

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, December 13, 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
Nate Riggs	Supervisor
Helana Cormier	Supervisor
Jeff Rhein	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel
Keith Hadden	District Engineer
Freddie Oca	Riverside Management
Jay Soriano	Operations Manager
Joe Schofield	Align Engineer by telephone
Josh Mattox	Clay County
Bobby Jamieson	Clay County

The following is a summary of the actions taken at the December 13, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Schofield joined the meeting at this time by telephone.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Ms. Giles being a notary public of the State of Florida administered the oath of office to: Mr. Riggs, Ms. Cormier and Mr. Rhein.

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Ms. Giles stated each year you will get the form 1 statement of financial interests.

Ms. Buchanan stated most of you are familiar with the sunshine law, ethics law and the sunshine law restricts you from communicating with the other board members on CDD matters outside of a regularly noticed meeting. You can talk about football, your kids but if you are outside a noticed meeting you cannot talk about any item that has or may come before the CDD for a board decision. Similarly, you can't communicate in writing and that includes texts, emails, Facebook communications, the goal being that any decisions that are made and discussions that are had are done in the sunshine so that the whole community can understand your thought process. There could potentially be a public records request for your email, it could be any records that you have so to the extent that someone said I would like all your correspondence relating to shrubbery in the CDD you would then be responsible for searching your email accounts, texts, Facebook communications and producing those documents to the district and the person who is requesting them. There are very limited confidential exceptions for documents, most of them relate to location. You should assume that any correspondence you do in connection with the CDD is potentially able to be reviewed by someone else going forward. Ethics requirements for board members, the gist of it is you cannot make a decision that specially benefits yourself or someone you are close to and that would be a family member, an employer, a child. A good example is that if your brother-in-law owns a landscape company or someone is a fitness provider, reach out to Marilee and me about that conflict and we can help you decide whether or not it is a statutory conflict and whether you need to take any specific actions to abstain from voting. If you have questions, let one of us know, we are happy to help.

B. Organizational Matters, Resolution 2023-01

Ms. Giles stated this resolution is to add Nate, Helana and Jeff as officers of the district. The current slate of officers is Shannon Jordan chairperson, John Miller vice chair, Nate Riggs, Helana Cornier and Jeff Rhein assistant secretaries. From GMS, Marilee Giles secretary and treasurer, Daniel Laughlin, Rich Hans, Patti Powers, Jim Oliver and Darrin Mossing, and Howard McGaffney as assistant secretaries and assistant treasurers.

Ms. Buchanan stated by way of background Patti Powers is the individual who processes all of your accounts payable every month, Howard McGaffney and Jim Oliver both live locally and they fill in as district manager and occasionally I need something signed on behalf of the

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district and those individuals can sub in for Marilee if necessary. GMS as a company carries insurance and bonds in connection with their financial responsibilities.

Mr. Miller moved to approve Resolution 2023-01 and Mr. Riggs seconded the motion.

Ms. Cormier stated I have a question about Darrin Mossing. I noticed on the website for Riverside Management Services he is the founder and president of Riverside and also the president of Government Management Services. On the Riverside Management website it states that it is a family and related companies responsible for the management of 115 community development districts. I was curious if there were a conflict of interest?

Mr. Soriano stated there are multiple companies like that, a lot of district management companies have their own arm, a lot of developers have their own arm. Greenpointe is one of them that does onsite management. They do this to keep your costs low. There are very few districts to have their own district employees.

Ms. Buchanan stated to answer your question as to the conflict, Darrin isn't a voting member of the board so essentially it is your decision whether you want to hire two affiliated companies as compared to having Darrin decide to hire himself. That distinction matters.

Mr. Rhein stated it may not be a conflict of interest but a bad business decision. What are the controls that we have since he is in RMS who is invoicing us to GMS who is paying the invoices.

Ms. Jordan stated all of our stuff goes to accounting. We have checks and balances to make sure there are no violations. I don't think there is any reason to be concerned about that individual who doesn't play a huge part but serves as a potential proxy for Marilee.

