor Resolution 2020-06 was approved.

**B. Consideration of Resolution 2020-07 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2021**

Ms. Buchanan stated Resolution 2020-07 is the actual assessment resolution that levies the annual operation and maintenance lien and it also certifies for collection the debt service lien that was previously levied by the district. In this particular district you still collect your assessments two different ways; the platted lots are collected via the tax roll so the district provides the information to the tax collector to be included on the tax bill. The direct bill assessments for the unplatted lands owned by the developer are directly billed, that means we send them invoices and request that they make payments pursuant to the schedule in the resolution. There are quarterly payments for the operation and maintenance in October, January, April and July and the debt service payments are anticipated to be paid in three increments, 35% in December, 35% in April and 30% in September. These payments line up with the district's budgetary needs to make sure we have sufficient funds to cover our costs relating to the period when the tax collector money hasn't come in yet and also sufficient to meet the district's debt service requirements on the existing bonds.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor Resolution 2020-07 was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of License Agreement with Clay High School Swim Team**

Mr. Oliver stated next is consideration of a license agreement with Clay High School Swim Team. Clay High School has had a long-standing relationship with the district in conducting practices and meets at the district. A number of members of the team are residents of Rolling Hills. Obviously, things are a little bit different this year with COVID and working with Katie's colleague, Michele Rigoni, an attorney at Hopping Green a proposed license agreement has been structured and there is some pretty robust language regarding requirements related to COVID. This is a draft agreement that will go to the school board for their attorney's review and agreement.

Ms. Buchanan stated it is exactly the same form we previously executed with additional language in section 3 related to COVID, our goal is to ensure that no one sick comes to the facility, social distancing remains in place and that the swimmers do what they can to get in and out of the facilities without lingering.

Mr. Church asked can we mandate that someone on their staff do temperature checks?

Ms. Buchanan stated we can ask for it.

Ms. Jordan stated they don't have a lot of swim meets, but when they do we need to have something in here regarding parking. I know we only had it happen one time, but we need to have them bussed in or they can only park in designated parking spots. They parked in front of people's mailboxes, on lawns, on the grass and this is a residential community and we can't have that.

Ms. Buchanan stated the only meets are at the Cecil Field Aquatic Center, the practices are at home, but we can clarify it.

Mr. Oca stated that happened one time a year and a half ago and it happened because they scheduled all three local schools at the home meet so there were three high schools that were all close so everybody was able to drive to the facilities and she is aware of that and is not going to schedule like Middleburg and Ridgeview all in the same meet at the same time and that will eliminate a lot of the parking issues.

On MOTION by Ms. Bock seconded by Mr. Church with all in favor the license agreement with Clay High School Swim Team was approved in substantial form as amended with the suggested changes and Ms. Jordan was delegated authority to approve the final license agreement.

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

#### **Presentation Regarding Tennis Programming**

This item tabled.

#### **TWELFTH ORDER OF BUSINESS**

#### **Other Business**

There being none, the next item followed.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Staff Reports**

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

There being none, the next item followed.



**B. Engineer**

Mr. Church asked when will the project start?

Mr. Hadden stated right after Labor Day weekend, the first thing they do is put a silt fence in around the entire perimeter of the property so it will be a while before you start to see equipment in there. It will be October before you see much activity.

**C. Manager – Discussion of Proposed Meeting Schedule for Fiscal Year 2021 and Consideration of Resolution 2020-09**

On MOTION by Mr. Church seconded by Ms. Jordan with all in favor Resolution 2020-09 approving the fiscal year 2021 meeting schedule was approved reflecting the following meeting dates: October 13, 2020, December 8, 2020, February 9, 2021, April 12, 2021, June 8, 2021 and August 10, 2021.

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

Mr. Oca stated we got hit by lightning again and one of the panels for the card access system had to be replaced and that was done today, the access system was down for a day or so. The compressor for AC unit 1 went out and we had that replaced last week.

Mr. Szozda stated there is some sod areas that need to be repaired around the amenity center and by the dumpster on the other side and I got a bid for sod and I will forward that to Jim tomorrow.

Mr. Church stated there are four or five lights in the pool that are not working. In the family shared bathroom the card reader is dead and that could have been due to lightning. There is no light fixture whatsoever in there.

Mr. Oca stated that panel had to be repaired and they had to order the part for that. The light was malfunctioning and we took that down. We are waiting for the door to be fixed then we will install the new ballast for that light.

Mr. Church stated a couple things I noticed or have been told about was the pool deck looks like no one has blown that off in a long time. There has been a pile of weeds up against those drains. I don't know if that is something you do or the landscape company is supposed to blow that off when they are here.

Mr. Oca stated I will take a look at it.

Mr. Church stated I'm not sure if anybody is wiping down the railings, there was bubblegum stuck underneath them and garbage in the bathroom.

Mr. Oca stated we got that taken care of.

Mr. Oliver asked what is the deal with the lights in the pool not working?

Mr. Oca stated of the four lights in the pool, three are working, two were repaired and Blackcreek is coming in Monday to look at those again.

Mr. Church stated the wires are cut on the handicap chairs so they can't be functional.

Mr. Oca stated I didn't realize the wires were cut. I know we replaced the batteries and we hooked them up and they were working. I will take another look at them.

#### **FOURTEENTH ORDER OF BUSINESS      Supervisors Requests**

Ms. Jordan stated Freddie and I have talked about the treadmills and they were getting those done soon but a resident wants us to look at real weights, whatever that means and I will get the details and give them to Freddie.

#### **FIFTEENTH ORDER OF BUSINESS      Audience Comments**

Ms. Cormier stated when it comes to what Shannon addressed about the three proposals I remember being at the meeting and her asking that if there was anything we had to renew contract that they would bring in three bids. Would that have been the management company and the Yellowstone and Lake Doctors?

Mr. Oliver stated clearly that was done with lake proposals. Staff will still get landscape maintenance proposals for the special meeting on the 22<sup>nd</sup>.

Mr. Church stated on the landscape this is the first time I have seen the Yellowstone letter where they are going for a 45% increase and I didn't see it until the book is here. They can't continue to charge us the current amount.

Mr. Oliver asked a 45% increase?

Mr. Church stated in two years yes, they said their labor costs went from \$8.90 per hour to \$12.88 per hour. It says they cannot continue to deliver the current specifications at the current price and that letter I just saw today that is dated August 5, 2020.

Mr. Oliver stated they are talking about their internal labor costs, but if you go to the top paragraph of the second page, the requested contract increase is from \$72,621 to \$74,800, a minimal increase.

Mr. Oca stated it is about a 3% increase, which is standard.

Mr. Oliver stated it sounds like you have the opportunity if you are dissatisfied with the performance and if you get a company that offers better value, but do realize we have had some landscape challenges out there before this company.

Mr. Mattera asked when you do a contract and they are going to bid for three to five years. When you have a three-year contract does each year have a certain amount of increase?

Mr. Oliver responded typically they do. In this case, an increase is not contemplated in the contract, and the contract states any request for increase must be made in writing to the District.

Ms. Cormier stated one more thing about the amenity center. There have been a few occasions where we had marijuana in the bathrooms and my kids have found stuff down there at the pool. There is a huge need for security cameras down there so the illegal activities that are going on can be seen, can be stopped, can be eliminated. I sent an email about the pool and the lighting and Freddie let me know that the overhead lights are security lights. Could those be turned on so that pool is lit in a better way? Maybe between the security camera monitoring and the efficient lighting maybe some of the criminal activity and stuff that is happening that should not be happening in the dark could be eliminated. It is not safe for my kids to go to the pool when there are people there that are up to no good. There was talk about having security in the evening but nothing has been done. It has to be addressed.

Mr. Oca responded there is one light between the slide and the lap line, we can keep that on and just turn it off in the mornings.

Mr. Church stated you can't have cameras face bathroom doorways it is against the law.

Ms. Jordan asked can we look at the bids for extra cameras?

Mr. Oca stated we can.

Mr. Church stated the light used to be white and now it is yellow. You should tell them to swap that light out because it is not as bright as it used to be.

Mr. Oca stated I will talk to Dusty on Monday.

Ms. Jordan asked have we opened the splash pad with the COVID rules?

Mr. Oca responded it is open, yes.

Ms. Jordan asked is there anything holding us back from putting the furniture on the deck?

Mr. Oca stated we follow CDC guidelines, but it is up to the board if you want furniture out.

Ms. Buchanan stated he is right. At this point a lot of boards have taken different approaches with how they want to operate their facilities. It is still the lowest risk to not have furniture, that being said, if you want to put it out there and have signage or cleaning supplies available you can do it. I don't have a good answer on how COVID mitigation is evolving.

Ms. Jordan stated we can look at it next meeting, that is fine.

A resident asked are we allowed to bring guests?

Ms. Jordan stated no. I think we can put that on the agenda for the next meeting.

A resident stated there were families at the pool with guests and a monitor was letting them in.

Ms. Jordan stated that is something for Freddie to address with the monitor. We are not allowing guests because we only allow 60 people in the amenity center, we are leaving that for people who pay for that amenity center. We should not have guests at the amenity center.

Ms. Buchanan stated our agreement specifically says that parents, guests and other spectators aren't going to be allowed to use the facilities during practices and meets for as long as COVID continues. It is just going to be the team members.

Ms. Cormier asked is the pool going to be open on Mondays? It has never been closed before.

Mr. Church stated it is always supposed to be closed on Mondays, nobody followed the rule. Freddie has now put a timer on the access system not to allow anybody in on Mondays.

Ms. Jordan stated that is something we can add to the next meeting.

## **SIXTEENTH ORDER OF BUSINESS      Financial Reports**

### **A.    Balance Sheet & Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

### **B.    Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

**C. Check Register**

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

**SEVENTEENTH ORDER OF BUSINESS    Next Meeting October 13, 2020 @ 6:00 p.m. at  
Rolling Hills Amenity Center, 3212 Bradley  
Creek Parkway, Green Cove Springs, Florida  
32043**

Mr. Oliver stated there are two meetings on the horizon. The next regular meeting, which you approved earlier today is October 13<sup>th</sup> and that is the standard 6:00 p.m. meeting. We are also going to have a special meeting on September 22<sup>nd</sup> for the matters related to the upcoming bond issue. Once we get through the bond business, the Board can consider landscape maintenance proposals. Any other business I would like to push to the regular meeting on October 13<sup>th</sup> rather than pack that into the special meeting if that is okay with the board.

Ms. Jordan stated that is okay. The 22<sup>nd</sup> meeting will need to be an evening meeting.

Mr. Oliver stated our next meeting will be a special meeting with a limited agenda that will be September 22<sup>nd</sup>, two items, bond documents and landscape agreements. Our next regular meeting will be October 13 at 6:00 p.m.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor the meeting adjourned at 8:09 p.m.

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, September 22, 2020 at 6:00 p.m. via Zoom.

Present and constituting a quorum were:

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

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Keith Hadden	District Engineer
Freddie Oca	Riverside Management
Pat Szozda	Riverside Management
Sete Zare	MBS Capital Markets, LLC
Bill Huck	Waltham Development Company
Ken Peterson	Waltham Development Company

**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**

**Consideration of Matters Related to Series  
2020 Bonds**

Ms. Buchanan stated I suggest you open the email I forwarded to you yesterday with the various developer agreements. As an update on the bond matter, district staff is continuing to work with the underwriter to finalize the offering statement and the structure of the bonds. We anticipate that the preliminary limited offering memorandum will be posted and made available to potential bond purchasers this week and we expect that the underwriter will take a few days to work with

potential purchasers to describe the project and get a better sense of what their investment might be. At that point we would be able to price the bonds, update all our methodologies and documents with specific bond amounts and specific interest amounts, we would be able to identify the exact assessment levels, the amortization schedules and all the various financial information that we don't have yet because we haven't finalized numbers and that we would come back to the board at your October meeting date and have you adopt a supplemental resolution that incorporates the specific terms of the bonds.

As you will recall we have previously levied master assessments on the project in 2006 and the assessments were restructured in 2015 into four different tranches so what we are doing with this bond issuance is continuing to rely on the master lien for what will be 2020-1 Bonds and for the 2020-2 Bonds we are refunding a portion of the bonds that were previously levied in 2015. That means that the 2020-2s have a shorter assessment period to comply with Florida Law and it also means that the lien stems back from the original lien as well as the modification in 2015 so it is a little bit complex compared to some of the easy new money deals. As with any bond issuance we have bonds and those bonds are repaid with special assessments but on the backend of things, the things the residents always may not be aware of we have various agreements that help to serve as a checks and balance system to make sure the project is complete and the bonds are paid and the assessments are collected as we need them to be. Those are the documents you have in front of you and I'm going to walk you through them at a general level. We can talk about any questions you have we are just requesting that these be approved in substantial form tonight with the understanding that as long as we are okay with them in concept we can continue to refine them over the next couple of weeks prior to bond issuance.

The first document I will review with you is the declaration of consent, this is going to be signed by the landowner and essentially what it does is have the landowner have written documentation that they acknowledge and agree that the district validly exists, they agree to the bonds that are issued by the district as well as the district's authority to levy the assessments. Essentially, what this does is record in the official records the developer and landowners' agreement with the district's power, ability, right and process for levying the special assessments that are intended to secure the bonds. It also specifically identifies and consents it has the power to go through and execute all the findings and documents that it will in connection with the bonds and it waives certain legal arguments like an argument that some landowners have made (decades

ago) that you have to follow a certain process and statute that has found to be invalid, this waives it so we don't have to spend money fighting about it in the future. This essentially represents the lien of the district and is something that future landowners will see in their title report and understand the district had issued bonds, has assessments securing those bonds but they are consenting to all these same things when they purchase the property. They buy it with the understanding that this exists.

The second document is the completion agreement. As you might have noticed the project that is anticipated for the 139 lots in Phase 3A is estimated to cost upwards of \$4 million and we won't have that much money coming from the bonds going into the construction fund because although we are issuing about \$4 million in bonds some of that money has to go into a debt service reserve fund, which is a backup in case the payments aren't made and assessments aren't collected. Some of the money goes towards paying the cost of issuance relating to the bonds, about \$1 million that is coming out of the bonds is going to pay off the bonds that were issued in 2015 so it is essentially like you get a new mortgage and some of that money you get goes to pay off the old mortgage. This results in a shortfall in funding to complete the Phase 3A project. This is normal, every deal that I do has this and what happens is the developer agrees with the completion agreement to provide funds and either pay for any projects that the district already has under contract or if the district doesn't have the work under contract the developer can pay the contractor separately and privately to complete the project as described in the engineer's report. This ensures that the district has a completed project of the infrastructure it intends to have will be installed so this is our safety net in the event that we don't have enough money, which we won't, then this completion agreement obligates the developer to finish the project.

Ms. Jordan asked with paying off \$1 million in bonds from 2015, there still not be any bond levied against current residents and it is only in Phase 3A, is that correct?

Ms. Buchanan responded correct.

Ms. Jordan asked in regard to the builder bringing in their own contractor if we fall short does that mean it is not who we approved in the last meeting?

Ms. Buchanan stated we approved a site work contractor that is likely to do the roads, stormwater, utilities but let's say they finish that project, they pay us for completion of that project and then there are still pockets of landscaping that need to be installed. They could potentially hire the landscaper directly to do the work assuming we are out of money.



The collateral assignment agreement is also recorded and it goes into the official records so that the next purchaser will be aware of its existence. The collateral assignment is a safety mechanism so if the district does end up taking title to the land then we also would get the development and contractual rights associated with the land that are necessary to actually put houses on the ground. If there was a default by the developer the district would be able to foreclose on the special assessments and take title to the property. But just taking title to the property isn't really helpful if we don't have the development rights and entitlements associated with the property. The developer agrees to provide us these rights understanding that they only provide them in the event there is a default. This is essentially something that sits out there waiting unless and until there is a default. It does not come into play when the developer is bringing lots on board and as soon as the developer transfers lots to a builder or a third party it essentially falls off those lots so they are no longer encumbered. The whole point is to make sure that if there is a default the district can get all the development rights associated with the property then have a truly marketable piece of property to continue the development with.

The last agreement is the true-up agreement, this is also recorded. You will remember that based on the amount of bonds that we issue we have a certain number of units and amount of assessments that we intend to collect to be able to pay those bonds back. In this particular instance we expect to collect payment from 139 units and the amount will be the amount necessary to pay off the bonds. We have a max we won't exceed. If the developer changed his plans and only developed 130 units instead of 139 units the district wouldn't have a mechanism to make up the difference of those nine units that didn't get developed. We don't have any other source of funds. We wouldn't look to other property to make up that difference because everybody is assigned their assessment and it can't be increased from that assignment. If the developer changes their plans and develops less units than they intended originally, they would then pay us the debt service assessments associated with those lost units so the district doesn't have to look elsewhere to collect those moneys.

Ms. Jordan asked if the developer develops fewer lots and pays off the debt, what about the upkeep side of it?

Ms. Buchanan stated there wouldn't be any operation and maintenance if that happened. The operation and maintenance assessments are levied on an annual basis so we would keep the units throughout the end of the fiscal year but the next fiscal year if there is a plat that has less than

139 units then our total unit count will be reduced by the same. It goes into how the mechanism works; essentially when the developer has a plat they present it and GMS does certain calculations to make sure that the maximum thresholds are not tripped and then the true-up runs with the land so the developer is signing it but this is going to be assumed by any next subsequent owner of the property as well.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the declaration of consent, completion agreement, collateral agreement and true-up agreement were approved in substantial form.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Matters Related to Series 2020 Construction Project**

Mr. Oliver stated we don't have any construction matters for the board to decide tonight. Are there any updates since our August 11 meeting the board needs to know about?

Mr. Hadden stated we issued the notice to proceed to Vallencourt so they can get the pumps ordered for the lift station because that is the only long lead item. There is a lot of paperwork that Katie and I have reviewed setting it up to where once funds are available we can purchase materials directly in order to save the 7% sales tax and Vallencourt has been helping Katie and me with that process with his suppliers and they have been very understanding.

Ms. Buchanan stated I imagine the residents would be curious as to when they might start seeing construction traffic out there.

Mr. Hadden stated the surveyor has been in the woods. A lot of it was cleared in 2005 you probably won't see a lot of heavy traffic until around October. Contractors typically wait until the latest possible date then do everything in the shortest timeframe.

Ms. Jordan asked what is the contract time of completion? Will they be done the end of the year?

Mr. Hadden responded the end of March it may be earlier than that. We have to have some lots available for the builder by the end of March.

Ms. Jordan asked do you know who the builder is?

Mr. Huck stated builders don't like to be disclosed until the project is further along and they can put up a "coming" sign. We will remain silent on that tonight.

Mr. Oliver stated at the last meeting we discussed using a side road as the construction road. The district engineer and I had a conversation with the developer shortly after the last

meeting and as the engineer determined that road is not stable enough to temporarily asphalt. To do so could create liability issues. I did want you to know that the developer reached out to explore options were on that.

Ms. Jordan stated that means they will be coming through the primary resident area so we can let the residents know if they have questions on that.

Mr. Hadden stated that is accurate.

Mr. Church stated I know we can't discuss who the builder is, but when that does happen and the developer goes into contract with them is there any way that they can put funding in for improvements on what we have existing here already? I know a lot of times builders want to get in and there is always, we will help you out a little bit even if it is \$15,000 or \$20,000 to improve our entrances coming upfront. The place is looking a little out of date up front and I'm trying to get a way to get funds for improvements that somebody else will pay.

Ms. Jordan stated even if we can't get them to improve the front area or that strip of land, maybe ask them to put the park in that area. There is only one park so whatever builder comes in I think it will help them sell the property. Have them install that park as part of that contract. We are not developers we don't know if that is possible but that would be beneficial to our community.

Mr. Tew stated we will discuss that with the builder and see if he wants to make a contribution.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Cost Proposal for Landscape Maintenance**

Mr. Oliver stated next is consideration of cost proposal for landscape maintenance. As you will recall at our last meeting we talked about soliciting proposals. Yellowstone is just completing their second year of a three-year contract and they asked for a 3% increase for FY 21 that would raise their annual fee from \$72,000 to \$74,000. The board reiterated that they wanted to go out for cost proposals to make sure that we are getting good market value. I think the overall satisfaction with the firm has been good. Kudos to Pat Szozda, the new operations manager, for hitting the ground running. He put together a detailed project manual to provide to proposers. He reached out to six firms, five of the firms came to the required on-site pre-bid meeting, and five firms submitted proposals. I sent the supervisors a worksheet that shows the five firms and their pricing.

All five proposers are large firms that are well known in the CDD business in Northeast Florida. Those firms are Brightview, Down to Earth, Duval Landscape, Tree Amigos and the incumbent Yellowstone. We requested proposals include two pricings; one with irrigation included so you don't get nicked and dined for all the irrigation repairs and the other one is a price without irrigation included and that would be billed on an as-needed basis, which typically run up some large expenses. We also asked for renewal prices for years 2 and 3. For the three-year total with irrigation included the lowest was Down to Earth with a three-year total of \$214,659 and Tree Amigos second at just over \$223,000, Brightview third at \$226,000, Yellowstone at \$239,000 and Duval came in at almost \$300,000. We took the evaluation criteria and a copy of that was also provided to you and provided to all the vendors. It is evaluation criteria to rank the proposers on personnel and other resources, experience, understanding scope of work, price and another component of price is allocated to the is the price criteria and the lowest price firm gets 20 points and the other firms get a ratio of that based on their price compared to the low bid. In this case, Down to Earth got the full 20 points, Tree Amigos got 19.19 points, Brightview got 18.96, Yellowstone got 17.89 and Duval got 14.46 points. All the other areas we will have to determine through Board discussion and consensus. If you need more time with the proposals or if you want time to contact these firms or other districts that use them, you can certainly do that.

Mr. Church stated I did see Pine Ridge and I went over there and also went to the Villages because I wanted to see Down to Earth's work. It is phenomenal to me, everything looked great. I know Duval is way high priced. Tree Amigos used to do this community at one point.

Mr. Oliver responded yes, they were the original firm.

Mr. Church stated Down to Earth is cheaper and their work is great, but is there any way for next year's budget that we can keep the dollar amount in there? I'm trying to get improvements done upfront. If there is a way we can keep that budgeted money there to get the improvements done upfront and go with Down to Earth because they will be lower over the next two years, I don't know if that is something we can discuss or not.

Mr. Oliver stated it is because you will have your line item for landscape maintenance, which is tied directly to the contract and then you will have landscape contingency. You can do that.

Ms. Jordan stated I reviewed Down to Earth and the other companies as well. Bushhogging is something they are responsible for especially in regard to the pond immediately next to the

amenity center. I don't know the schedule but in looking at these bids bushhogging seems to be a separate line item. They are the cheapest but I'm not interested in paying any more than what they bid, they need to know the scope of the work and they need to know everything it is going to entail. The first year we had Yellowstone they came back and increased it by \$30,000, which made them more than Duval.

Mr. Church stated bushhogging shouldn't even be in there because those ponds should have been on a bi-weekly basis to clean, you shouldn't have to bushhog anything if they get out there and do their job. I don't know why that should have been a separate line item because Yellowstone should be out there and we had this discussion with Yellowstone on a bi-weekly basis that they need to keep those ponds clean. If that is not happening then that is a bigger issue.

Ms. Jordan stated there is another line item that was confusing, it says standard palms they do two times per year, there are 18 of them, they give a price for specialty palms and anything over 15 feet is an additional \$35. Are they saying that I'm going to have to pay an additional \$35 when these palms get over that or are they saying these 18 and 7 palms are included regardless of their height?

Mr. Church stated \$35 per palm is a lot less than we were paying any other company. I'm only looking at Down to Earth.

Ms. Jordan stated the other companies don't have those line items, they do have the bushhogging, which is a little bit more. Yellowstone knows everything our community needs and where it's at and I want to make sure that if we approve Down to Earth because of their pricing they are fully aware of the scope of the work and they aren't coming back in six months and ask for another \$30,000. If Yellowstone is saying I will do your project for the irrigation and charge you \$79,000 and Down to Earth is \$10,000 less, I want to save the \$10,000 but I don't want them coming back asking for more.

Mr. Church stated last time I talked to Yellowstone all the valves, etc. were fixed and the irrigation was 100% up to par now.

Mr. Szozda stated we included that whole lake bank in as part of the new proposals so that will not be a bushhog issue any longer, that is going to be maintained. It was very unsightly. That is part of the reason Yellowstone increased by roughly \$5,000, but to my knowledge all the irrigation is completely functional.

Mr. Oliver stated we have a better scope of services that has more clarity than the previous one did. We also have a new operations manager and a different approach by the board. A lot of the concerns you talked about will be included as terms of the agreement. The contractor will have to stick to the terms of that contract. Probably the two most important things on the ground to make this work will be the landscaper's project manager and the CDD's operations manager, and I'm confident Pat will do a good job. They are going to have to run a tight ship themselves. Pat does Pine Ridge Plantation so he is familiar with that company also. This isn't a formal RFP, you can reach consensus on who you would like to rank in order or you can take more time to look at these proposals and visit some other sites, it is purely up to the board.

Ms. Shannon asked can we include in the contract something to the effect that the price they bid is the price they get, no more than that?

Mr. Church stated I agree, it should be board approved.

Mr. Oliver stated if the landscaper finds something significant they need to bring it to Pat and then Pat can bring it to the board unless it is an emergency repair.

Ms. Jordan asked Pat are you familiar with any of these companies?

Mr. Szozda stated I have Down to Earth at Pine Ridge, Tree Amigos at Ridgewood Trails, Yellowstone is on two of my properties but different account managers. Duval priced themselves out of consideration. Brightview I have not had good reviews on. My personal opinion is, I'm having a little trouble with Down to Earth, they hired some new people, it has been a little bit of a struggle with them, but they are the low bid. If I had to make a recommendation it would be between the incumbent, Yellowstone, they are very familiar with the property or Tree Amigos. That is just if I had to make a recommendation.

Ms. Jordan stated a \$3,000 difference is insignificant if we can't get ahold of them.

Ms. Bock stated I'm on one CDD board that uses Tree Amigos and they attend the CDD meetings so they want to communicate with us, they have been very responsive. They are a good company.

Mr. Church asked wasn't Tree Amigos released from here for lack of service? They were our provider and I heard there were a lot of problems and that's why we didn't signed a new contract. Is that not true?

Mr. Oliver stated that is not the case. They were here until during the great recession, the original developer could no longer pay invoices so and Tree Amigos left.

Ms. Jordan stated I would rank Yellowstone first because they are aware of the scope of work and everything we need and Tree Amigos second.

Mr. Oliver stated with the points that would lift Tree Amigos to the top ranked firm. Is the board in agreement that the top ranked firm based on experience and familiarity with the project and also the score combined the top ranked firm would be Tree Amigos? Counsel will prepare an agreement, which we will bring back to the board but as we prepare the agreement the vendor would also have a chance to review that agreement so they understanding these redlines you mentioned earlier and they are used to working with CDDs so they understand that.

Ms. Jordan stated I would like to ask if we could get that three-year bid similar to Yellowstone, maybe a little more stagnant in its increases.

Mr. Church stated I would like a walk through with them with Pat if he can set that up. I want everybody to be aware of what we are asking for.

Mr. Szozda stated I want everybody to be on the same page and as far as your final decision I don't think you would go wrong with either company.

Ms. Buchanan asked as far as the current vendor, do we have a certain date? We are probably going to be required to give notice to them. Is it the thought that we give them notice after next month's meeting or try to do it concurrent?

Mr. Oliver stated that would be my thought just in case there is some type of problem with the contracting process.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor Tree Amigos was ranked no. 1 and staff and Mr. Church will meet onsite with the vendor prior to drafting the agreement for landscape maintenance to be considered at the October board meeting.

## **SIXTH ORDER OF BUSINESS**

### **Update Regarding Reopening of Facilities**

Mr. Oliver stated I have consulted with the chair as well as Supervisor Jordan to try to take care of the phased reopening matters as they came up. Sometimes we need to do things between meetings. As you recall the board approved an agreement as we have done each year for many years for Clay High School to use the facilities for swim meets and practices. As part of that it did not include Monday afternoons, we had closed Mondays at the pool because of COVID and we have now found a way to safely reopen on Monday afternoons and still provide for maintenance

in the mornings. We now are allowing and have changed their contract for Clay High School to swim on Monday afternoons. Also Monday afternoons are open for residents to use. We are beginning to ramp up some other areas and one is guests that can be brought to the pool. Right now to ensure there is no overcrowding we are allowing two guests per family to use the facilities. We expect that to go up in the future but we are trying to keep the head count as low as possible at the pool so we can maintain the distance. Finally, Freddie and staff will put out a limited amount of pool furniture and that is being done at some other districts also so we can have adequate spacing. It is not a heavily staffed facility so we are not going to have concierge service where someone is wiping chairs every time someone gets up and leaves. We are going to make sure that residents know that they need to follow the same safety precautions they have at parks and other places to be aware of the fact that other people are using that furniture but they should take precautions with towels and cleaning up and that type of thing.

Mr. Church asked can we open for party rentals?

Ms. Jordan stated I had a resident ask about party rentals and I think we already voted that we would hold one vote at a time. It could be 25 people.

Ms. Buchanan asked how many people on the swim team? Was it just the kids or parents too?

Mr. Church stated there was a big meet there today.

Ms. Jordan stated I understand the parents were outside and only people going in were actually swimming.

Mr. Oca stated we only have about 45 people on the pool deck, everybody else is outside and they rotate to keep those numbers under 50. Pretty much anybody on there are the timekeepers, which are the parents and the actual teams swimming in those heats.

Mr. Jordan stated I have heard from residents that the swim meets are going well as far as keeping the pool deck open for the residents.

Mr. Church asked can you put hand sanitizing stations under each covered portion that we have?

Ms. Jordan stated we would have to fund that. I don't want to fund something the residents can bring themselves or they can get in the pool and sanitize with chlorine.

Ms. Bock stated I agree and you will have somebody who takes the bottle home with them and there we are.



Mr. Church stated I meant the machines that they have in bathrooms.

Mr. Oca stated if we can find the automated ones I will look. We tried to get wipes for the gym and I had to wait two months just to get four rolls in.

Ms. Jordan stated some of the hospitals are using UV rays to sanitize.

Mr. Oliver stated regarding the party rentals if the board is fine with this staff can work with Supervisor Jordan to come up with some type of restricted protocol to allow phasing in parties, realizing that down the road we can do it more fully.

## **SEVENTH ORDER OF BUSINESS**

### **Supervisor's Requests**

Mr. Church asked I know these are county road but who is responsible for damage done by construction vehicles?

Mr. Hadden stated most of the heavy construction vehicles will be working on the site. We usually take pictures of any damage to the curbs and street before they start and if it is sidewalks or mailboxes generally the contractor will make good on that type of thing. We have all seen roof truss trucks going down the road, those are the hardest things to drive and maneuver through a subdivision. That is what I worry about when they start building houses.

Ms. Jordan asked if any personal property is damaged by any company or vendor coming through it would be on the vendor's liability insurance to repair that personal property.

Mr. Hadden stated correct.

Ms. Jordan stated I know David was working with staff regarding the park area. Right now we have a bench and concrete slab and the board approved \$5,000 to complete that park. I want to see where we are in that budget and if we can add a covering for that area.

Mr. Church stated Yellowstone said with \$5,000 we were going to get about 15 little bushes and maybe a tree.

Ms. Jordan asked what about a covering?

Mr. Church stated I asked Chris way before if we could go a gazebo because a picnic table is sitting out in the middle of nowhere and looks terrible. I asked if we could do a cover over that or anything. He said yes, we can do anything and now Pat is here.

Mr. Szozda stated I can look into that. This is the first I have heard of it.

Mr. Church asked will you email me your schedule and we can meet over there.

Mr. Szozda stated absolutely. I will be on the property Thursday late afternoon if that works for you.

Mr. Church stated I can be here Thursday by 2:30 p.m.

Mr. Szozda stated I'm going to be there for a while, we have a lot of projects going on.

Ms. Jordan stated Freddie and I have been working closely on the lengthy list of projects he mentioned at the last meeting. Do we have a timeline on when the bridge will be cleaned?

Mr. Szozda stated that is on the agenda for sure. I have walked that bridge and totally agree with you and we have the equipment to take care of that and that will be done hopefully, within the next couple of weeks.

Ms. Jordan asked can you give me an update on the middle fountain? I know a lot of this has been fixed.

Mr. Oca stated We have various water features with problems and we worked on three of them since our last meeting and a part is on order for that particular fountain. They run so many hours a day they last about two years. They are not made to run 24/7 that is why we put a timer on it so they should last longer but the one in the middle is on its third year.

Mr. Church stated it looks 100% better now than it did last year and Freddie and Pat are doing a wonderful job and thank you for all you do. Somebody asked about fountains in the lakes but we discussed that at a couple CDD meetings ago and that is not in the budget right now.

Mr. Szozda stated they are great when they work but it is a money pit.

Ms. Bock stated I want to commend Shannon and David for being out in the community and those of us who don't live there don't have the advantage you have so it is great that you go out and talk to people in your community and bring things back to the board. We are restricted to talking to each other or exchanging emails and I think it is very good that you bring these things to the meeting. In the interest of time if there are things that you can talk to Freddie about or to Pat about before the meeting then instead of you bringing up something to them, give them a heads up before a meeting and they can possibly get the job done and report back so it is time well spent.

Mr. Church stated I do talk to Freddie and the only reason I brought things up is because we have residents who don't hear what is going on between Freddie and me and Shannon and they are taking for granted that things are not getting done or Freddie is not doing his job and I want our residents to know that Freddie is out there working.

Ms. Jordan stated I talk to Freddie almost every day, but I bring these things up because the residents aren't aware of what it takes to be the manager of the facility.

Ms. Bock stated we have heard pergolas, some kind of shelter in a park; I think we need to make the residents think always when they ask for something like that, send them back to the budget, it is public and they can see we don't have excess. Every cent that comes in we have a place to put it and I think we are very good managers of the CDD's money. It is great to have these wishes but that is all they can be sometimes. Jim is very good and can show us where we can take money from this place and put it somewhere we can use it, but unless it is there, there is no pergola, no fountain, no nothing.

## **EIGHTH ORDER OF BUSINESS**

### **Audience Comments**

Mr. Briggs stated Adventureland in Polk County was operating last weekend, all the furniture is out, you can go to Volcano Bay and all these other water parks. This is a new complex. At our pool unless the swim team is there or there is an event there are only 10 people. Bringing out all the furniture isn't going to hurt anything. I think it is time to bring the furniture back for the people who want to use it.

A resident asked not developing the side road for Phase 3 fully for residential traffic strictly for commercial trucks, I drive an 18-wheeler for a living and have a million miles under my belt and I wouldn't drive into this neighborhood. That is a direct shot for these framing trucks or roof truss trucks to come down to where they don't have to make that turn. I'm not saying develop the road and not for residential traffic, develop it enough to where these construction trucks can get down it and not have to come through the neighborhood. There are going to be mailbox issues, there are going to be curbs, there is going to be damage and I understand it is the liability insurance of the carrier itself, it is just what headaches is the community going to go through, how long are we going to have to look at damage before it is turned in to their insurance company, fixed, etc.

