

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, February 9, 2021 at 6:00 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043.

Present and constituting a quorum were:

Shannon Jordan	Chairperson
Frank Mattera	Vice Chairman
Rose Bock	Supervisor
David Church	Supervisor
John Miller	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Keith Hadden	District Engineer (by telephone)
Freddie Oca	Amenities Manager, RMS
Pat Szozda	Operations Manager, RMS
Doug Hill	Tree Amigos Outdoor Services

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

The following items were brought up and discussed: Usage of tennis courts by residents and use of tennis courts for boundball. The amenity manager will coordinate scheduling and have an agreement executed by a responsible adult resident who will oversee compliance with rules. A list of players will be provided to the amenity manager with signed waivers by each player. There was also a request for construction of basketball courts, the financing of which will be discussed at a later time along with future refurbishment of existing amenities.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the December 8,
2020 Meeting**

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the minutes of the December 8, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Series 2020 Construction Matters

A. Update on Project

Mr. Hadden stated the project is proceeding. They finished all the clearing and are grading at this time and installation of pipes will be in the near future.

Mr. Oliver stated I know we are going through a process with Clay County for approval of plans and the County Engineer left and has now been replaced. How is the plan approval process going?

Mr. Hadden responded the new County Engineer required us to update our plans based on new survey data. The existing facilities were built with what they call a 29 datum and he wanted them updated to an 88 datum. The surveyor resurveyed everything with the new datum and we modified our plans and drainage calculations and submitted that to the County. I expect to have approval in the next week or two.

Mr. Oliver stated this project is being funded by the bonds that were issued in 2020 and the construction fund balance is \$2.967 million. As part of the bond issue process, Keith prepared an engineer's report to detail the improvements to be constructed and funded going to be funded with Series 2020 bond proceeds. The total construction costs exceed bond proceeds; the developer funds the the difference.

B. Consideration of Requisitions 001-006

On MOTION by Ms. Jordan seconded by Mr. Mattera with all in favor requisition #1 was ratified and requisitions 2-6 were approved.

C. Consideration of Change Orders

There being none, the next item followed.

D. Consideration of Proposals

Ms. Jordan asked if there were an update on the pothole/sinkhole issue.

Mr. Hadden stated the sinkhole near the parking lot at the clubhouse was repaired in the last month. I'm keeping an eye on it to see if the repair holds and if not, I will meet with the new County Engineer to see if we can have a more substantial solution to the problem.

Ms. Jordan asked is it possible to ask the County to designate that there is no street parking?

Mr. Hadden responded street parking is legal on County roads. We can send a letter to the County Manager and ask that Rolling Hills be designated as a no street parking throughout the community. I don't think we can designate just one area. It could be no overnight parking however they want it to work. The request from the CDD board to the County Manager is the way to start that process.

Mr. Oliver stated this is not a CDD matter. If you were to start a process to look into that you would have to resolve the issue of where people park their extra vehicles. Let's research to see what other Clay County communities have done to improve access by emergency vehicles which may be impacted by street parking on county roads.

Mr. Hadden left the telephone conference at this time.

FIFTH ORDER OF BUSINESS

**Update from Tree Amigos Outdoor
Regarding Landscape Maintenance**

Mr. Hill of Tree Amigos gave an overview of the maintenance work and trimming performed since the December meeting and stated I was requested to get a proposal to trim the trees so that construction trucks would clear the canopy and that is \$3,700.

Mr. Oliver will consult with the engineer to see if the proposal can be paid from the construction fund

Mr. Hill stated mulching is not included in the contract and I have a quote in the amount of \$12,600 to mulch the community.

Mr. Oliver stated we budgeted \$3,375 for mulch. It is something that needs to be done but we will work with the contractor on the quote.

SIXTH ORDER OF BUSINESS

**Consideration of License Agreement for
Tennis Programming**

Mr. Oliver stated next is the agreement with Jimmy Haynes for tennis programming. We have already seen some participation in this. Counsel put together an agreement and there are

waivers required from all participants, for any non-residents they can only be here for the lessons or participate in the programming. They can't use the courts any other time, just when they have something scheduled with the tennis pro and they don't have access to any of the other amenities.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the license agreement with Jimmy Haynes for tennis programming was approved.

SEVENTH ORDER OF BUSINESS Consideration of CDD Parking and Towing Policies

Mr. Oliver stated next is consideration of CDD parking and towing policies. We have talked at many meetings about parking problems in the district. The district can only control parking on district property. The district can't control parking on County streets or on County rights of way, which is the area between the curb and sidewalk and a few feet beyond the sidewalk. Once these policies are adopted, we will add an exhibit showing all CDD areas where parking is not allowed. This should help avoid unnecessary costs repair damaged turf and sprinkler heads. ASAP towing signs will be posted in these areas so people are adequately informed of tow zones. ASAP will not tow vehicles unless a staff member first tries to contact the vehicle owner illegally parked. After notification, if that vehicle is not moved, Freddie will call the tow company to remove the car or truck.

On MOTION by Ms. Jordan seconded by Mr. Mattera with all in favor the rules relating to parking and parking enforcement were approved.

EIGHTH ORDER OF BUSINESS Consideration of Agreement with ASAP Towing

On MOTION by Ms. Bock seconded by Mr. Miller with all in favor the agreement with ASAP Towing was approved.