Mr. Rhein asked is there a control point somewhere between RMS and GMS?

Mr. Soriano stated you are the control point. We give you the same invoices you see every month. You can always come back and decide to question an invoice and we are going to explain everything to you. That to me is one of the better things that you have when it is your company; it is a little more inhouse like that. If you go to another contracting company you may not have that ability to pick apart every single invoice, they are going to give you a contract and it may be a flat rate. If the work gets done you pay it, where here when we are on property we have work orders the maintenance guys have to fill out and things like that. There are cards and if you want

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to see Freddie’s computer to see when they scan their cards, we allow that. We do that because we work here, which makes it a little more transparent and you may not be able to get that from a lot of companies because that is not how they operate. The control you are asking for is you, that is the way it is with every contractor.

Mr. Riggs stated the invoices are in the agenda we can view them and everything is transparent, that is good.

On voice vote with all three in favor and Ms. Cormier and Mr. Rhein opposed the motion passed.

Mr. Rhein asked is there a way to get a profile of the people there to get an idea of who they are?

Ms. Jordan asked what is the concern?

Mr. Rhein stated I don’t know what they do I don’t know their qualifications.

Ms. Jordan stated those people back up Marilee, if she is unavailable then Jim Oliver will back her up since he was here before her.

Ms. Giles stated I will be happy to send you my resume, but if you are asking for a resume from all of them, I can propose that to Jim Oliver he is the senior district manager for our company.

Shannon, do you want to take the community interest that is divided by each supervisor?

The board members made the following choices:

Mr. Riggs, amenity center, Mr. Rhein landscape and pond maintenance, Ms. Jordan, communications and programming/events, finance & accounting, Mr. Miller, security & technology, Ms. Cormier, common area to include parks.

Ms. Giles stated I would like to amend the agenda to move up item 9 since we have two gentlemen from the county here.

On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor the agenda was amended to take item nine earlier in the meeting.

NINTH ORDER OF BUSINESS

**Offer Letter Regarding Clay County Project
No. 4 Sandridge Road – Parcels 402 & 405**

Ms. Buchanan stated the board has been provided with the proposed acquisition package, but this is the first time that as a group they have had a chance to talk about it and the project itself.

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Mr. Josh Mattox outlined in detail the proposed widening of Sandridge and stated we are looking to acquiring a section of the sidewalk in front of your neighborhood that is next to a right turn lane. The reason for that is when we widen the road, the curb line for the right turn lane is going to get closer to that sidewalk and the county wants to acquire that sidewalk. The private property line is on the other side of that sidewalk will not be affected. We are not going to touch the fence lines or the landscaping that is there at the corner. It is just a short section of the sidewalk they are looking to acquire.

Ms. Buchanan stated it sounds like the sidewalk stays the same and the imaginary boundary line just moves inward to capture the sidewalk. I think the sketches identify the entire common area tract and that doesn't sound like what you intend to take. I will talk to the right-of-way agent about it, but I want you to know where some questions might come from because the documents we see have the whole thing marked.

I see the sketch, there is no legal associated with it and given the fact that we are splitting a folio we would probably have to have metes and bounds. Sounds like we will get there. Let's say that the board does have an interest in conveying all the sidewalk. I don't know whether they do or not, I'm just asking if they did, how do we go about broaching that? Do we ask for a meeting with the right of way agent and engineer? What is your thought on how to move this forward because I know the county is eager to get past this stage.

Mr. Josh Mattox stated the right of way agent would be the one to discuss it with initially and bring it to our attention if that is what the board decides, and we would discuss it with the county engineer. We are getting some license agreements up and down the corridor and we are working with a variety of property owners on that. As those purchases are closed the county will be able to go onto those properties first. Finishing the legal aspect for purchasing the sidewalk in front of Rolling Hills isn't going to hold up construction. They won't start construction in front of Rolling Hills until we own the property. The property we are purchasing is not going to be torn out.