Ms. Shannon stated maybe we can add something in regard to a 30-day turnaround to provide an estimate of repairs for any potential damage to the contract with the builders. Mr. Hadden commented earlier about that back road not being stable but is that something we can add to the contract?

Ms. Buchanan stated I think the contract already contemplates that. The challenge is going to be that it is going to be the thousands of subs and sub-subs that come through. It is not going

to be Vallencourt and that will continue through home building. The best reaction is if you see it happen just write down the company name on the truck and generally when you call them they will fix it, but it is going to be a challenge to identify who actually caused the damage and I don't think Vallencourt would agree to be responsible for all damage because there is not necessarily a way to prove that it was their fault.

Mr. Hadden stated if we could improve the road you are talking about for zero dollars to the point we could get construction trucks back there, if you look where they come into the 53 lots that we built two years ago there is still a lot of mailboxes you have to drive through to come from there back to the new Christmas tree area as opposed by coming by the clubhouse. I'm not saying it is the same distance but it is pretty close. There is no way we can get back there without impacting part of the neighborhood; the front part or the back part.

Mr. Frank Mattera stated I want to let Freddie know that I went to the amenity center last week and went through the whole place and it looks really good. I wanted to get back to you because I have been pretty vocal the past couple meetings. Things are getting better and I wanted to thank you for your job.

The roads are not CDD roads but the one main road coming in after a certain time there are cars parked and you have trouble getting through. I know we are supposed to call the sheriff and they are supposed to come, they don't want to be bothered but can we send letters or not because that is something we can't do?

Mr. Oliver stated we have no authority over county owned roads.

Ms. Jordan stated take it to an HOA meeting to see if they can prevent street parking or parking on one side only.

Mr. von der Osten stated if the CDD is paying for private patrols from Clay County Sheriff officer and it is a Clay County road I believe they would have the ability to issue some type of warning ticket.

Mr. Oliver stated they do have the capacity to do that, but the district can't dictate what laws they enforce and which laws they don't enforce.

A resident stated they gave me the impression they don't want to keep coming here because it is a daily thing and they would be called every single day because there are 6 – 8 cars and the same cars every day. They know they are causing an issue and it is frustrating. I understand; our hands are tied.

Going back to the UV light at the pool, that may be a good investment because I have a UV light for my phones but that is something that one person can walk around and use. Maybe get a price on it and think about it down the road. All the people I talk to bring their own sanitizer.

Mr. Oliver stated Freddie will get a price on that.

Ms. Shannon asked do we have an update on the pothole/sinkhole?

Mr. Hadden responded I met with the county engineer who is also the public works director for Clay County and he is aware of it and I shared with him that four or five times his crews came out and put cold mix in there to fill the hole and it sinks over the next 30 days or sooner. We talked about what needs to be done, the inlet needs to be taken out, the pipe taken out and proper backfill put in and he has promised it is on their work list for a permanent solution. He realizes the cold mix has cost as much as the permanent solution had they done it 5, 6, 7 years ago when it first appeared. It is on their radar to do but he has not told me when.

Ms. Jordan stated if you could get a date when that will be done, I would appreciate it.

Mr. Hadden stated I will reach out to him and see if we can get a timeframe.

A resident stated we are in the new loop and were told that when this loop was finished our road would be paved but now that they are putting in the new section behind is that is not going to happen any time soon, because our roads are not finished.

Mr. Hadden asked what road were you told would be paved?

A resident stated the whole loop isn't completed.

Mr. Hadden stated what you have is the first lift of asphalt. A permanent road consists of two 1 ¼" lifts of asphalt. The first was put down, the county requires a developer and in this case it is Richmond America to put down the first 1 ¼" then when 80% of the lots have an occupied home that might be two months it might be two years at that point they have a bond from the developer to go back and put in the last course. The reason for that is while homes are being constructed you have contractors parking in the road, trucks leaking oils, equipment leaking diesel fuel and it used to be you had a brand new road and two years later it had holes in it. If they pull the trigger tomorrow they would cut out a 4 foot by 4 foot square everywhere there is a place with diesel fuel or gas and repair just that patch. Then they would come back in and completely repave the entire loop. They will do that but the county won't allow them to do that until 80% of the homes are occupied.

Ms. Crocker stated I live on Laurel Springs and they finally mowed by our post office boxes but they did not put anything in that looks like real grass, it looks like mowed dirt and at the other end of Laurel Springs there is a pond behind a house and you can't walk on that section of sidewalk for all the weeds and bushes.

Mr. Church stated Pat and I discussed the mailboxes. I did not know about the back pond. I'm meeting with Pat on Thursday and we will walk that. It was not included in the contract because it wasn't built at the time. We will come up with a solution.

Ms. Crocker asked is Laurel Springs Road going to be a construction road?

Ms. Jordan responded no.

Mr. Church asked that is going to be the 218 extension and there will be a pull off for the back community?

Mr. Hadden responded correct, when you turn off of Sandridge now it is barricaded where you turn right to go to the amenity that road will continue on straight. The county is going to build that road not the developer and they will take it all the way down to the next interchange, which is just south of Rolling Hills, which is the Shablon property and they have a full interchange down there and that will be the way for traffic on Sandridge to get on the expressway as opposed to going out to Henley.

Mr. Church asked when are we going back to live meetings?

Mr. Oliver stated I hope soon. The governor has not yet extended the executive order so it could very well be for our next meeting, I do not know yet.

Mr. Church stated Helena wants to know the date they can start rentals?

Ms. Jordan stated that is not set yet, Freddie and I will go over the provisions of opening safely unless you want to vote on that topic.

Mr. Church stated let's just open one party room right now.

Ms. Jordan stated I think it is a good idea for Freddie to work with a board member to make sure we are following CDC guidelines and doing it the best way possible, which we are having the swim team and the number of people on the deck and residents being able to bring their guests. We need to be smart about how we do this so we don't end up with issues.

Ms. Buchanan stated I'm happy to work with you and Freddie, the reality is that we would likely use a modified rental agreement that has an addendum that specifically says that the renter

is responsible and will indemnify the district for any liability that stems from their party. That is what we need to protect the district.

Ms. Jordan stated Freddie and I will work with Katie to get a new agreement created and get it open as soon as possible.

**NINTH ORDER OF BUSINESS**

**Next Meeting Scheduled for October 13, 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 October 13, 2020 at 6:00 p.m.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the meeting adjourned at 7:33 p.m.
---

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*



*A.*

## RESOLUTION 2021-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT SETTING FORTH THE SPECIFIC TERMS OF THE DISTRICT'S CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2020A-1 AND CAPITAL IMPROVEMENT REVENUE AND REFUNDING BONDS, SERIES 2020A-2; MAKING CERTAIN FINDINGS AND CONFIRMING THE DISTRICT'S PROVISION OF IMPROVEMENTS; CONFIRMING THE ENGINEER'S REPORT AND ADOPTING A FINAL SUPPLEMENTAL ASSESSMENT METHODOLOGY REPORT; CONFIRMING THE MAXIMUM ASSESSMENT LIEN SECURING THE SERIES 2020 BONDS (HEREINAFTER DEFINED); ADDRESSING THE ALLOCATION AND COLLECTION OF THE ASSESSMENTS SECURING THE SERIES 2020 BONDS; PROVIDING FOR APPLICATION OF TRUE-UP PAYMENTS; PROVIDING FOR THE SUPPLEMENTATION OF THE IMPROVEMENT LIEN BOOK; PROVIDING FOR THE RECORDING OF A NOTICE OF SERIES 2020 ASSESSMENTS; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Rolling Hills Community Development District (the "**District**") is a local unit of special-purpose government duly organized and existing pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**") and was established by Ordinance No. 2006-9 adopted by the County Commissioners of Clay County, Florida, effective March 21, 2006; and

**WHEREAS**, the District previously adopted an improvement plan to finance the planning, design, acquisition, construction, and installation of certain infrastructure improvements, facilities, and services within the District ("**Improvements**"), as described in that certain *Rolling Hills Community Development District Improvement Plan* dated August 15, 2006 ("**Capital Improvement Plan**"), as amended, incorporated herein by this reference; and

**WHEREAS**, the District previously financed a portion of the Capital Improvement Plan ("**Series 2006 Project**") through the issuance of its Series 2006A and Series 2006B Capital Improvement Revenue Bonds (together, "**Series 2006 Bonds**"), which were secured by previously imposed special assessments on the lands specially benefitted by the Series 2006 Project ("**Series 2006 Assessments**"); and

**WHEREAS**, the Series 2006 Assessments were levied by Resolutions 2006-12, 2006-13, 2006-18 and 2007-02 ("**Series 2006 Assessment Resolutions**"); and

**WHEREAS**, the District previously adopted Resolution 2009-04, declaring the Series 2006 Project complete and modifying the Capital Improvement Plan ("**Revised Capital Improvement Plan**"); and

**WHEREAS**, the District previously issued its Series 2015A-1, Series 2015A-2 (Senior Lien), Series 2015B (Subordinate Lien) and Series 2015A-3 ("**Series 2015A-3 Bonds**") Improvement Revenue Refunding Bonds, in exchange for and to refund a portion of the Series 2006 Bonds and reallocated a portion of the Series 2006 Assessments ("**Series 2015 Assessments**"); and

**WHEREAS**, the Series 2015 Assessments were levied by Resolutions 2015-08, 2015-09 and 2016-02 ("**Series 2015 Assessment Resolutions**"); and

**WHEREAS**, the District has determined that under existing market conditions, it would be in the best interests of the District, its residents and landowners to refund and redeem a portion of the Series 2015A-3 Bonds (such portion hereinafter referred to as the "**Refunded Bonds**"), which is currently outstanding in the aggregate principal amount of \$3,470,000, and to finance a portion of the Revised Capital Improvement Plan, also known as Phase 3A as more particularly described in that *Third Supplemental Engineer's Report* dated August 11, 2020, adopted by the Board on August 11, 2020, and incorporated herein by this reference; and

**WHEREAS**, pursuant and consistent with the Prior Assessment Resolutions (as defined herein), this Resolution shall set forth the terms of bonds now issued by the District, and apply the adopted special assessment methodology to the actual scope of the project to be completed with such series of bonds and the terms of the bond issue; and

**WHEREAS**, on October 8, 2020, the District entered into those certain Bond Purchase Agreements with MBS Capital Markets, LLC, whereby the District agreed to sell its Rolling Hills Community Development District Capital Improvement Revenue Bonds, Series 2020A-1, in the aggregate principal amount of \$2,625,000.00 (the "**Series 2020A-1 Bonds**") to finance a portion of the costs of the Series 2020 Project and to issue its Rolling Hills Community Development District Capital Improvement Revenue and Refunding Bonds, Series 2020A-2, in the aggregate principal amount of \$1,840,000.00 ("**Series 2020A-2 Bonds**", and together with Series 2020A-2 Bonds, the "**Series 2020 Bonds**") to redeem the Refunded Bonds and further finance a portion of the costs of the Series 2020 Project; and

**WHEREAS**, pursuant to and consistent with Prior Assessment Resolutions, the District desires to set forth the particular terms of the sale of the Series 2020 Bonds and confirm the lien of the levy of the Series 2020 Assessments, hereinafter defined, securing the Series 2020 Bonds.

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

**SECTION 1. INCORPORATION OF RECITALS.** All of the above representations, findings and determinations contained above are true and correct and are expressly incorporated into this Resolution.

**SECTION 2. AUTHORITY FOR THIS RESOLUTION.** This Resolution is adopted pursuant to the provisions of Florida law, including without limitation Chapters 170, 190, and 197, *Florida Statutes*, and the Prior Assessment Resolutions.

**SECTION 3. FINDINGS; ADOPTION OF FINAL SUPPLEMENTAL ASSESSMENT METHODOLOGY REPORT.** The Board of Supervisors ("**Board**") of the District hereby finds and determines as follows:

(a) On August 9, 2006 and December 9, 2015, the District, after due notice and public hearing, adopted Resolution 2006-18 and 2016-02 (together, the “Prior Assessment Resolutions”), respectively, which, among other things, equalized, approved, confirmed and levied special assessments on property benefitting from the improvements authorized by the District, including the Series 2020 Project. The Prior Assessment Resolutions provide that as subsequent series of bonds are issued to fund all or any portion of the District’s Improvements, a supplemental resolution will be adopted to set forth the specific terms of each series of the bonds and certifying the amount of the liens of the special assessments securing any portion of the bonds, including interest, costs of issuance, the number of payments due, any True-Up amounts and the application of receipt of any True-Up proceeds. This Resolution supplements the Prior Assessment Resolutions for the purpose of setting forth the specific terms of the Series 2020 Bonds and certifying the amount of the lien of the special assessments securing the Series 2020 Bonds, including interest, costs of issuance, and the number of payments due.

(b) The *Third Supplemental Engineer’s Report* dated August 11, 2020 (“**Engineer’s Report**”), attached to this Resolution as **Exhibit A**, identifies and describes the components of the infrastructure improvements for Phase 3A that will be partially funded by the Series 2020 Bonds (“**Series 2020 Project**”). The Engineer’s Report sets forth the estimated costs of the Improvements. The District hereby confirms that the Improvements, including Series 2020 Project, serve a proper, essential and valid public purpose. The Engineer’s Report is hereby approved, adopted, and confirmed. The District approves its use in connection with the sale of the Series 2020 Bonds.

(c) The *Supplemental Assessment Methodology Report for Series 2020, Capital Improvement Revenue and Refunding Bonds*, dated October 7, 2020 (“**Supplemental Assessment Report**”), attached to this Resolution as **Exhibit B**, applies the Supplemental Assessment Report to the Improvements and the actual terms of the Series 2020 Bonds. The Supplemental Assessment Report is hereby approved, adopted and confirmed. The District ratifies its use in connection with the sale of the Series 2020 Bonds.

(d) The Series 2020 Project will specially benefit certain property within the District known as Phase 3A (“**Series 2020 Assessment Area**”), the legal description of the assessable property therein is attached hereto as **Exhibit C**. It is reasonable, proper, just and right to assess the portion of the costs of the Series 2020 Project financed with the Series 2020 Bonds to the specially benefited properties within the District as set forth in the Prior Assessment Resolutions and this Resolution.

**SECTION 4. SETTING FORTH THE TERMS OF THE SERIES 2020 BONDS; CONFIRMATION OF MAXIMUM ASSESSMENT LIEN SECURING THE SERIES 2020 BONDS.** As provided in the Prior Assessment Resolutions, this Resolution is intended to set forth the terms of the Series 2020 Bonds and the final amount of the lien of the Series 2020 Assessments, which are reflected in Exhibit B.

(a) The Series 2020 Bonds, in a par amount of \$4,465,000.00 (in par amounts of \$2,625,000.00 Series 2020A-1 Bonds and \$1,840,000.00 Series 2020A-2 Bonds), shall bear such rates of interest and maturity as shown on **Composite Exhibit D** attached hereto. The estimated sources and uses of funds of the Series 2020 Bonds shall be as set forth in **Exhibit E**. The debt service due on the Series 2020 Bonds is set forth on **Composite Exhibit F** attached hereto.

(b) The lien of special assessments securing the Series 2020A-1 Bonds (“**Series 2020A-1 Assessments**”) on Series 2020 Assessment Area and the lien of special assessments securing the Series 2020A-2 Bonds (“**Series 2020A-2 Assessments**” and, together with Series 2020A-1 Assessments, the “**Series 2020 Assessments**”), on such land as described in Exhibit C, shall be the principal amount due on the Series 2020 Bonds, as more particularly set forth in the Supplemental Assessment Report, together with accrued but unpaid interest thereon, penalties, interest on late payments and together with the amount by which the annual assessments shall be grossed up to include early payment discounts required by law and costs of collection. The Series 2020 Bonds are secured solely by the Series 2020 Pledged Revenues, as defined in the Indenture (hereinafter defined), which is comprised in part by the lien against Series 2020 Assessment Area.

## **SECTION 5. ALLOCATION OF ASSESSMENTS SECURING THE SERIES 2020 BONDS; ADDRESSING COLLECTION OF THE SAME.**

(a) The Series 2020 Assessments for the Series 2020 Bonds shall be allocated in accordance with Exhibit B, which allocation shall initially be on an acreage basis and further allocated as lands are platted. The Supplemental Assessment Report, considered herein, reflects the actual terms of the issuance of the Series 2020 Bonds. The estimated costs of collection of the Series 2020 Assessments are as set forth in that Supplemental Assessment Report.

(b) The lien of the Series 2020 Assessments securing the Series 2020 Bonds includes all developable land within Series 2020 Assessment Area as such land is ultimately defined and set forth in any plats and that certain lands subject to the liens of the assessments which originally secured the Refunded Bonds (“**Prior Assessments**”), except those that prepaid the assessments in full, all as reflected in Exhibit B.

(c) Taking into account capitalized interest and earnings on certain funds and accounts, if any, and accounts as set forth in the *Master Trust Indenture* dated as of November 1, 2006 (“**Master Indenture**”), and *Fifth Supplemental Trust Indenture* dated as of October 1, 2020 (“**Supplemental Indenture**” and, together with the Master Indenture, the “**Indenture**”), the District shall begin annual collection of the Series 2020 Assessments using the methods available to it by law. Debt service payments and semi-annual and annual installments of interest are reflected on **Exhibit F**.

(d) The Series 2020A-1 Assessments may be paid in not more than thirty (30) substantially equal consecutive annual installments of principal and interest. The annual interests of the Series 2020A-2 Assessments are expected to be directly collected from the Developer, as defined in the Indenture, and the par debt per unit of the Series 2020A-2 Assessments paid at the time of a lot sale to a builder. Series 2020 Assessments may be paid in full without interest at any time within thirty (30) days after the completion of the Improvements and the adoption by the Board of a resolution accepting the Improvements; provided, however, that the Board shall at any time make such adjustments by resolution, at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District. At any time subsequent to thirty (30) days after the Improvements have been completed and a resolution accepting the Improvements has been adopted by the Board, the Series 2020 Assessments may be prepaid in full including interest amounts to the next succeeding interest payment date or to the second succeeding interest payment date if such a prepayment is made within forty-five (45) calendar days before an interest payment date (or such other time as set forth in the supplemental indenture for

the applicable series of bonds secured by the debt assessment in question). The owner of property subject to Series 2020 Assessments may prepay the entire remaining balance of the Series 2020 Assessments at any time, or a portion of the remaining balance of the Series 2020 Assessments one time if there is also paid, in addition to the prepaid principal balance of the Series 2020 Assessments, an amount equal to the interest that would otherwise be due on such prepaid amount on the next succeeding interest payment date, or, if prepaid during the forty-five day period preceding such interest payment date, to the interest payment date following such next succeeding interest payment date (or such other time as set forth in the supplemental indenture for the applicable series of bonds secured by the debt assessment in question). Prepayment of Series 2020 Assessments does not entitle the property owner to any discounts for early payment.

(e) The District hereby certifies the Series 2020 Assessments for collection and directs staff to take all actions necessary to meet the time and other deadlines imposed by Clay County for collection and other Florida law. The District intends, to the extent possible and subject to entering into the appropriate agreements with the Clay County Tax Collector and Clay County Property Appraiser (or other appropriate Clay County, Florida officials) to collect the Series 2020A-1 Assessments on platted lots using the Uniform Method in Chapter 197, *Florida Statutes*, and to directly collect and enforce the Series 2020A-1 Assessments on unplatted lands unless, in any year, the District determines it to be in its best interest to collect such assessments using the Uniform Method in Chapter 197, *Florida Statutes*. Series 2020A-2 Assessments whether levied on unplatted lands or platted lots will be collected directly by the District pursuant to Chapter 170, *Florida Statutes*, and not by Uniform Method. The District Manager shall prepare or cause to be prepared each year an assessment roll for purposes of effecting the collection of the Series 2020 Assessments and present same to the Board as required by law. The District Manager is further directed and authorized to take all actions necessary to collect Series 2020 Assessments on property using methods available to the District authorized by Florida law in order to provide for the timely payment of debt service.

#### **SECTION 6. APPROVAL OF TRUE-UP PROCESS AND APPLICATION OF TRUE-UP PAYMENTS.**

(a) Pursuant to the Prior Assessment Resolutions, there may be required from time to time certain True-Up payments. As parcels of land are included in a plat, the special assessments securing the Series 2020 Assessments shall be allocated as set forth in the Prior Assessment Resolutions, this Resolution and the Supplemental Assessment Report, including, without limitation, the application of the True-Up process set forth in the Supplemental Assessment Report.

(b) Based on the final par amount of \$4,465,000.00 in Series 2020 Bonds, the True-Up calculations will be made in accordance with the process set forth in the Supplemental Assessment Report. The District shall apply all True-Up payments related to the Series 2020 Bonds only to the credit of the Series 2020 Bonds. All True-Up payments, as well as all other prepayments of assessments, shall be deposited into the accounts specified in the Supplemental Indenture.

**SECTION 7. IMPROVEMENT LIEN BOOK.** Immediately following the adoption of this Resolution, these Series 2020 Assessments as reflected herein shall be recorded by the Secretary of the Board of the District in the District's Improvement Lien Book. The Series 2020 Assessments against each respective parcel shall be and shall remain a legal, valid and binding first lien on such parcel until

paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

**SECTION 8. CONFLICTS; OTHER PROVISIONS REMAIN IN EFFECT.** This Resolution is intended to supplement the Prior Assessment Resolutions, which remains in full force and effect. This Resolution and the Prior Assessment Resolutions shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed, except as noted below. Upon the issuance of the Series 2020 Bonds and the complete redemption of the Refunded Bonds, the Series 2020 Assessments shall supersede and replace the Refunded Bonds, provided however, the lien of the Prior Assessments shall remain in effect for a particular parcel until such time as such parcel has paid all annual installments of the Prior Assessments certified for collection.

**SECTION 9. ASSESSMENT NOTICE.** The District's Secretary is hereby directed to record a Notice of Series 2020 Assessments securing the Series 2020 Bonds, in the Official Records of Clay County, Florida, or such other instrument evidencing the actions taken by the District.

**SECTION 10. SEVERABILITY.** If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

**SECTION 11. EFFECTIVE DATE.** This Resolution shall become effective upon its adoption.

*[Remainder of this page intentionally left blank]*

**PASSED AND ADOPTED** by the Board of Supervisors of the Rolling Hills Community Development District, this 13<sup>th</sup> day of October, 2020.

ATTEST:

**ROLLING HILLS COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

**Exhibit A:** *Third Supplemental Engineer's Report, dated August 11, 2020*  
**Exhibit B:** *Supplemental Assessment Methodology Report for Series 2020, Capital Improvement Revenue and Refunding Bonds, dated October 7, 2020*  
**Exhibit C:** Legal Description of Series 2020 Assessment Area  
**Comp. Exhibit D:** Maturities and Coupon of Series 2020 Bonds  
**Exhibit E:** Sources and Uses of Funds for Series 2020 Bonds  
**Comp. Exhibit F:** Annual Debt Service Payment Due on Series 2020 Bonds



**EXHIBIT A**

***Third Supplemental Engineer's Report, dated August 11, 2020***



**HADDEN ENGINEERING, INC.**

CONSULTING ENGINEERS LAND PLANNERS ENVIRONMENTAL PERMITTING

**ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT**

***THIRD SUPPLEMENTAL ENGINEER'S REPORT***

*Prepared for*

**Board of Supervisors  
ROLLING HILLS  
COMMUNITY DEVELOPMENT DISTRICT**

*Prepared by*

**HADDEN ENGINEERING, INC.  
Keith I. Hadden, P.E.  
P.O.BOX 9509  
Fleming Island, FL. 32006-0030  
(904) 868-7057**

***AUGUST 11, 2020***

### **Background:**

Rolling Hills at Lake Asbury (the "Development") encompasses approximately 562.32 acres and is planned to include approximately 761 residential units. The Rolling Hills Community Development District (the "Rolling Hills CDD") boundaries are coterminous with the boundaries of the Development. The District is located in the unincorporated area of Clay County, Florida along County Road 739B (See *Exhibit 1 for Location Map*). The authorized land uses within the Rolling Hills CDD include residential including rights-of-way, amenity area, open space and wetlands, as detailed in the table below.

TYPE	Estimated Units	Estimated Acreage
Residential Development (including rights-of-way)	761 units	315.00
Amenity Center		18.00
Wetland/Open Space, Miscellaneous		229.38
<b>TOTALS</b>		<b>562.38</b>

The District previously adopted The District's Engineer's Report dated August 15, 2006, as amended and supplemented, describing the District's capital improvement program (the "CIP") which was estimated to cost approximately \$26.9 million and included (i) roads and transportation improvements, (ii) water, sewer and re-use water facilities (iii) stormwater management facilities (iv) entry features, landscaping, and signage (v) recreational improvements including an amenity center boardwalks, paths parks and (vi) professional fees and contingency.

The capital improvements described in the CIP has been and will continue to be constructed in multiple phases over time. This Third Supplemental Engineer's Report (the "Report") has been prepared to assist with the financing and construction of the infrastructure components allocable to 55.84 acres within Phase 3A of the Development planned for 139 residential lots (the "Series 2020 Assessment Area"). The Phase 3A Project is estimated to cost approximately \$4.25 million and includes neighborhood infrastructure costs allocable to the Series 2020 Assessment Area consisting of water and sewer facilities, potable and reuse water, certain roadways, storm water management system, softs costs and contingency. Enumeration of the estimated costs of the Phase 3A Project are provided in *Exhibit 2*.

In summary, the primary purpose of this Report is to provide the details of the proposed infrastructure costs that qualify to be funded by the District for the completion of the 139 residential units planned in Phase 3A of the Development and distinguish the costs to be funded with proceeds of the Series 2020 Bonds.

Costs contained in this Report have been prepared based on actual construction costs where available and on estimates of costs using the best available information. It is possible that the estimated costs could vary based on final engineering and ultimate construction bids.

### **Land Use:**

The Development was reclassified from Agricultural District to Planned Unit Development District pursuant to Ordinance 04-62 enacted in [October 2004] by the Board of County Commissioners of Clay County (the "Rolling Hills PUD"). The Rolling Hills PUD consists of 562.8 acres and allows for up to 790 residential units. The Series 2020 Assessment Area is within the Rolling Hills PUD.

Land uses within the Series 2020 Assessment Area which consists of 55.84 acres planned for 139 residential units are planned to include the following approximate areas:

TYPE	Estimated Units	Estimated Areas (Ac)
Residential Development (including rights-of-way)	139 units	39.34
Wetland/Open Space, Miscellaneous		16.50
<b>TOTALS</b>		<b>55.84</b>

### **Permitting:**

The Development will be under the jurisdiction and review of Clay County, St Johns River Water Management District (SJRWMD), US Army Corps of Engineers (USACE), and the Florida Department of Environmental Protection (FDEP).

Development activities in Phase 1 and Phase 2, with subphases therein, consisting of 375 residential lots are complete. Development activities on the land comprising Phase 3A of the District constituting the Series 2020 Assessment Area is anticipated to commence in late third quarter of 2020.

At the time of this Report, the following permits have been obtained for the Development as follows:

Permit	Permit Number	Date Approved	Permit Expiration
Rolling Hills PUD	N/A	2006	N/A
SJRWMD	4-019-81625-2	2006	2023
USACE	SAJ-2005-6779-JJS	2005	2022
Clay County Development	N/A	2020	2022
Clay County Utility Authority	N/A	2020	2022

All necessary permits and approvals for the infrastructure to serve subphase 3A of the development planned for the 139 single family units have been obtained.

Post Office Box 9509 · Fleming Island, FL 32006

[keithhadden@haddeneng.com](mailto:keithhadden@haddeneng.com)

Phone: (904) 868-7057



### **Infrastructure for the Series 2020 Assessment Area:**

The District presently intends to acquire, construct or equip certain public infrastructure improvements necessary for the development of the Series 2020 Assessment Area. The Phase 3A Project is estimated to cost \$4.25 million. Enumeration of the estimated costs of the Phase 3A Project are provided in **Exhibit 2**.

An internal roadway system to provide access throughout the residential area of the District will be constructed to Clay County standards. This roadway system will connect to the existing system within the District. Upon completion of the improvements, the District expects to convey the roadways to the County. Included in these improvements are the clearing, grubbing, landscaping, monuments and signage, earthwork, storm sewer collection system, sanitary sewer collection system and potable water distribution system. Site preparation for underground electrical and street lighting is also included within the rights-of-way and utility easements.

Disturbed areas within the rights-of-way that are outside of the paved areas will be landscaped and sodded and/or seeded and mulched to provide erosion and sediment control in accordance with the storm water pollution prevention plan.

The infrastructure contained in this Report reflects the present intentions of the Rolling Hills Community Development District. However, the Phase 3A Project may be subject to modification in the future. The implementation of any improvement outlined within the Phase 3A Project requires final approval by The Rolling Hills Community Development District Board of Supervisors.

### **Basis of Cost Estimates:**

**The following is the basis for the infrastructure cost estimates:**

- ❖ Water and Sewer Facilities are designed in accordance with CCUA and FDEP Standards.
- ❖ Master Storm water design was prepared in accordance with SJRWMD requirements.
- ❖ Jurisdictional wetland determinations have been completed for this project. Wetland impacts and the required mitigation have been defined for this project by the permit conditions established by the SJRWMD.
- ❖ Costs utilized for paving, grading, water, sewer, and stormwater were obtained from the actual bids received for this Phase 3A Project.
- ❖ No costs have been included for relocating any existing utilities, which may be encountered during construction, or any offsite improvements.
- ❖ Cost estimates for the transportation, storm water, water distribution, and sanitary sewer systems contained in this report have been prepared based on actual bids received for this Phase 3A Project. Hadden Engineering, Inc. believes the enclosed estimates to be accurate

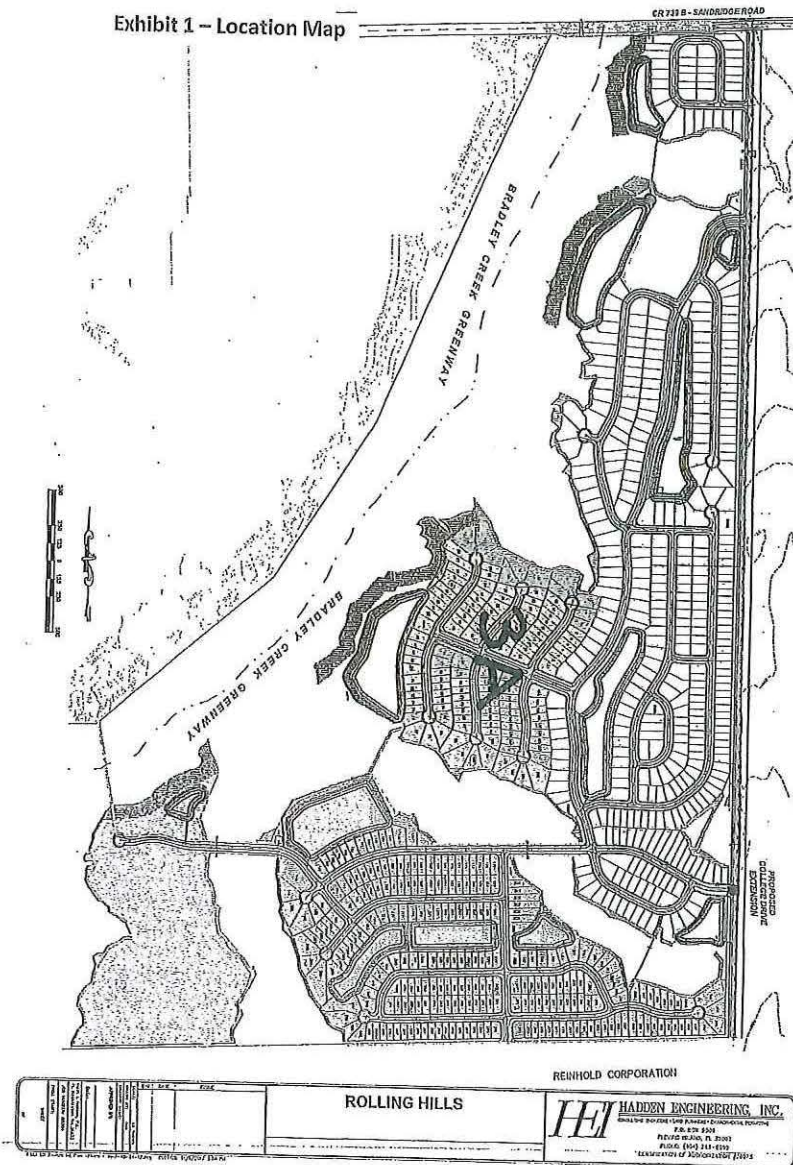
Post Office Box 9509 · Fleming Island, FL 32006

[keithhadden@haddeneng.com](mailto:keithhadden@haddeneng.com)

Phone: (904) 868-7057

based upon the available information, however, actual costs may vary based on final approvals from regulatory authorities.

## Exhibit 1 – Location Map



Post Office Box 9509 · Fleming Island, FL 32006

[keithhadden@haddeneng.com](mailto:keithhadden@haddeneng.com)

Phone: (904) 868-7057

<b>Exhibit 2 – Phase 3A Costs</b>
-----------------------------------

ITEM	INCLUDES	AMOUNT
Pond	Excavation, seed and mulch	\$ 250,000
Roads	Earthwork, underdrain, asphalt & curbs	\$ 750,000
Drainage	Inlets, pipes & control structures	\$ 1,005,000
Sanitary Sewer	Pipes, manholes & laterals	\$ 550,000
Life Station & Force Mains	Lift stations and force mains	\$ 500,000
Potable Water	Pipes, valves, fire hydrants & laterals	\$ 300,000
Reuse Water	Pipes, valves and laterals	\$ 250,000
Soft Costs	Architectural, Engineering	\$ 245,000
Contingency	10%	\$ 400,000
	<b>TOTAL:</b>	<b>\$ 4,250,000</b>

Post Office Box 9509 · Fleming Island, FL 32006

[keithhadden@haddeneng.com](mailto:keithhadden@haddeneng.com)

Phone: (904) 868-7057

## **APPENDIX B**

### **ASSESSMENT REPORT**



**EXHIBIT B**

***Supplemental Assessment Methodology Report for Series 2020, Capital Improvement Revenue and Refunding Bonds, dated October 7, 2020***

# **Rolling Hills Community Development District**

**Supplemental Special Assessment Methodology Report  
for Capital Improvement Revenue and Refunding  
Bonds, Series 2020**

**October 7, 2020**

**Prepared by**

**Governmental Management Services, LLC**

## **Table of Contents**

<b>1.0</b>	<b>Introduction</b>	
1.1	Executive Summary .....	3
<b>2.0</b>	<b>The Series 2020 Bonds</b>	
2.1	Development Plan Overview.....	4
2.2	Bond Description.....	5
2.3	Collection of Assessments.....	5
<b>3.0</b>	<b>Requirements of a Valid Assessment Methodology</b>	
3.1	Requirements of a Valid Assessment Methodology .....	5
3.2	Benefit Analysis .....	6
3.3	Assessment Allocation .....	6
<b>4.0</b>	<b>Assessment Roll.....</b>	<b>7</b>
<b>5.0</b>	<b>True-Up Mechanism</b>	
5.1	Structure .....	7
<b>5.0</b>	<b>Appendix</b>	
	Table 1 Development Program .....	8
	Table 2 Terms - Bond Series 2020A-1 and 2020A-2.....	9
	Table 3 Capital Improvement Plan.....	10
	Table 4 Par Debt and Benefit Analysis.....	11
	Table 5 Series 2020 Assessments.....	12
	Table 6 Assessment Roll.....	13

## **1.0 Introduction**

### **1.1 Executive Summary**

#### **1.1.1 Purpose**

This Supplemental Special Assessment Methodology Report for Capital Improvement Revenue and Refunding Bonds, Series 2020 ("Supplemental Report") is for the allocation and levy of debt assessments ("Series 2020 Assessments") benefitting property to secure the repayment of the Rolling Hills Community Development District Capital Improvement Revenue and Refunding Bonds, Series 2020 ("Series 2020 Bonds"). The Series 2020 Bonds are being issued to provide funds for the partial refunding of the Capital Improvement Revenue Refunding Bonds, Series 2015A-3 ("Series 2015A-3 Bonds") and new bond proceeds for construction of the Series 2020 Project Cost detailed in the Engineer's Report prepared by Hadden Engineering, Inc. dated July 8, 2020, and to fund the debt service reserve fund, and pay costs of issuance including underwriters discount.

