

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, April 11, 2023 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
Helana Cormier	Supervisor
Jeff Rhein	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel
Keith Hadden	District Engineer
Joe Schofield	Align Engineering by telephone
Freddie Oca	Riverside Management
Jay Soriano	Operations Manager

The following is a summary of the discussions and actions taken at the April 11, 2023 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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the February 21,  
2023 Meeting**

On MOTION by Ms. Jordan seconded by Ms. Cormier with all in favor the minutes of the February 21, 2023 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 we closed on the first cul-de-sac and they are building houses. The second cul-de-sac, water and reuse have been pressure tested and we have to raise a couple manholes, they will be televised and if that looks okay they will pave it and that will close in May. We are going to plat the other four cul-de-sacs at one time. Clay Electric doesn't want to put in transformers for six cul-de-sacs if we are only going to have houses on three this year and the fourth one next year. All the lines are underground there is just a shortage of transformers. Probably in the next 45 to 60 days you will see all the roads paved and all the streetlights in and all the pads will be in, some will have transformers some will not. They should be in before we need power. LGI has closed on the first 20 lots and will be closing on the next group of 26 in the next 30 days.

**B. Ratification of Requisitions 95 & 96**

On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor requisitions 95 & 96 were ratified.
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Ms. Cormier asked how do the parks in those areas get turned over to the CDD?

Ms. Buchanan stated it can work two ways. The first is when the developer provides the plat the CDD can sign off on the plat and that will eventually convey the property or the developer can do the plat and reserve to itself rights to the park and then ask if the CDD will accept a deed after it is platted.

Ms. Cormier asked do you know if there are any parks included in the platted areas?

Mr. Hadden stated there is a park in the first cul-de-sac at the end of the straight road, right now it has rye grass it is very brown. That is the park built for that group of lots. It is in the first plat and is being conveyed to the CDD. I would not recommend putting in playground equipment until there are houses. There is irrigation in already for the grass, we have potable water on the meter for drinking fountains.

**FIFTH ORDER OF BUSINESS****Series 2022 Project**

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**A. Update Regarding 2022 Project**

Mr. Schofield stated we are tracking right in line with Keith's phase. We are working towards easement agreements with Clay Electric, final testing, certification, dedication and acceptance submittals to Clay Utility. Testing is going to be underway in the next week. The as-builts are completed, we have all the paperwork signed and completed and ready to submit for Clay Utility certification, dedication and acceptance. The work is substantially complete, we are working a few punch list items. The plat is recorded, we need the easement agreement signed and we are selling lots to the Signa Homebuilder. We have the same challenge with transformers; Clay Electric promised to build and stage their work so the home builder can get COs without delay due to transformer backorders.

**B. Ratification of Requisitions 82-92**

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor requisitions 82-92 were ratified.
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Ms. Jordan asked is there an update on getting the parks sponsored by the developer or builder?

Mr. Schofield stated I know that they were looking to get pricing for some improvements. I have not followed up and will have to ask.

Ms. Cormier stated my request is that as the builders convey parks to us if there is any contribution they can give towards us being able to allot it to that park in that section.

Ms. Giles stated just before the November election the board that was here sent a letter to Gerald and asked that and that was what Joe was commenting on. He didn't give us a hard no he said he would look into that. Keith and I were talking about that recently if we thought that was an option for Mr. Huck.

Mr. Hadden stated I reached out to both and in Joe's section the builder and developer are under the same umbrella. We have a developer and separate builder and they are not connected. I have reached out to both of them and said you are not required to, but it would be a nice, generous donation for you to build something.

Ms. Cormier stated recently I spoke with a Clay County deputy who used to live in our neighborhood and he informed me that he had come to one of the CDD meetings when he lived

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here and brought one of the other officers that dealt with sex crimes and different issues. He said two structures consider it a park and make sure we do ADA compliance, whatever we have to do but it is something that he brought up years ago that needed to be addressed and should have been with these developments. It is something I'm researching so I can have all the facts on what we should be doing so our county commissioners can make sure that CDD communities are developing these parks because we will get left with a very big bill when we start adding all the parks we have in this community.

Ms. Jordan stated we will but there is also the opposite that when we add the parks we add expenses, it is not just the expense of adding the park but maintaining the facilities. Our community could not have sustained the expense of maintaining parks. I agree they should be there but at the time we had 30 houses in here the CDD could not have been able to pay the maintenance of those parks. I'm with you. I think you should fight the good fight and get it done.

Ms. Cormier stated we can agree to disagree, the developer could have continued to contribute to the community to maintain those areas as long as he needed to.

Ms. Jordan stated the developer is a for profit entity and there wouldn't be a lot of developers if they just spent money left and right. There is a lot to every decision that is made anyplace. I agree we need parks, but I think we need to make sure that in the process of gaining those parks we don't destroy relationships.

Ms. Cormier stated thank you for all your consideration and just take in every facet into consideration. I greatly appreciate that.

### **Clay Electric Right of Way**

Ms. Buchanan stated Marilee forwarded to me the email from Clay Electric regarding the right of way easement and the board hasn't had an opportunity to review it.