Ms. Giles stated I don't think we need a motion tonight. We asked he representatives of the county to come tonight to help us better understand and I want to thank them for coming because they added a lot of clarity to what we were given. We can let them go and we can talk about other CDD business.

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Ms. Cormier stated be thoughtful of how the construction vehicles are parked; it presents a blind spot for the residents to get out of the entrance.

Ms. Giles stated if a supervisor or resident sees something going on as with our other construction if you will let Freddie or me know we will reach out to the correct person and let them know what is going on.

The representatives from the county left the meeting at this time.

Ms. Giles stated that was great and from what I heard there are a couple things going on. Let's stay focused on this project, it sounds like we have some cleanup to do with the rest of that sidewalk along Sandridge Road and we will work with Keith on that.

Katie, what is the next step? We don't have a current date to respond to the packet, it sounds like we need to talk through what we are going to do next as a CDD.

Mr. Buchanan stated I agree. We have long blown past their requested response date and that is fine because they generally do these things in advance and we thought it was important to do some due diligence before you had it in front of you. What I think technically has to happen is that we get a better sketch of what they are acquiring and then we decide whether we want to accept the offer as presented on the actual sketch that is provided or if we want to make a counter offer on that particular piece of property. The appraisal package you have in the agenda was prepared by the right of way agent and I know we have a couple real estate agents on the board so they are probably better equipped in reviewing appraisals than I am, but what it looked to me like was done was they pulled three comps of single-family property, undeveloped but able to be developed into a single-family home and then used those comps to get a per foot value, which they applied and out of the comps I think the highest per foot value was \$366 and they use \$360 for our property.

Ms. Cormier stated that is the way it looked to me.

Ms. Jordan stated in regard to the offer, the majority of us don't think there could be a counter offer but as a board I think staff should work with Nate on this on the valuation of this property.

Mr. Soriano stated part of that counter is there a way to include that sidewalk. They are going to make a purchase to take that sidewalk all the way out Sandridge and the reason I have a concern with that is the bridge.

Mr. Hadden stated to sweeten the deal we will give you the rest of our sidewalk.

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Mr. Riggs stated that is fine.

Ms. Buchanan stated the question is would they entertain the idea and you are going to have to have a sketch and legal whether it is the small piece or a large piece but is there additional costs related to the expanded parcel and if that is the case and they don't want to give us any more money then would we agree to cover the additional cost just take it off the offer. They have a survey of the original parcel. If we ask them to expand it then in theory the survey cost might be higher for the expanded parcel compared to the original cost. We could ask them to do that and if they are unwilling to do that then we could say, we will just reduce the offer by the amount of the increased cost so there is no out of pocket money. We don't have to do that, I think that is one thing that is going to be extra, it is a little more work because it's a little more property.

Mr. Riggs stated work on this, get it done, then start the next discussion or say instead of this go back to zero.

Ms. Buchanan stated I think right now we should talk about two scenarios, the expanded scenario and the original scenario. They aren't going to give you any more money for the expanded scenario; they don't need it, they don't want it, it is to our benefit to give it to them.

Ms. Cormier stated they want this section they don't want the rest so we want them to take the rest and we want them to take that responsibility from us. If you give them what they want on this little section, we may get stuck with the other part and not be able to turn it over.

Ms. Buchanan stated that is right. There are scenarios: there is the original offer with the original price, there is the original parcel with an increased price maybe, but I think we would have to justify the counter, and then there is the expanded parcel. I don't think there is any way we can have the standard parcel with a higher price so it is the expanded parcel at the original price. That is how I see it breaking down.

Ms. Giles asked what does it look like moving forward? Our meetings are every 60 days. Do we need to designate?

Ms. Jordan stated I think we designate Nate to make the decisions.