#### **1.1.2 The District**

The Rolling Hills Community Development District (the "District") is a local unit of special-purpose government created by Clay County, Florida (the "County"). The District encompasses approximately 562.32 acres of land located within the County and was established for the purpose of, among other things, financing and managing the acquisition, construction, maintenance and operation of major infrastructure necessary for development to occur within the Rolling Hills development.

#### **1.1.3 Original Series 2006, 2009 and 2015 Bonds**

The District's Board of Supervisors (the "Board") adopted its Capital Improvement Plan (the "CIP"), dated August 15, 2006 as prepared by Hadden Land and Engineering, Inc. The CIP describes infrastructure improvements the District intended to finance, construct, install and/or acquire. The District's CIP consists of transportation improvements, potable water, sewer, and reuse utilities, wetland mitigation and community recreation improvements that benefit all lands within the

District. To fund the CIP, the Board approved the issuance of the Capital Improvement Revenue Bonds, Series 2006A and Capital Improvement Revenue Bonds, Series 2006B (collectively, the "Series 2006 Bonds") and the Final Numbers Supplemental Assessment Methodology Report, dated December 5, 2006 (the "2006 Assessment Report") prepared by Governmental Management Services, LLC.

On April 23, 2009, the Board of Supervisors approved Resolution 2009-04 declaring the Series 2006 Project complete due to economic reasons, approved the Second Supplemental Methodology Report, and authorized the redemption of \$11,345,000 of Series 2006 Bonds. The Bondholders of the Series 2006 Bonds agreed to accept redemption of the bonds at a discount, which reduced the CIP in estimated costs by \$3,970,750, and accordingly reduced the related benefit received by the property owners of Phase 2B/3.

On December 9, 2015, the Board of Supervisors approved Resolution 2016-01, authorizing the exchange of the outstanding Series 2006 Bonds for the Capital Improvement Revenue Refunding Bonds, Series 2015A-1, Series 2015A-2, (Senior Lien), Series 2015B (Subordinate Lien) and Series 2015A-3, (collectively "Series 2015 Exchanged Bonds").

## **2.0 The Series 2020 Bonds**

### **2.1 Development Plan - Overview**

The total planned development is for 761 single-family lots of which 375 have been platted. The 375 units that have been platted are in Phases 1, 2A and 2B. The landowner of the unplatted property for Phase 3 within the District has defined the land uses for the property based on current market conditions. Phase 3 is designated for single-family development. Presently there are 386 single-family units designated for Phase 3.

## **2.2 Bond Description**

The Series 2020 Bonds are generally described as follows:

- (a) The Series 2020A-1 Bonds have an estimated principal amount of \$2,625,000 and are secured by the Series 2020A-1 Assessments levied on properties within the Series 2020 Assessment Area planned for 139 residential lots within Phase 3A of the Development. These Series 2020A-1 Bonds have an estimated interest rate of 4.75 % with maturity date of May 1, 2050.
- (b) The Series 2020A-2 Bonds have an estimated principal amount of \$1,840,000, an estimated interest rate of 4.75% with a maturity date of May 1, 2030. The Series 2020A-2 Bonds are secured by Series 2020A-2 Assessments levied on the Series 2020 Assessment Area planned for 139 residential lots within Phase 3A of the Development.

## **2.3 Collection of Assessments Securing the Series 2020 Bonds**

The Series 2020A-1 Assessments securing the Series 2020A-1 Bonds shall be collected in annual installments by the District in an amount sufficient to fund the respective Series 2020A-1 Bond annual debt service payments. The prepayment of Series 2020A-1 Assessments will be applied to the redemption of the Series 2020A-1 Bonds.

The annual interest of the Series 2020A-2 Assessments securing the Series 2020A-2 Bonds are expected to be directly collected from the landowner and the par debt per unit of the Series 2020A-2 Assessments paid at the time of a lot sale to a builder. Such pre-payments will be applied to the redemption of the Series 2020A-2 Bonds.

## **3.0 Requirements of a Valid Assessment Methodology**

### **3.1 Requirements of a Valid Assessment Methodology**

Special Assessments under Florida law, to be valid, must meet two requirements. The first requirement is that the properties assessed must receive a special benefit from the

improvements paid for by the assessments. The second requirement is that the assessments must be fairly and reasonably allocated to the properties being assessed.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

### **3.2 Benefits Analysis**

Improvements undertaken by the District create special and peculiar benefits to the property, different in kind and degree than general benefits, for properties within its borders as well as general benefits to the public at large.

As contained in the 2015 Assessment Report a determination of benefit was established for single-family units of \$44,250. Table 4 of this Supplemental Report reflects the significant excess benefit received by each lot in the development plan.

### **3.3 Assessment Allocation**

The Series 2020A-1 Bonds are being issued to fund a portion of the Series 2020 Project Cost, fund the Debt Service Reserve Fund and pay costs of issuance including underwriters discount. The Series 2020A-1 Assessments will be initially allocated over all the developable acreage within the Series 2020 Assessment Area on an equal acreage basis. Upon platting of the property within the Series 2020 Assessment Area, the Series 2020A-1 Assessments will be assigned to each platted lot based upon this Supplemental Report.

The Series 2020A-2 Bonds are being issued to refund a portion of the Series 2015A-3 Bonds, fund a portion of the Series 2020 Project Cost, fund the Debt Service Reserve Fund and pay costs of issuance including underwriters discount. The Developer is contributing \$60,000 to the Series 2020A-2 Bonds to ensure the par debt levels associated with the refunding portion of the bonds do not increase on a per unit basis. The Series 2020A-2 Assessments will be initially allocated over all the developable acreage within the Series 2020 Assessment Area on an equal acreage basis. Upon platting of the property within the Series 2020 Assessment Area, the Series 2020A-2

Assessments will be assigned to each platted lot based upon this Supplemental Report.

#### **4.0 Assessment Roll**

The debt associated with the Series 2020 Bonds will be distributed as set forth in this Supplemental Methodology. Table 6 is a preliminary roll.

#### **5.0 True-Up Mechanism**

##### **5.1 Structure**

The landowner in the Series 2020 Assessment Area is responsible for completing the Development Program as anticipated in Table 1. If the landowner of lands in the Series 2020 Assessment Area does not plat the total number of development units specified in Table 1 within the particular Assessment Area, the landowner may be required to make a density reduction payment. The landowner will be required to enter into a True-Up Agreement with the District that will explain the requirements of the landowner should the actual development of the Series 2020 Assessment Area not equal or exceed the development plan in table 1 of this Supplemental Report.



<b>TABLE 1</b> <b>Rolling Hills CDD</b> <b>Development Program</b>
--

<u>Land Use :</u>	<u>Units</u>
Single Family 50'	111
Single Family 60'	28
Total	<u>139</u>

**TABLE 2**  
**Rolling Hills CDD**  
**Capital Improvement Plan**

<b><u>Improvement Description</u></b>	<b><u>Estimated Cost</u></b>
Pond	\$250,000
Roads	\$750,000
Drainage	\$1,005,000
Sanitary Sewer	\$550,000
Lift Station & Force Mains	\$500,000
Potable Water	\$300,000
Reuse Water	\$250,000
Soft Costs	\$245,000
Contingency	\$400,000
Total	<u>\$4,250,000</u>

**Provided by: Hadden Engineering, Inc.**

**TABLE 3**  
**Rolling Hills CDD**  
**Series 2020 Bonds - Sources and Uses of Funds**  
**Revenue and Refunding Bonds**

	Capital Improvement Revenue Bonds, Series 2020A-1	Capital Improvement Revenue and Refunding Bonds, Series 2020A-2	Combined
<b><u>Sources</u></b>			
Par amount of Bond Issue	\$2,625,000	\$1,840,000	\$4,465,000
Liquidation of Revenue Account	\$0	\$72,132	\$72,132
Developer Contribution	\$0	\$80,000	\$80,000
<b>Total Sources</b>	<b>\$2,625,000</b>	<b>\$1,992,132</b>	<b>\$4,617,132</b>
<b><u>Uses</u></b>			
Construction Funds	\$2,306,246	\$661,722	\$2,967,968
Partial Redemption of Series 2015-3 Bonds	\$0	\$1,134,598	\$1,134,598
Debt Service Reserve @ MADS	\$165,981		\$165,981
Debt Service Reserve @ 100% of Interest	\$0	\$87,400	\$87,400
Cost of Issuance	\$100,273	\$71,613	\$171,885
Underwriter's Discount	\$52,500	\$36,800	\$89,300
<b>Total Uses</b>	<b>\$2,625,000</b>	<b>\$1,992,133</b>	<b>\$4,617,133</b>
	57%	43%	100%

<b>Principal Amortization Installments</b>	<b>30</b>
<b>Average Coupon</b>	<b>4.75%</b>
<b>Estimated Par Amount</b>	<b>\$2,625,000</b>
<b>Estimated Maximum Annual Debt Service (net)</b>	<b>\$165,981</b>
<b>Final Maturity Date</b>	<b>5/1/2050</b>

<b>10</b>
<b>4.75%</b>
<b>\$1,840,000</b>
<b>\$87,400</b>
<b>5/1/2030</b>

Provided by: MBS Capital Markets, LLC

**TABLE 4**  
**Rolling Hills CDD**  
**Par Debt/Benefit Per Unit**

Land Use:	Units		Proposed Series 2020A-1 Par Debt	Developer Contributions	Series 2020A-1 Par Debt	Series 2020A-1 Per Unit	Excess Benefit Per Unit
Single Family 53'	111	\$ 18,885	\$ 2,096,223	\$ -	\$ 2,096,223	\$ 18,885	\$ -
Single Family 60'	28	\$ 18,885	\$ 528,777	\$ -	\$ 528,777	\$ 18,885	\$ -
Total	139		\$ 2,625,000	\$ -	\$ 2,625,000		

Land Use:	Units		Proposed Series 2020A-2 Par Debt	Developer Contributions	Series 2020A-2 Par Debt	Series 2020A-2 Per Unit	Excess Benefit Per Unit
Single Family 53'	111	\$ 25,365	\$ 2,116,187	\$ (809,815)	\$ 1,306,372	\$ 11,769	\$ 13,596
Single Family 60'	28	\$ 25,365	\$ 533,813	\$ (185)	\$ 533,628	\$ 19,058	\$ 6,307
Total	139		\$ 2,650,000	\$ (810,000)	\$ 1,840,000		

Land Use:	Units	Benefit	Combined Proposed Par Debt	Combined Developer Contributions	Combined Par Debt	Combined Par Debt Per Unit	Excess Benefit Per Unit
Single Family 53'	111	\$ 44,250	\$ 4,212,410	\$ (809,815)	\$ 3,402,595	\$ 30,654	\$ 13,596
Single Family 60'	28	\$ 44,250	\$ 1,062,590	\$ (185)	\$ 1,062,405	\$ 37,943	\$ 6,307
Total	139		\$ 5,275,000	\$ (810,000)	\$ 4,465,000		

<b>TABLE 5</b> <b>Rolling Hills CDD</b> <b>Allocation of Series 2020 Bonds</b> <b>Annual Assessments Per Unit</b>
--

**Series 2020A-1 Bonds through May 1, 2050**

<b>Development Type</b>	<b>Units</b>	<b>Par Debt Per Unit</b>	<b>Series 2020A-1 Par</b>	<b>Net Annual Assessments</b>	<b>Net Annual Per Unit Assessments</b>	<b>Gross Annual Per Unit Assessments</b>
Single Family 50'	111	18,884.89	\$2,096,223	\$132,546.18	\$1,194.11	\$1,270.33
Single Family 60'	28	18,884.89	\$528,777	\$33,435.07	\$1,194.11	\$1,270.33
	<u>139</u>		<u>\$2,625,000</u>	<u>\$165,981.25</u>		

**Series 2020A-2 Bonds through May 1, 2030**

<b>Development Type</b>	<b>Units</b>	<b>Par Debt Per Unit</b>	<b>Series 2020A-2 Par</b>	<b>Net Annual Assessments</b>	<b>Net Annual Per Unit Assessments</b>	<b>Gross Annual Per Unit Assessments</b>
Single Family 50'	111	11,769.12	\$1,306,372	\$62,052.66	\$559.03	\$594.72
Single Family 60'	28	19,058.15	\$533,628	\$25,347.34	\$905.26	\$963.04
	<u>139</u>		<u>\$1,840,000</u>	<u>\$87,400.00</u>		

**All assessments presented are net of early payment discount 4% and collection costs of 2%**

<b>TABLE 6</b> <b>Rolling Hills CDD</b> <b>Assessment Roll</b>
--

**Series 2020A-1 Bonds through May 1, 2050**

<b><u>Property Owner</u></b>	<b><u>Acreage</u></b>	<b><u>Par Debt</u></b>	<b><u>Net Annual Assessments</u></b>	<b><u>Net Annual Per Unit Assessments</u></b>	<b><u>Gross Annual Per Unit Assessments</u></b>
Waltham Development Company	55.84	\$2,625,000	\$165,981	\$2,972	\$3,162

**Series 2020A-2 Bonds through May 1, 2030**

<b><u>Property Owner</u></b>	<b><u>Acreage</u></b>	<b><u>Par Debt</u></b>	<b><u>Net Annual Assessments</u></b>	<b><u>Net Annual Per Unit Assessments</u></b>	<b><u>Gross Annual Per Unit Assessments</u></b>
Waltham Development Company	55.84	\$1,840,000	\$87,400	\$1,565	\$1,665

## EXHIBIT C

### **Legal Description of Series 2020 Assessment Area**

Parcel Id. No.: 27-05-25-010109-001-00 (portion)

The land referred to herein below is situated in the County of Clay, State of Florida, and described as follows:

A parcel of land situated in Section 27, Township 5 South, Range 25 East, Clay County, Florida, said parcel being more particularly described as follows:

Begin at the Northwest corner of Lot 55, Cedar Creek at Rolling Hills, according to plat thereof recorded in Plat Book 55, Pages 44 through 52 of the Public Records of said County; thence on the Westerly line of said Cedar Creek at Rolling Hills, run the following 10 courses: 1) South 18 degrees 12 minutes 01 second West, 135.35 feet; 2) South 27 degrees 25 minutes 49 seconds West, 133.19 feet; 3) South 36 degrees 39 minutes 37 seconds West, 133.19 feet; 4) South 45 degrees 53 minutes 24 seconds West, 193.76 feet; 5) South 23 degrees 32 minutes 13 seconds West, 69.83 feet; 6) South 20 degrees 25 minutes 21 seconds West, 100.15 feet; 7) South 22 degrees 21 minutes 35 seconds West, 74.51 feet; 8) South 04 degrees 48 minutes 25 seconds East, 350.96 feet; 9) South 03 degrees 57 minutes 41 seconds West, 143.85 feet; 10) South 14 degrees 50 minutes 18 seconds West, 164.27 feet; thence North 73 degrees 09 minutes 23 seconds West, 66.81 feet; thence North 68 degrees 13 minutes 32 seconds West, 56.87 feet; thence North 73 degrees 01 minute 29 seconds West, 71.53 feet; thence North 58 degrees 35 minutes 46 seconds West, 98.36 feet; thence North 80 degrees 16 minutes 10 seconds West, 42.49 feet; thence North 53 degrees 01 minute 51 seconds West, 45.27 feet; thence North 56 degrees 28 minutes 31 seconds West, 87.71 feet; thence South 87 degrees 03 minutes 45 seconds West, 52.36 feet; thence South 81 degrees 18 minutes 55 seconds West, 80.92 feet; thence North 85 degrees 56 minutes 08 seconds West, 51.98 feet; thence South 89 degrees 19 minutes 50 seconds West, 66.81 feet; thence North 28 degrees 32 minutes 23 seconds West, 55.22 feet; thence North 28 degrees 52 minutes 47 seconds West, 49.09 feet; thence North 41 degrees 41 minutes 10 seconds West, 77.84 feet; thence North 65 degrees 44 minutes 32 seconds West, 94.25 feet; thence North 80 degrees 45 minutes 00 seconds West, 60.51 feet; thence North 75 degrees 39 minutes 31 seconds West, 82.24 feet; thence North 44 degrees 53 minutes 27 seconds West, 37.96 feet; thence North 52 degrees 48 minutes 19 seconds West, 40.38 feet; thence South 72 degrees 07 minutes 37 seconds West 32.48 feet; thence South 30 degrees 20 minutes 55 seconds West, 338.84 feet; thence South 74 degrees 15 minutes 21 seconds West, 294.61 feet; thence South 71 degrees 13 minutes 19 seconds West, 271.28 feet, thence South 39 degrees 44 minutes 45 seconds West, 169.43 feet; thence South 08 degrees 30 minutes 35 seconds West, 114.56 feet; thence South 79 degrees 46 minutes 40 seconds East, 18.39 feet; thence South 10 degrees 13 minutes 20 seconds West, 60.00 feet; thence North 79 degrees 46 minutes 40 seconds East, 16.60 feet; thence South 08 degrees 30 minutes 35 seconds West, 21.95 feet; thence Westerly along the arc of a curve concave Southerly and having a radius of 372.50 feet, an arc distance of 63.71 feet, said arc being subtended by a chord bearing and distance of North 81 degrees 03 minutes 25 seconds West, 63.63 feet; thence North 85 degrees 57 minutes 23 seconds West, 562.21 feet; thence Westerly along the arc of a curve concave Northerly and having a radius of 377.50 feet, an arc distance of 81.83 feet, said arc being subtended by a chord bearing and distance of North 79 degrees 44 minutes 47 seconds West,

81.67 feet; thence North 73 degrees 32 minutes 12 seconds West, 105.13 feet; thence Westerly along the arc of a curve concave Southerly and having a radius of 422.50 feet, an arc distance of 221.84 feet, said arc being subtended by a chord bearing and distance of North 88 degrees 34 minutes 43 seconds West, 219.30 feet; thence Westerly along the arc of a curve concave Northerly and having a radius of 182.35 feet, an arc distance of 73.45 feet, said arc being subtended by a chord bearing and distance of South 87 degrees 55 minutes 06 seconds West, 72.95 feet; thence Northwesterly along the arc of a curve concave Northeasterly and having a radius of 41.22 feet, an arc distance of 24.95 feet, said arc being subtended by a chord bearing and distance of North 63 degrees 12 minutes 10 seconds West, 24.57 feet; thence Westerly along the arc of a curve concave Southerly and having a radius of 48.72 feet, an arc distance of 73.25 feet, said arc being subtended by a chord bearing and distance of North 88 degrees 55 minutes 58 seconds West, 66.54 feet; thence North 07 degrees 27 minutes 23 seconds West, 808.30 feet to the Southeasterly line of Silver Creek, according to plat thereof recorded in Plat Book 44, Pages 52 through 72 of said Public Records; thence on said Southeasterly line, North 52 degrees 37 minutes 10 seconds East, 28.85 feet; thence South 07 degrees 27 minutes 23 seconds East, 789.14 feet; thence Easterly along the arc of a curve concave Southerly and having a radius of 73.72 feet, an arc distance of 69.02 feet, said arc being subtended by a chord bearing and distance of South 72 degrees 40 minutes 51 seconds East, 66.52 feet; thence Southeasterly along the arc of a curve concave Northeasterly and having a radius of 16.22 feet, an arc distance of 9.82 feet, said arc being subtended by a chord bearing and distance of South 63 degrees 12 minutes 07 seconds East, 9.67 feet; thence Easterly along the arc of a curve concave Northerly and having a radius of 157.35 feet, an arc distance of 63.38 feet, said arc being subtended by a chord bearing and distance of North 87 degrees 55 minutes 07 seconds East, 62.95 feet; thence Easterly along the arc of a curve concave Southerly and having a radius of 447.50 feet, an arc distance of 234.96 feet, said arc being subtended by a chord bearing and distance of South 88 degrees 34 minutes 43 seconds East, 232.27 feet; thence South 73 degrees 32 minutes 12 seconds East, 105.13 feet; thence Easterly along the arc of a curve concave Northerly and having a radius of 352.50 feet, an arc distance of 76.41 feet, said arc being subtended by a chord bearing and distance of South 79 degrees 44 minutes 47 seconds East, 76.26 feet; thence South 85 degrees 57 minutes 23 seconds East, 562.21 feet; thence Easterly along the arc of a curve concave Southerly and having a radius of 397.50 feet, an arc distance of 22.32 feet, said arc being subtended by a chord bearing and distance of South 84 degrees 20 minutes 52 seconds East, 22.32 feet; thence North 10 degrees 13 minutes 20 seconds East, 56.73 feet; thence South 79 degrees 46 minutes 40 seconds East, 16.60 feet; thence North 08 degrees 30 minutes 35 seconds East, 120.80 feet; thence North 39 degrees 44 minutes 45 seconds East, 183.47 feet; thence North 71 degrees 13 minutes 19 seconds East, 278.99 feet; thence North 74 degrees 15 minutes 21 seconds East, 285.19 feet; thence North 30 degrees 20 minutes 55 seconds East, 338.30 feet; thence North 71 degrees 54 minutes 46 seconds East, 24.50 feet; thence North 52 degrees 48 minutes 19 seconds West, 65.96 feet; thence North 57 degrees 09 minutes 39 seconds West, 286.83 feet; thence North 29 degrees 38 minutes 44 seconds West, 222.93 feet; thence North 41 degrees 12 minutes 35 seconds East, 215.26 feet; thence North 17 degrees 35 minutes 09 seconds East, 278.03 feet; thence North 45 degrees 16 minutes 43 seconds East, 66.35 feet; thence North 61 degrees 07 minutes 48 seconds East, 202.01 feet; thence North 76 degrees 27 minutes 41 seconds East, 290.31 feet; thence North 49 degrees 37 minutes 21 seconds East, 51.50 feet; thence North 77 degrees 14 minutes 13 seconds East, 3.31 feet; thence North 23 degrees 28 minutes 07 seconds East, 131.04 feet; thence North 12 degrees 08 minutes 35 seconds West, 107.32 feet; thence North 52 degrees 17 minutes 35 seconds East, 187.50 feet; thence North 64 degrees 19 minutes 03 seconds East, 28.34 feet; thence North 77 degrees 51 minutes 06 seconds East, 142.49 feet; thence South 34 degrees 37 minutes 11 seconds East, 19.31 feet; thence South 16 degrees 58 minutes 40 seconds East, 51.52 feet; thence South 25 degrees 09



minutes 51 seconds East, 65.24 feet; thence South 17 degrees 15 minutes 44 seconds East, 77.20 feet; thence South 61 degrees 36 minutes 53 seconds East, 245.78 feet; thence South 56 degrees 03 minutes 17 seconds East, 42.59 feet; thence North 82 degrees 56 minutes 53 seconds East, 9.36 feet; thence South 50 degrees 01 minute 54 seconds East, 18.88 feet; thence South 78 degrees 57 minutes 10 seconds East, 89.23 feet; thence North 77 degrees 32 minutes 02 seconds East, 80.05 feet; thence South 88 degrees 23 minutes 03 seconds East, 31.89 feet; thence South 69 degrees 54 minutes 37 seconds East, 72.94 feet; thence South 48 degrees 51 minutes 28 seconds East, 41.53 feet; thence South 20 degrees 27 minutes 05 seconds West, 66.64 feet; thence South 09 degrees 02 minutes 31 seconds West, 56.10 feet; thence South 81 degrees 51 minutes 54 seconds East, 99.73 feet; thence North 36 degrees 53 minutes 45 seconds East, 7.23 feet; thence South 76 degrees 33 minutes 51 seconds East, 86.26 feet to the Point of Beginning.

**COMPOSITE EXHIBIT D**

**Maturities and Coupons of Series 2020 Bonds**

## EXHIBIT D-1

### Maturities and Coupons of Series 2020A-1

#### BOND SUMMARY STATISTICS

Rotling Hills Community Development District  
(Clay County, Florida)  
Capital Improvement Revenue Bonds, Series 2020A-1  
Pricing Date: October 7, 2020  
FINAL PRICING NUMBERS

Dated Date	10/20/2020
Delivery Date	10/20/2020
Last Maturity	05/01/2050
Arbitrage Yield	4.726008%
True Interest Cost (TIC)	4.891094%
Net Interest Cost (NIC)	4.855432%
All-In TIC	5.243996%
Average Coupon	4.746573%
Average Life (years)	18.372
Weighted Average Maturity (years)	18.372
Duration of Issue (years)	11.692
Par Amount	2,625,000.00
Bond Proceeds	2,625,000.00
Total Interest	2,289,163.38
Net Interest	2,341,663.38
Total Debt Service	4,914,163.38
Maximum Annual Debt Service	165,981.25
Average Annual Debt Service	166,409.45
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	20.000000
Total Underwriter's Discount	20.000000
Bid Price	98.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Series 2020A-1 Term Bond due 2025	235,000.00	100.000	3.375%	2.637	98.70
Series 2020A-1 Term Bond due 2030	285,000.00	100.000	3.875%	7.583	225.15
Series 2020A-1 Term Bond due 2040	805,000.00	100.000	4.625%	15.419	1,030.40
Series 2020A-1 Term Bond due 2050	1,300,000.00	100.000	4.875%	25.411	2,028.00
	2,625,000.00			18.372	3,382.25

	TIC	All-In TIC	Arbitrage Yield
Par Value	2,625,000.00	2,625,000.00	2,625,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-52,500.00	-52,500.00	
- Cost of Issuance Expense		-100,487.82	
- Other Amounts			
Target Value	2,572,500.00	2,472,012.18	2,625,000.00
Target Date	10/20/2020	10/20/2020	10/20/2020
Yield	4.891094%	5.243996%	4.726008%

## EXHIBIT D-2

### Maturities and Coupons of Series 2020A-2

#### BOND SUMMARY STATISTICS

Rolling Hills Community Development District  
(Clay County, Florida)  
Capital Improvement Revenue and Refunding Bonds, Series 2020A-2  
Pricing Date: October 7, 2020  
FINAL PRICING NUMBERS

Dated Date	10/20/2020
Delivery Date	10/20/2020
Last Maturity	05/01/2030
Arbitrage Yield	4.726008%
True Interest Cost (TIC)	5.016320%
Net Interest Cost (NIC)	4.959851%
All-In TIC	5.554290%
Average Coupon	4.750000%
Average Life (years)	9.531
Weighted Average Maturity (years)	9.531
Duration of Issue (years)	7.754
Par Amount	1,840,000.00
Bond Proceeds	1,840,000.00
Total Interest	832,970.56
Net Interest	869,770.56
Total Debt Service	2,672,970.56
Maximum Annual Debt Service	1,883,700.00
Average Annual Debt Service	280,463.25
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	20.000000
Total Underwriter's Discount	20.000000
Bid Price	98.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Series 2020A-2 Term Bond due 2030	1,840,000.00	100.000	4.750%	9.531	1,398.40
	1,840,000.00			9.531	1,398.40

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,840,000.00	1,840,000.00	1,840,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-36,800.00	-36,800.00	
- Cost of Insurance Expense		-71,612.73	
- Other Amounts			
Target Value	1,803,200.00	1,731,587.27	1,840,000.00
Target Date	10/20/2020	10/20/2020	10/20/2020
Yield	5.016320%	5.554290%	4.726008%

## EXHIBIT D-3

### Combined Maturities and Coupons of Series 2020

#### BOND SUMMARY STATISTICS

Rolling Hills Community Development District  
(Clay County, Florida)  
Capital Improvement Revenue Bonds, Series 2020A-1  
Capital Improvement Revenue and Refunding Bonds, Series 2020A-2  
Pricing Date: October 7, 2020  
FINAL PRICING NUMBERS

Dated Date	10/20/2020
Delivery Date	10/20/2020
Last Maturity	05/01/2050
Arbitrage Yield	4.726008%
True Interest Cost (TIC)	4.931016%
Net Interest Cost (NIC)	4.883276%
All-In TIC	5.344500%
Average Coupon	4.747487%
Average Life (years)	14.729
Weighted Average Maturity (years)	14.729
Duration of Issue (years)	10.046
Par Amount	4,465,000.00
Bond Proceeds	4,465,000.00
Total Interest	3,122,133.94
Net Interest	3,211,433.94
Total Debt Service	7,587,133.94
Maximum Annual Debt Service	2,045,468.76
Average Annual Debt Service	256,924.86
Underwriter's Fees (per \$1000)	
Average Take-down	
Other Fee	20.000000
Total Underwriter's Discount	20.000000
Bid Price	98.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Series 2020A-1 Term Bond due 2025	235,000.00	100.000	3.375%	2.637	98.70
Series 2020A-1 Term Bond due 2030	285,000.00	100.000	3.875%	7.583	225.15
Series 2020A-2 Term Bond due 2030	1,840,000.00	100.000	4.750%	9.531	1,398.40
Series 2020A-1 Term Bond due 2040	805,000.00	100.000	4.625%	15.419	1,030.40
Series 2020A-1 Term Bond due 2050	1,300,000.00	100.000	4.875%	25.411	2,028.00
	4,465,000.00			14.729	4,780.65

	TIC	All-In TIC	Arbitrage Yield
Par Value	4,465,000.00	4,465,000.00	4,465,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-89,300.00	-89,300.00	
- Cost of Issuance Expense		-172,100.55	
- Other Amounts			
Target Value	4,375,700.00	4,203,599.45	4,465,000.00
Target Date	10/20/2020	10/20/2020	10/20/2020
Yield	4.931016%	5.344500%	4.726008%

## **EXHIBIT E**

### **Sources and Uses of Funds for Series 2020 Bonds**

#### **SOURCES AND USES OF FUNDS**

Rolling Hills Community Development District  
(Clay County, Florida)  
Capital Improvement Revenue Bonds, Series 2020A-1  
Capital Improvement Revenue and Refunding Bonds, Series 2020A-2  
Pricing Date: October 7, 2020  
FINAL PRICING NUMBERS

Dated Date 10/20/2020  
Delivery Date 10/20/2020

Sources:	Capital Improvement Revenue Bonds, Series 2020A-1	Capital Improvement Revenue and Refunding Bonds, Series 2020A-2	Total
Bond Proceeds:			
Par Amount	2,625,000.00	1,840,000.00	4,465,000.00
Other Sources of Funds:			
Liquidation of Revenue Account		72,132.78	72,132.78
Developer Contribution		80,000.00	80,000.00
		152,132.78	152,132.78
	2,625,000.00	1,992,132.78	4,617,132.78
Uses:	Capital Improvement Revenue Bonds, Series 2020A-1	Capital Improvement Revenue and Refunding Bonds, Series 2020A-2	Total
Project Fund Deposits:			
Project Fund	2,306,030.93	661,721.99	2,967,752.92
Refunding Escrow Deposits:			
Cash Deposit		1,134,598.06	1,134,598.06
Other Fund Deposits:			
Debt Service Reserve Fund @ 100% of MADS	165,981.25		165,981.25
Debt Service Reserve Fund @ 100% of Interest		87,400.00	87,400.00
	165,981.25	87,400.00	253,381.25
Delivery Date Expenses:			
Cost of Issuance	100,487.82	71,612.73	172,100.55
Underwriter's Discount	52,500.00	36,800.00	89,300.00
	152,987.82	108,412.73	261,400.55
	2,625,000.00	1,992,132.78	4,617,132.78

**COMPOSITE EXHIBIT F**

**Annual Debt Service Payment Due on Series 2020 Bonds**

## **EXHIBIT F-1**

### **Annual Debt Service Payment Due on Series 2020A-1**

#### **BOND DEBT SERVICE**

Rolling Hills Community Development District  
(Clay County, Florida)  
Capital Improvement Revenue Bonds, Series 2020A-1  
Pricing Date: October 7, 2020  
FINAL PRICING NUMBERS