NINTH ORDER OF BUSINESS Review of Amenity Center Policies and Rates, Resolution 2021-04

Mr. Oliver stated Resolution 2021-04 is to schedule a public hearing to consider rates and we would have that public hearing in accordance with our next CDD meeting on April 13th. The

rates to be noticed for consideration at the public hearing need to be determined tonight. There are three rates that the district has to be considered. One is the annual passholder rate for non-residents willing to pay for full access to all CDD amenities. As with all Florida CDDs with amenity facilities constructed with tax-exempt bonds, access must be made available to non-residents. The Rolling Hills fee for that is \$1,980, set when the district was first established in 2006. An increase to \$2,500 would be reasonable and consistent with market rates approved at most CDDs. The other two rates based on conversations between Freddie and the vice chairman would be for the rental rates for certain of these facilities as well as the rental deposit. Right now the rental deposit is \$50 and the resident rental is \$50 for three hours.

Mr. Mattera stated I would like to go \$75 and \$150 for the deposit.

Mr. Oliver stated we are not making a determination tonight because you have a public hearing to get resident input, it would be to raise a residential rental to \$75 for three hours and raise the security deposit from \$50 to \$150 and that is refundable if there is no damage.

Ms. Jordan asked where does the \$75 go?

Mr. Oca stated it goes back in the CDD.

Mr. Oliver stated we budgeted for this year \$3,500 in rental fees. We budgeted that in August before we knew how long this COVID was going to last and it is still going to be a while before things get back to normal.

Ms. Jordan stated the deposit seems high. Do we have a lot of rentals that don't get their deposit back?

Mr. Oca stated we only had one.

Ms. Jordan asked what was the cost of repair?

Mr. Oca responded \$125.

Mr. Oliver stated I'm not asking for a decision tonight, I need to know the maximum amount that we will advertise for the public hearing realizing that you can go down, you just can't go above the amount listed on the published notice of proposed rates.

Ms. Jordan stated then I'm fine with the \$150 to advertise it. But I do think it is something we should discuss.

Mr. Oliver stated you will have the public hearing and take comments, then the board will vote on what the new rates will be. Please review the amenity policies and discuss with Freddie to determine any necessary changes so we will be ready for the summer season.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor Resolution 2021-04 was approved.

TENTH ORDER OF BUSINESS Appointment of Audit Committee

Mr. Oliver stated Chapter 218, Florida Statutes requires that CDDs go through an annual audit by an independent CPA firm. This is mandated for every form of local government in Florida, to include cities, counties, and special districts. Chapter 218 requires that an audit committee be established to go through the RFP (request for proposals) process, including approved evaluation criteria, publishing notice of audit RFP, and ranking audit proposals. Because we need quorum for the audit committee, it makes sense for the board to serve as the audit committee, that way we can schedule audit committee meetings immediately preceding board meetings. This ensure quorum for both meetings.

On MOTION by Ms. Jordan seconded by Ms. Bock with all in favor the board members were appointed to serve as the audit committee.

ELEVENTH ORDER OF BUSINESS Other Business

Mr. Oliver stated the marquee looks great. Vice Chairman Mattera donated funding for the project that and staff installed the sign. The meeting date is posted, as well as announcing the food truck coming in a couple of days.

I also wanted to mention at the last meeting you met an operations manager named Larry Edmiston. He resigned on very short notice last Friday and Pat Szozda of RMS is here tonight. Pat and Freddie, as well as the Riverside admin office, have stepped up to fill the gap.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver stated I want to remind everyone that we will start the budget process again at our June meeting. We will bring a proposed budget to the board in June, as the board is required by Florida Statutes to approve a proposed budget by June 15th of each year. The board will be asked to set a budget hearing no sooner than 60 days thereafter. We try to have the budget adoption public hearing at your August meeting. Over the summer you will be able to fine-tune the budget in advance of the public hearing to adopt the budget. Once the budget is adopted, we will transmit the certified assessment roll to the county tax collector. Those assessments will be collected on the property tax bills that are mailed out November 1, 2021.

D. Operations/Amenity Manger

1. Report

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

THIRTEENTH ORDER OF BUSINESS Supervisors Requests

The following suggestions and discussions took place: Mr. Mattera stated Jimmy Haynes, the tennis pro, will be here on Taco night and set up a pickleball net and have a meet and greet. , Last summer due to COVID, we didn't use lifeguards and saved over \$33,000. We need to put the majority of that in the reserves, but some money should be put towards freshening up the pavilions. Perhaps future events can include a band on Friday or Saturday night that will play for tips, set up mini flea markets on the lawn, maintain community assets on a regular basis, ladies night, card night, etc. to get more community involvement, sell soda and chips, purchase screen, projector and speaker set up movie night, petting zoo or carnival rides, mulch and insect control, no parking signs by roundabout were helpful more needed, fishing tournament for kids, 4th of July parade for children, Easter parade, October is safety month and other special events.

FOURTEENTH ORDER OF BUSINESS Audience Comments

The following items were brought up and discussed: addition of crosswalk on county owned road near Richmond America section, purchase and maintenance costs of doggie stations, and resident appreciation for free events.

FIFTEENTH 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.


SIXTEENTH ORDER OF BUSINESS Consideration of Proposals for Security Cameras (closed to the public per Florida Statute)

On MOTION by Ms. Bock seconded by Mr. Church with all in favor the proposal from Atlantic Security was approved.

SEVENTEENTH ORDER OF BUSINESS Next Meeting Scheduled for April 13, 2021 @ 6:00 p.m. at Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043

Mr. Oliver stated the next meeting is April 13, 2021 at 6:00 p.m. at this location.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor the meeting adjourned at 8:07 p.m.


Secretary/Assistant Secretary


Chairman/~~Vice~~ Chairman