

MINUTES OF MEETING
ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, October 11, 2022 at 6:00 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida.

Present and constituting a quorum were:

Shannon Jordan	Chairperson
John Miller	Vice Chairman
David Church	Supervisor
Nate Riggs	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Keith Hadden	District Engineer
Freddie Oca	Riverside Management
Jay Soriano	Operations Manager
Gerald Cyr	Garden Street

The following is a summary of the actions taken at the October 11, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:10 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the August 16,
2022 Meeting**

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the minutes of the August 16, 2022 meeting were approved as presented.

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FOURTH ORDER OF BUSINESS Series 2020 Project

A. Update Regarding Series 2020 Project

Mr. Hadden stated the first 24 lots of the Christmas Tree is finished. Everything has been tested and passed, the lift station and all the utilities. They are doing the closeout now with Clay County engineering and CCUA. The schedule is to close on the first 24 lots this Monday, the 17th at which time LGI will take ownership of those. It will take two to three months to get their house plans approved. Vallencourt has all the curb down in all six cul-de-sacs and all the main sidewalks. The plan is to close out the next cul-de-sac in about two and a half months then the final four cul-de-sacs will be closed at one time.

FIFTH ORDER OF BUSINESS Series 2022 Project

A. Update Regarding Series 2022 Project

Ms. Giles stated I talk to Joe Schofield before the meeting and he said the project is on schedule, about 80% complete. There were no huge hang ups.

Mr. Cyr stated our target for completion is the February/March timeframe.

B. Ratification of Requisitions 48-54

On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor requisitions 48-54 were ratified.

SIXTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer – Update on Cell Phone Tower

Mr. Hadden stated they had offered \$2,000 per month and you said go back with \$3,000 and they said no, then they went to the county and unbeknownst to us the area we are putting this in is a greenspace that is an upland that you own, a buffer from neighborhood to neighborhood.

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When the county did the Regional Overall Lake Asbury Plan they designated any green space as not allowing cell towers even though cell towers are specifically allowed in your CDD documents. They came back to me and said the county said nowhere in any other CDDs in Lake Asbury area can we build a cell tower because all their green spaces are out. I am going to get back with the county because they never came to you to say, can we put an overlay district that doesn't allow cell towers.

Ms. Buchanan stated I think we need to better understand where the restriction is coming from and the process and whether there were appeal rights that we didn't receive, just some further investigation on our options.

Mr. Hadden stated I will get the documentation they got from the county.

C. Manager

There being none, the next item followed.

D. Operations/Amenity Manger

1. Report

Mr. Oca gave an overview of the operations report.

Pool Motor

Mr. Soriano stated this is the fifth motor because of the design, it sits inside a small metal box and it doesn't have room. The first couple times this motor went out they thought it was a problem with your electric. We replaced it and Clay Electric said there was not a problem, short of a surge or lightning strike there is nothing going on here. It was replaced after I left by East West and Matt Biagetti, Steve Andersen replaced it, Freddie said the last replacement was in 2019 and every time it happens the same exact way. It spins and overheats to the point it melts the windings inside the electric motor. You can't repair that. It has to do with the design of no airflow and there is no protection. Twelve or fifteen years ago they didn't install VFDs, these are small computers that monitor the motor that will tell you the frequency that the motor runs at, the rotations, it will tell you the temperature of the motor and there are settings and you can control the highest point and if it starts to heat up too much the VFD will shut off that motor and protect it. You have to physically go back there and figure out what is going on, reset it and allow it to

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come on. That saves your motor, but they are expensive, so you are paying the price for another motor basically to protect that one. You have gone through motors every three years. The last time you did this the invoice was \$8,667 that he took care of in 2019. In 2020 we had this problem and your pool work has doubled, so it is going to be between \$10,000 and \$15,000. One of our contractors gave Freddie the information that even the motor that we were hoping to order would have been at least 9-weeks out. He ended up getting it a little earlier for us and we got it about two weeks ago. We had a hurricane to deal with and didn't have time to coordinate everybody. The contractor was able to get the motor for \$2467, much cheaper than anything we have dealt with. My concern is that Freddie can act on this as an emergency repair. If we can get it done in the month that would be great. He has paid the \$2,467 for the motor. The VFD drive is anywhere between \$4,000 and \$5,500. No one has one in stock right now. I can hook it back up and it will run but I don't recommend running this for a long time. We should not go months or even through next summer unless you have that protection. Just to get it lifted up out of there we have a verbal quote of \$2,200 to lift the motor off its mount and put it on the ground next to it. I would ask for a not to exceed of \$12,000 and chances it will come in around \$10,000 but I need the leeway to get the electrician to finish up the work.

On MOTION by Mr. Riggs seconded by Ms. Jordan with all in favor staff was authorized to make the pool repairs that include the motor, labor and VFD in an amount not to exceed \$12,000.

Mr. Soriano stated the other thing I think we should discuss and make sure it is okay is the playground. Freddie was concerned that if the pool is shut down people shouldn't be in the playground, but that is your only access to the playground. The pool is expected to be shut down.

Ms. Jordan asked what is the liability risk on that?

Ms. Buchanan stated the CDD must do our due diligence and notify people that the pool isn't available. If we send out a message, if we post signs on the door, I don't know about taping it off but maybe tape off the part that you see when you exit the building, and people are disregarding our efforts that gives us some backup and better defensibility. Is this an operations issue that you think that someone could be injured in the pool?

Mr. Soriano stated the filter is not running so they have to stay out of the water, even the health department will tell you that.

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Ms. Buchanan stated it is a water quality issue.

Mr. Soriano stated they can walk on the deck to go to the playground there is not a concern. It is a good idea to be safe and error on the side of caution but if we can find a way to open the playground I think that is a good idea.

Ms. Jordan stated people jump the fence and swim. Are we protected?

Mr. Soriano stated when you jump the fence there is a difference. We need direction for Freddie to open the playground.

Ms. Jordan stated send another email, put signs up and a sign on the doors and take pictures.

2. Monthly Quality Inspection Report

A copy of the monthly quality inspection report was included in the agenda package.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

TENTH 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. Jordan seconded by Mr. Church with all in favor the check registers were approved.

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ELEVENTH ORDER OF BUSINESS

Next Meeting Scheduled for December 13, 2022 @ 6:00 p.m. at Rolling Hills Amenity Center

Ms. Giles stated the next meeting is December 13, 2022 at 6:00 p.m. at this location.

On MOTION by Ms. Jordan seconded by Mr. Riggs with all in favor the meeting adjourned at 6:45 p.m.

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
[Signature]
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Chairman/Vice Chairman