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
11/01/2020						2,625,000	2,625,000
05/01/2021	40,000	3.375%	63,444.50	103,444.50		2,585,000	2,585,000
11/01/2021			59,115.63	59,115.63	162,560.13	2,585,000	2,585,000
05/01/2022	45,000	3.375%	59,115.63	104,115.63		2,540,000	2,540,000
11/01/2022			58,356.25	58,356.25	162,471.88	2,540,000	2,540,000
05/01/2023	50,000	3.375%	58,356.25	108,356.25		2,490,000	2,490,000
11/01/2023			57,512.50	57,512.50	165,868.75	2,490,000	2,490,000
05/01/2024	50,000	3.375%	57,512.50	107,512.50		2,440,000	2,440,000
11/01/2024			56,668.75	56,668.75	164,181.25	2,440,000	2,440,000
05/01/2025	50,000	3.375%	56,668.75	106,668.75		2,390,000	2,390,000
11/01/2025			55,825.00	55,825.00	162,493.75	2,390,000	2,390,000
05/01/2026	55,000	3.875%	55,825.00	110,825.00		2,335,000	2,335,000
11/01/2026			54,759.38	54,759.38	165,584.38	2,335,000	2,335,000
05/01/2027	55,000	3.875%	54,759.38	109,759.38		2,280,000	2,280,000
11/01/2027			53,693.75	53,693.75	163,453.13	2,280,000	2,280,000
05/01/2028	55,000	3.875%	53,693.75	108,693.75		2,225,000	2,225,000
11/01/2028			52,628.13	52,628.13	161,321.88	2,225,000	2,225,000
05/01/2029	60,000	3.875%	52,628.13	112,628.13		2,165,000	2,165,000
11/01/2029			51,465.63	51,465.63	164,093.76	2,165,000	2,165,000
05/01/2030	60,000	3.875%	51,465.63	111,465.63		2,105,000	2,105,000
11/01/2030			50,303.13	50,303.13	161,768.76	2,105,000	2,105,000
05/01/2031	65,000	4.625%	50,303.13	115,303.13		2,040,000	2,040,000
11/01/2031			48,800.00	48,800.00	164,103.13	2,040,000	2,040,000
05/01/2032	70,000	4.625%	48,800.00	118,800.00		1,970,000	1,970,000
11/01/2032			47,181.25	47,181.25	165,981.25	1,970,000	1,970,000
05/01/2033	70,000	4.625%	47,181.25	117,181.25		1,900,000	1,900,000
11/01/2033			45,562.50	45,562.50	162,743.75	1,900,000	1,900,000
05/01/2034	75,000	4.625%	45,562.50	120,562.50		1,825,000	1,825,000
11/01/2034			43,828.13	43,828.13	164,390.63	1,825,000	1,825,000
05/01/2035	75,000	4.625%	43,828.13	118,828.13		1,750,000	1,750,000
11/01/2035			42,093.75	42,093.75	160,921.88	1,750,000	1,750,000
05/01/2036	80,000	4.625%	42,093.75	122,093.75		1,670,000	1,670,000
11/01/2036			40,243.75	40,243.75	162,337.50	1,670,000	1,670,000
05/01/2037	85,000	4.625%	40,243.75	125,243.75		1,585,000	1,585,000
11/01/2037			38,278.13	38,278.13	163,521.88	1,585,000	1,585,000
05/01/2038	90,000	4.625%	38,278.13	128,278.13		1,495,000	1,495,000
11/01/2038			36,196.88	36,196.88	164,475.01	1,495,000	1,495,000
05/01/2039	95,000	4.625%	36,196.88	131,196.88		1,400,000	1,400,000
11/01/2039			34,000.00	34,000.00	165,196.88	1,400,000	1,400,000
05/01/2040	100,000	4.625%	34,000.00	134,000.00		1,300,000	1,300,000
11/01/2040			31,687.50	31,687.50	165,687.50	1,300,000	1,300,000
05/01/2041	105,000	4.875%	31,687.50	136,687.50		1,195,000	1,195,000
11/01/2041			29,128.13	29,128.13	165,815.63	1,195,000	1,195,000
05/01/2042	110,000	4.875%	29,128.13	139,128.13		1,085,000	1,085,000
11/01/2042			26,446.88	26,446.88	165,575.01	1,085,000	1,085,000
05/01/2043	115,000	4.875%	26,446.88	141,446.88		970,000	970,000
11/01/2043			23,643.75	23,643.75	165,090.63	970,000	970,000
05/01/2044	120,000	4.875%	23,643.75	143,643.75		850,000	850,000
11/01/2044			20,718.75	20,718.75	164,362.50	850,000	850,000
05/01/2045	125,000	4.875%	20,718.75	145,718.75		725,000	725,000
11/01/2045			17,671.88	17,671.88	163,390.63	725,000	725,000
05/01/2046	130,000	4.875%	17,671.88	147,671.88		595,000	595,000



## **EXHIBIT F-1 CONTINUED**

### **BOND DEBT SERVICE**

Rolling Hills Community Development District  
(Clay County, Florida)  
Capital Improvement Revenue Bonds, Series 2020A-1  
Pricing Date: October 7, 2020  
FINAL PRICING NUMBERS

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
11/01/2046			14,503.13	14,503.13	162,175.01	595,000	595,000
05/01/2047	140,000	4.875%	14,503.13	154,503.13		455,000	455,000
11/01/2047			11,090.63	11,090.63	165,593.76	455,000	455,000
05/01/2048	145,000	4.875%	11,090.63	156,090.63		310,000	310,000
11/01/2048			7,556.25	7,556.25	163,646.88	310,000	310,000
05/01/2049	150,000	4.875%	7,556.25	157,556.25		160,000	160,000
11/01/2049			3,900.00	3,900.00	161,456.25	160,000	160,000
05/01/2050	160,000	4.875%	3,900.00	163,900.00			
11/01/2050					163,900.00		
	2,625,000		2,289,163.38	4,914,163.38	4,914,163.38		

## **EXHIBIT F-2**

### **Annual Debt Service Payment Due on Series 2020A-2**

#### **BOND DEBT SERVICE**

Rolling Hills Community Development District  
(Clay County, Florida)  
Capital Improvement Revenue and Refunding Bonds, Series 2020A-2  
Pricing Date: October 7, 2020  
FINAL PRICING NUMBERS

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
11/01/2020						1,840,000	1,840,000
05/01/2021			46,370.56	46,370.56		1,840,000	1,840,000
11/01/2021			43,700.00	43,700.00	90,070.56	1,840,000	1,840,000
05/01/2022			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2022			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2023			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2023			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2024			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2024			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2025			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2025			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2026			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2026			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2027			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2027			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2028			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2028			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2029			43,700.00	43,700.00		1,840,000	1,840,000
11/01/2029			43,700.00	43,700.00	87,400.00	1,840,000	1,840,000
05/01/2030	1,840,000	4.750%	43,700.00	1,883,700.00			
11/01/2030					1,883,700.00		
	1,840,000		832,970.56	2,672,970.56	2,672,970.56		

## *SIXTH ORDER OF BUSINESS*

**LANDSCAPE AND IRRIGATION MAINTENANCE AGREEMENT  
BY AND BETWEEN ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT  
AND  
TREE AMIGOS OUTDOOR SERVICES, INC.**

**THIS AGREEMENT** is made and entered into this 1st day of November 2020, by and between:

**Rolling Hills Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida (the "District"), and

**The Tree Amigos Outdoor Services, Inc.**, whose address is 5000-18 Highway 17, #235, Fleming Island, FL 32003 (the "Contractor").

**RECITALS**

**WHEREAS**, the District was established by ordinance of the Clay County Commission, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

**WHEREAS**, the District has a need to retain an independent contractor to provide landscape and irrigation maintenance services for certain lands within and around the District; and

**WHEREAS**, Contractor submitted a proposal, attached hereto as **Exhibit A** and incorporated herein by reference (the "Proposal"), and represents that it is qualified to serve as a landscape and irrigation maintenance contractor and provide such services to the District.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this Agreement, it is agreed that the Contractor is hereby retained, authorized, and instructed by the District to perform in accordance with the following covenants and conditions, which both the District and the Contractor have agreed upon:

**1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated by reference as a material part of this Agreement.

**2. DESCRIPTION OF WORK AND SERVICES.**

**A.** The District desires that the Contractor provide professional landscape and irrigation maintenance services within presently accepted standards. Upon all parties executing this Agreement, the Contractor shall provide the District with the specific services identified in this Agreement.

- B. While providing the services identified in this Agreement, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the services.
- C. The Contractor shall provide the specific professional services as shown in Paragraph 3 of this Agreement.

3. **SCOPE OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES.** The duties, obligations, and responsibilities of the Contractor are those described in the Scope of Services attached hereto as **Exhibit B**. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District.

4. **MANNER OF CONTRACTOR'S PERFORMANCE.** The Contractor agrees, as an independent contractor, to undertake work and/or perform or have performed such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by the Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

- A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.
- B. The Contractor agrees that the District shall not be liable for the payment of any work or services unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such work.
- C. The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services.
  - (1) The District hereby designates the District Manager, or a representative of the District Manager, to act as its representative.
  - (2) The Contractor agrees to meet with the District's representative no less than one (1) time per month to walk the property to discuss

conditions, schedules, and items of concern regarding this Agreement.

- D. In the event that time is lost due to heavy rains (the "Rain Days"), the Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services during the time during the same week as any Rain Days. The Contractor shall provide services on Saturdays if needed to make up Rain Days, but shall not provide services on Sundays.
- E. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours.

**5. COMPENSATION; TERM.**

- A. The initial term of this Agreement shall be from November 1, 2020 through October 31, 2023 (the "Initial Term"), with the option for two annual renewals thereafter. As compensation for services described in this Agreement, the District agrees to pay Contractor Seventy-two thousand eight hundred and sixty-five Dollars and eighty-five Cents (\$72,865.85) for the Initial Term of the Agreement in monthly amounts as set forth in the Proposal, unless terminated earlier in accordance with Section 13 below. At the end of the Initial Term set forth above, this Agreement may be renewed for two (2) consecutive twelve (12) periods with compensation to be determined at each renewal period upon terms mutually agreeable to both parties.
- B. If the District should desire additional work or services, or to add additional lands to be maintained, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.

Additional services such as mulching, mowing, irrigation, sod laying, remedial landscape, and the planting of annuals, can be provided by the Contractor. However, no additional services shall be provided by the Contractor unless done at the direction of the District. Fees for such additional services shall be as provided for in the attached Proposal or, if not identified, as negotiated between the District and the Contractor.

- C. The District may require, as a condition precedent to making any payment to the Contractor, that all subcontractors, material men, suppliers or

laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

- D. The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. These monthly invoices are due and payable within forty-five (45) days of receipt by the District. Each monthly invoice will include such supporting information as the District may reasonably require the Contractor to provide,

## 6. INSURANCE.

- A. The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:

- (1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- (2) Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
  - (i) Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operation.
- (3) Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
- (4) Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the

Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

- B. The District, its staff, consultants, agents and supervisors shall be named as an additional insured. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.
- C. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**7. INDEMNIFICATION.**

- A. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.
- B. Contractor agrees to indemnify, defend and hold harmless the District and its officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute. Any subcontractor retained by the Contractor shall acknowledge the same in writing.

**8. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect



to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

**9. LIENS AND CLAIMS.** The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving notice of termination.

**10. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either Party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

**11. CUSTOM AND USAGE.** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

**12. SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

**13. TERMINATION.** The District agrees that the Contractor may terminate this Agreement with or without cause by providing sixty (60) days written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that the District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

**14. PERMITS AND LICENSES.** All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

**15. ASSIGNMENT.** Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other.

**16. INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

**17. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**18. ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**19. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the District and the Contractor relating to the subject matter of this Agreement.

**20. AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.

**21. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

**22. NOTICES.** All notices, requests, consents and other communications under this Agreement (the "Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**A. If to the District:**

Rolling Hills Community  
Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092  
Attn: District Manager

**With a copy to:**

Hopping Green & Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, Florida 32301  
Attn: Katie Buchanan

**B. If to the Contractor:**

The Tree Amigos Outdoor Services, Inc.  
5000-18 Highway 17 #235  
Fleming Island, FL 32003

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**23. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

**24. CONTROLLING LAW AND VENUE.** This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any dispute arising out of this Agreement shall be in St. Johns County, Florida.

**25. EFFECTIVE DATE.** The Initial Term of this Agreement shall be from November 1, 2020 through October 31, 2023, with the option for two annual renewals thereafter.

26. **PUBLIC RECORDS.** Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is Jim Oliver (the "Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 1-904-940-5850, JOLIVER@GMSNF.COM, AND 475 WEST TOWN PLACE, SUITE 114, WORLD GOLF VILLAGE, ST. AUGUSTINE, FLORIDA 32092.**

27. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

28. **ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. The District and the Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**29. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

**IN WITNESS WHEREOF,** the parties execute this agreement the day and year first written above.

ATTEST:

**ROLLING HILLS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

By: 

By: The Tree Amigos Outdoor Services, Inc.

Its: James D Proctor Secretary/Treasurer

**Exhibit A: Proposal for Landscape and Irrigation Maintenance**  
**Exhibit B: Scope of Services**

## **Rolling Hills Community Development District**

### **Landscape and Maintenance Exhibit "A"**

#### **General Requirements:**

The contractor shall provide labor, equipment, and materials needed to properly maintain the landscape and irrigation system for Rolling Hills CDD.

#### **Schedule of Service:**

The contractor will be on site weekly to complete the scope of work. The contractor will endeavor to schedule all work to be completed by Friday of each week. The contractor shall be on site as required by the Scope of Services year around. A knowledgeable supervisor is required to be present during every maintenance visit.

#### **Company Vehicles:**

Company vehicles shall not be parked in any area that may block traffic. All company vehicles must be insured and properly tagged. Any driver of a company vehicle must have a valid Florida Drivers License.

#### **Quality Control Inspections:**

A qualified representative from the contractors firm shall accompany the Property Manager on monthly landscape quality inspections. Any deficiencies within the scope of work shall be corrected within seven (7) calendar days.

#### **Licensing and Insurance:**

The contractor shall have and maintain the appropriate licensing to conduct a Landscape Company in Clay County Florida. Contractor is required to have and maintain liability insurance. Contractor must have a current Certificate of Liability Insurance. A copy of the COLI must be provided to the District Operations Manager.

#### **Subcontractors:**

Rolling Hills CDD must approve the use of any subcontractor prior to their use. All subcontractors are required to be licensed and insured and be able to provide that documentation. Any intentions to utilize subcontractors to complete any portion of this RFP shall be outlined and disclosed with the proposal.

## **Rolling Hills Community Development District**

### **Landscape Scope of Services**

#### **Mowing:**

All turf areas shall be mowed weekly during the growing season (April 1-September 30) and mowed bi-weekly during the cool season (October 1-March 31). St. Augustine turf will be mowed at 4.5-5". Bermuda turf will be mowed at 2 inches and Bahia turf will be mowed at 3.5 - 4". Care will be taken to leave turf areas free of any debris. Clipping shall not be discharged into lakes or storm drains.

#### **String Trimming:**

String trimming will be completed as part of each mowing cycle. This includes all lake banks, any vertical structures as well as any other areas that are not accessible by other mowing equipment.

#### **Edging:**

All concrete edges (hard edges) shall be edged bi-weekly during the growing season and monthly during the cool season. All ornamental beds and tree rings (soft edges) will be edged bi-weekly during the growing season and monthly during the cool season. Edging shall be rotated weekly, hard edges the first week and soft edges the following week.

#### **Blowing:**

All hardscape areas will be blown free of debris following any maintenance operation. Care will be taken to prevent debris from entering storm drains, lakes or the pool. Curbs and storm drains shall be kept clean of dirt and debris.

#### **Litter and Dead Animal removal:**

The contractor will police the grounds for all trash and debris at the start of every service. This will include the removal of random signage such as "garage sale" or "for rent" and any organic material such as palm fronds and tree limbs. Any dead animals found in the planting beds or turf areas shall be removed and disposed of correctly.

#### **Weeding:**

Ornamental beds, natural areas, pavers, sidewalks and curbs will be kept free of noxious weed growth. Weeds may be controlled by hand removal or by pre and post emergent herbicide applications only. The use of string trimmers will not be permitted as a method of removing weed growth.

### **General bed care:**

All ornamental beds will be kept free of any dead plant material by removing the dead plant and filling any remaining holes. Any dead portions of plants will be removed allowing the remainder of the plant to grow.

### **Annual flower beds:**

Annuals shall be changed out in four (4) cycles yearly. Color and species shall be approved by the District Operations Manager prior to installation. Additional soil amendments, fungicides and insect applications will be performed to maintain vigorous growth and color. Change out schedule is as follows.

- Spring – March
- Summer – June
- Fall – September
- Winter - December

Annual flower beds will be weeded weekly by hand only and remain weed free. No post emergent herbicide applications will be allowed in or around annual flowers.

### **Tree care:**

**Sidewalks and other pedestrian areas:** Tree canopies will be maintained at a minimum height of eight (8) feet to allow walk space under the canopies.

**Roadways:** All trees overhanging roadways will be maintained at a minimum height of ten (10) feet to prevent any vehicle damage.

**Palm Trees:** All palm trees in the Amenity Center area will be pruned two (2) times per year. There are eighteen (18) Washingtonian Palms and seven (7) Medjool Palm which will be pruned in April and September.

**Shrubs:** All ornamental shrubs will be pruned as needed to remove any dead material and insure a neat, professional appearance.

### **Park Areas:**

The designated park areas in Paddle Creek and Cedar Creek and along Bradley Creek Pkwy will be maintained following the same specifications as outlined above.

### **Irrigation Inspections and Repairs:**

Contractor is responsible for the full and continuous operation of the irrigation systems. Irrigation will be inspected once per month (12 times per year). Inspections will consist of a complete system evaluation and testing. Head adjustment and replacement, minor repairs such as unclogging nozzles/valves, raising heads and controller programming will be performed at the time of the inspection. Contractor is responsible for the cost and repair or replacement of all valves, Irrigation heads, and irrigation lines 2" or smaller. Any repairs that is not covered under the scope of service will be proposed, approved by District Operations Manager and billed separately. Contractor must provide



an on-call 24-hour emergency service person that is familiar with the system. A mandatory report of outlining the findings of each inspection shall be submitted monthly.

## **Fertilization and Pest Control**

### **Turf Areas:**

All irrigated St. Augustine lawn areas shall be fertilized with granular slow release fertilizers. All irrigated Bahia areas shall be fertilized using the same schedule. This service includes all entrance areas and amenity areas including the field turf and common areas. Applications will be made using the following schedules.

Round 1 - March

Round 2 - June

Round 3 - September

Round 4 - December

Fertilizers shall be minimum 50% slow release nitrogen. Fertilizers shall have equal part Nitrogen and Potassium. Application rates are as follows. One pound of total Nitrogen per 1000 S.F. shall be applied per application on all St. Augustine turf and one-half pound per 1000 S.F. shall be applied per application on all Bahia turf.

### **Shrubs and Trees:**

Shrubs and trees shall be fertilized two times yearly with a balanced slow release nitrogen source. Additional micronutrients and added manganese will be applied to palms and magnolias. Plants needing additional fertilizers and/or minor elements shall be treated as necessary. Applications will be made using the following schedules.

Round 1 - March

Round 2 - September

Seasonal annuals will be fertilized on 30-day cycles utilizing slow release nitrogen source.

### **Turf weed and Pest Control:**

Weed control in the turf areas shall be done as needed to maintain a healthy weed free appearance. Pre-emergent herbicides shall be applied in the spring and fall. In the event of an infestation contractor shall apply broadcast applications of insecticides to bring pest populations within acceptable levels. When possible, low application rates will be utilized to reduce environmental stress.

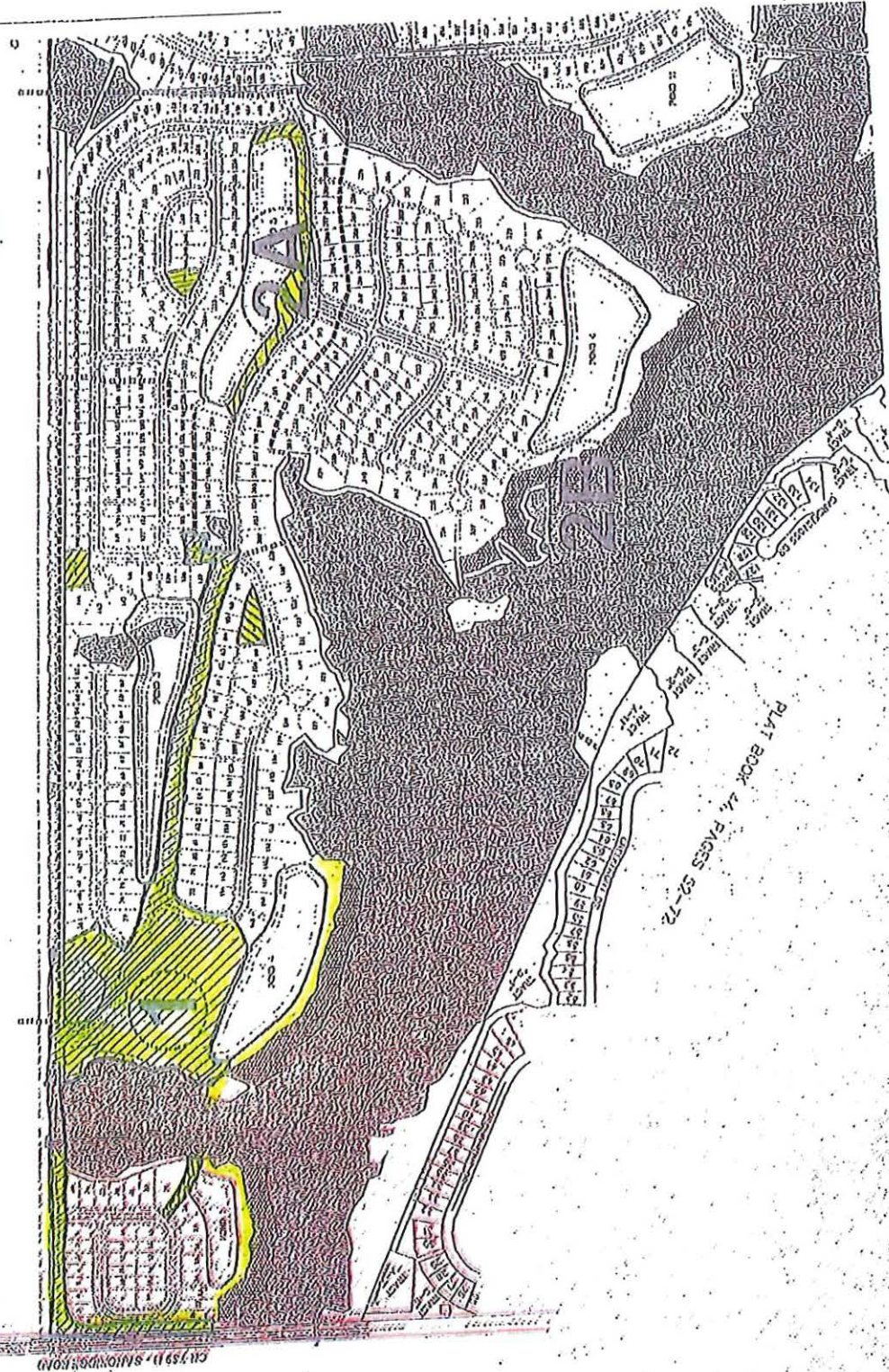
### **Shrub and Tree Pest Control:**

Shrubs will be inspected bi-weekly for insect activity. When pest are present, contact and systemic Insecticides may be used. All spraying must be performed under the direct supervision of a licensed applicator.

# Rolling Hills Landscape Scope



GRAPHIC SCALE





# The Tree Amigos

September 16, 2020  
Rolling Hills C.D.D.

Dear Community Members,

Thank you for allowing us to submit a landscape and irrigation management proposal for **Rolling Hills CDD**. Tree Amigos is committed to offering the highest quality service and best overall horticultural expertise in the landscape industry. We are excited about this opportunity and look forward to being an integral part of your community. Financials are available for review upon approval if required.

**LANDSCAPE MANAGEMENT PROPOSAL November 1 2020-October 31, 2021:**

**Total annual cost for landscape, irrigation and pond bank maintenance services \$72,865.85**

**Total monthly billing @ \$6,072.15**

Above includes: Mowing, trimming, edging, fertilization, pest and weed control,  
Irrigation system checks, select palm trimming, select tree trimming per RFP August 2020.

**LANDSCAPE MANAGEMENT PROPOSAL November 1 2021-October 31, 2022:**

**Total annual cost for landscape, irrigation and pond bank maintenance services \$74,323.16**

**Total monthly billing @ \$6,193.60**

Above includes: Mowing, trimming, edging, fertilization, pest and weed control,  
Irrigation system checks, select palm trimming, select tree trimming per RFP August.

**LANDSCAPE MANAGEMENT PROPOSAL November 1 2022-October 31, 2023:**

**Total annual cost for landscape, irrigation and pond bank maintenance services \$76,552.86**

**Total monthly billing @ \$6,379.41**

Above includes: Mowing, trimming, edging, fertilization, pest and weed control,  
Irrigation system checks, select palm trimming, select tree trimming per RFP August 2020.

Sincerely,

Jim Proctor





# Tree Amigos

## Outdoor Services

Property Name: Rolling Hills Community Development District

Address: 3212 Bradley Creek Parkway  
GreenCove Springs, FL 32043

Mgmt. Company: Riverside Management Services, Inc.

Address: 9655 Florida Mining Blvd., Bldg. 300, Suite 305, Jacksonville, FL 322

Primary Contact: Pat Szozda

Proposal Date: Tuesday, September 15, 2020

### Notes / Comments

*We genuinely appreciate the opportunity to submit our proposal consisting of landscape maintenance services for the Rolling Hills CDD. We are confident you will not find a better value for overall services when comparing Tree Amigos to any competitor when the job is bid "apples to apples". We have set forth a dedicated team to observe the property in detail and create your proposal based on calculated observation and exact measurement. I look forward to discussing our proposal in detail with you, and demonstrating how a partnership with Tree Amigos Outdoor can benefit Riverside Management Services across its business.*

### Proposal Summary

Scope of Work	Monthly	Yearly	Contact Information
Grounds Maintenance	\$ 3,633.48	\$ 43,601.73	Dusty Hallman, Manager, Business Development 386-523-7127 dhallman@treeamigosoutdoor.com
Horticultural Services	\$ 1,587.41	\$ 19,048.91	
Irrigation Inspections	\$ 332.93	\$ 3,995.20	
Irrigation Repairs	\$ -	\$ -	Jim Proctor, Owner 904.545.7150 jproctor@treeamigosoutdoor.com
Mulch Installation	\$ -	\$ -	
Color Installation	\$ 385.00	\$ 4,620.00	
Palm Tree Trimming	\$ 133.33	\$ 1,600.00	
<b>Lump Sum Proposal</b>	<b>\$ 6,072.15</b>	<b>\$ 72,865.85</b>	

### Proposal Acceptance

The acceptance of this proposal is non-binding and only indicates a strong interest to engage the services of our company. Once this proposal has been accepted a formal service agreement will be prepared and submitted for execution prior to any work being performed.

Print Name

Authorized Signature

Title/Position

Date Signed

**Available but not included unit pricing including installation:**

Cypress mulch per cubic yard	\$ <u>\$45.00</u>
St. Augustine sod per pallet	\$ <u>\$540.00</u>
Bahia sod per pallet	\$ <u>\$350.00</u>
Additional Mowing as needed (Full one time cut price)	\$ <u>\$908.37</u>

**Rolling Hills Community Development District Landscape and Irrigation  
Maintenance Services FY 2019**

Proposal Price per Month	\$ <u>\$6,072.15</u>
Total Proposal Price per year	\$ <u>\$72,865.85</u>

**THIS FORM MUST BE SUBMITTED WITH WRITTEN PROPOSAL**

**ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES PRICING SUMMARY**

Total Annual Cost Without inclusive Irrigation: \$ 68,770.65

Total Annual Cost with inclusive Irrigation repair per specifications: \$72,865.85

**ABERDEEN COMMUNITY DEVELOPMENT DISTRICT  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES/UNIT PRICES**

**SOD/SEED/MULCH:**

Sodded Argentine Bahia Lawn, SF	\$ .65 sq. ft.
Sodded St. Augustine, SF	\$ .90 sq. ft.
3" Deep Pine straw, Per Bale installed	\$6.50 per bale
3" Deep Shredded Hardwood Mulch, Cubic Yard installed	\$ 45.00 per Cubic Yard

**COST FOR ADDITIONAL MOWING**

Lump Sum, full one-time cut price	\$ 908.37
Lump Sum, Pond 7	\$ 124.50

Please provide unit prices for routine maintenance repair and replacement of the following items. Each unit price shall include costs for complete, installed work including materials, labor, overhead and profit.

**PLEASE PROVIDE RATES FOR THE FOLLOWING ITEMS:**

A. Bush-Hog	\$ 150.00 per Hour
B. Tractor	\$ 75.00 per Hour
C. Laborer with hand equipment	\$ 35.00 per Hour
D. Truck	\$50.00 per Hour
E. Irrigation Tech labor rate	\$ 65.00 per Hour

## *SEVENTH ORDER OF BUSINESS*



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

August 19, 2020

James Oliver, District Manager  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

## **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of Rolling Hills Community Development District (the "District"), which comprise governmental activities and each major fund for the General Fund as of and for the year ended September 30, 2019 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2019 and thereafter if mutually agreed upon by both parties.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

## **The Responsibilities of the Auditor**

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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. 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.

Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms  
Private Companies practice Section

Member FICPA





Rolling Hills Community Development District  
August 19, 2020  
Page 2

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

In making our risk assessments, we consider internal control relevant to Rolling Hills Community Development District'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. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Rolling Hills Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Debt Service Funds
3. Capital Projects Funds



Rolling Hills Community Development District  
August 19, 2020  
Page 3

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentations of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For 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; and
4. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit, we will request certain written confirmation concerning representations made to us in connection with the audit including, among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Rolling Hills Community Development District  
August 19, 2020  
Page 4

Management is responsible for identifying and ensuring that Rolling Hills Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

#### **Records and Assistance**

If circumstances arise relating to the condition of the Rolling Hills Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issuing a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Rolling Hills Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with James Oliver. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. The audit should be completed and filed with the Auditor General within nine (9) months after the end of the fiscal year. If the information is timely provided, the District shall receive a draft by May 15, 2021, and if the draft is timely reviewed by management, the District shall receive the final audit by June 15, 2021.

#### **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.



Rolling Hills Community Development District  
August 19, 2020  
Page 5

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

### **Fees, Costs and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2020 will not exceed \$3,800 unless the scope of the engagement is changed, the assistance which Rolling Hills Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The two annual renewals must be mutually agreed and approved by the Board of Supervisors.

In the event we are requested or authorized by Rolling Hills Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Rolling Hills Community Development District, Rolling Hills Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information, except as provided in the public records addendum attached hereto. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Additionally, see attached addendum regarding public records.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Rolling Hills Community Development District  
August 19, 2020  
Page 6

### **Information Security – Miscellaneous Terms**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Rolling Hills Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Rolling Hills Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Rolling Hills Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

### **Reporting**

We will issue a written report upon completion of our audit of Rolling Hills Community Development District's financial statements. Our report will be addressed to the Board of Rolling Hills Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Rolling Hills Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements;
- Management letter required by the Auditor General, State of Florida; and
- Attestation reports required by the Auditor General, State of Florida.

This letter and any addendums hereto constitute the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Rolling Hills Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



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

Rolling Hills Community Development District  
August 19, 2020  
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam  
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK  
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

---

---



Judson B. Baggett  
MBA, CPA, CVA, Partner  
Marci Reutimann  
CPA, Partner

6815 Dairy Road  
Zephyrhills, FL 33542  
(813) 788-2155  
(813) 782-8606

## Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

*Baggett, Reutimann & Associates, CPAs, PA*  
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA  
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA. E-mail: [jbaggett@brap.com](mailto:jbaggett@brap.com)

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,  
ELAM, GAINES AND FRANK AND ROLLING HILLS COMMUNITY  
DEVELOPMENT DISTRICT  
(DATED AUGUST 19, 2020)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.



**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:**

**GMS-NF, LLC  
475 WEST TOWN PLACE, SUITE 114  
ST. AUGUSTINE, FL 32092  
TELEPHONE: 407-841-5524  
EMAIL: JOLIVER@GMSCFL.COM**

**Auditor: J.W. Gaines**

**District: Rolling Hills CDD**

**By: \_\_\_\_\_**

**By: \_\_\_\_\_**

**Title: Director**

**Title: \_\_\_\_\_**

**Date: August 19, 2020**

**Date: \_\_\_\_\_**

## *NINTH ORDER OF BUSINESS*

*D.*

# ***Rolling Hills Community Development District***

*3212 Bradley Creek Parkway • Green Cove Springs, FL 32043*

---

## **Memorandum**

**,Date:**           **October 13th, 2020**

**To:**             **Rich Whetsel, Operations Director**

**From:**          **Freddie Oca, Facility Manager**  
                      **Pat Szozda Operations Manager**

**Re:**            **Rolling Hills CDD - Monthly Operations Report: August-September**

### **General**

- [www.RollingHillsCDD.com](http://www.RollingHillsCDD.com) website is up and running; documents such as annual audits, meeting minutes and annual budgets will be updated as they become available.
- 10 (10) sets of access cards were issued.
- 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
- Black Creek Electric repaired/replaced all the light on the pool deck and in the pool

### **Riverside Management Services has completed the following:**

- The furniture has been installed and pressure washed
- The bridge is in the process of being pressure washed
- Various spots on the pool deck have been pressure washed
- The paver wall on the pool deck has been pressure washed
- The stairwell to the upper deck patio has been repaired
- The bucket at the splash zone has been repaired
- The geysers at the zero entry for the pool has been repaired
- The back gate has been adjusted to be a self-closing gate

- New battery packs have been installed on the ADA chair lifts
- The park locations are being policed weekly for debris
- All District Lakes are being inspected and cleaned bi-weekly.
- Lake water out falls are inspected and cleaned on a monthly basis to ensure proper water flow.
- Irrigation inspections and needed repairs are being completed on a monthly basis.
- An inspection of the Amenity Center lighting was performed.
- Trash can liners are being changed on a weekly basis.
- Deck ceiling has been repaired
- Water fountain on tennis court has been repaired

**Resident Requests/Comments:**

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.