Ms. Giles stated as a board you can direct staff to work with a certain supervisor on this and trust that supervisor is going to represent the entire community the best he or she can or we can have a special meeting. I want to remind you that this board was adamant not to spend extra funds if they didn't have to and that comes with a cost. It didn't seem to be a hard date.

Ms. Buchanan stated there is not.

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Mr. Rhein stated I have another option that might work. I think there are other laws if we donate this property and say, we don't really care about the money we care about the quality of life. To compensate us for the quality of life we want a wall.

Ms. Jordan stated a sound barrier wall is not something they are going to put in. I don't think it is a good idea to donate this land, it is an opportunity for our residents to get a little more money into the reserves to allow them to start seeing progress on park improvements. If they were to put in a wall they would be putting it in his yard. We have a sound barrier through shrubbery and trees then residential property.

Ms. Buchanan stated they are not even moving the sidewalk. What I think you can talk about right now is delegating authority to a person, but if I were the person to accept that responsibility I think I would want at least a sense of what your expectations are so that I have a comfort level. If you expect to negotiate a 100% increase in that price I don't think that is realistic. If you are thinking that you would like to counter somewhere in the ballpark of 25% based on sort of an analysis of a trained eye or something close to that, 0 to 25% or 25% to 50%, my concern is that is a lot of pressure to put one person to take on that responsibility without a little more insight of what your expectations are.

Ms. Jordan stated I want to counter, but I trust Nate to do the deal. If he is able to get more money fine and if not, that is okay too. If he gets less but we are able to get rid of the rest of the property then I trust him to do that.

Ms. Giles asked is the goal to get them to take the rest of the sidewalk?

Mr. Miller stated I agree.

Mr. Rhein stated let's work on that.

Mr. Riggs asked are we waiting on more information?

Ms. Buchanan stated the only thing we are waiting on is for them to do a sketch and legal. We understand conceptually what we are talking about, but we wouldn't sign a deed without the legal description that matches our understanding.

Ms. Giles stated if we are going to counter we want to do that before they do the sketch and legal so they will include the rest of the sidewalk. We want to offer them the sidewalk and try to get more money.

Mr. Riggs stated you are giving me the ability to work with staff on option C and go with it.

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Ms. Jordan moved to authorize Mr. Riggs to work with staff regarding this project in its entirety and Mr. Miller seconded the motion.

Mr. Rhein stated it is not just monetary but quality of life.

Ms. Cormier stated if Nate decides that it is something that requires a special meeting he can make that judgement call at that time.

Ms. Giles stated that is correct. We would need two weeks to get it properly noticed in the paper.

On voice vote with all in favor the motion passed.

Ms. Giles stated if it is okay with the board I would like to propose that we also move item eight up on the agenda. We still have Joe on the line and if you allow that then he can drop off the call.

EIGHTH ORDER OF BUSINESS

Series 2022 Project

A. Update Regarding Series 2022 Project

Mr. Schofield stated the Shadow Crest Phase, 247 lot single-family subdivision is about 85% total completion, just a little behind schedule, trying to get all the curb poured and completed this year. Water, wastewater, storm is about 95% complete so everything that needs to be underground is predominantly underground. We have our pre-pave meeting with Clay County this week so paving of the roadways will begin in January. Residents there will be able to see it is substantially complete as far as the roadway and utility infrastructure. In January we will start working on certifications and closeouts and things will start getting stabilized and cleaned up and some of the activity will reduce. Progress is very good and we are getting close to the initial schedule and I recommend approval of the requisitions in the packet for Pipeline contractor pay application and all the suppliers for materials that continue to come in. Limerock will continue to come in, but I think we will see that to continue to drop off.

B. Ratification of Requisitions 55-68

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Ms. Cormier stated I see no sales tax but don't remember the board talking about this particular contract as they did the Vallencourt contract.

Ms. Buchanan stated it wasn't specific to the Vallencourt contract it was an overall policy. It was the same process.

Mr. Rhein asked, Joe, what is your title? What do you do?