## *TWELFTH ORDER OF BUSINESS*

*A.*

**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
August 31, 2020

	<u>Governmental Fund Types</u>			<u>Totals</u>
	<u>General</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>(Memorandum Only)</u>
<b><u>ASSETS:</u></b>				
CASH - Operating	\$122,703	—	—	\$122,703
STATE BOARD - Operating	\$100,027	—	—	\$100,027
STATE BOARD - Capital Reserve	—	\$38,249	—	\$38,249
INVESTMENTS				
<b><u>Series 2015 A-1</u></b>				
Reserve	—	—	\$90,046	\$90,046
Revenue	—	—	\$55,040	\$55,040
Prepayment A1	—	—	\$0	\$0
<b><u>Series 2015 A-2</u></b>				
Reserve	—	—	\$100,000	\$100,000
Revenue	—	—	\$42,937	\$42,937
Prepayment	—	—	\$0	\$0
<b><u>Series 2015 A-3</u></b>				
Reserve	—	—	\$4,571	\$4,571
Revenue	—	—	\$86,166	\$86,166
DUE FROM OTHER	\$7,000	—	—	\$7,000
<b>TOTAL ASSETS</b>	<b>\$229,730</b>	<b>\$38,249</b>	<b>\$378,761</b>	<b>\$646,740</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$23,660	\$0	—	\$23,660
<b><u>FUND BALANCES:</u></b>				
RESTRICTED FOR DEBT SERVICE	—	—	\$378,761	\$378,761
UNASSIGNED	\$206,069	\$38,249	—	\$244,319
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$229,730</b>	<b>\$38,249</b>	<b>\$378,761</b>	<b>\$646,740</b>



**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended August 31, 2020

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments - Platted Lots (Tax Roll)	\$348,975	\$348,975	\$349,675	\$700
Assessments - Platted Lots (Direct)	\$269,409	\$269,409	\$269,409	\$0
Assessments - Planned Lots (Direct)	\$0	\$0	\$0	\$0
Swim & Tennis Revenue	\$800	\$0	\$0	\$0
Interest/Misc Income	\$0	\$0	\$102	\$102
Facility Rental Fees	\$3,500	\$3,208	\$1,825	(\$1,383)
Non-Resident Memberships	\$1,980	\$1,815	\$0	(\$1,815)
<b>TOTAL REVENUES</b>	<b>\$624,664</b>	<b>\$623,407</b>	<b>\$621,010</b>	<b>(\$2,397)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisor Fees	\$6,000	\$5,500	\$4,400	\$1,100
FICA Taxes	\$459	\$421	\$337	\$84
Engineering Fees	\$10,000	\$9,167	\$0	\$9,167
Arbitrage	\$1,200	\$1,200	\$1,200	\$0
Dissemination Agent	\$3,500	\$3,208	\$3,208	(\$0)
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Attorney Fees	\$22,500	\$20,625	\$10,828	\$9,797
Annual Audit	\$3,800	\$3,800	\$3,800	\$0
Trustee	\$8,081	\$8,081	\$8,081	\$0
Management Fees	\$40,000	\$36,667	\$36,667	\$0
Computer Time	\$1,000	\$917	\$917	\$0
Website Compliance	\$2,500	\$2,292	\$2,292	\$0
Telephone	\$150	\$138	\$67	\$70
Postage	\$500	\$458	\$242	\$216
Printing & Binding	\$1,250	\$1,146	\$858	\$288
Travel & Per Diem	\$100	\$92	\$82	\$10
Insurance	\$8,427	\$8,427	\$8,227	\$200
Legal Advertising	\$1,000	\$917	\$4,650	(\$3,734)
Other Current Charges	\$1,500	\$1,375	\$1,511	(\$136)
Office Supplies	\$100	\$92	\$124	(\$33)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$117,242</b>	<b>\$109,696</b>	<b>\$92,667</b>	<b>\$17,029</b>

**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended August 31, 2020

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<b><u>EXPENDITURES: (continued)</u></b>				
<b><u>FIELD:</u></b>				
Operations Management	\$20,500	\$18,792	\$18,792	\$0
Utilities - Irrigation & Streetlights	\$35,000	\$32,083	\$25,062	\$7,021
Repairs & Maintenance	\$40,000	\$36,667	\$22,346	\$14,321
Landscape	\$73,000	\$66,917	\$66,600	\$317
Landscape - Contingency	\$6,800	\$6,233	\$5,948	\$285
Mulch	\$13,500	\$12,375	\$10,530	\$1,845
Lake Maintenance	\$4,800	\$4,400	\$4,520	(\$120)
Irrigation Repairs	\$7,500	\$6,875	\$2,771	\$4,104
Miscellaneous	\$1,264	\$1,159	\$4,648	(\$3,490)
<b>TOTAL FIELD</b>	<b>\$202,364</b>	<b>\$185,500</b>	<b>\$161,217</b>	<b>\$24,283</b>
<b><u>SWIM &amp; TENNIS:</u></b>				
Facility Management	\$53,533	\$49,072	\$49,072	\$0
Pool Attendants	\$35,000	\$32,083	\$2,199	\$29,884
Refuse Service	\$8,300	\$7,608	\$11,470	(\$3,862)
Security	\$15,000	\$13,750	\$11,920	\$1,830
Utilities	\$45,000	\$41,250	\$36,196	\$5,054
Recreation Passes	\$1,000	\$917	\$0	\$917
Repairs & Maintenance	\$40,000	\$36,667	\$46,306	(\$9,639)
Janitorial	\$12,840	\$11,770	\$11,770	\$0
Pool Maintenance	\$13,650	\$12,513	\$12,513	\$0
Special Events	\$4,000	\$3,667	\$2,430	\$1,237
Operating Supplies	\$6,000	\$5,500	\$4,185	\$1,315
Pool Chemicals	\$9,000	\$8,250	\$10,512	(\$2,262)
Permit	\$375	\$375	\$375	\$0
Insurance	\$23,121	\$23,121	\$22,681	\$440
<b>TOTAL SWIM &amp; TENNIS</b>	<b>\$266,819</b>	<b>\$246,542</b>	<b>\$221,628</b>	<b>\$24,914</b>
<b>TOTAL EXPENDITURES</b>	<b>\$586,425</b>	<b>\$541,738</b>	<b>\$475,512</b>	<b>\$66,226</b>
Excess (deficiency) of revenues over (under) expenditures	\$38,239	\$81,669	\$145,499	\$63,830
<b>OTHER FINANCING SOURCES/(USES)</b>				
Interfund Transfer In/(Out)	(\$38,239)	(\$38,239)	(\$38,239)	(\$76,478)
<b>TOTAL OTHER FINANCING SOURCES/(USES)</b>	<b>(\$38,239)</b>	<b>(\$38,239)</b>	<b>(\$38,239)</b>	<b>(\$76,478)</b>
Net change in Fund Balance	\$0	\$43,430	\$107,260	(\$12,648)
FUND BALANCE - Beginning	\$0		\$98,810	
FUND BALANCE - Ending	\$0		\$206,069	

**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**CAPITAL RESERVE**

Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended August 31, 2020

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Income	\$0	\$0	\$10	\$10
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10</b>	<b>\$10</b>
<b><u>EXPENDITURES:</u></b>				
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Excess (deficiency) of revenues over (under) expenditures	<b>\$0</b>	<b>\$0</b>	<b>\$10</b>	<b>\$10</b>
<b>OTHER FINANCING SOURCES/(USES)</b>				
Interfund Transfer In	\$0	\$0	\$38,239	\$38,239
<b>TOTAL OTHER FINANCING SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,239</b>	<b>\$38,239</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,249</b>	<b>\$38,249</b>
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$38,249</u>	

**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND 2015 A-1**  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended August 31, 2020

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments	\$174,001	\$174,001	\$174,350	\$349
Interest Income	\$0	\$0	\$164	\$164
<b>TOTAL REVENUES</b>	<b><u>\$174,001</u></b>	<b><u>\$174,001</u></b>	<b><u>\$174,513</u></b>	<b><u>\$512</u></b>
<b><u>EXPENDITURES:</u></b>				
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	\$53,192	\$53,056	\$136
Principal Expense - 5/1	\$65,000	\$65,000	\$70,000	(\$5,000)
Interest Expense - 8/1	\$0	\$0	\$64	(\$64)
Special Call - 8/1	\$0	\$0	\$5,000	(\$5,000)
<b>TOTAL EXPENDITURES</b>	<b><u>\$171,384</u></b>	<b><u>\$171,384</u></b>	<b><u>\$186,312</u></b>	<b><u>(\$14,928)</u></b>
Excess (deficiency) of revenues over (under) expenditures	<b><u>\$2,617</u></b>	<b><u>\$2,617</u></b>	<b><u>(\$11,798)</u></b>	<b><u>(\$14,415)</u></b>
<b>NET CHANGE IN FUND BALANCE</b>	<b><u>\$2,617</u></b>	<b><u>\$2,617</u></b>	<b><u>(\$11,798)</u></b>	<b><u>(\$14,415)</u></b>
FUND BALANCE - Beginning	\$63,176		\$156,885	
FUND BALANCE - Ending	<b><u>\$65,793</u></b>		<b><u>\$145,086</u></b>	

**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 August 31, 2020

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments	\$136,800	\$136,800	\$137,075	\$275
Interest Income	\$0	\$0	\$150	\$150
<b>TOTAL REVENUES</b>	<b>\$136,800</b>	<b>\$136,800</b>	<b>\$137,225</b>	<b>\$425</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2015 A-2</u></b>				
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	\$50,000	\$50,000	\$0
Interest Expense 5/1	\$42,150	\$42,150	\$42,013	\$138
Special Call - 5/1	\$0	\$0	\$5,000	(\$5,000)
<b>TOTAL EXPENDITURES</b>	<b>\$134,300</b>	<b>\$134,300</b>	<b>\$144,163</b>	<b>(\$9,863)</b>
Excess (deficiency) of revenues over (under) expenditures	<b>\$2,500</b>	<b>\$2,500</b>	<b>(\$6,938)</b>	<b>(\$9,438)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>(\$6,938)</b>	<b>(\$9,438)</b>
FUND BALANCE - Beginning	\$49,868		\$149,874	
FUND BALANCE - Ending	<b>\$52,368</b>		<b>\$142,937</b>	

**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND 2015 A-3**  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended August 31, 2020

DESCRIPTION	ADOPTED BUDGET FY 2020	PRORATED BUDGET THRU 08/31/20	ACTUAL THRU 08/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessment - Tax Roll	\$41,481	\$41,481	\$41,563	\$82
Assessment - Direct	\$302,118	\$211,482	\$211,492	\$10
Interest Income	\$0	\$0	\$84	\$84
<b>TOTAL REVENUES</b>	<b>\$343,599</b>	<b>\$252,963</b>	<b>\$253,139</b>	<b>\$176</b>
<b><u>EXPENDITURES:</u></b>				
Interest Expense - 11/1	\$119,763	\$119,763	\$119,763	\$0
Principal Expense - 5/1	\$105,000	\$105,000	\$105,000	\$0
Interest Expense - 5/1	\$119,763	\$119,763	\$119,763	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$344,525</b>	<b>\$344,525</b>	<b>\$344,525</b>	<b>\$0</b>
Excess (deficiency) of revenues over (under) expenditures	<b>(\$926)</b>	<b>(\$91,562)</b>	<b>(\$91,386)</b>	<b>\$176</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$926)</b>	<b>(\$91,562)</b>	<b>(\$91,386)</b>	<b>\$176</b>
FUND BALANCE - Beginning	\$127,544		\$182,124	
FUND BALANCE - Ending	<u>\$126,618</u>		<u>\$90,738</u>	

# ROLLING HILLS

## COMMUNITY DEVELOPMENT DISTRICT

### Long Term Debt Report

Bond Issue:		<b><u>Series 2015 A-1 Capital Improvement Refunding Bonds</u></b>
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)
	5/1/20	(\$70,000)
	8/1/20	(\$5,000)
Current Bonds Outstanding:		<b><u>\$1,900,000</u></b>

Bond Issue:		<b><u>Series 2015 A-2 Capital Improvement Refunding Bonds</u></b>
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)
	5/1/20	(\$55,000)
Current Bonds Outstanding:		<b><u>\$1,545,000</u></b>

Bond Issue:		<b><u>Series 2015 A-3 Capital Improvement Refunding Bonds</u></b>
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)
	5/1/20	(\$105,000) *Tapped Reserve
Current Bonds Outstanding:		<b><u>\$3,575,000</u></b>

**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Year Ending  
September 30, 2020

	ADOPTED BUDGET	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
<b>REVENUES:</b>														
Assessments - Platted Lots (Tax Roll)	\$348,975	\$0	\$32,735	\$305,534	\$5,107	\$307	\$1,083	\$1,233	\$0	\$3,676	\$0	\$0	\$0	\$349,675
Assessments - Platted Lots (Direct)	\$269,409	\$0	\$0	\$0	\$67,352	\$0	\$0	\$0	\$67,352	\$67,352	\$0	\$67,352	\$0	\$269,409
Assessments - Planned Lots (Direct)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Swim & Tennis Revenue	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest/Misc Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$37	\$0	\$112
Facility Rental Revenue	\$3,500	\$700	\$300	\$450	\$0	\$150	\$150	\$0	\$75	\$0	\$0	\$0	\$0	\$1,825
Non-Resident Memberships	\$1,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$624,664</b>	<b>\$700</b>	<b>\$33,035</b>	<b>\$305,984</b>	<b>\$72,459</b>	<b>\$457</b>	<b>\$1,233</b>	<b>\$1,233</b>	<b>\$67,427</b>	<b>\$71,028</b>	<b>\$75</b>	<b>\$67,389</b>	<b>\$0</b>	<b>\$621,021</b>
<b>EXPENDITURES:</b>														
<b>ADMINISTRATIVE:</b>														
Supervisor Fees	\$6,000	\$600	\$0	\$0	\$400	\$400	\$0	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$4,400
FICA Taxes	\$459	\$46	\$0	\$0	\$31	\$31	\$0	\$0	\$77	\$77	\$77	\$0	\$0	\$337
Engineering	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$0	\$0	\$0	\$1,200
Dissemination Agent	\$3,500	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$292	\$0	\$3,208
Assessment Roll	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Attorney Fees	\$22,500	\$591	\$0	\$71	\$242	\$0	\$812	\$1,957	\$2,587	\$1,412	\$3,157	\$0	\$0	\$10,828
Annual Audit	\$3,800	\$0	\$0	\$0	\$0	\$3,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,800
Trustee	\$8,081	\$0	\$0	\$0	\$0	\$8,081	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,081
Management Fees	\$40,000	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$0	\$36,667
Travel & Per Diem	\$100	\$45	\$0	\$0	\$0	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82
Computer Time	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$917
Telephone	\$150	\$0	\$0	\$16	\$0	\$0	\$0	\$21	\$0	\$0	\$30	\$0	\$0	\$67
Postage	\$500	\$12	\$1	\$8	\$30	\$10	\$23	\$11	\$0	\$129	\$10	\$11	\$0	\$242
Printing & Binding	\$1,250	\$39	\$168	\$24	\$13	\$33	\$322	\$15	\$24	\$126	\$52	\$41	\$0	\$858
Insurance	\$8,427	\$8,227	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,227
Legal Advertising	\$1,000	\$0	\$0	\$0	\$65	\$151	\$0	\$204	\$196	\$202	\$2,921	\$912	\$0	\$4,650
Other Current Charges	\$1,500	\$261	\$62	\$59	\$62	\$43	\$237	\$37	\$58	\$154	\$500	\$37	\$0	\$1,511
Website Compliance	\$2,500	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$0	\$2,292
Office Supplies	\$100	\$0	\$15	\$0	\$0	\$61	\$15	\$18	\$0	\$15	\$0	\$0	\$0	\$124
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$117,242</b>	<b>\$18,912</b>	<b>\$4,163</b>	<b>\$4,095</b>	<b>\$4,760</b>	<b>\$16,563</b>	<b>\$5,324</b>	<b>\$6,180</b>	<b>\$9,058</b>	<b>\$7,031</b>	<b>\$11,664</b>	<b>\$4,917</b>	<b>\$0</b>	<b>\$92,667</b>
<b>FIELD</b>														
Operations Management	\$20,500	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$0	\$18,792
Utilities - Irrigation & Streetlights	\$35,000	\$3,678	\$2,362	\$2,410	\$2,075	\$2,021	\$1,944	\$2,095	\$4,103	\$2,007	\$1,184	\$1,183	\$0	\$25,062
Landscape	\$73,000	\$6,052	\$6,052	\$6,052	\$6,052	\$6,052	\$6,052	\$6,052	\$6,082	\$6,052	\$6,052	\$6,052	\$0	\$66,600
Landscape - Contingency	\$6,800	\$3,374	\$0	\$0	\$0	\$0	\$0	\$2,137	\$0	\$0	\$437	\$0	\$0	\$5,948
Lake Maintenance	\$4,800	\$400	\$400	\$400	\$400	\$400	\$420	\$420	\$420	\$420	\$420	\$420	\$0	\$4,520
Irrigation Repairs	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$920	\$1,851	\$0	\$0	\$0	\$0	\$2,771
Repairs & Maintenance	\$40,000	\$2,942	\$6,148	\$2,495	\$973	\$2,777	\$0	\$4,369	\$1,995	\$0	\$647	\$0	\$0	\$22,346
Mulch	\$13,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,530	\$0	\$0	\$0	\$10,530
Miscellaneous	\$1,264	\$0	\$0	-\$41	\$0	\$0	\$0	\$0	\$4,341	\$0	\$348	\$0	\$0	\$4,648
<b>FIELD EXPENDITURES</b>	<b>\$202,364</b>	<b>\$18,154</b>	<b>\$16,670</b>	<b>\$13,024</b>	<b>\$11,208</b>	<b>\$12,958</b>	<b>\$10,124</b>	<b>\$17,702</b>	<b>\$20,500</b>	<b>\$20,717</b>	<b>\$10,796</b>	<b>\$9,363</b>	<b>\$0</b>	<b>\$161,217</b>



**Rolling Hills**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**  
Statement of Revenues & Expenditures  
For The Year Ending  
September 30, 2020

	ADOPTED BUDGET	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
<b><u>SWIM &amp; TENNIS</u></b>														
Facility Maintenance	\$53,533	\$4,461	\$4,461	\$4,461	\$4,461	\$4,461	\$4,461	\$4,461	\$4,461	\$4,461	\$4,461	\$4,461	\$0	\$49,072
Security	\$15,000	\$1,160	\$1,185	\$1,380	\$885	\$1,045	\$1,045	\$1,095	\$975	\$1,050	\$1,095	\$1,005	\$0	\$11,920
Recreation Passes	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Attendants	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$686	\$574	\$517	\$422	\$0	\$2,199
Pool Maintenance	\$13,650	\$1,138	\$1,138	\$1,138	\$1,138	\$1,138	\$1,138	\$1,138	\$1,138	\$1,138	\$1,138	\$1,138	\$0	\$12,513
Pool Chemicals	\$9,000	\$936	\$272	\$437	\$557	\$1,196	\$694	\$1,079	\$1,186	\$1,718	\$1,525	\$913	\$0	\$10,512
Permit	\$375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$375	\$0	\$0	\$0	\$0	\$375
Janitorial	\$12,840	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070	\$1,070	\$0	\$11,770
Insurance	\$23,121	\$22,681	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,681
Utilities	\$45,000	\$3,647	\$2,732	\$2,489	\$3,254	\$3,449	\$3,401	\$2,872	\$3,108	\$3,797	\$3,795	\$3,652	\$0	\$36,196
Refuse Service	\$8,300	\$1,033	\$1,044	\$1,045	\$1,045	\$1,050	\$1,045	\$1,020	\$1,009	\$1,003	\$1,088	\$1,088	\$0	\$11,470
Operating Supplies	\$6,000	\$500	\$500	\$626	\$218	\$145	\$0	\$904	\$518	\$0	\$773	\$0	\$0	\$4,185
Repairs & Maintenance	\$40,000	\$1,550	\$6,438	\$2,743	\$12,821	\$2,640	\$1,304	\$5,955	\$1,901	\$290	\$2,837	\$7,829	\$0	\$46,306
Special Events	\$4,000	\$932	\$0	\$915	\$0	\$278	\$305	\$0	\$0	\$0	\$0	\$0	\$0	\$2,430
<b>SWIM &amp; TENNIS EXPENDITURES</b>	<b>\$266,819</b>	<b>\$39,108</b>	<b>\$18,839</b>	<b>\$16,304</b>	<b>\$25,449</b>	<b>\$16,471</b>	<b>\$14,462</b>	<b>\$19,593</b>	<b>\$16,427</b>	<b>\$15,100</b>	<b>\$18,298</b>	<b>\$21,578</b>	<b>\$0</b>	<b>\$221,628</b>
<b>TOTAL EXPENSES</b>	<b>\$586,425</b>	<b>\$76,173</b>	<b>\$39,672</b>	<b>\$33,423</b>	<b>\$41,417</b>	<b>\$45,992</b>	<b>\$29,911</b>	<b>\$43,475</b>	<b>\$45,985</b>	<b>\$42,848</b>	<b>\$40,758</b>	<b>\$35,857</b>	<b>\$0</b>	<b>\$475,511</b>
Interfund Transfer Out - Cap Res	(\$38,239)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$38,239)	\$0	(\$38,239)
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>(\$75,473)</b>	<b>(\$6,637)</b>	<b>\$272,561</b>	<b>\$31,042</b>	<b>(\$45,535)</b>	<b>(\$28,677)</b>	<b>(\$42,242)</b>	<b>\$21,443</b>	<b>\$28,180</b>	<b>(\$40,683)</b>	<b>(\$6,707)</b>	<b>\$0</b>	<b>\$107,270</b>

*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	25,221.26	-	-	276,896.28	269,408.70	546,304.98
TOTAL DIRECT RECEIVED	25,221.26	-	-	276,896.28	269,408.70	546,304.98
TAX ROLL DUE / RECEIVED	(1,406.58)	174,349.57	137,074.85	41,563.22	349,674.99	702,662.63
TOTAL DUE / RECEIVED	23,814.68	174,349.57	137,074.85	318,459.50	619,083.69	1,248,967.61

(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
6	2/21/2020	63.50	49.93	15.14	127.36	255.93
7	3/17/2020	540.13	424.66	128.76	1,083.29	2,176.84
8	4/17/2020	614.66	483.25	146.53	1,232.75	2,477.19
9	5/14/2020	-	-	-	-	-
10	6/11/2020	95.06	74.74	22.66	190.66	383.12
TAX CERTIFICATES	6/25/2020	1,737.83	1,366.30	414.28	3,485.39	7,003.80
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL RECEIVED TAX ROLL		174,349.57	137,074.85	41,563.22	349,674.99	702,662.63

PERCENT COLLECTED	2015A-1	2015A-2	2015A-3	O&M	TOTAL
% COLLECTED DIRECT BILL	0.00%	0.00%	91.65%	100.00%	95.59%
% COLLECTED TAX ROLL	100.20%	100.20%	100.20%	100.20%	100.20%
TOTAL PERCENT COLLECTED	100.20%	100.20%	92.68%	100.11%	98.13%



*C.*

# ROLLING HILLS

## Community Development District

### Summary of Invoices

October 13, 2020

Fund	Date	Check No.s	Amount
General Fund	7/1-7/31	2282-2311	\$ 194,192.56
	8/1-8/31	2312-2326	\$ 35,707.00
Total			\$ 229,899.56

\*\*FedEx invoices are available upon request

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO.... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	#
7/01/20	00026	6/16/20 SSI09628	202005 330-57200-34500			*	165.00		
		MAY 20 - SECURITY SCH			CLAY COUNTY SHERIFFS OFFICE			165.00	002282
7/01/20	00027	6/30/20 JUN 20	202006 320-53800-43000			*	154.00		
		JUN 20 - ELECTRIC							
		6/30/20 JUN 20	202006 330-57200-43000			*	3,323.00		
		JUN 20 - ELECTRIC			CLAY ELECTRIC COOPERATIVE, INC			3,477.00	002283
7/01/20	00097	6/22/20 062220	202006 330-57200-34500			*	120.00		
		SECURITY			JEFFREY DEESE			120.00	002284
7/01/20	00121	6/13/20 061320	202006 330-57200-34500			*	105.00		
		SECURITY							
		6/15/20 061520	202006 330-57200-34500			*	90.00		
		SECURITY							
		6/28/20 062820	202006 330-57200-34500			*	120.00		
		SECURITY			JOHN R. DRURY			315.00	002285
7/01/20	00060	6/22/20 327	202005 320-53800-46000			*	1,994.92		
		MAY 20 - FACILIYT MAINT							
		6/22/20 327	202005 330-57200-46000			*	1,365.84		
		MAY 20 - FACILIYT MAINT							
		6/22/20 327	202005 330-57200-52000			*	517.74		
		MAY 20 - FACILIYT MAINT			RIVERSIDE MANAGEMENT SERVICES, INC.			3,878.50	002286
7/01/20	00124	6/15/20 122397	202006 320-53800-46200			*	6,051.80		
		JUN 20 - LANDSCAPE MAINT			YELLOWSTONE LANDSCAPE			6,051.80	002287
7/10/20	00097	7/07/20 070720	202007 330-57200-34500			*	120.00		
		SECURITY			JEFFREY DEESE			120.00	002288
7/10/20	00109	6/26/20 7	202006 310-51300-49000			*	100.00		
		AMORT SCH - 2015A1 5.1			DISCLOSURE SERVICES, LLC			100.00	002289
7/10/20	00121	6/30/20 063020	202006 330-57200-34500			*	105.00		
		SECURITY							
		7/09/20 070920	202007 330-57200-34500			*	105.00		
		SECURITY			JOHN R. DRURY			210.00	002290
					ROLL ROLLING HILLS PPOWERS				

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/10/20	00111	6/22/20 2367	202006 320-53800-46100	INSTALL BROWN MULCH	*	10,530.00	
				FIRST COAST MULCH			10,530.00 002291
7/10/20	00003	7/01/20 205	202007 310-51300-34000		*	3,333.33	
		JUL 20 - MGMT FEES					
		7/01/20 205	202007 310-51300-35101		*	208.33	
		JUL 20 - WEBSITE ADMIN					
		7/01/20 205	202007 310-51300-35100		*	83.33	
		JUL 20 - IT					
		7/01/20 205	202007 310-51300-31300		*	291.67	
		JUL 20 - DISSEMINATION					
		7/01/20 205	202007 310-51300-51000		*	.30	
		JUL 20 - SUPPLIES					
		7/01/20 205	202007 310-51300-42000		*	10.25	
		JUL 20 - POSTAGE					
		7/01/20 205	202007 310-51300-42500		*	51.90	
		JUL 20 - COPIES					
		7/01/20 205	202007 310-51300-41000		*	30.40	
		JUL 20 - TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,009.51 002292
7/10/20	00096	6/30/20 4744909	202006 330-57200-52100	ULTRA-CHLOR	*	342.00	
		7/07/20 4748471	202007 330-57200-52100	ULTRA-CHLOR	*	259.50	
		9/16/20 4734532	202006 330-57200-52100	ULTRA-CHLOR	*	177.00	
		9/23/20 4739230	202006 330-57200-52100	ULTRA-CHLOR	*	342.00	
				HAWKINS, INC.			1,120.50 002293
7/10/20	00057	7/01/20 514036	202007 320-53800-46400	JUL 20 - WATER MGMT	*	420.00	
				THE LAKE DOCTORS, INC.			420.00 002294
7/10/20	00060	7/01/20 326	202007 330-57200-46100	JUL 20 - JANITORIAL	*	1,070.00	
		7/01/20 326	202007 330-57200-46700	JUL 20 - POOL MAINT SVC	*	1,137.50	
		7/01/20 326	202007 320-53800-34000	JUL 20 - CONTRACT ADMIN	*	1,708.33	
		7/01/20 326	202007 330-57200-34000	JUL 08 - FACILITY MGMT	*	4,461.08	
		7/08/20 328	202006 330-57200-34200	JUN 20 - DECK MONITOR	*	574.08	
				RIVERSIDE MANAGEMENT SERVICES, INC.			8,950.99 002295
				ROLL ROLLING HILLS PPOWERS			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
7/10/20	00055	7/01/20 9439288-	202007 330-57200-34300		*	1,087.79	
		JUL 20 - REFUSE SERVICE		WASTE MANAGEMENT INC. OF FLORIDA			1,087.79 002296
7/10/20	00124	7/01/20 126793	202007 320-53800-46200		*	6,051.80	
		JUL 20 - LANDSCAPE MAINT			*	785.00	
		7/07/20 128441	202007 320-53800-49000				6,836.80 002297
		PLANT INSTALL		YELLOWSTONE LANDSCAPE			
7/24/20	00070	2/11/20 021120	202002 310-51300-44000		*	36.49	
		MILEAGE REIMBURSEMENT		ROSE S. BOCK			36.49 002298
7/24/20	00016	6/30/20 JUN 20	202006 320-53800-43100		*	1,853.06	
		JUN 20 - WATER			*	292.26	
		6/30/20 JUN 20	202006 330-57200-43100				2,145.32 002299
		JUN 20 - WATER		CLAY COUNTY UTILITY AUTHORITY			
7/24/20	00026	7/13/20 SSI09664	202006 330-57200-34500		*	165.00	
		JUN 20 - SCHEDULING		CLAY COUNTY SHERIFFS OFFICE			165.00 002300
7/24/20	00061	7/04/20 84957412	202007 330-57200-41500		*	282.48	
		JUL 20 - INTERNET		COMCAST			282.48 002301
7/24/20	00097	7/17/20 071720	202007 330-57200-34500		*	120.00	
		SECURITY			*	120.00	
		7/20/20 072020	202007 330-57200-34500				240.00 002302
		SECURITY		JEFFREY DEESE			
7/24/20	00121	7/13/20 071320	202007 330-57200-34500		*	105.00	
		SECURITY		JOHN R. DRURY			105.00 002303
7/24/20	00096	7/14/20 4753236	202007 330-57200-52100		*	429.35	
		CHEMICALS		HAWKINS, INC.			429.35 002304
7/24/20	00005	5/31/20 115687	202005 310-51300-31500		*	2,587.00	
		MAY 20 - GENERAL COUNSEL		HOPPING GREEN & SAMS			2,587.00 002305
				ROLL ROLLING HILLS PPOWERS			



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
7/24/20	00082	6/24/20 13694A	202006 330-57200-46000	PREVENTATIVE MAINTENANCE	*	290.00	
				SOUTHEAST FITNESS REPAIR			290.00 002306
7/28/20	00097	7/24/20 072420	202007 330-57200-34500	SECURITY	*	120.00	
				JEFFREY DEESE			120.00 002307
7/28/20	00096	7/21/20 4757926	202007 330-57200-52100	CHEMICALS	*	342.00	
				HAWKINS, INC.			342.00 002308
7/28/20	00060	7/17/20 329	202006 330-57200-46000	JUN 20 - FACILITY MAINT	*	748.00	
		7/17/20 329	202006 320-53800-46000	JUN 20 - REPAIRS/MAINT	*	444.00	
		7/17/20 329	202006 330-57200-52000	JUN 20 - SUPPLIES	*	396.43	
		7/17/20 330	202007 330-57200-34200	DECK MONITOR	*	229.60	
				RIVERSIDE MANAGEMENT SERVICES, INC.			1,818.03 002309
7/28/20	00141	8/01/20 OP ACCOU	202008 300-15100-10000	OPEN NEW ACCOUNT	*	100,000.00	
				STATE BOARD OF ADMINISTRATION			100,000.00 002310
7/28/20	00141	8/01/20 CAP RES	202008 300-15100-10000	NEW SBA CCOUNT	*	38,239.00	
				STATE BOARD OF ADMINISTRATION			38,239.00 002311
TOTAL FOR BANK A						194,192.56	
TOTAL FOR REGISTER						194,192.56	

ROLL ROLLING HILLS PPOWERS



Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI09628  
Invoice Date: 6/16/2020  
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 7/1/2020  
Terms Net 15 Days

Customer ID C0000125  
P.O. Number  
P.O. Date 6/16/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MAY 2020		18	18	5.00	90.00
Fees-2nd Employment Scheduling		3	3	25.00	75.00

26,334.8

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 165.00

Subtotal: 165.00  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 165.00

ROLLING HILLS VENTURES, LLC.	5/4/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	5/11/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	5/18/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	5/22/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	5/26/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	5/29/2020	7321	DRURY, JOHN R.	3.00
			TOTAL	18.00

## Rolling Hills

### Utility Schedule

#### Clay Electric Cooperative

Account #	Service Address	Jun-20
7182249	2404 Rolling View Blvd #1	\$ -
7751951	3212 Bradley Creek Pkwy - Amenity Ctr	\$ 3,323.00
7755259	3236 Bradley Creek Pwky - #1	\$ 29.00
7755275	3314 Ridgeview Dr #1	\$ 28.00
7755283	2448 Rolling View Blvd	\$ 97.00
		<b>\$ 3,477.00</b>

Vendor #27	
001.320.53800.43000	\$ 154.00
001.330.57200.43000	\$ 3,323.00
	<b>\$ 3,477.00</b>

## Rolling Hills

### Utility Schedule

#### Clay Electric Cooperative

Account #	Service Address	Jun-20
7182249	2404 Rolling View Blvd #1	\$ -
7751951	3212 Bradley Creek Pkwy - Amenity Ctr	\$ 3,323.00
7755259	3236 Bradley Creek Pwky - #1	\$ 29.00
7755275	3314 Ridgeview Dr #1	\$ 28.00
7755283	2448 Rolling View Blvd	\$ 97.00
		<b>\$ 3,477.00</b>

Vendor #27	
001.320.53800.43000	\$ 154.00
001.330.57200.43000	\$ 3,323.00
	<b>\$ 3,477.00</b>



**Clay Electric Cooperative, Inc.**  
 Orange Park District  
 734 Blanding Blvd  
 Orange Park FL 32065-5798  
 904-272-2456 (800)224-4917

Statement Date: 06/24/2020

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	05/20/2020	06/21/2020	07/22/20	2164	2260	96	32	3
					Jun 2019	131	30	4

Previous Statement Balance

38.00

06/15/2020 Payment Received - Thank You

1,938.20CR

Previous Balance

\$ 1,900.20CR

Current Charges Billed 06/24/2020

Energy

7.80

Access Charge

23.00

Power Cost Adjustment .01740 X 96 KWH

1.67

FLA Gross Receipts Tax

0.83

Florida State Sales Tax

2.31

Clay Co Public Ser Utility Tax

1.21

Clay County Sales Tax

0.33

Operation Round Up

0.85

Current Charges Due on 07/15/2020

\$ 38.00

Total Amount Due

\$ 1,862.20CR

Non-Taxable Fuel Amount @ .02217/KWH -\$2.13

Government Taxes/Fees are not imposed by Clay Electric

\$ 4.68

If you are aware of an inoperative or malfunctioning outdoor light on Clay Electric lines, call 1-800-224-4917 or visit ClayElectric.com to report the problem. Read the June Power Line for more information.

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

112

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.



100195-25A\*2\*112\*\*\*\*\*AUTO\*\*MIXED AADC 350  
 ROLLING HILLS VENTURE LLC  
 5385 N NOB HILL RD  
 SUNRISE FL 33351-4761

Previous Balance \$ 1,900.20CR

Current Charges \$ 38.00

Due Date 07/15/2020

Total Amount Due \$ 1,862.20CR

\*\*\* Do Not Pay if Credit \*\*\*

07182249 00-1862200



**Clay Electric Cooperative, Inc.**  
 Orange Park District  
 734 Blanding Blvd  
 Orange Park FL 32065-5798  
 904-272-2456 (800)224-4917

Statement Date: 06/24/2020

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	05/20/2020	06/21/2020	07/22/20	3889	4246	28560	32	893
					Jun 2019	28080	30	936

Previous Statement Balance

2,678.00

06/15/2020 Payment Received - Thank You

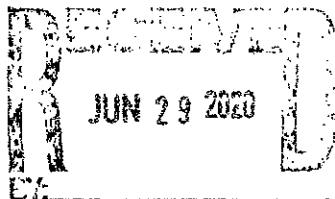
2,678.00CR

Previous Balance

\$ 0.00

Current Charges Billed 06/24/2020

Energy	1,713.60
Access Charge	80.00
Demand 81.840KW X 4.35	356.00
Power Cost Adjustment .01740 X 28560	496.94
Large Outdoor Light	81.83
Small Outdoor Light	113.55
Pole	77.00
FLA Gross Receipts Tax	74.79
Florida State Sales Tax	202.71
Florida State Sales Tax (6%)	4.62
Clay Co Public Ser Utility Tax	91.43
Clay County Sales Tax	29.93
Operation Round Up	0.60



Current Charges Due on 07/15/2020

\$ 3,323.00

Total Amount Due

\$ 3,323.00

Non-Taxable Fuel Amount @ .02217/KWH -\$633.18

Government Taxes/Fees are not imposed by Clay Electric

\$ 403.48

If you are aware of an inoperative or malfunctioning outdoor light on Clay Electric lines, call 1-800-224-4917 or visit ClayElectric.com to report the problem. Read the June Power Line for more information.

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

112

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.



100195-25A\*2\*112\*\*\*\*\*AUTO\*\*MIXED AADC 350  
 ROLLING HILLS CDD  
 5385 N NOB HILL RD  
 SUNRISE FL 33351-4761

Current Charges

\$ 3,323.00

Due Date 07/15/2020

Total Amount Due

\$ 3,323.00

07751951

0003323003

00000411

Jeffrey Deese  
4990 Windmill Court  
Middleburg, FL 32068  
904-219-0579  
[jadeese@claysheriff.com](mailto:jadeese@claysheriff.com)

## CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE: 6-22-20

TO:  
Rolling Hills Community Development District  
3212 Bradley Creek Blvd.  
Green Cove Springs, FL 32043

FOR:  
Property Manager

92

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
6-22-20	Neighborhood Patrol/ Security	1300-1700	4.0	30.00	120.00
	Checked preserve area.				
	Patrolled entire development				
	Checked Clubhouse, pool, and boardwalk area.				
	Patrolled entire development.				
	Rained majority of the time				
	4 traffic stops, ran off group of kids from the back field area				
DEPUTY SIGNATURE:					
					TOTAL 120.00

Make all checks payable to Jeffrey Deese

Thank you for your business!



CCSO OFF-DUTY NOCC

FOR:  
Property Manager

121

DEPUTY SIGNATURE:

TOTAL

\$105.00

Thank you for your business!

CCSO OFF-DUTY PHONE

FOR:  
Property Manager

121

Thank you for your business!

CCSO OFF-DUTY MOBILE

**FOR:**  
Property Manager

12

Make all checks payable to John R. Drury

Thank you for your business!

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 327  
Invoice Date: 6/22/2020  
Due Date: 6/22/2020  
Case:  
P.O. Number:

Bill To:  
Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	60	Hours/Qty	Rate	Amount
Facility Maintenance May 1 - May 31, 2020			2,731.67	2,731.67
Maintenance Supplies			1,146.83	1,146.83
Repairs + Maint. - Field - \$ 1994.92				
001.320.53800.46000				
Repairs + Maint. - Amenity - \$ 1365.84				
001.330.57200.46000				
Operating Supplies - \$ 517.74				
001.330.57200.52000				
C. Ann 6/24/20				
Total				\$3,878.50
Payments/Credits				\$0.00
Balance Due				\$3,878.50

RMS

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF MAY 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/5/20	8	T.C.	Painted lifeguard shack
5/5/20	6	C.P.	Painting the walls of the pool pavilion
5/6/20	6	C.P.	Painted the wall trim at the pool pavilion, blew leaves and debris off the pool deck, sidewalks and tennis courts, removed debris from amenity center, pool deck, tennis courts, roadways and common areas
5/7/20	8	T.C.	Painted trim on lifeguard shack, replaced dimmer switch and toggle switch to fan at lifeguard shack, repaired fencing at pool gate
5/7/20	8	C.P.	Painting pavilion, lifeguard shack and pillars
5/12/20	8	T.C.	Paint trim at lifeguard shack and rental area
5/13/20	4	C.P.	Adjusted a few sunken pavers, checked and changed trash receptacles along the road, removed debris from pool deck, common areas and roadways, blew leaves and debris off pool deck and sidewalks
5/16/20	6	C.P.	Moved all of the pool deck furniture off of the pool deck and secured it, blew leaves and debris off pool deck, installed CDC hand washing signs
5/19/20	8	T.C.	Paint door to lifeguard room, installed hooks to lifeguard shack, installed dive block covers, lubricated locks, paint sear area in breezeway, repaired electrical box at pool deck, repaired 1"x2" wood at rope post
5/19/20	5	C.P.	Removed debris around amenity center, parking lot, main road and common areas, checked and changed trash receptacles on pool deck and common areas
5/20/20	2	C.P.	Moved chairs and coffee table in to kids room, organize storage
5/21/20	3	K.H.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
5/21/20	3	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
<b>TOTAL</b>	<u>73</u>		
<b>MILES</b>	<u>397</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 06/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RH				
ROLLING HILLS	5/1/20	Sirius Radio	57.39	F.O.
	5/4/20	Tape	14.35	F.O.
	5/4/20	Terry Cloth Towels	19.53	F.O.
	5/4/20	Sanktzer	0.30	F.O.
	5/4/20	Clorox	12.63	F.O.
	5/4/20	Disinfectant	7.45	F.O.
	5/4/20	Paper Towels	31.26	F.O.
	5/6/20	Dimmer Switch	18.72	T.C.
	5/6/20	Switch Cover	2.66	T.C.
	5/6/20	Bubble Cover	9.44	T.C.
	5/6/20	Hooks (2) @ \$1.62	3.23	T.C.
	5/6/20	3-Way Toggle Switch	1.94	T.C.
	5/6/20	Multi Switch Cover	7.80	T.C.
	5/6/20	Pelican Liners 3 pk (2)	0.82	C.P.
	5/6/20	Short Cut Brush (3)	20.25	C.P.
	5/6/20	White Foam 4" Minn 5pk	10.32	C.P.
	5/7/20	Toggle Cover	13.98	C.P.
	5/7/20	Toggle Switch	3.44	C.P.
	5/7/20	Sureside LED Dimmer	18.72	C.P.
	5/8/20	Switch cover	1.37	T.C.
	5/8/20	Adult Bag Valve Mask	18.23	T.W.
	5/8/20	Infant Bag Valve Mask	18.23	T.W.
	5/13/20	Number Dividers for Lifeguard Book	9.46	T.W.
	5/11/20	1 Galon Sprayers (2)	22.93	F.O.
	5/11/20	Electrical Tape	1.35	F.O.
	5/11/20	5qt Buckets (4)	12.42	F.O.
	5/11/20	Spray Bottle	6.88	F.O.
	5/11/20	Double Sided Tape	11.43	F.O.
	5/11/20	Bleach	8.46	F.O.
	5/11/20	Round Up	22.97	F.O.
	5/15/20	Locks	26.43	F.O.
	5/15/20	Caulion Tape	20.65	F.O.
	5/15/20	Steel Wire	24.05	F.O.
	5/15/20	Wire Cutter	22.98	F.O.
	5/15/20	Safety Cones	61.99	F.O.
	5/15/20	1x2-36" Wooden Stakes	9.18	C.P.
	5/16/20	1/8x30 Galvanized Wire	8.02	C.P.
	5/19/20	PB Blaster Lubricant	6.30	C.P.
	5/19/20	White Foam 4pk Roller Covers	10.32	C.P.
	5/19/20	1x2x8 PT Wood	2.15	C.P.
	5/19/20	1/4 Dowel Pins	3.32	C.P.
	5/19/20	Deckmate 2 1/2" Screws	10.89	C.P.
	5/19/20	Behr Paint 32oz	17.23	C.P.
	5/21/20	John Deere Galor/Traffor Rental	70.00	K.H.
	5/21/20	Contractor Trash Bags	22.94	K.H.
	5/21/20	Gas for John Deere Galor	7.50	K.H.
	5/22/20	Soap (10)	11.27	F.O.
	5/26/20	Alwrick Apple 5pk	12.04	F.S.
	5/26/20	CLR Rust Remover 28oz	6.75	F.S.
	5/26/20	Aero Spray Glass Cleaner 23 oz	3.76	F.S.
	5/26/20	Pledge Lemon Cleaner 14.20oz	7.45	F.S.
	5/26/20	HDX Lavender 169oz Cleaner	8.03	F.S.
	5/26/20	Microfiber Towels 24pk	10.33	F.S.
	5/26/20	13 Galon Trash Bags 140ct	16.07	F.S.
	5/29/20	Stamps	12.85	F.O.
	6/2/20	Germlsept Gym Wipes 4 rolls 3200wipes (2)	273.70	T.W.
	6/4/20	Light Bulbs (4)	27.48	F.O.
	6/4/20	Screwdriver	22.97	F.O.
	6/4/20	Box Cutter	6.87	F.O.

TOTAL \$1,146.83



**YELLOWSTONE**

**INVOICE**

INVOICE #	INVOICE DATE
JAX 122397	6/15/2020
TERMS	PO NUMBER
Net 30	

**Bill To:**

Rolling Hills CDD  
c/o Governmental Management Services, LLC  
5385 N. Nob Hill Rd  
Sunrise, FL 33351

**Property Name:** Rolling Hills CDD

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** July 15, 2020

**Invoice Amount:** \$6,051.80

Description	Current Amount
Monthly Landscape Maintenance June 2020	\$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

# CCSO OFF-DUTY RECORD

**FOR:**  
Property Manager

97.33.345



Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
6/26/2020	7

Bill To
Rolling Hills CDD C/O GMS

Terms	Due Date
Net 30	7/26/2020

Description	Amount
Amortization Schedule Series 2015A-1 8-1-20 Prepay \$5,000	100.00
109	

<b>Total</b>	\$100.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$100.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

CCSO OFF-PUT INVOICE

FOR:  
Property Manager

Thank you for your business!

CCSO OFF-DUTY NOTICE

FOR:  
Property Manager

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
07/09/2020	Neighborhood patrol and security	15:00-18:30	3.5	\$30.00	\$105.00
	No incidents occurred that needed Law Enforcement attention				
	Amenity Center patrol and security				
<b>DEPUTY SIGNATURE:</b>				TOTAL	\$105.00

TOTAL

\$105.00

121.33.345

Thank you for your business!



First Coast Mulch  
4672 Race Track Rd  
St Johns, FL 32259  
(904)254-5366  
bobbyk@firstcoastmulch.com

Estimate

ADDRESS

Riverside Management  
Services  
9555 Florida Mining  
Blvd. W, Bldg. 300,  
Suite 305  
Jacksonville, FL 32257

SHIP TO

Rolling Hills CDD .  
3212 Bradley Creek Pwky  
Green Cove Springs Fl  
32043.

ESTIMATE #

DATE

2367

06/22/2020

ACTIVITY

QTY

RATE

AMOUNT

Mulch Installation: Brown Mulch  
Installation of brown mulch  
Rolling Hills HOA  
2811 Woodbridge Crossing Ct.  
Green Cove Springs, Fl. 32043

270

39.00

10,530.00

Thank you for the opportunity to bid your  
project. We look forward to working with you  
soon! Please note that there is 3% surcharge  
for all credit card payments.

TOTAL

\$10,530.00

Accepted By

*JSO/m, Secretary*  
*Rolling Hills CDD*

Accepted Date

*7/2/2020*

*111,32.46!*

Please note that there is 3% surcharge for all credit card payments.

1001 Bradford Way  
Kingston, TN 37763

Invoice #: 205  
Invoice Date: 7/1/20  
Due Date: 7/1/20  
Case:  
P.O. Number:

Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32090

[illegible]

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice \$342.00  
Invoice Number 4739230  
Invoice Date 6/23/20  
Sales Order Number/Type 3216792 SO  
Branch Plant 74  
Shipment Number 3606544

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 #			
7/23/20	Net 30	PPD Origin	HAWKINS SOUTHEAST FLEET			B74			
Line #	Item Number	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	220.0000	GA	\$1.5000	GA	2,219.8 LB	\$330.00
		1 GA BLK (Mini-Bulk)		220.0000	GA			2,403.1 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com) or call 612-331-6910 to get it setup on your account.

C Hall 6/26/20 96  
Pool Chemicals  
001, 330, 57200, 52100

Page 1 of 1

Tax Rate

Sales Tax

0 %

\$0.00

Invoice Total

\$342.00

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 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 containers. 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.

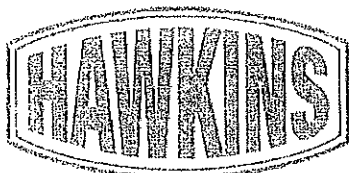
This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against 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](http://www.hawkinsinc.com)

Job# 99065

Please Remit To: **Hawkins, Inc.**  
**P.O. Box 860263**  
**Minneapolis, MN 55486-0263**

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

## INVOICE

Total Invoice \$177.00  
Invoice Number 4734532  
Invoice Date 6/16/20  
Sales Order Number/Type 3208029 SO  
Branch Plant 74  
Shipment Number 3593186

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 #			
7/16/20	Net 30	PPD Origin	HAWKINS SOUTHEAST FLEET			B74			
Line #	Item Number	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	1,109.9 LB	\$165.00
		1 GA BLK (Mini-Bulk)		110.0000	GA			1,201.6 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

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 6/26/20  
Pool Chemicals 96  
001, 330, 57200, 52100

Page 1 of 1

Tax Rate Sales Tax  
0 % \$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 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 §101-11.6(a), §101-11.6(b) and §101-11.6(c). 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# 80396

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice	\$259.50
Invoice Number	4748471
Invoice Date	7/7/20
Sales Order Number/Type	3228231 SO
Branch Plant	74
Shipment Number	3623395

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 #
8/6/20	Net 30	PPD Origin	HAWKINS SOUTHEAST FLEET						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	165.0000	GA	\$1.5000	GA	1,664.9 LB	\$247.50
		1 GA BLK (Mini-Bulk)		165.0000	GA			1,802.3 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com)  
or call 612-331-6910 to get it setup on your account.

C. Hall 7/9/20  
Pool Chemicals 96  
001. 330. 57200. 52100

Page 1 of 1

Tax Rate

Sales Tax

0 %

\$0.00

Invoice Total

\$259.50

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 to original point of shipment. Return freight charges to be prepaid. The containers returned must be the same originally equipped, and show no evidence of abuse, or use for purposes other than the storage of original containers. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose. 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

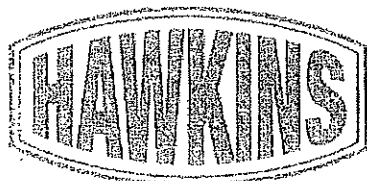
This contractor and subcontractor shall abide by the requirements of 41 CFR 101-11.6(a), 60-300.5(a) and 60-745.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against 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](http://www.hawkinsinc.com)

Job# 133918



Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice **\$342.00**  
Invoice Number 4744909  
Invoice Date 6/30/20  
Sales Order Number/Type 3221092 SO  
Branch Plant 74  
Shipment Number 3612749

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 #
7/30/20	Net 30	PPD Origin	HAWKINS SOUTHEAST FLEET						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	220.0000	GA	\$1.5000	GA	2,219.8 LB	\$330.00
		1 GA BLK (Mini-Bulk)		220.0000	GA			2,403.1 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com)  
or call 612-331-6910 to get it setup on your account.

C. Hall 7/9/20  
Pool Chemicals 96  
001. 330.57200.52100

Page 1 of 1

Tax Rate Sales Tax  
0 % \$0.00

Invoice Total **\$342.00**

## 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](http://www.hawkinsinc.com)

Job# 118477



**The Lake Doctors, Inc.**  
Aquatic Management Services

3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253

# INVOICE

Invoice #	514036
Account #	718674
Invoice Date	7/1/2020
Due Date	7/11/2020
Rep	MAS

Bill To
ROLLING HILLS CDD GOVERNMENTAL MANAGEMENT SERVICES, LLC 475 WEST TOWN PLACE SUITE 114 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 Management Service (R)	420.00
	<i>C. Hall 7/9/20</i> <i>Lake Maint.</i> <i>001.320.53800.46400</i> <i>ST</i>	
<b>Customer Total Balance</b> \$420.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice</b> \$420.00

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](http://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 #	514036
Account #	718674
Date	7/1/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
3543 State Road 419  
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #		
Card Verification #		
Exp. Date #		
Print Name		
Billing Address:	<input type="checkbox"/> Check box if same as above	
Signature		

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 326  
Invoice Date: 7/1/2020  
Due Date: 7/1/2020  
Case:  
P.O. Number:

Bill To:  
Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Janitorial Services - July 2020 330,572,4610		1,070.00	1,070.00
Pool Maintenance Services - July 2020 330,572,4670		1,137.50	1,137.50
Contract Administration - July 2020 320,538,3400		1,708.33	1,708.33
Facility Management - Rolling Hills - July 2020 330,572,3400		4,461.08	4,461.08
60			
Total			\$8,376.91
Payments/Credits			\$0.00
Balance Due			\$8,376.91

RHW  
7.1.20

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 328  
Invoice Date: 7/8/2020  
Due Date: 7/8/2020  
Case:  
P.O. Number:

Bill To:  
Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Deck Monitor through June 2020	35.88	16.00	574.08
330,572,3420			
U <sup>s</sup>			
Total			\$574.08
Payments/Credits			\$0.00
Balance Due			\$574.08

2nd  
7,9,20

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT  
LIFEGUARD & DECK MONITOR BILLABLE HOURS

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/6/20	1.77	G.W.	Deck Monitor
6/13/20	5.90	G.W.	Deck Monitor
6/14/20	4.82	G.W.	Deck Monitor
6/20/20	6.37	G.W.	Deck Monitor
6/21/20	5.22	G.W.	Deck Monitor
6/27/20	5.08	G.W.	Deck Monitor
6/28/20	6.72	G.W.	Deck Monitor
GRAND TOTAL	<u>35.88</u>		
Lifeguarding	0.00		
Deck Monitor	35.88		

Additional Attendant/Lifeguards  
GL Code: 330-572-342



# INVOICE

Page 1 of 2

Customer ID:

12-16050-13008

Customer Name:

ROLLING HILLS CDD

Service Period:

07/01/20-07/31/20

Invoice Date:

06/25/2020

Invoice Number:

9439288-2224-7

## 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

**Jul 25, 2020**

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

**\$1,087.79**

If payment is received after  
07/25/2020: **\$ 1,114.98**

See Reverse for Important Messages

### Previous Balance

1,003.02

+

### Payments

(1,003.02)

+

### Adjustments

0.00

+

### Current Charges

1,087.79

=

### Total Due

**1,087.79**

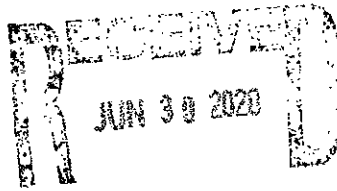
### Details for Service Location:

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	07/01/20		1.00	706.41
Fuel / environmental charge				208.36
Regulatory cost recovery charge				32.93
Administrative charge				6.50
Clay county franchise fee				133.59
<b>Total Current Charges</b>				<b>1,087.79</b>

SS 33.343



----- Please detach and send the lower portion with payment ----- (no cash or staples) -----



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)
06/25/2020	9439288-2224-7	12-16050-13008
Payment Terms	Total Due	Amount
Total Due by 07/25/2020	\$1,087.79	
If Received after 07/25/2020	\$1,114.98	



2224000121605013008094392880000010877900000108779 7

0142013 01 FF 0.460 \*\*PRST T2 0 7177 33351 -C01-P42165-11 3 10290C60



ROLLING HILLS CDD  
5385 N KNOB HILL RD  
ROLLING HILLS  
SUNRISE FL 33351



Remit To:

WM CORPORATE SERVICES, INC.  
AS PAYMENT AGENT  
PO BOX 4648  
CAROL STREAM, IL 60197-4648

THINK GREEN®

Printed on  
recycled paper.

0142013-0000001-0149672

224-0046983-2224-7



**YELLOWSTONE**

**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 126793	7/1/2020
TERMS	PO NUMBER
Net 30	

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** July 31, 2020

**Invoice Amount:** \$6,051.80

Description	Current Amount
Monthly Landscape Maintenance July 2020	\$6,051.80

**Invoice Total** **\$6,051.80**

124.32462

1. 124.32462 - 124.32462 = 0.00000

**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**

INVOICE #	INVOICE DATE
JAX 128441	7/7/2020
TERMS	PO NUMBER
Net 30	

**Bill To:**

Rolling Hills CDD  
c/o Governmental Management Services, LLC  
5385 N. Nob Hill Rd  
Sunrise, FL 33351

**Property Name:** Rolling Hills CDD

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** August 6, 2020

**Invoice Amount:** \$785.00

Description	Current Amount
Plant Install To provide and install Dwarf Oleander, Blue Daze, and Jack Frost Ligustrum. Plant Installation	\$785.00

**Invoice Total** \$785.00

C. Hall 7/9/20 RY.  
Landscape Contingency  
001. 320. 53800. 49000

**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



## Expense Reimbursement Form

70. 31.44

# Rolling Hills

## Utility Schedule

### Clay County Utility Authority

Account #	Service Address		Jun-20
00244868	3212-1 Bradley Creek Pkwy - Rclm	\$	128.81
00244869	3212-2 Bradley Creek Pkwy - Rclm	\$	823.22
00253042	3212-3 Bradley Creek Pkwy - Irr	\$	768.27
00256584	3215-2 Bradley Creek Pkwy - Irr	\$	132.76
00260347	3212-4 Bradley Creek Pkwy -Residents Club	\$	292.26
		\$	<u>2,145.32</u>

Vendor #16	
001.320.53800.43100	\$ 1,853.06
001.330.57200.43100	\$ 292.26
	\$ <u>2,145.32</u>

# Rolling Hills

## Utility Schedule

### Clay County Utility Authority

Account #	Service Address		Jun-20
00244868	3212-1 Bradley Creek Pkwy - Rclm	\$	128.81
00244869	3212-2 Bradley Creek Pkwy - Rclm	\$	823.22
00253042	3212-3 Bradley Creek Pkwy - Irr	\$	768.27
00256584	3215-2 Bradley Creek Pkwy - Irr	\$	132.76
00260347	3212-4 Bradley Creek Pkwy - Residents Club	\$	292.26
		\$	2,145.32

Vendor #16	
001.320.53800.43100	\$ 1,853.06
001.330.57200.43100	\$ 292.26
	\$ 2,145.32



3176 Old Jennings Road, Middleburg, Florida 32068  
 Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 07/08/2020

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)		07/08/20 to 08/05/20				\$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

Alternative Water Supply Surcharge \$0.00

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
68272411	2	07/06/20	34	73914	73914	0
Base Charges (Prepaid)						\$128.81
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
<b>TOTAL AMOUNT DUE</b>		<b>\$128.81</b>

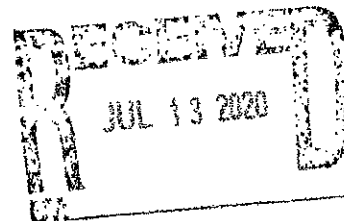
**IMPORTANT NOTICE:** Service disruptions will resume Tuesday, July 28, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please call our customer service department to arrange payments before Friday, July 24, 2020 to avoid a scheduled disruption and additional fees. Call our Customer Service department at 904-272-5999.

Need assistance with your bill? Visit our website for a list of agencies available to assist you with your utility bill at [https://www.clayutility.org/myservice/customer\\_assistance\\_program.aspx](https://www.clayutility.org/myservice/customer_assistance_program.aspx)

Please pay \$128.81 by 7/29/2020 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 06/15/2020.



16,32,481

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

### ADDRESSEE

AYC0707B  
 2000000787 46/1



ROLLING HILLS CDD  
 5385N NOB HILL ROAD  
 SUNRISE FL 33351-4761



### MAIL PAYMENT TO:

Bill Date	07/08/20
Current Charges	\$128.81
Current Charges Past Due After	07/29/20
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, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 07/08/2020

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
Base Charges (Prepaid)		07/08/20 to 08/05/20				\$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

Alternative Water Supply Surcharge \$0.00

### Sewer

Base Charges (Prepaid)			0.0	X	0.00	\$0.00
Consumption Charges						\$0.00

### Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
68272412	2	07/06/20	34	65323	65724	401
Base Charges (Prepaid)						\$128.81
Consumption Charges		Tier 1	136.0	X	0.79	\$107.44
Proration Factor: 1.1333		Tier 2	45.3	X	1.56	\$70.67
		Tier 3	219.7	X	2.35	\$516.30

### Other Charges

Administrative Fees (Prepaid)		\$0.00
Capacity Fees (Prepaid)		\$0.00
Deposit Interest Refund		\$0.00
Current Charges		\$823.22
Previous Balance		\$0.00
Late Charge (If Applicable)		\$0.00
<b>TOTAL AMOUNT DUE</b>		<b>\$823.22</b>

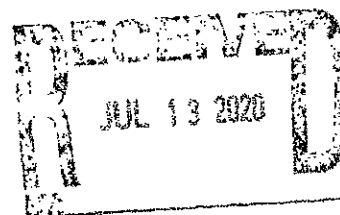
**IMPORTANT NOTICE:** Service disruptions will resume Tuesday, July 28, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please call our customer service department to arrange payments before Friday, July 24, 2020 to avoid a scheduled disruption and additional fees. Call our Customer Service department at 904-272-5999.

Need assistance with your bill? Visit our website for a list of agencies available to assist you with your utility bill at [https://www.clayutility.org/myservice/customer\\_assistance\\_program.aspx](https://www.clayutility.org/myservice/customer_assistance_program.aspx)

Please pay \$823.22 by 7/29/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$610.53 was posted to your account on 06/15/2020.



16.

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

### ADDRESSEE

AYC0707B  
2000000788 46/2

ROLLING HILLS CDD  
5385 N NOB HILL ROAD  
SUNRISE FL 33351-4761



### MAIL PAYMENT TO

Bill Date	07/08/20
Current Charges	\$823.22
Current Charges Past Due After	07/29/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$823.22



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 07/08/2020

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	07/06/20	34	27898	28159	261
Base Charges (Prepaid)		07/08/20 to 08/05/20				\$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	34.3	X	3.94	\$135.14
		Tier 4	0.0	X	5.06	\$0.00
Alternative Water Supply Surcharge						\$1.06

**IMPORTANT NOTICE:** Service disruptions will resume Tuesday, July 28, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

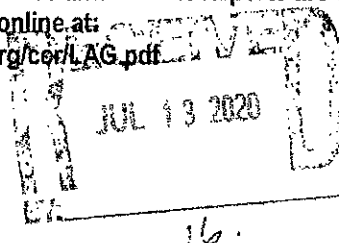
Please call our customer service department to arrange payments before Friday, July 24, 2020 to avoid a scheduled disruption and additional fees. Call our Customer Service department at 904-272-5999.

Need assistance with your bill? Visit our website for a list of agencies available to assist you with your utility bill at [https://www.clayutility.org/my-service/customer\\_assistance\\_program.aspx](https://www.clayutility.org/my-service/customer_assistance_program.aspx)

Please pay \$768.27 by 7/29/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1150.33 was posted to your account on 06/15/2020.

Consumer Confidence and UCMR4 Reports are available at our office and online at: [www.clayutility.org/cer/LAG.pdf](http://www.clayutility.org/cer/LAG.pdf)



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		\$768.27
Previous Balance		\$0.00
Late Charge (If Applicable)		\$0.00
<b>TOTAL AMOUNT DUE</b>		<b>\$768.27</b>

Please return this portion with payment



Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068

ROLLING HILLS CDD  
3212-3 Bradley Creek Pkwy Irrigation

Customer #:00253042  
Route #:MC13020736  
Route Group:20

ADDRESSEE  
AYC0707B  
2000000789 46/3

BILL SUMMARY

Bill Date	07/08/20
Current Charges	\$768.27
Current Charges Past Due After	07/29/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$768.27

ROLLING HILLS CDD  
5385N NOB HILL ROAD  
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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 07/08/2020

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) 07/08/20 to 08/05/20 \$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						

Alternative Water Supply Surcharge \$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
58730024	2	07/06/20	34	19369	19374	5
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						
<b>TOTAL AMOUNT DUE \$132.76</b>						

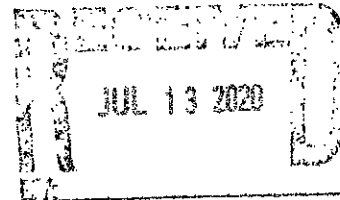
**IMPORTANT NOTICE:** Service disruptions will resume Tuesday, July 28, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please call our customer service department to arrange payments before Friday, July 24, 2020 to avoid a scheduled disruption and additional fees. Call our Customer Service department at 904-272-5999.

Need assistance with your bill? Visit our website for a list of agencies available to assist you with your utility bill at [https://www.clayutility.org/myservice/customer\\_assistance\\_program.aspx](https://www.clayutility.org/myservice/customer_assistance_program.aspx)

Please pay \$132.76 by 7/29/2020 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 06/15/2020.



16

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

AYC0707B  
2000000790 46/4

ROLLING HILLS CDD  
5385N NOB HILL ROAD  
SUNRISE FL 33351-4761



### Bill Summary

Bill Date	07/08/20
Current Charges	\$132.76
Current Charges Past Due After	07/29/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$132.76

### MAIL PAYMENT TO



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](http://www.clayutility.org)  
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 07/08/2020

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	07/06/20	34	21	23	2

Base Charges (Prepaid)	07/08/20 to 08/05/20					\$85.30
Consumption Charges	Tier 1	2.0	X	1.97		\$3.94
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	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
<b>TOTAL AMOUNT DUE</b>	<b>\$292.26</b>

**IMPORTANT NOTICE:** Service disruptions will resume Tuesday, July 28, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please call our customer service department to arrange payments before Friday, July 24, 2020 to avoid a scheduled disruption and additional fees. Call our Customer Service department at 904-272-5999.

Need assistance with your bill? Visit our website for a list of agencies available to assist you with your utility bill at [https://www.clayutility.org/mysevice/customer\\_assistance\\_program.aspx](https://www.clayutility.org/mysevice/customer_assistance_program.aspx)

Please pay \$292.26 by 7/29/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$330.42 was posted to your account on 06/15/2020.

Consumer Confidence and UCMR4 Reports are available at our office and online at: [www.clayutility.org/ccr/LAG.pdf](http://www.clayutility.org/ccr/LAG.pdf)

16.33  
 JUL 13 2020

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

### ADDRESSEE

AYC0707B  
 2000000791 46/5

ROLLING HILLS CDD  
 5385 N NOB HILL ROAD  
 SUNRISE FL 33351-4761



### MAIL PAYMENT TO

Bill Date	07/08/20
Current Charges	\$292.26
Current Charges Past Due After	07/29/20
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, FL 32068





Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI09664  
Invoice Date: 7/13/2020

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 7/28/2020  
Terms Net 15 Days

Customer ID C0000125  
P.O. Number  
P.O. Date 7/13/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JUNE 2020		18	18	5.00	90.00
Fees-2nd Employment Scheduling		3	3	25.00	75.00

20.32 348

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 165.00

Subtotal: 165.00  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 165.00

ROLLING HILLS VENTURES, LLC.	6/1/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	6/7/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	6/13/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	6/15/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	6/28/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	6/30/2020	7321	DRURY, JOHN R.	3.00
			TOTAL	18.00

# COMCAST BUSINESS

Account Number  
8495 74 123 1221031

Billing Date  
Jul 04, 2020

Services From  
Jul 14, 2020 to Aug 13, 2020

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		\$281.34
Payment - thank you	Jun 18	-\$281.34
<b>Balance forward</b>		<b>\$0.00</b>
Regular monthly charges	Page 3	\$279.15
Taxes, fees and other charges	Page 3	\$3.33
<b>New charges</b>		<b>\$282.48</b>

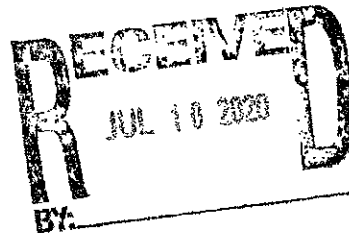
**Amount due Jul 25, 2020 \$282.48**

### Need help?

Visit [xfinity.com/customersupport](http://xfinity.com/customersupport) or see page 2 for other ways to contact us.

### Your bill explained

- Any payments received or account activity after Jul 04, 2020 will show up on your next bill. View your most up-to-date account balance at [business.comcast.com/myaccount](http://business.comcast.com/myaccount).
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.



61.33.415

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 20200704 NNNNNNNY 000737 0004

ROLLING HILLS AMENI CENTER  
5385 N NOB HILL RD  
SUNRISE, FL 33351-4761

Account number

**8495 74 123 1221031**

Payment due

**Jul 25, 2020**

**Please pay**

**\$282.48**

Amount enclosed

\$

Make checks payable to Comcast  
Do not send cash



Send payment to

COMCAST  
PO BOX 71211  
CHARLOTTE NC 28272-1211



849574123122103100282483

## Regular monthly charges **\$279.15**

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 **\$28.15**

Broadcast TV Fee	\$14.95
Directory Listing Management Fee	\$2.00
Regional Sports Fee	\$8.20
Voice Network Investment	\$3.00

## Taxes, fees and other charges **\$3.33**

Other charges	\$3.33
Federal Universal Service Fund	\$2.21
Regulatory Cost Recovery	\$1.12

## 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](https://business.comcast.com/myaccount) for more details



## Additional information

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.

The FCC modifies the rate that voice providers pay into the USF on a quarterly basis. USF is assessed on applicable voice services as the Federal Universal Service Fund at the FCC's approved rate. See: <http://www.fcc.gov/encyclopedia/contribution-factor-quarterly-filings-universal-service-fund-usf-management-support>. A new rate becomes effective 07/01/2020.

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 1-866-216-8634.

# CCSO OFF-DUTY INVOICE

FOR:  
Property Manager

Thank you for your business!

Jeffrey Deese  
4990 Windmill Court  
Middleburg, FL 32068  
904-219-0579  
[jadeese@claysheriff.com](mailto:jadeese@claysheriff.com)

## CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE: 7-20-20

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
7-20-20	Neighborhood Patrol/ Security	1300-1700	4.0	30.00	120.00
	Checked preserve area.				
	Patrolled entire development				
	Checked Clubhouse, pool, and boardwalk area.				
	Patrolled entire development.				
	Seen no one in rear field at back of subdivision				
	2 traffic stops, neither live in subdivision				
	97				
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!