Ms. Buchanan started we refer to him as the project engineer so essentially he was hired by the developer of the Garden Street portion of the property to oversee the installation of the infrastructure just in that area. But, since Keith, our normal district engineer wasn't involved in that process we put Joe under contract so he has the fiduciary obligation to us to review the construction costs, and certify that they are appropriate before we pay for those improvements.

Mr. Rhein asked how do we get to Joe's payment? Is it at \$195 per hour?

Ms. Buchanan stated the way it works with engineers is that you hire them based on qualifications and then they bring back their rate schedule for approval by the board. With engineers we are not allowed by statute to compare hourly rates when we pick them.

Ms. Cormier asked was that engineer hired by Garden Street whereas Keith is the district engineer?

Ms. Buchanan stated this engineer was hired by the board at the request of Garden Street essentially. Understand that his fees are paid out of the bond proceeds for the Garden Street project. It does not come out of the general fund budget. Any money that they spend on Joe on the front means that they may have to contribute more on the back to finish the project.

Mr. Rhein stated in accordance with a contractor agreement I'm wondering how we got from \$95 to \$195.

Mr. Hadden stated since Joe designed the 247 lots it made sense for him to oversee that project and approve all their pay requests and that kind of thing. I have not raised my rates in the 18 years I have worked here. I charge other communities a lot more, but that is what it was 18 years ago and I kept it that way. The \$195 is less than what I charge for my time to other clients. The \$195 is the market rate.

Mr. Schofield stated I'm keeping my charges very minimal, I'm sensitive to costs and appreciate the question.

Ms. Buchanan stated having worked with the Garden Street Group they are very sensitive to costs.

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On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor requisitions 55-68 were ratified.

Mr. Schofield left the telephone conference at this time.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the October 11, 2022 Meeting

Ms. Cormier asked with us not being a board member previously, do we have to vote? I may have attended the meeting, but we didn't hold a position.

Ms. Buchanan stated yes.

Ms. Cormier stated I have a question about the minutes. When they were talking about the pool motor a resident had shown pictures and talked about the pool and the drainage and how the pool was draining and that they texted pictures to Freddie and left a note that the pool was draining at an alarming rate and it continued draining and there was some kind of issue. How come that wasn't addressed when they were talking about the motor getting burned out and stuff?

Ms. Giles asked in the copy of the minutes you are looking at or in the conversation in the room?

Ms. Cormier stated in the conversation in the room. I don't remember anything coming up about that and I was surprised when the homeowner showed the pictures and said they had texted Freddie about it. I just don't understand why that discussion wasn't brought up during that meeting.

Ms. Giles asked from the resident?

Ms. Cormier stated no, Freddie.

Mr. Oca stated one of the valves was open, that's all.

Mr. Soriano stated the pool draining didn't have anything to do with the motor burning up. This was a discussion about repairing the motor.

Ms. Cormier stated I understand that but how does the pool draining and the pool motor still running and the pool being very low, how does that not affect the pool motor?

Mr. Soriano stated it can run all the way down to about 1 ½ to 2 feet deep. Draining out 6" isn't a good thing, something is open someplace that shouldn't be open but that is not going to affect your motor.

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Mr. Rhein asked what is the motor manufacturer?

Mr. Soriano stated the one that burned up was a Marathon

Ms. Jordan stated none of this has to do with the minutes. Under supervisor's requests we can talk about items not on the agenda.

Ms. Giles stated the minutes are reviewed by counsel, by me and the chair before you see them and sometimes the transcriptionist gets something wrong and you can identify it then.

On MOTION by Ms. Jordan seconded by Mr. Riggs with four in favor and Ms. Cormier opposed the minutes of the October 11, 2022 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Discussion of District Roads

Ms. Giles stated we started talking about this a little bit when the county was here but this is a conversation that Jeff wanted to enter into a discussion about who owns the roads in the district.