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice	\$429.35
Invoice Number	4753236
Invoice Date	7/14/20
Sales Order Number/Type	3236471 SO
Branch Plant	74
Shipment Number	3635338

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 #			
8/13/20	Net 30	PPD Origin	HAWKINS SOUTHEAST FLEET			B74			
Line #	Item Number	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 GA 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 #: 03236471									
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
2.000	43967	Ultra-Chlor (Sod. Hypo 12.5%)	N	165.0000	GA	\$1.5000	GA	1,664.9 LB	\$247.50
		1 GA BLK (Mini-Bulk)		165.0000	GA			1,802.3 GW	

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

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. Hahn* 7/16/20  
Pool Chemicals  
001. 330. 57200. 52100

*gno*

Page 1 of 1	Tax Rate	Sales Tax	Invoice Total	\$429.35
	0 %	\$0.00		

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 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 containers. 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 101-11.6(a), 101-11.6(b) and 101-11.6(c). 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 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# 153034



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

June 30, 2020

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 115687  
Billed through 05/31/2020

### General Counsel/Monthly Meeting

RHCDD 00001 KSB

#### FOR PROFESSIONAL SERVICES RENDERED

04/29/20	LMG	Research and analyze impact of federal, state, and local orders regarding amenity closures and reopenings.	0.30 hrs
05/04/20	KSB	Review tentative agenda.	0.20 hrs
05/05/20	KSB	Review correspondence regarding re-opening.	0.20 hrs
05/05/20	MKR	Prepare agenda items; research status of assessment levy for O&M.	0.70 hrs
05/06/20	KSB	Review matters related to debt service payment.	0.40 hrs
05/08/20	KSB	Review Emma notice.	0.20 hrs
05/11/20	KSB	Confer with district engineer.	0.20 hrs
05/11/20	MKR	Review final agenda.	0.40 hrs
05/12/20	KSB	Review proposed budget.	0.20 hrs
05/12/20	MKR	Revise budget approval resolution.	0.50 hrs
05/13/20	KSB	Confer with district manager regarding extension of virtual meeting deadline.	0.10 hrs
05/14/20	KSB	Confer with Oliver and Oca; review proposed reopening plan; prepare for and attend board meeting.	3.00 hrs
05/15/20	KSB	Review and provide comment to amenity reopening plan; confer with district manager; perform meeting follow up.	1.40 hrs
05/18/20	KSB	Follow up on gym reopening.	0.40 hrs
05/18/20	JLK	Continued research on phase 1 and 2 opening regulations and issues: review summer camp and youth sports program parameters and ADA questions.	0.40 hrs
05/19/20	KSB	Review proposed amenity facility reopening issues; review regulations relating to fitness center reopening; review insurance recommendations regarding same; confer with district managers.	0.10 hrs

05/20/20 KEM Prepare budget notice; confirm publication of notice of qualifying period. 0.30 hrs  
Total fees for this matter \$2,587.00

**MATTER SUMMARY**

Kilinski, Jennifer L.	0.40 hrs	295 /hr	\$118.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	140 /hr	\$42.00
Buchanan, Katie S.	6.40 hrs	305 /hr	\$1,952.00
Gentry, Lauren M.	0.30 hrs	250 /hr	\$75.00
Rigoni, Michelle K.	1.60 hrs	250 /hr	\$400.00

TOTAL FEES \$2,587.00

**TOTAL CHARGES FOR THIS MATTER \$2,587.00**

**BILLING SUMMARY**

Kilinski, Jennifer L.	0.40 hrs	295 /hr	\$118.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	140 /hr	\$42.00
Buchanan, Katie S.	6.40 hrs	305 /hr	\$1,952.00
Gentry, Lauren M.	0.30 hrs	250 /hr	\$75.00
Rigoni, Michelle K.	1.60 hrs	250 /hr	\$400.00

TOTAL FEES \$2,587.00

**TOTAL CHARGES FOR THIS BILL \$2,587.00**

**Please include the bill number with your payment.**

Southeast Fitness Repair  
14476 DUVAL PL W STE  
208  
JACKSONVILLE, FL 32218  
US  
(904)683-1439  
rosemary@southeastfitness  
repair.com  
www.southeastfitnessrepair.  
com

# SoutheastFITNESS

## R E P A I R

Equipment Repair & Maintenance

### INVOICE

#### BILL TO

Rolling Hills Amenity Center  
3212 Bradley Creek Pkwy.  
Green Cove Springs, Florida  
32043 United States

INVOICE # 13694A

DATE 06/24/2020

DUE DATE 06/24/2020

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	PM - FLAT RATE	1	290.00	290.00
	TRAVEL + FIRST HOUR LABOR			

BALANCE DUE

**\$290.00**

82 33.460

Thank you for your business!

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice	\$342.00
Invoice Number	4757926
Invoice Date	7/21/20
Sales Order Number/Type	3239833 SO
Branch Plant	74
Shipment Number	3640279

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 #			
8/20/20	Net 30	PPD Origin	HAWKINS SOUTHEAST FLEET			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	220.0000	GA	\$1.5000	GA	2,219.8 LB	\$330.00
		1 GA BLK (Mini-Bulk)		220.0000	GA			2,403.1 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com) or call 612-331-6910 to get it setup on your account.

96

*[Handwritten Signature]* 7/27/20  
Pool Chemicals  
1-330-57200-252100

Page 1 of 1

Tax Rate      Sales Tax  
0 %              \$0.00

Invoice Total              \$342.00

## 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 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 containers. 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.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§101-1.4(a), 60-300.5(a) and 60-741.6(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](http://www.hawkinsinc.com)

Job# 171703

Please Remit To: **Hawkins, Inc.**  
**P.O. Box 860263**  
**Minneapolis, MN 55486-0263**

# Invoice

**Bill To:**  
Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2020		918.92	918.92
Maintenance Supplies		669.51	669.51
Facility Maint./Repairs 330,572,4600	\$ 748. <sup>00</sup>		
Repairs/Maint. - Field 320,538,4600	\$ 444. <sup>00</sup>		
Operating Supplies 330,572,5200	\$ 396. <sup>43</sup>		
	00		
Total			\$1,588.43
Payments/Credits			\$0.00
Balance Due			\$1,588.43

RMS

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JUNE 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/4/20	2	F.S.	Inspect for common area trash/debris throughout neighborhood
6/9/20	4	R.M.	Inspect lakes and common areas for trash and debris
6/11/20	3	R.M.	Organize storage and pool pump house, check common areas for trash
6/16/20	3	T.C.	Installed "Slow children" sign and "no trespassing" sign
6/17/20	2	F.S.	Removed debris throughout neighborhood
6/23/20	3	R.M.	Inspect lakes and common areas for trash and debris
6/25/20	1	F.S.	Inspect for common area trash/debris throughout neighborhood
6/30/20	2	F.S.	Common area trash, check tennis courts, and pool deck area.
TOTAL	<u>23</u>		
MILES	<u>256</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 07/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RH				
ROLLING HILLS	8/1/20	Sirius Radio	57.39	F.O.
	6/2/20	Float Line Kit for Pool	65.54	F.O.
	8/5/20	Ink Cartridge	45.87	F.O.
	6/5/20	Cups (4)	15.92	F.O.
	6/8/20	Water (4)	35.32	F.O.
	6/9/20	Lysol Wipes (2)	11.45	F.S.
	6/9/20	Hand Sanitizer (2)	20.63	F.S.
	6/16/20	Impact socket adapter	4.57	T.C.
	6/16/20	Hex bolts (2)	3.70	T.C.
	6/16/20	Hex nuts (12)	4.28	T.C.
	6/16/20	Cut washer (12)	3.73	T.C.
	6/16/20	Carriage bolt (2)	3.96	T.C.
	6/16/20	Hex bolts 1/4-20"x2" (5)	4.31	T.C.
	6/16/20	18"x24" Slow Children Sign	52.29	C.H.
	6/16/20	12"x1" No Trespassing Sign	109.20	C.H.
	6/16/20	6' Green U Channel Post	96.90	C.H.
	6/16/20	Hand Sanitizer	8.20	F.O.
	8/16/20	Soap (10)	11.27	F.O.
	6/16/20	Clorox Spray (2)	7.54	F.O.
	6/16/20	Bleach (2)	8.76	F.O.
	6/16/20	Markers	8.02	F.O.
	6/16/20	Toilet Paper 18 Rolls (2)	20.98	F.O.
	6/16/20	Paper Towels 12 Rolls	17.22	F.O.
	6/16/20	Windex	4.46	F.O.
	6/17/20	3 piece Bar Kit	12.62	C.H.
	6/17/20	3 piece Chisel Set	12.62	C.H.
	6/17/20	Gray Tile Adhesive	23.78	C.H.
			0.00	
		TOTAL	<u>\$669.51</u>	



Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

## Invoice

Invoice #: 330  
Invoice Date: 7/17/2020  
Due Date: 7/17/2020  
Case:  
P.O. Number:

Bill To:  
Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Deck Monitor Through July 16, 2020  330.572, 34200  60	14.35	16.00	229.60
Total			\$229.60
Payments/Credits			\$0.00
Balance Due			\$229.60

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT  
LIFEGUARD & DECK MONITOR BILLABLE HOURS PAY PERIOD ENDING 7-16-20

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/4/20	4.50	G.W.	Deck Monitor
7/5/20	4.50	G.W.	Deck Monitor
7/12/20	5.35	G.W.	Deck Monitor
GRAND TOTAL			<u>14.35</u>
Lifeguarding	0.00		
Deck Monitor	14.35		

Additional Attendant/Lifeguards  
GL Code: 330-572-342

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	#
8/13/20	00016	7/31/20 JUL 20	202007 320-53800-43100			*	1,035.71		
		JUL 20 - WATER				*	292.26		
		7/31/20 JUL 20	202007 330-57200-43100						
		JUL 20 - WATER							
					CLAY COUNTY UTILITY AUTHORITY			1,327.97	002312
8/13/20	00026	8/11/20 SSI09716	202007 330-57200-34500			*	180.00		
		SECURITY							
					CLAY COUNTY SHERIFFS OFFICE			180.00	002313
8/13/20	00027	7/31/20 JUL 20	202007 320-53800-43000			*	148.00		
		JUL 20 - ELECTRIC				*	3,220.00		
		7/31/20 JUL 20	202007 330-57200-43000						
		JUL 20 - ELECTRIC							
					CLAY ELECTRIC COOPERATIVE, INC			3,368.00	002314
8/13/20	00053	5/19/20 312096	202005 310-51300-48000			*	64.00		
		NOTICE OF RULE DEVELOPMNT				*	138.00		
		5/19/20 312097	202005 310-51300-48000			*	91.00		
		NOTICE OF RULEMAKING				*	1,530.00		
		7/06/20 313572	202007 310-51300-48000			*	1,300.00		
		NOTICE OF SPECIAL MEETING				*			
		7/09/20 264615	202007 310-51300-48000			*			
		NOTICE OF PUBLIC HEARING				*			
		7/16/20 264617	202007 310-51300-48000						
		NOTICE OF PUBLIC HEARING							
					CLAY TODAY			3,123.00	002315
8/13/20	00061	8/04/20 64957412	202008 330-57200-41500			*	282.51		
		AUG 20 - INTERNET							
					COMCAST			282.51	002316
8/13/20	00097	7/31/20 073120	202007 330-57200-34500			*	120.00		
		SECURITY				*	120.00		
		8/04/20 080420	202008 330-57200-34500						
		SECURITY							
					JEFFREY DEESE			240.00	002317
8/13/20	00121	7/27/20 072720	202007 330-57200-34500			*	105.00		
		SECURITY				*	120.00		
		8/06/20 080620	202008 330-57200-34500			*	90.00		
		SECURITY				*			
		8/11/20 081120	202008 330-57200-34500						
		SECURITY							
					JOHN R. DRURY			315.00	002318
					ROLL ROLLING HILLS PPOWERS				

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/13/20	00003	8/01/20 206	202008 310-51300-34000		*	3,333.33	
		AUG 20 - MGMT FEES			*	208.33	
		8/01/20 206	202008 310-51300-35101		*	83.33	
		AUG 20 - WEBSITE ADMIN			*	291.67	
		8/01/20 206	202008 310-51300-35100		*	.15	
		AUG 20 - IT			*	10.50	
		8/01/20 206	202008 310-51300-31300		*	40.80	
		AUG 20 - DISSEMINATION			*		
		8/01/20 206	202008 310-51300-51000		*		
		AUG 20 - SUPPLIES			*		
		8/01/20 206	202008 310-51300-42000		*		
		AUG 20 - POSTAGE			*		
		8/01/20 206	202008 310-51300-42500		*		
		AUG 20 - COPIES					
GOVERNMENTAL MANAGEMENT SERVICES						3,968.11	002319
8/13/20	00096	7/28/20 4763419	202007 330-57200-52100		*	494.49	
		POOL CHEMICALS					
HAWKINS, INC.						494.49	002320
8/13/20	00005	6/30/20 116345	202007 310-51300-31500		*	821.50	
		JUN 20 - GENERAL COUNSEL			*	590.00	
		7/31/20 116383	202007 310-51300-31500		*		
		JUN 20 - PHASE 2					
HOPPING GREEN & SAMS						1,411.50	002321
8/13/20	00057	8/01/20 520327	202008 320-53800-46400		*	420.00	
		AUG 20 - WATER MGMT					
THE LAKE DOCTORS, INC.						420.00	002322
8/13/20	00066	7/03/20 072003	202007 330-57200-46000		*	777.50	
		2020 MAINTENANCE CONTRACT			*	1,065.06	
		7/07/20 062010	202007 330-57200-46000		*	2,930.00	
		REFRIGERANT & CLEAN COILS			*		
		8/07/20 072018	202008 330-57200-46000		*		
		REPLACE COMPRESSOR					
MECHANICAL SOLUTIONS LLC						4,772.56	002323
8/13/20	00060	7/31/20 332	202007 330-57200-34200		*	287.36	
		JUL 20 - DECK MONITOR			*	1,070.00	
		8/01/20 331	202008 330-57200-46100		*	1,137.50	
		AUG 20 - JANITORIAL SVCS			*	1,708.33	
		8/01/20 331	202008 330-57200-46700		*		
		AUG 20 - POOL MAINT SVCS			*		
		8/01/20 331	202008 320-53800-34000		*		
		AUG 20 - CONTRACT ADMIN					

ROLL ROLLING HILLS PPOWERS

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/05/20 PAGE 3  
 \*\*\* CHECK DATES 08/01/2020 - 08/31/2020 \*\*\* ROLLING HILLS GENERAL FUND  
 BANK A ROLLING HILLS GF

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		8/01/20 331	202008 330-57200-34000		*	4,461.08	
		AUG 20 - FACILITY MGMT		RIVERSIDE MANAGEMENT SERVICES, INC.			8,664.27 002324
8/13/20 00055		7/24/20 9444571-	202008 330-57200-34300		*	1,087.79	
		AUG 20 - REFUSE SERVICE		WASTE MANAGEMENT INC. OF FLORIDA			1,087.79 002325
8/13/20 00124		8/01/20 135828	202008 320-53800-46200		*	6,051.80	
		AUG 20 - LANDSCAPE MAINT		YELLOWSTONE LANDSCAPE			6,051.80 002326
TOTAL FOR BANK A						35,707.00	
TOTAL FOR REGISTER						35,707.00	

ROLL ROLLING HILLS PPOWERS



Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI09716  
Invoice Date: 8/11/2020

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 8/26/2020  
Terms Net 15 Days

Customer ID C0000125  
P.O. Number  
P.O. Date 8/11/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantitv	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JULY 2020		21	21	5.00	105.00
Fees-2nd Employment Scheduling		3	3	25.00	75.00

24

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 180.00

Subtotal: 180.00  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 180.00

ROLLING HILLS VENTURES, LLC.	7/2/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	7/9/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	7/13/2020	7321	DRURY, JOHN R.	3.00
ROLLING HILLS VENTURES, LLC.	4/17/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	7/20/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	7/24/2020	6497	DEESE, JEFFREY A	3.00
ROLLING HILLS VENTURES, LLC.	7/27/2020	7321	DRURY, JOHN R.	3.00
			TOTAL	21.00

## Rolling Hills

### Utility Schedule

#### Clay County Utility Authority

Account #	Service Address		Jul-20
00244868	3212-1 Bradley Creek Pkwy - Rclm	\$	128.81
00244869	3212-2 Bradley Creek Pkwy - Rclm	\$	690.94
00253042	3212-3 Bradley Creek Pkwy - Irr	\$	86.36
00256584	3215-2 Bradley Creek Pkwy - Irr	\$	129.60
00260347	3212-4 Bradley Creek Pkwy -Residents Club	\$	292.26
		\$	<u>1,327.97</u>

#### Vendor #16

001.320.53800.43100	\$	1,035.71
001.330.57200.43100	\$	<u>292.26</u>
	\$	<u>1,327.97</u>



## Rolling Hills

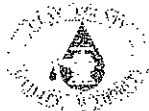
### Utility Schedule

#### Clay County Utility Authority

Account #	Service Address		Jul-20
00244868	3212-1 Bradley Creek Pkwy - Rclm	\$	128.81
00244869	3212-2 Bradley Creek Pkwy - Rclm	\$	690.94
00253042	3212-3 Bradley Creek Pkwy - Irr	\$	86.36
00256584	3215-2 Bradley Creek Pkwy - Irr	\$	129.60
00260347	3212-4 Bradley Creek Pkwy -Residents Club	\$	292.26
		\$	<u>1,327.97</u>

#### Vendor #16

001.320.53800.43100	\$	1,035.71
001.330.57200.43100	\$	<u>292.26</u>
	\$	<u>1,327.97</u>



3176 Old Jennings Road, Middleburg, Florida 32068  
Please visit us on the web at [www.clayutility.org](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: ROLLING HILLS CDD

Bill Date: 08/05/2020

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)	08/05/20 to 09/04/20					\$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

Alternative Water Supply Surcharge \$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
68272411	2	08/02/20	27	73914	73914	0
Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	0.0	X	0.79		\$0.00
Proration Factor: 0.9000	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
<b>TOTAL AMOUNT DUE</b>	<b>\$128.81</b>

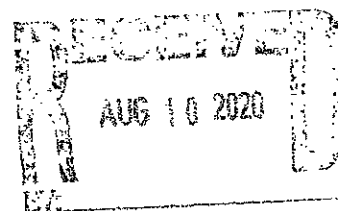
Clay County Utility Authority will hold a public rate hearing on Tuesday, September 8, 2020, at 7:00 PM, in CUA's Board Room, located at 3176 Old Jennings Road, Middleburg, Florida.

**IMPORTANT NOTICE:** Service disruptions are scheduled for Tuesday, August 25, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please contact our customer service department to arrange payments before Friday, August 21, 2020 to avoid a scheduled disruption and additional fees. Call us at 904-272-5999.

**Please pay \$128.81 by 8/26/2020 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 07/28/2020.



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

### ADDRESSEE

AYC0804B  
2000000787 48/1



ROLLING HILLS CDD  
5385N NOB HILL ROAD  
SUNRISE FL 33351-4761



### Bill Summary

Bill Date	08/05/20
Current Charges	\$128.81
Current Charges Past Due After	08/26/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$128.81

### MAIL PAYMENT TO



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

12

Customer Name: ROLLING HILLS CDD

Bill Date: 08/05/2020

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
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	08/05/20 to 09/04/20					\$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

Alternative Water Supply Surcharge \$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	108.0	X	0.79		\$85.32
Proration Factor: 0.9000	Tier 2	36.0	X	1.56		\$56.16
	Tier 3	179.0	X	2.35		\$420.65

### Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$690.94
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$690.94</b>

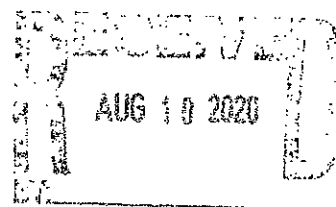
Clay County Utility Authority will hold a public rate hearing on Tuesday, September 8, 2020, at 7:00 PM, in CCUA's Board Room, located at 3176 Old Jennings Road, Middleburg, Florida.

**IMPORTANT NOTICE:** Service disruptions are scheduled for Tuesday, August 25, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please contact our customer service department to arrange payments before Friday, August 21, 2020 to avoid a scheduled disruption and additional fees. Call us at 904-272-5999.

Please pay \$690.94 by 8/26/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$823.22 was posted to your account on 07/28/2020.



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

### ADDRESSEE

AYC0804B  
2000000788 48/2

ROLLING HILLS CDD  
5385 N NOB HILL ROAD  
SUNRISE FL 33351-4761



### Bill Summary

Bill Date	08/05/20
Current Charges	\$690.94
Current Charges Past Due After	08/26/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$690.94

### MAIL PAYMENT TO:



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

[3]

Customer Name: ROLLING HILLS CDD

Bill Date: 08/05/2020

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	08/02/20	27	28159	28159	0

Base Charges (Prepaid)	08/05/20 to 09/04/20					\$85.30
Consumption Charges	Tier 1	0.0	X		1.47	\$0.00
Proration Factor: 0.9000	Tier 2	0.0	X		3.04	\$0.00
	Tier 3	0.0	X		3.94	\$0.00
	Tier 4	0.0	X		5.06	\$0.00

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	\$86.36
Previous Balance	\$0.00
Late Charge (If Applicable)	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$86.36</b>

Clay County Utility Authority will hold a public rate hearing on Tuesday, September 8, 2020, at 7:00 PM, in CCUA's Board Room, located at 3176 Old Jennings Road, Middleburg, Florida.

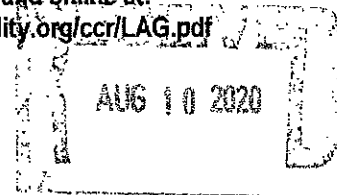
**IMPORTANT NOTICE:** Service disruptions are scheduled for Tuesday, August 25, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please contact our customer service department to arrange payments before Friday, August 21, 2020 to avoid a scheduled disruption and additional fees. Call us at 904-272-5999.

Please pay \$86.36 by 8/26/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$768.27 was posted to your account on 07/28/2020.

Consumer Confidence and UCMR4 Reports are available at our office and online at: [www.clayutility.org/ccr/LAG.pdf](http://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

### ADDRESSEE

AYC0804B  
2000000789 48/3

ROLLING HILLS CDD  
5385N NOB HILL ROAD  
SUNRISE FL 33351-4761



### Bill Summary

Bill Date	08/05/20
Current Charges	\$86.36
Current Charges Past Due After	08/26/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$86.36



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

[4]

Customer Name: ROLLING HILLS CDD

Bill Date: 08/05/2020

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)	08/05/20 to 09/04/20					\$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

Alternative Water Supply Surcharge \$0.00

### Storm

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
58730024	2	08/02/20	27	19374	19375	1
Base Charges (Prepaid)						\$128.81
Consumption Charges	Tier 1	1.0	X	0.79		\$0.79
Proration Factor: 0.9000	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
<b>TOTAL AMOUNT DUE</b>	<b>\$129.60</b>

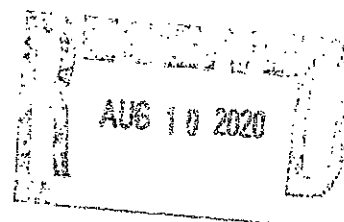
Clay County Utility Authority will hold a public rate hearing on Tuesday, September 8, 2020, at 7:00 PM, in CCUA's Board Room, located at 3176 Old Jennings Road, Middleburg, Florida.

**IMPORTANT NOTICE:** Service disruptions are scheduled for Tuesday, August 25, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please contact our customer service department to arrange payments before Friday, August 21, 2020 to avoid a scheduled disruption and additional fees. Call us at 904-272-5999.

Please pay \$129.60 by 8/26/2020 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 07/28/2020.



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

AYC0804B  
2000000790 48/4

ROLLING HILLS CDD  
5385N NOB HILL ROAD  
SUNRISE FL 33351-4761



### Bill Summary

Bill Date	08/05/20
Current Charges	\$129.60
Current Charges Past Due After	08/26/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$129.60

### MAIL PAYMENT TO



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](http://www.clayutility.org)  
Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

[5/

Customer Name: ROLLING HILLS CDD

Bill Date: 08/05/2020

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	08/02/20	27	23	25	2

Base Charges (Prepaid)	08/05/20 to 09/04/20					\$85.30
Consumption Charges	Tier 1	2.0	X	1.97		\$3.94
Proration Factor: 0.9000	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
<b>TOTAL AMOUNT DUE</b>	<b>\$292.26</b>

Clay County Utility Authority will hold a public rate hearing on Tuesday, September 8, 2020, at 7:00 PM, in CCUA's Board Room, located at 3176 Old Jennings Road, Middleburg, Florida.

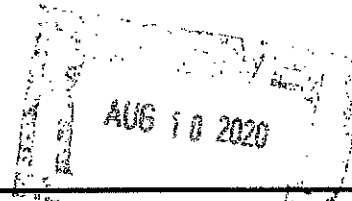
**IMPORTANT NOTICE:** Service disruptions are scheduled for Tuesday, August 25, 2020. Delinquent balances must be paid or have active extensions to avoid service disruption.

Please contact our customer service department to arrange payments before Friday, August 21, 2020 to avoid a scheduled disruption and additional fees. Call us at 904-272-5999.

Please pay \$292.26 by 8/26/2020 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$292.26 was posted to your account on 07/28/2020.

Consumer Confidence and UCMR4 Reports are available at our office and online at: [www.clayutility.org/ccr/LAG.pdf](http://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 #:00260347

3212-4 Bradley Creek Pkwy Resident's Club

Route #:MC13020738

Route Group:20

### ADDRESSEE

AYC0804B  
2000000791 48/5

**ROLLING HILLS CDD**  
5385 N NOB HILL ROAD  
SUNRISE FL 33351-4761



### Bill Summary

Bill Date	08/05/20
Current Charges	\$292.26
Current Charges Past Due After	08/26/20
Lend A Helping Hand ( If Applicable)	\$0.00
Previous Balance	\$0.00
Total Amount Due	\$292.26

### MAIL PAYMENT TO



CLAY COUNTY UTILITY AUTHORITY  
3176 OLD JENNINGS ROAD  
MIDDLEBURG, FL 32068

## Rolling Hills

### Utility Schedule

#### Clay Electric Cooperative

Account #	Service Address	Jul-20
7182249	2404 Rolling View Blvd #1	\$ -
7751951	3212 Bradley Creek Pkwy - Amenity Ctr	\$ 3,220.00
7755259	3236 Bradley Creek Pwky - #1	\$ 30.00
7755275	3314 Ridgeview Dr #1	\$ 28.00
7755283	2448 Rolling View Blvd	\$ 90.00
		<b>\$ 3,368.00</b>

Vendor #27	
001.320.53800.43000	\$ 148.00
001.330.57200.43000	\$ 3,220.00
	<b>\$ 3,368.00</b>

## Rolling Hills

### Utility Schedule

#### Clay Electric Cooperative

Account #	Service Address	Jul-20
7182249	2404 Rolling View Blvd #1	\$ -
7751951	3212 Bradley Creek Pkwy - Amenity Ctr	\$ 3,220.00
7755259	3236 Bradley Creek Pwky - #1	\$ 30.00
7755275	3314 Ridgeview Dr #1	\$ 28.00
7755283	2448 Rolling View Blvd	\$ 90.00
		<b>\$ 3,368.00</b>

Vendor #27	
001.320.53800.43000	\$ 148.00
001.330.57200.43000	\$ 3,220.00
	<b>\$ 3,368.00</b>





**Clay Electric Cooperative, Inc.**  
 Orange Park District  
 734 Blanding Blvd  
 Orange Park FL 32065-5798  
 904-272-2456 (800)224-4917

Statement Date: 07/24/2020

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	06/21/2020	07/21/2020	08/20/20	2260	2363 Jul 2019	103 145	30 32	3 5

Previous Statement Balance

-1,862.20

Previous Balance

\$ 1,862.20CR

Current Charges Billed 07/24/2020

Energy	8.37
Access Charge	23.00
Power Cost Adjustment .01740 X 103 KWH	1.79
FLA Gross Receipts Tax	0.85
Florida State Sales Tax	2.36
Clay Co Public Ser Utility Tax	1.24
Clay County Sales Tax	0.34
Operation Round Up	0.05

Current Charges Due on 08/14/2020

\$ 38.00

Total Amount Due

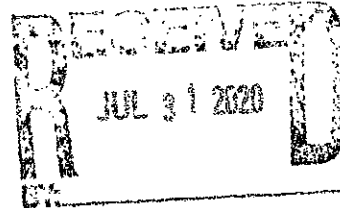
\$ 1,824.20CR

Non-Taxable Fuel Amount @ .02217/KWH -\$2.28

Government Taxes/Fees are not imposed by Clay Electric

\$ 4.79

Florida's summer thunderstorms can damage your expensive electronics. Go to ClayElectric.com for information about SurgeBlaster. Free installation is available



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

126

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.

100370-25A\*2\*126\*\*\*\*AUTO\*\*MIXED AADC 350  
 ROLLING HILLS VENTURE LLC  
 5385 N NOB HILL RD  
 SUNRISE FL 33351-4761

Previous Balance \$ 1,862.20CR  
 Current Charges \$ 38.00  
 Due Date 08/14/2020  
 Total Amount Due \$ 1,824.20CR  
 \*\*\* Do Not Pay if Credit \*\*\*

07182249 00-1824200

00000437



**Clay Electric Cooperative, Inc.**  
 Orange Park District  
 734 Blanding Blvd  
 Orange Park FL 32065-5798  
 904-272-2456 (800)224-4917

Statement Date: 07/24/2020

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	06/21/2020	07/21/2020	08/20/20	4246	4590 Jul 2019	27520 32960	30 31	917 1063

Previous Statement Balance

3,323.00

07/06/2020 Payment Received - Thank You

3,323.00CR

Previous Balance

\$ 0.00

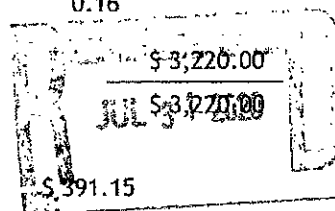


Current Charges Billed 07/24/2020

Energy	1,651.20
Access Charge	80.00
Demand 79.600KW X 4.35	346.26
Power Cost Adjustment .01740 X 27520	478.85
Large Outdoor Light	81.83
Small Outdoor Light	113.55
Pole	77.00
FLA Gross Receipts Tax	72.49
Florida State Sales Tax	196.28
Florida State Sales Tax (6%)	4.62
Clay Co Public Ser Utility Tax	88.75
Clay County Sales Tax	29.01
Operation Round Up	0.16

Current Charges Due on 08/14/2020

Total Amount Due



Non-Taxable Fuel Amount @ .02217/KWH -\$610.12

Government Taxes/Fees are not imposed by Clay Electric

\$ 391.15

Florida's summer thunderstorms can damage your expensive electronics. Go to ClayElectric.com for information about SurgeBlaster. Free installation is available

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

126

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.

100370-25A\*2\*126\*\*\*\*\*AUTO\*\*MIXED AADC 350  
 ROLLING HILLS CDD  
 5385 N NOB HILL RD  
 SUNRISE FL 33351-4761

Current Charges \$ 3,220.00  
 Due Date 08/14/2020  
 Total Amount Due \$ 3,220.00

07751951 0003220001



**Clay Electric Cooperative, Inc.**  
 Orange Park District  
 734 Blanding Blvd  
 Orange Park FL 32065-5798  
 904-272-2456 (800)224-4917

Statement Date: 07/24/2020

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	06/21/2020	07/21/2020	08/20/20	334	361	27	30	1
					Jul 2019	28	32	1

Previous Statement Balance

29.00

07/06/2020 Payment Received - Thank You

29.00CR

Previous Balance

\$ 0.00

Current Charges Billed 07/24/2020

Energy	2.20
Access Charge	23.00
Power Cost Adjustment .01740 X 27 KWH	0.47
FLA Gross Receipts Tax	0.66
Florida State Sales Tax	1.83
Clay Co Public Ser Utility Tax	1.00
Clay County Sales Tax	0.26
Operation Round Up	0.58

Current Charges Due on 08/14/2020 \$ 30.00

Total Amount Due \$ 30.00

Non-Taxable Fuel Amount @ .02217/KWH -\$60

Government Taxes/Fees are not imposed by Clay Electric

\$ 3.25

Florida's summer thunderstorms can damage your expensive electronics. Go to ClayElectric.com for information about SurgeBlaster. Free installation is available

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

126

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.

100370-25A\*2\*126\*\*\*\*\*AUTO\*\*MIXED AADC 350  
 ROLLING HILLS CDD  
 5385 N NOB HILL RD  
 SUNRISE FL 33351-4761

Current Charges \$ 30.00  
 Due Date 08/14/2020  
 Total Amount Due \$ 30.00

07755259 0000030007



**Clay Electric Cooperative, Inc.**  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456 (800)224-4917

Statement Date: 07/24/2020

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	06/21/2020	07/21/2020	08/20/20	191	201	10	30	0
					Jul 2019	12	32	0

Previous Statement Balance

28.00

07/06/2020 Payment Received - Thank You

28.00CR

Previous Balance

\$ 0.00

Current Charges Billed 07/24/2020

Energy	0.81
Access Charge	23.00
Power Cost Adjustment .01740 X 10 KWH	0.17
FLA Gross Receipts Tax	0.62
Florida State Sales Tax	1.71
Clay Co Public Ser Utility Tax	0.95
Clay County Sales Tax	0.25
Operation Round Up	0.49

Current Charges Due on 08/14/2020

\$ 28.00

Total Amount Due

\$ 28.00

Non-Taxable Fuel Amount @ .02217/KWH -\$.22

Government Taxes/Fees are not imposed by Clay Electric - \$ 3.53

Florida's summer thunderstorms can damage your expensive electronics. Go to ClayElectric.com for information about SurgeBlaster. Free installation is available

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

126

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.

100370-25A\*2\*126\*\*\*\*AUTO\*\*MIXED AADC 350  
ROLLING HILLS CDD  
5385 N NOB HILL RD  
SUNRISE FL 33351-4761

Current Charges \$ 28.00  
Due Date 08/14/2020  
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: 07/24/2020

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	06/21/2020	07/21/2020	08/20/20	8691	9257	566	30	19
					Jul 2019	341	32	11

Previous Statement Balance

97.00

07/06/2020 Payment Received - Thank You

97.00CR

Previous Balance

\$ 0.00

Current Charges Billed 07/24/2020

Energy	46.02
Access Charge	23.00
Power Cost Adjustment .01740 X 566 KWH	9.85
FLA Gross Receipts Tax	2.02
Florida State Sales Tax	5.62
Clay Co Public Ser Utility Tax	2.65
Clay County Sales Tax	0.81
Operation Round Up	0.03

Current Charges Due on 08/14/2020

\$ 90.00

Total Amount Due

\$ 90.00

Non-Taxable Fuel Amount @ .02217/KWH -\$12.55

Government Taxes/Fees are not imposed by Clay Electric

JUL 31 2020 \$11.10

Florida's summer thunderstorms can damage your expensive electronics. Go to ClayElectric.com for information about SurgeBlaster. Free information is available

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

126

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.
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.



100370-25A\*2\*126\*\*\*\*\*AUTO\*\*MIXED AADC 350  
 ROLLING HILLS CDD  
 5385 N NOB HILL RD  
 SUNRISE FL 33351-4761

Current Charges \$ 90.00

Due Date 08/14/2020

Total Amount Due \$ 90.00

07755283

0000090001

**CLAY  
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200**Recorder**1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

## Advertising Invoice

**ROLLING HILLS CDD C/O GMS LLC**  
475 W TOWN PL #114  
C/O GMS, LLC  
SAINT AUGUSTINE, FL 32092Cust#:503071  
Ad#:312096  
Phone#:904-940-5850  
Date:05/19/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 6.40

**Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	07/02/2020	07/02/2020	1	64.00	64.00

**Payment Information:**

Date:	Order#	Type
05/19/2020	312096	BILLED ACCOUNT

Total Amount: 64.00

Tax: 0.00

Amount Due: 64.00

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

**Ad Copy****NOTICE OF RULE  
DEVELOPMENT  
BY THE ROLLING HILLS  
COMMUNITY DEVELOPMENT  
DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Rolling Hills Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District. The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District. The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws

**PUBLISHER AFFIDAVIT  
CLAY TODAY**  
Published Weekly  
Orange Park, Florida

**STATE OF FLORIDA  
COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF RULE DEVELOPMENT**

in the matter of

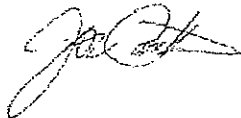
**RULES OF PROCEDURE**

**LEGAL: 46135 ORDER: 312096**

was published in said newspaper in the issues:

**07/02/2020**

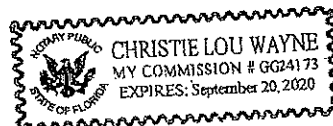
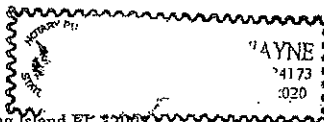
Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 07/02/2020.