Mr. Rhein stated I just wanted to final clarification and it was emailed. Marilee and Katie gave us some legal opinions which gave me that black and white stating that the roads are owned by the county. Thank you.

SIXTH ODER OF BUSINESS

Discussion Regarding Traffic Study

Ms. Giles stated this has been a topic in this district for a while. I was able to find some older emails from 2021 where it looks like Officer Durham had worked with the district, collected some data on some speeding and I think following that one I included an email with the county about traffic calming in Rolling Hills and what some of the options would be. On page 19 is the historical data that the district has been through and on page 24 is the email from the county that I forwarded to the supervisors where it talks about speed humps, stop signs, traffic calming devices and what some of those options are. I forwarded you the email that had the traffic calming survey on there and how to proceed with that. This was something Jeff had asked me to include in the agenda for discussion. We can talk about this and some of the options. You have off duty officers in this district and Freddie can work with those to ask them to specifically monitor a certain section of the district if you would like.

The board discussed the background of how the original speed limit signs were approved, the need to have enforceable speed limit signs and how to accomplish that goal. Mr. Miller will

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continue to work with Ms. Giles and the Clay County Sheriff’s office and Ms. Cormier will work with Ms. Giles and the county commissioner for Rolling Hills and bring back the results of those discussions at the next meeting.

SEVENTH ORDER OF BUSINESS Series 2020 Project

A. Update Regarding Series 2020 Project

B. Ratification of Requisition 92

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor requisition 92 was ratified.

EIGHTH ORDER OF BUSINESS Series 2022 Project

C. Update Regarding Series 2022 Project

D. Ratification of Requisitions 55-68

This item taken earlier in the meeting.

**NINTH ORDER OF BUSINESS Offer Letter Regarding Clay County Project
No. 4 Sandridge Road – Parcels 402 & 405**

This item taken earlier in the meeting.

**TENTH ORDER OF BUSINESS Ratification of Audit Engagement Letter with
Grau & Associates for Fiscal Year 2022**

Ms. Giles stated this engagement letter documents and confirms the auditor’s acceptance of the appointment and the object and scope of the audit, the extent of the auditor’s responsibility to the client and the form of any report that is going to come from the auditor.

Ms. Jordan moved to ratify the audit engagement letter with Grau and Associates for the fiscal year 2022 audit and Mr. Riggs seconded the motion.

Ms. Cormier stated I understand that we have always balanced and get audits that say everything has been good. We have always gotten a good report. Is there a way that when the

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audit happens for us to actually look at how much is being paid to Riverside Management Services for the work they do as a whole so we can see the checks and balances, especially the line items when it comes to the \$40,000 for repairs and maintenance and that detailed aspect of our budget.

Ms. Jordan stated that is at the bottom of this document.

Ms. Cormier stated I see the breakdown of their hourly pay or list and I see the receipts of the items but over the years of Riverside Management being in here there has been a lot of money spent. I'm just asking if the people who are doing the audit can they specifically look at how much and where that is going?

Ms. Jordan stated it is a third-party audit. They are not going to do an investigational audit. I'm not sure what you are alluding to and looking at GMS's lines? We are given every single invoice. I'm not sure where you think there is a misuse of funds. This company has been with us since the inception and sometimes they don't get top dollar for work they are doing, they still come in and do it for us. When you constantly attack them about finances you are making them lose confidence in our community and their relationship with it, which is a choice for those companies. Other CDDs have lost their management companies and have gone through five of them.

Ms. Cormier stated I understand that and you don't have to like the opinion we have or that some of us may question, but as a community as a whole we want to know where that money is being spent and when it is being spent on different things.

Ms. Jordan stated it is all in the agenda packets. They go back to 2017 online and you can request any agenda packet from the inception of the district.

Ms. Giles stated I think to answer your question I don't know that this audit is designed to dig into that type of comparison. It lists specific services they are looking at in accordance with the auditor general's requirements. It goes over the examination objectives. Maybe if we look at the definition of each of those it will be clearer what they are going to do during the audit. I don't think the purpose of this audit is for that, they focus on the auditor general's requirements.

Mr. Soriano stated the type of line items we have onsite, a lot of it is going to be reported to make sure we have all of our invoices and coding things the right way. As far as getting into it, forensics to make sure something was done a certain way, they don't go in like that. They are looking to make sure everything is in here and listed and transparent and we can explain everything. We will get questions once in a while if things are coded improperly and we go over a budget line or something like that.

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On voice vote with all in favor the motion passed.

**ELEVENTH ORDER OF BUSINESS Consideration of Resolution 2023-02
Amending Records Retention Policy**

Ms. Buchanan stated this is mostly an administrative resolution that accomplishes two things. The first is that it modifies your records retention policy to make sure that you no longer have to retain what we will call transitory messages, things like, yes I will be there or thanks or the email clutter that doesn't have any substantive value long term, you don't have to keep those going forward, you can delete them and eliminate that clutter in your mailbox. It is beneficial in that sense and if you do get a public records request there will be less emails that you have to go through to weed out any responsive material. Personally, I will implement this going forward. I probably don't have the capacity or expect you to have the capacity to go back in time and review all the prior emails. That is how I'm going to do it operationally.

The second thing this resolution accomplishes is authorize your official records to be stored in electronic format. Paper takes up a lot of space and to the extent that the district manager moves to electronic storage for their files, this would authorize that change.

Ms. Giles stated we maintain all the records now in paper and electronic and this will allow us to get away from the paper.

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor Resolution 2023-02 was approved.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Ms. Buchanan stated I had intended to do the update on ethics and public records laws but we have already done that.

B. Engineer – Update on Cell Phone Tower

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Mr. Hadden stated the cell tower is dead. The company that contacted you still needs one in this area, but I think there are easier locations than the Lake Asbury area.

C. Manager

There being none, the next item followed.

D. Operations/Amenity Manager

1. Report

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

2. Monthly Quality Inspection Report

FOURTEENTH ORDER OF BUSINESS Supervisors Requests

Ms. Jordan stated the residents asked for a dedicated page for residential information, a Facebook page, just a CDD activity page but that is up to the board.

Ms. Buchanan stated it is a public record and we will have to be able to retain it. The other thing is that if you have comments that aren't nice then you start turning off the comments and then you run into free speech issues. If you are going to do it I would turn comments off and just have it be informative.

Ms. Jordan asked is it possible to have that on our CDD page?

Mr. Riggs stated it is expensive to have someone set that up and there would be a maintenance fee.

Ms. Jordan stated we can't do that.

Mr. Soriano stated we have a template so that it meets all the state requirements on every section so all the districts look the same. That way we don't get in trouble.

Ms. Jordan stated there is an auxiliary pump by the pool and some residents asked what that is.

Mr. Soriano stated realistically you had all this stuff down there that has been buried since the developer was here and when the pool was green I went down there and as I'm pulling all this

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stuff out I realized it was there. It is a mobile filter and hasn't been used in years, I repaired a couple things on it and it is really nice and that allowed me to put another vacuum in there. We also have a very expensive robot and it was being used but it is about 13 years old and if I can get it running I would like to keep that.

Ms. Jordan asked can we ask the off-duty officer to issue tickets?

Mr. Oca stated they are not going to give out tickets for speeding because the speed limit signs we have are not legal.

Ms. Jordan asked what about stop signs?

Mr. Oca stated they should be able to do that.

Ms. Jordan stated David Church isn't here but we want to thank him for the time he spent on the board. He was on the board for four years. When we joined the board, it did not have a whole lot of resident representation and in his time, we were able to get the board to a position in which we had some reserves and were able to do a little more. I am very appreciative of David Church working with us on the board.