*Christie Lou Wayne*  
NOTARY PUBLIC, STATE OF FLORIDA

3515 US HWY 17 Suite A, Fleming Island FL 32003  
Telephone (904) 264-3200 - FAX (904) 264-3285  
E-Mail: Christie@opocfla.com



**NOTICE OF RULE  
DEVELOPMENT  
BY THE ROLLING HILLS  
COMMUNITY DEVELOPMENT  
DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Rolling Hills Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a), 16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager, c/o Governmental Management Services, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092, (904) 940-5850. Jim Oliver, District Manager  
Rolling Hills Community Development District  
Legal 46135 published July 2, 2020 in Clay County's Clay Today newspaper.

46333

**CLAY  
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200**Recorder**  
Notary Public for the State of Florida1102 A1A North, Unit 106 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8631**Advertising Invoice****ROLLING HILLS CDD C/O GMS LLC**  
475 W TOWN PL #114  
C/O GMS, LLC  
SAINT AUGUSTINE, FL 32092**Cust#:**503071  
**Ad#:**313572  
**Phone#:**904-940-5850  
**Date:**07/06/2020**Salesperson:** Clay Legals**Classification:** Legal Notice**Ad Size:** 1.0 x 9.10**Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	07/16/2020	07/16/2020	1	91.00	91.00

**Payment Information:**

<b>Date:</b>	<b>Order#</b>	<b>Type</b>
07/06/2020	313572	BILLED ACCOUNT

53

**Total Amount:** 91.00**Tax:** 0.00**Amount Due:** 91.00**Attention:** Requests for credits or refunds for early cancellations must be made within 90 days.**Ad Copy**



PUBLISHER AFFIDAVIT  
CLAY TODAY  
Published Weekly  
Orange Park, Florida

STATE OF FLORIDA  
COUNTY OF CLAY:

Before the undersigned authority personally appeared  
Jon Cantrell, who on oath says that he is the publisher of the  
"Clay Today" a newspaper published weekly at Orange Park in  
Clay County, Florida; that the attached copy of advertisement  
being a

NOTICE OF SPECIAL MEETING

in the matter of

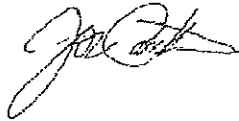
PROPOSAL CONSTRUCTION

LEGAL: 46333 ORDER: 313572

was published in said newspaper in the issues:

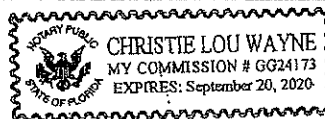
07/16/2020

Affiant further says that said "Clay Today" is a newspaper published  
at Orange Park, in said Clay County, Florida, and that the said newspaper  
has heretofore been continuously published in said Clay County, Florida,  
weekly, and has been entered as Periodical material matter at the post  
office in Orange Park, in said Clay County, Florida, for period of one  
year next proceeding the first publication of the attached copy of  
advertisement; and affiant further says that he has neither paid nor promised  
any person, firm or corporation any discount, rebate, commission or  
refund for the purpose of securing this advertisement for publication in  
the said newspaper.



Sworn to me and subscribed before me 07/16/2020.

*Christie Lou Wayne*  
NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
Telephone (904) 264-3200 - FAX (904) 264-3285  
E-Mail: Christie@opcfla.com

**NOTICE OF  
SPECIAL MEETING  
OF THE BOARD OF  
SUPERVISORS  
ROLLING HILLS  
COMMUNITY DEVELOPMENT  
DISTRICT**

Notice is hereby given that the  
Rolling Hills Community  
Development District ("District") will  
hold a special meeting of the Board  
of Supervisors on Thursday, July 23,  
2020 at 11:00 a.m. to be conducted by  
the following means of  
communication media technology  
Zoom pursuant to Executive Orders  
20-52, 20-69 and 20-112 issued by  
Governor DeSantis on March 9, 2020,  
March 20, 2020 and April 29, 2020  
("Executive Orders") respectively,  
including any extensions or  
supplements thereof, and pursuant  
to Section 120.54(5)(b)Z, Florida  
Statutes. The meeting is being held  
for the necessary public purpose of  
considering proposals for  
construction services for  
infrastructure improvements. At  
such time the Board is so authorized  
and may consider any business that  
may properly come before it.

While it is necessary to hold the  
above referenced meeting of the  
District's Board of Supervisors  
utilizing communications media  
technology due to the current  
COVID-19 public health emergency,  
the District fully encourages public  
participation in a safe and efficient  
manner. Toward that end, anyone  
wishing to listen and participate in  
the meeting can do so by video  
conference. Instructions to join the  
meeting by video conference are  
available at [www.RollingHillsCDD.com](http://www.RollingHillsCDD.com). Additionally, participants are  
encouraged to submit questions and  
comments to the District Manager in  
advance at [joliver@gmsnf.com](mailto:joliver@gmsnf.com) to  
facilitate the Board's consideration  
of such questions and comments  
during the meeting.

A copy of the agenda may be  
obtained on the District's website at  
[www.RollingHillsCDD.com](http://www.RollingHillsCDD.com).

The meeting is open to the public  
and will be conducted in accordance  
with the provisions of Florida law for  
community development districts.  
The meeting may be continued to a  
date, time, and place to be specified  
on the record at such meeting. There  
may be occasions when Board  
Supervisors or District Staff may  
participate by speaker telephone.

Any person requiring special  
accommodations at the meeting  
because of a disability or physical  
impairment should contact the  
District Manager's Office at least  
forty-eight (48) hours prior to the  
meeting. If you are hearing or speech  
impaired, please contact the Florida  
Relay Service by dialing 7-1-1, or  
1-800-955-8771 (TTY) / 1-800-955-8770  
(Voice), for aid in contacting the  
District Manager's Office.

Each person who decides to appeal  
any decision made by the Board with  
respect to any matter considered at  
the Meetings is advised that person  
will need a record of 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 such appeal is  
to be based.

James Oliver  
District Manager  
Legal 46333 published July 16, 2020  
in Clay County's Clay Today  
newspaper.

46136  
adreceipt

**CLAY  
TODAY**

3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200

**Recorder**  
Let your message stand out. Let your name stand out.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

## Advertising Invoice

**ROLLING HILLS CDD C/O GMS LLC**  
475 W TOWN PL #114  
C/O GMS, LLC  
SAINT AUGUSTINE, FL 32092

Cust#: 503071  
Ad#: 312097  
Phone#: 904-940-5850  
Date: 05/19/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 13.80

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	07/09/2020	07/09/2020	1	138.00	138.00

### Payment Information:

Date: 05/19/2020      Order#: 312097      Type: **BILLED ACCOUNT**

Total Amount: 138.00

Tax: 0.00

Amount Due: 138.00

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

**PUBLISHER AFFIDAVIT  
CLAY TODAY**  
Published Weekly  
Orange Park, Florida

**STATE OF FLORIDA  
COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF RULEMAKING**

in the matter of

**ROLLING HILLS**

**LEGAL: 46136 ORDER: 312097**

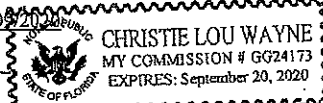
was published in said newspaper in the issues:

**07/09/2020**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me **07/09/2020**  
*Christie Lou Wayne*  
NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
Telephone (904) 264-3200 - FAX (904) 264-3285  
E-Mail: Christie@opcfla.com

**NOTICE OF  
RULEMAKING  
REGARDING THE RULES OF  
PROCEDURE OF THE  
ROLLING HILLS  
COMMUNITY DEVELOPMENT  
DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Rolling Hills Community Development District ("District") on August 11, 2020 at 6:00 p.m. It is anticipated that the public hearing will take place at the at the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043. In the event that the COVID-19 public health emergency prevents the public hearing from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2, Florida Statutes. Information about how the hearing will occur, assistance connecting to the hearing or arranging further accommodations for participation, may be obtained by accessing the District's website at [www.rollinghillscdd.com](http://www.rollinghillscdd.com) or by contacting the office of the District Manager c/o Governmental Management Services LLC North Florida, at (904) 940-5850 or [jolliver@gmsnfl.com](mailto:jolliver@gmsnfl.com) ("District Manager's Office"). In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to

adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Clay Today on July 2, 2020. The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and

materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District. Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(6), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager c/o Governmental Management Services, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"). Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), Florida Statutes, must do so in writing within twentyone (21) days after publication of this public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Manager's Office. Jim Oliver, District Manager  
Rolling Hills Community Development District  
Legal 46136 published July 9, 2020 in Clay County's Clay Today newspaper.

# CLAY TODAY NEWSPAPER

OPC NEWS, LLC  
3513 US HWY 17  
FLEMING ISLAND FL 32003  
904-264-3200

DATE 7/16/20

ROLLING HILLS CDD  
C/O GMS, LLC  
475 WEST TOWN PLACE, SUITE 114  
ST AUGUSTINE FLORIDA 32092

ACCOUNT #: 503071

Date	Order #	Purchase Order Number / Description	Times Run	Amount
7/9/2020	264615	NOTICE OF PUBLIC HEARING - 1ST RUN	1	\$1,530.00
7/16/2020	264617	NOTICE OF PUBLIC HEARING - 2ND RUN (15%)	1	\$1,300.00
		LEGAL DISPLAY - 2 FULL PAGES LEGAL 46317		
		FED ID# 20-2112861		
		53		

TOTAL DUE ON ACCOUNT \$ **\$2,830.00**

Please Remit To:

CLAY TODAY NEWSPAPER  
3513 US HWY 17  
FLEMING ISLAND FL 32003

Account Name: ROLLING HILLS CDD  
Account #: 503071  
Order #: 264615  
Amount Due: \$ 2,830.00

## PUBLISHER AFFIDAVIT

CLAY TODAY  
Published Weekly  
Orange Park, Florida

STATE OF FLORIDA  
COUNTY OF CLAY:

Before the undersigned authority personally appeared  
Jon Cantrell, who on oath says that he is the publisher of the  
"Clay Today" a newspaper published weekly at Orange Park in  
Clay County, Florida; that the attached copy of advertisement  
Being

### PUBLIC HEARING NOTICE

in the matter of

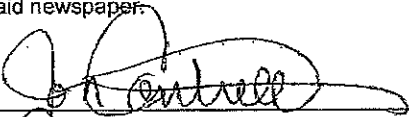
2020/2021 BUDGET

Legal 46317 Order 264615 & 264617

was published in said newspaper in the issues

**JULY 9 & JULY 16, 2020**

Affiant further says that said "Clay Today" is a newspaper published  
at Orange Park, in said Clay County, Florida, and that the said newspaper  
has heretofore been continuously published in said Clay County, Florida,  
weekly, and has been entered as Periodical material matter at the post  
office in Orange Park, in said Clay County, Florida, for period of one  
year next proceeding the first publication of the attached copy of  
advertisement; and affiant further says that he has neither paid nor promised  
any person, firm or corporation any discount, rebate, commission or  
refund for the purpose of securing this advertisement for publication in  
the said newspaper.



Sworn to me and subscribed  
before me this 16TH day of July, 2020

  
NOTARY PUBLIC, STATE OF FLORIDA



3513 US HWY 17 Suite A, Fleming Island FL 32003  
Telephone (904) 264-3200 - FAX (904) 264-3285

*See attached*

## ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2020/2021 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; NOTICE OF POSSIBLE REMOTE PROCEDURES DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

### Upcoming Public Hearings, and Regular Meeting

The Board of Supervisors ("Board") for the Rolling Hills Community Development District ("District") will hold the following two public hearings and a regular meeting:

DATE: TIME:	August 11, 2020 6:00 p.m.
LOCATION:	Rolling Hills Amenity Center 3212 Bradley Creek Parkway Green Cove Springs, Florida 32043

It is anticipated that the public hearings and meeting will take place at the location above. Currently there is in place federal, state, and local emergency declarations ("Declarations") in response to COVID-19. In the event the Declarations remain in effect and/or future orders or declarations so authorize, the District may conduct the public hearings and meeting by telephone or video conferencing communications media technology pursuant to such governmental orders, including but not limited to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2, Florida Statutes.

While it may be necessary to hold the above referenced public hearings and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting and obtain information about how the meeting will occur should refer to the District's website, [www.rollinghillscdd.com](http://www.rollinghillscdd.com) or contact the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [joeliver@gmsnrf.com](mailto:joeliver@gmsnrf.com) to obtain access information. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by calling (904) 940-5850 by August 10, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). The second public hearing is being held pursuant to Chapters 170, 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2020/2021; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

### Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. Pursuant to Section 170.07, Florida Statutes, a description of the streets and areas to be improved, description of services to be funded by the O&M Assessments, and the properties to be improved and benefitted from the O&M Assessments, are all set forth in the Proposed Budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

Land Use	Total # of Units/Acres	ERU Factor	Proposed O&M Assessment (including collection costs / early payment discounts)
Platted	375	1	\$371,250.00
Unplatted	386	.75	\$280,185.05

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Clay County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.3632(4), Florida Statutes, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4), Florida Statutes, is met. Note that the O&M Assessments do not include any debt service assessments previously levied by the District and due to be collected for Fiscal Year 2020/2021.

For Fiscal Year 2020/2021, the District intends to have the County tax collector collect the assessments imposed on certain developed property, and will directly collect the assessments imposed on the remaining benefitted property by sending out a bill prior to, or during, November 2020. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

### Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by calling (904) 940-5850 ("District Manager's Office"), during normal business hours, or by accessing the District's website at <http://www.rollinghillscdd.com/>. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty (20) days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of 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 such appeal is to be based.

James Oliver, District Manager

## RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("Board") of the Rolling Hills Community Development District ("District") prior to June 15, 2020, a proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, "Services") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, *Florida Statutes* ("Assessments"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as Exhibit A is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **DECLARING ASSESSMENTS.** Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, all of which are on file and available for public inspection at the "District's Office," c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2020, and pursuant to Chapter 170, *Florida Statutes*, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, *Florida Statutes*.

3. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for August 11, 2020 at 6:00 p.m. The hearing may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020, as such orders may be extended or supplemented, respectively, and pursuant to Section 120.54(5)(b)2, *Florida Statutes*. In the event that Executive Orders are not extended and the Board is required to meet in person for quorum requirements, and/or if conditions allow the meeting to be held in person, it will be held at the following location:

**LOCATION: Rolling Hills Amenity Center  
3212 Bradley Creek Parkway  
Green Cove Springs, Florida 32043**

4. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the Clay County, Florida at least 60 days prior to the hearing set above.

5. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

6. **PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Clay County. Additionally, notice of the public hearings shall be provided in the manner prescribed in Florida law.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

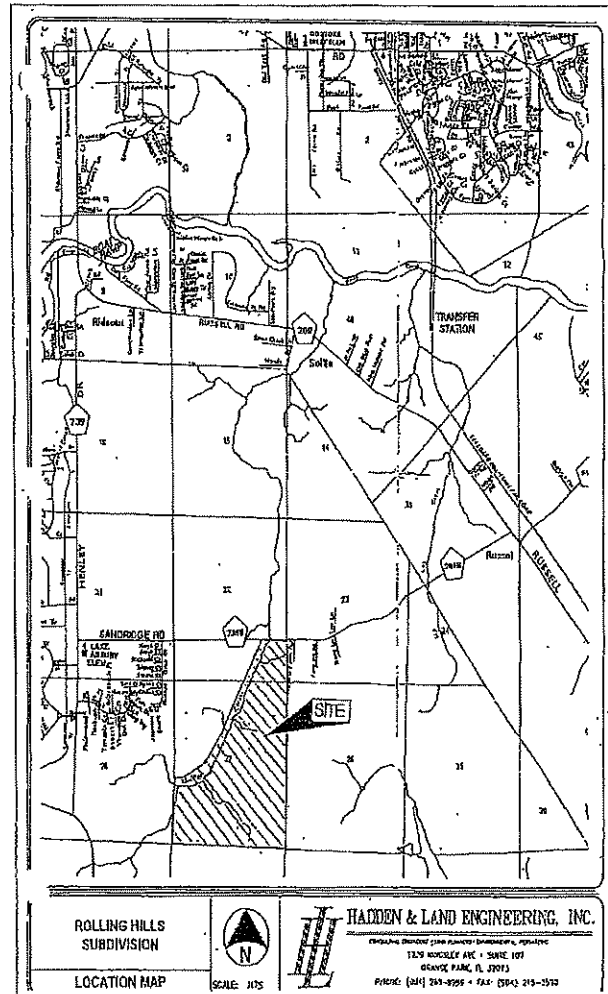
8. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 14<sup>TH</sup> DAY OF MAY, 2020.

ATTEST: ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT

Secretary

Vice/Chairperson, Board of Supervisors



# COMCAST BUSINESS

Account Number  
8495 74 123 1221031

Billing Date  
Aug 04, 2020

Services From  
Aug 14, 2020 to Sep 13, 2020

Page  
1 of 4

## 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		\$282.48
Payment - thank you	Jul 30	-\$282.48
<b>Balance forward</b>		<b>\$0.00</b>
Regular monthly charges	Page 3	\$279.15
Taxes, fees and other charges	Page 3	\$3.36
<b>New charges</b>		<b>\$282.51</b>

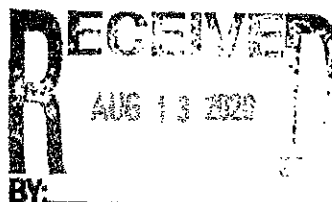
**Amount due Aug 25, 2020 \$282.51**

### Your bill explained

- Any payments received or account activity after Aug 04, 2020 will show up on your next bill. View your most up-to-date account balance at [business.comcast.com/myaccount](https://business.comcast.com/myaccount).
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

### Need help?

Visit [xfinity.com/customersupport](https://xfinity.com/customersupport) 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 20200804 NNNNNNNY 0000771 0004

ROLLING HILLS AMENI CENTER  
5385 N NOB HILL RD  
SUNRISE, FL 33351-4761

Account number

**8495 74 123 1221031**

Payment due

**Aug 25, 2020**

**Please pay**

**\$282.51**

Amount enclosed

\$

Make checks payable to Comcast  
Do not send cash



Send payment to

COMCAST  
PO BOX 71211  
CHARLOTTE NC 28272-1211



849574123122103100282517



**Regular monthly charges \$279.15**

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 \$28.15**

Broadcast TV Fee	\$14.95
Directory Listing Management Fee	\$2.00
Regional Sports Fee	\$8.20
Voice Network Investment	\$3.00

**Taxes, fees and other charges \$3.36**

Other charges	\$3.36
Federal Universal Service Fund	\$2.21
Regulatory Cost Recovery	\$1.15

**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](https://business.comcast.com/myaccount) for more details



**Additional information**

This bill reflects a change in the Regulatory Cost Recovery from \$0.07 to \$0.08.

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 1-866-216-8634.

# CCSO OFF-DUTY INVOICE

FOR:  
Property Manager

Thank you for your business!



# CCSO OFF-DUTY INVOICE

FOR:  
Property Manager

Thank you for your business!

# CCSO OFF-DUTY INVOICES

FOR:  
Property Manager

DEPUTY SIGNATURE:

TOTAL

\$120.00

Make all checks payable to John R. Drury

Thank you for your business!

# CSSO OF DUTY NOTICE

FOR:  
Property Manager

\$90.00

Thank you for your business!

**Governmental Management Services, LLC**  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 206  
Invoice Date: 8/1/20  
Due Date: 8/1/20  
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 - August 2020		3,333.33	3,333.33
Website Administration - August 2020		208.33	208.33
Information Technology - August 2020		83.33	83.33
Dissemination Agent Services - August 2020		291.67	291.67
Office Supplies		0.15	0.15
Postage		10.50	10.50
Copies		40.80	40.80
3			
<b>Total</b>			<b>\$3,968.11</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,968.11</b>

Original



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

## INVOICE

Total Invoice \$494.49  
Invoice Number 4763419  
Invoice Date 7/28/20  
Sales Order Number/Type 3247511 SO  
Branch Plant 74  
Shipment Number 3651499

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 #			
8/27/20	Net 30	PPD Origin	HAWKINS SOUTHEAST FLEET			374			
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	14420	Sodium Bicarbonate	N	6.0000	BG	\$24.6069	BG	300.0 LB	\$147.64
		50 # BAG (POOL GRADE)		6.0000	BG			306.0 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
2.000	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	
2.001	699918	55 GA 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 #: 03247511									
3.000	43967	Ultra-Chlor (Sod. Hypo 12.5%)	N	110.0000	GA	\$1.5000	GA	1,109.9 LB	\$165.00
		1 GA BLK (Mini-Bulk)		110.0000	GA			1,201.6 GW	

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

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.

7/4/2020  
1-230-57200-52100  
Patti Powers-GMS-SF

96

Page 1 of 1

Tax Rate Sales Tax  
0 % \$0.00

Invoice Total \$494.49

## 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 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 expressly 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# 190560



Reimburse firm fees 2020

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

July 31, 2020

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 116383  
Billed through 07/31/2020

Phase 2 Construction

RHCDD 00108 KSB

8

FOR PROFESSIONAL SERVICES RENDERED

06/05/20	KSB	Begin preparation of project manual.	0.70 hrs
06/05/20	KEM	Prepare project manual and EJDCDC construction agreement.	1.60 hrs
06/16/20	KSB	Prepare notice of request for proposal; confer with district engineer.	0.50 hrs
Total fees for this matter			\$590.00

MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	1.60 hrs	140 /hr	\$224.00
Buchanan, Katie S.	1.20 hrs	305 /hr	\$366.00

TOTAL FEES \$590.00

TOTAL CHARGES FOR THIS MATTER \$590.00

BILLING SUMMARY

Ibarra, Katherine E. - Paralegal	1.60 hrs	140 /hr	\$224.00
Buchanan, Katie S.	1.20 hrs	305 /hr	\$366.00

TOTAL FEES \$590.00

TOTAL CHARGES FOR THIS BILL \$590.00

Please include the bill number with your payment.

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

July 31, 2020

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 116345  
Billed through 06/30/2020

### General Counsel/Monthly Meeting

RHCDD 00001 KSB

### FOR PROFESSIONAL SERVICES RENDERED

06/01/20	KSB	Review proposed budget and assessment process.	0.40 hrs
06/01/20	KEM	Prepare budget notice.	0.10 hrs
06/02/20	MKR	Prepare budget and assessment hearing notices.	1.00 hrs
06/05/20	SSW	Research physical quorum and public comment requirements and guidance pursuant to Governor's Executive Order and Task Force Report for Phase 2 Re-opening.	0.10 hrs
06/09/20	KSB	Review direction letter to trustee.	0.30 hrs
06/17/20	KEM	Research qualified candidates and uncontested winners.	0.10 hrs
06/20/20	KEM	Prepare amenity management services agreement.	0.30 hrs
06/22/20	MKR	Check status regarding website services agreement.	0.10 hrs
06/23/20	KSB	Distribute correspondence regarding extension of virtual meetings.	0.10 hrs
06/23/20	LMG	Research and analyze implications of Phase 2 reopening plan for amenities operation; develop best practices related to same.	0.30 hrs
06/26/20	SSW	Review Executive Order 20-150 regarding extension of waiver of physical quorum requirement for local government public meetings; prepare and circulate correspondence to District Managers regarding same.	0.10 hrs
06/30/20	JLK	Review Phase 2 EO; prepare and review categories of reopening expansions; confer with in house lawyers on various nuances for same; multiple calls with district managers and amenity managers; multiple calls with FIA on same; review, edit and transmit COVID waivers and license agreements for use of same; review, edit and transmit reservation language and screening questionnaires; review PPE requirements promulgated by local jurisdictions; confer regarding COVID notification process.	0.30 hrs
06/30/20	KEM	Prepare letter to uncontested supervisor regarding sunshine laws.	0.10 hrs

Total fees for this matter

\$821.50

**MATTER SUMMARY**

Kilinski, Jennifer L.	0.30 hrs	295 /hr	\$88.50
Ibarra, Katherine E. - Paralegal	0.60 hrs	140 /hr	\$84.00
Buchanan, Katie S.	0.80 hrs	305 /hr	\$244.00
Gentry, Lauren M.	0.30 hrs	250 /hr	\$75.00
Rigoni, Michelle K.	1.10 hrs	250 /hr	\$275.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES

\$821.50

**TOTAL CHARGES FOR THIS MATTER****\$821.50****BILLING SUMMARY**

Kilinski, Jennifer L.	0.30 hrs	295 /hr	\$88.50
Ibarra, Katherine E. - Paralegal	0.60 hrs	140 /hr	\$84.00
Buchanan, Katie S.	0.80 hrs	305 /hr	\$244.00
Gentry, Lauren M.	0.30 hrs	250 /hr	\$75.00
Rigoni, Michelle K.	1.10 hrs	250 /hr	\$275.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES

\$821.50

**TOTAL CHARGES FOR THIS BILL****\$821.50****Please include the bill number with your payment.**



3543 State Road 419, Winter Springs, FL 32708  
 PH: 800-666-5253

# INVOICE

Invoice #	520327
Account #	718674
Invoice Date	8/1/2020
Due Date	8/11/2020
Rep	MAS

<b>Bill To</b>
ROLLING HILLS CDD GOVERNMENTAL MANAGEMENT SERVICES, LLC 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R)	420.00
<b>Customer Total Balance \$420.00</b> Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$420.00</b>

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](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
ROLLING HILLS CDD GOVERNMENTAL MANAGEMENT SERVICES, LLC 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092

Amount Enclosed

Invoice #	520327
Account #	718674
Date	8/1/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

The Lake Doctors, Inc.  
 3543 State Road 419  
 Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa <input type="checkbox"/> American Express
Card #	
Card Verification #	
Exp. Date #	
Print Name	
Billing Address:	<input type="checkbox"/> Check box if same as above
Signature	

Mechanical Solutions LLC  
2360 Windswept Court • Green Cove Springs, Florida 32043  
(904) 673-0016  
Email: [Info@MechanicalSolutionsLLC.net](mailto:Info@MechanicalSolutionsLLC.net)

August 7, 2020

Riverside Management Services  
9655 Florida Mining Boulevard, Bldg. 300  
Jacksonville, FL 32257

INVOICE NUMBER: 072018

Location of Service: Rolling Hills Community Center

Work Performed: Replace Compressor System 1, Circuit 1

**Quoted Compressor Replacement Job** \$ 2,750.00

Extra #1 – Locate and repair leak at TXV power element  
2 hours labor @ \$90/hour \$ 180.00

**Total Due:** **\$ 2,930.00**

Tax Exempt Sale

66. 33.460

*Thank you for the opportunity to be your Mechanical Solution*

Mechanical Solutions LLC  
2360 Windswept Court • Green Cove Springs, Florida 32043  
(904) 673-0016  
Email: [Info@MechanicalSolutionsLLC.net](mailto:Info@MechanicalSolutionsLLC.net)

July 3, 2020

Riverside Management Services  
9655 Florida Mining Boulevard, Bldg. 300  
Jacksonville, FL 32257

INVOICE NUMBER: 072003

Location of Service: Rolling Hills Community Center

Work Performed: Maintenance Contract 2020 – 50% Final Bill

Perform scheduled maintenance on all HVAC equipment. Total annual contract amount equals \$1,555.

Term of contract is January 1, 2020 through December 31, 2020.

**Total Due:** \$ 777.50

Tax Exempt Sale

66.33.460

*Thank you for the opportunity to be your Mechanical Solution*

Mechanical Solutions LLC  
2360 Windswept Court • Green Cove Springs, Florida 32043  
(904) 673-0016  
Email: [Info@MechanicalSolutionsLLC.net](mailto:Info@MechanicalSolutionsLLC.net)

July 7, 2020

Riverside Management Services  
9655 Florida Mining Boulevard, Bldg. 300  
Jacksonville, FL 32257

INVOICE NUMBER: 062010

66.33.460

Location of Service: Rolling Hills Community Center

Work Performed: Add Refrigerant & Clean Evaporator Coils

- 06-19-20 While performing preventive maintenance, noticed several systems low of refrigerant. Add 5# to 2A and 5#, 8 ounces to 2B. System 1A low and 1B frosting back to compressor. Disconnected contactor coil for 1B. Need to return with additional refrigerant. 1 hour
- 06-20-20 Water leaking through ceilings from mezzanine. Found AHU-3 leaking out of ducts. Suck out drain line and trap with wet vac. Auxiliary drain pan not full and floats do turn off equipment. Will return on Monday.  
8 miles ¾ hour
- 06-22-20 Noticed that any can overflow drain pan at return air duct side. Cleaned stainless steel and built up dam with silicone. Will return to clean evaporator coil.  
8 miles 1¼ hours
- 06-24-20 Wash evaporator coils in both systems 2 and 3. Thoroughly rinse with water. 8 miles 1¼ hours
- 07-07-20 Follow up on checking refrigerant levels in systems 1 & 2. System 2 seems to be holding close to where it was left several weeks ago. System 1 was found to have no line voltage power to it due to the main circuit breaker being tripped. Ohmed out compressors and found open windings in circuit 1. Disconnected contactor coil wire and reset power to unit. Compressor circuit 2 is running well. Will work up a price to replace circuit 1 compressor.  
8 miles 2 hours

*Thank you for the opportunity to be your Mechanical Solution*

Mechanical Solutions LLC  
2360 Windswept Court • Green Cove Springs, Florida 32043  
(904) 673-0016  
Email: [Info@MechanicalSolutionsLLC.net](mailto:Info@MechanicalSolutionsLLC.net)

<b>Labor:</b>	6¼ hours @ \$90.00/hour	\$ 562.50
<b>Materials:</b>	10#, 8 ounces refrigerant R-22 @ \$45.00/#	\$ 472.50
	Acid Test Kit	\$ 12.46
<b>Mileage:</b>	32 miles @ \$0.55/mile	\$ <u>17.60</u>
<b><u>Total Due:</u></b>		<b>\$ 1,065.06</b>
Tax Exempt Sale		

*Thank you for the opportunity to be your Mechanical Solution*



Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 331  
Invoice Date: 8/1/2020  
Due Date: 8/1/2020  
Case:  
P.O. Number:

Bill To:  
Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Janitorial Services - August 2020 330, 572, 4610		1,070.00	1,070.00
Pool Maintenance Services - August 2020 330, 572, 4670		1,137.50	1,137.50
Contract Administration - August 2020 320, 538, 3400		1,708.33	1,708.33
Facility Management - Rolling Hills - August 2020 330, 572, 3400		4,481.08	4,481.08
(40)			
Total			\$8,376.91
Payments/Credits			\$0.00
Balance Due			\$8,376.91

2,3,10  
3,3,10

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 332  
Invoice Date: 7/31/2020  
Due Date: 7/31/2020  
Case:  
P.O. Number:

Bill To:  
Rolling Hills CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Deck Monitor through July 30, 2020	17.96	16.00	287.36
330,572.342.00			
40			

Total	\$287.36
Payments/Credits	\$0.00
Balance Due	\$287.36

RMS  
8,570

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT  
LIFEGUARD & DECK MONITOR BILLABLE HOURS PAY PERIOD ENDING 7-30-20

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/18/20	4.93	G.W.	Deck Monitor
7/19/20	4.28	G.W.	Deck Monitor
7/25/20	3.35	G.W.	Deck Monitor
7/26/20	5.40	G.W.	Deck Monitor

GRAND TOTAL	<u>17.96</u>		
-------------	--------------	--	--

Lifeguarding	0.00
Deck Monitor	17.96

Additional Attendant/Lifeguards  
GL Code: 330-572-342



# INVOICE

Page 1 of 2

Customer ID:

12-16050-13008

Customer Name:

ROLLING HILLS CDD

Service Period:

08/01/20-08/31/20

Invoice Date:

07/24/2020

Invoice Number:

9444571-2224-9

**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****Aug 23, 2020**

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****\$1,087.79**

If payment is received after  
08/23/2020: \$ 1,114.98

See Reverse for Important Messages

**Previous Balance**

1,087.79

+

**Payments**

(1,087.79)

+

**Adjustments**

0.00

+

**Current Charges**

1,087.79

=

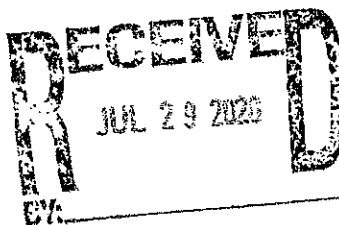
**Total Due****1,087.79****Details for Service Location:**

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	08/01/20		1.00	706.41
Fuel / environmental charge				208.36
Regulatory cost recovery charge				32.93
Administrative charge				6.50
Clay county franchise fee				133.59
<b>Total Current Charges</b>				<b>1,087.79</b>

55.33 343



Please detach and send the lower portion with payment --- (no cash or staples)



PO BOX 42930  
PHOENIX, AZ 85080  
(904) 260-1592  
(866) 381-9369  
(904) 260-1449 FAX

**Invoice Date**

07/24/2020

**Invoice Number**

9444571-2224-9

**Customer ID**  
(Include with your payment)

12-16050-13008

**Payment Terms**

Total Due by 08/23/2020  
If Received after 08/23/2020

**Total Due**

\$1,087.79  
\$1,114.98

**Amount**

2224000121605013008094445710000010877900000108779 9

0147835 01 PP 0.460 \*\*PRST H7 D 7206 33351 -C04-P47992-11 10290C69



ROLLING HILLS CDD  
5385 N KNOB HILL RD  
ROLLING HILLS  
SUNRISE FL 33351



Remit To:

WM CORPORATE SERVICES, INC.  
AS PAYMENT AGENT  
PO BOX 4648  
CAROL STREAM, IL 60197-4648

**THINK GREEN:**

Printed on  
recycled paper.

0147835-0000001-0155308

224-0046983-2224-7



**YELLOWSTONE**

**INVOICE**

INVOICE #	INVOICE DATE
JAX 135828	8/1/2020
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:** August 31, 2020

**Invoice Amount:** \$6,051.80

Description	Current Amount
Monthly Landscape Maintenance August 2020	\$6,051.80

**Invoice Total** \$6,051.80

*[Handwritten Signature]* 8/1/2020  
1-320-53800-46200  
Landscape Maintenance

124

**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