Mr. Miller stated we received information back from the sheriff's department, they are talking and asking opinions on linkage of cameras within communities, not so they can sit there and watch, but if something is going on they can activate the camera and observe. They are talking about having individual cameras on the roads in the community should there be an incident occurring if they can do that. The other is the license plate scanners, they are encouraging people and we had an incident in our family, somebody stole my son's license plate. It was found by license plate scanners because the scanners are looking at the license plates and that got flagged and stopped the car and pulled someone off the street who shouldn't have been on the street. These come with a cost and if you are interested they will come in and talk about it. It is the Clay Community Connect.

Ms. Giles stated they may have an adapter that will work with our cameras that are not compliant with the John McCain act.

Mr. Riggs stated I talked to neighbors and people are still confused about the difference between communication between board members and the communication with a resident.

Ms. Giles stated you can talk to each other about anything except what may come before the board for a vote.

December 13, 2022

Rolling Hills CDD

Ms. Cormier stated thank you for everybody who is here especially our audience and members of our community. There have been many times I was the only one sitting in the audience and we need our community to be a part of the CDD meetings.

Mr. Rhein stated to piggyback off the website, can we request to post what Freddie sends in the newsletter?

Mr. Soriano stated that might be a little easier. We have a way to store that email so they can click on the link and see the last email. We can do it as pdf also and that might be as close as you can come to another informative things.

Ms. Jordan asked will you let us know the price before we implement it?

Ms. Giles stated let us work with the webmaster on that because it has to be ADA compliant. There are a few documents on the website that are not required by the statute such as the capital reserve study, and a few other documents.

Mr. Rhein stated other communities have their financial records locked and I think that is a good idea. Is there a way to lock that website so the resident have to use their ID and password and vendors don't have access?

Mr. Soriano stated the district website has to be public and unfortunately that happens all the time with bids. I get requests for information from other districts just to see me respond. We get law firms out of South Florida email us so that they can ask for something and we have to respond. They just want to see that response.

Ms. Giles stated as soon as your name is on the website, I caution you about emails. Recently I had what appeared to be a supervisor email three other supervisors and asked them to go get gift cards. Be careful and remember another supervisor is never going to involve you in a conversation. Now that your name and email is going to be out there you may start to receive spam by text and emails. Helana and Jeff please reach out to us any time during the week if we can help your transition be smoother.

FIFTEENTH ORDER OF BUSINESS

Audience Comments

A resident stated we talked several meetings back about getting gravel and landscape around the lots by the mailbox, it still isn't there and the construction workers park on it and trash it. Can we get some gravel up there?

Ms. Jordan asked can we spend \$2,000 to do something around our mailbox?

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Rolling Hills CDD

A resident stated it is dark by the mailboxes.

Mr. Soriano stated we can do gravel but there is no need for irrigation.

Ms. Giles stated I can send an email to Joe if the construction workers in Shadow Crest parking by the mailboxes are causing the issue.

A resident stated it was never completely finished, now they park there and drive over it.

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor staff was authorized to put gravel around the mailboxes in an amount not to exceed \$2,000.

Ms. Giles stated if staff doesn't have to spend the \$2,000 on gravel and they get it for free, they won't spend that money on anything else.

A resident stated we are getting sand in places in the back.

Ms. Jordan stated that is Shadow Crest and that needs the street sweeper to go through there.

Ms. Giles stated if you will email me the location I can send that to Joe to take care of it.

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

SEVENTEENTH ORDER OF BUSINESS Next Meeting Scheduled for February 21, 2023 @ 6:00 p.m. at Rolling Hills Amenity Center

Ms. Giles stated the next meeting is February 21, 2022 at 6:00 p.m. at this location.

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Rolling Hills CDD

On MOTION by Ms. Jordan seconded by Ms. Cormier with all in favor the meeting adjourned at 9:13 p.m.

DocuSigned by:
Marilee Giles
3B3269E1043B434...
Secretary/Assistant Secretary

DocuSigned by:
Shannon Jordan
85131D1FE01E4CB...
Chairman/Vice Chairman