Ms. Buchanan pointed out on a map the location of the right of way and stated it is essentially a landscape buffer tract and Clay Electric has requested that the CDD execute an easement authorizing them to install utility lines in that if they need to. There are no allocations of liability, no responsibility to the CDD, it just lets them install their utilities in the right of way area, which is par for the course in development. Joe needs our authorization. In the past when the developer controlled the board, there was a resolution that essentially authorized the chair to execute these kinds of documents between meetings so long as the engineer and attorney reviewed

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and said they saw no issues with it. Now that you are a resident board and not involved in the development process, I am less inclined to use that process, which is why we are discussing it now.

Mr. Schofield stated an easement may have been recorded but I don't have any records or survey of an existing easement. There are some things we need to work through first like the proposed planting along the buffer; is there an easement or are they asking for a new easement; they asking for the ability to install future infrastructure that is indicated on their map. There is a little bit of work to do before we are ready to ask the CDD to sign that agreement. I will be looking at that this week.

Ms. Buchanan asked do you want to delegate authority to an individual to sign it based on your discussions because we don't meet every month and it will be a while before we bring it back.

Mr. Schofield stated yes, once we know it exists and we have a path forward it would be nice if the CDD could immediately move to sign the agreement.

Ms. Buchanan stated you have heard the questions, to me Joe's concerns sound like reasonable concerns. If someone has bigger picture problems with having the chair or vice chair sign it between meetings or has questions about the actual installation then we can talk to Joe some more about it.

Ms. Giles stated if not we would look for a motion to approve the right of way easement in substantial form and authorize the chair or vice chair to work with staff. We wouldn't ask the chair or vice chair to sign the easement agreement until we have more information.

Mr. Hadden stated when I designed that road 18 years ago and we have some utilities in the ground already, at that time Clay Electric used to put their lines in the county right-of-way. Now they ask for an easement outside of the right of way. I told them you might get an easement from Joe, but we have a couple hundred houses backing up to that right now and you are not going to go into people's backyards. I told the county engineer that they have to allow Clay Electric to lay the line in your county right of way or you could approach the east side of the 50-foot road but that is part of the outer beltway. It is still fluid as to what is going to happen. Clay Electric will put the lines underground, but we are not sure where they are going to be.

Ms. Giles stated it wouldn't be signed until the engineer and district counsel came to agreement and we will hold this until that happens and ratify it at the following meeting.

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On MOTION by Ms. Cormier seconded by Mr. Miller with all in favor the Clay Electric right of way easement was approved in substantial form and staff was authorized to work with the chair or vice chair for execution.

Mr. Schofield left the telephone conference at this time.

## **SIXTH ORDER OF BUSINESS**

### **Discussion of Fiscal Year 2024 Budget**

Mr. Giles stated we will approve the FY24 budget at the June 13<sup>th</sup> meeting and adopt it the August 15<sup>th</sup> meeting. Staff has started looking at some of the agreements we have in place. We have updated the accountant with known facts that we have, the accountant tracks all the invoices and sees the historical record of trends and she is starting to work on that. To change or update anything it has to be done by June 2<sup>nd</sup>. If there is anything the board wants to discuss before we put that together, it is difficult for me to do fuzzy math on an excel spreadsheet in the middle of that meeting and I don't like doing that. It is better to have your input now before June 2<sup>nd</sup>.

Ms. Jordan stated I would like to know exactly what we have in reserves. Last year we slimmed down the budget so I don't know where we could save. We are going to redo the pool this winter, but I would like to look next year at reducing the CDD fees.

Mr. Miller stated when we passed that amount it was with the understanding that we would come back and review it to lower it.

Ms. Jordan stated it elongates the time to get everything done that we want to get done in the community. Everybody has been struggling this last year. We should be financially responsible to put some back into lowering the fees.

Ms. Giles stated keep in mind when we work with the accountant we are going to use your capital reserve study that was updated and what is on here is an inflation rate of 2.5% and we are at 6% inflation and this has an interest rate of 1%. Those numbers don't match where we are really at. At that meeting if you don't like it we can lower it but I can't do instant math at that meeting. I'm going to take the capital reserve study and look at the 2024 line and plus it up by 5% to get closer to reality if we have to replace or repair one of these items. This is something that Jay and Freddie and I are going to look at closely. It says that in 2024 if everything breaks as planned we will spend \$77,000.

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Ms. Jordan stated before we did the increase it was \$75,000 a year going into reserves and I think we are putting in \$200,000 and there is no reason we can't drop that down to \$125,000 in our reserve fund and adjust the CDD fees to reflect that reduction.

Mr. Soriano stated we put in the highest, which was almost \$300,000. Once we look at that and the pool is done it is no longer in that capital plan and you can adjust that back down. The big increase was to build you reserves to meet that in one year. We won't need that this year.

Ms. Jordan stated see what those numbers look like and give us an option if we are going to be financially sound enough to do that.

Ms. Giles stated that is the discussion we are looking to have with the board.

Mr. Rhein stated we may need to increase the landscape budget for the new areas.

Ms. Cormier asked at what point do the builders and developers turn the lakes over to us for maintenance?

Ms. Buchanan stated as soon as it is constructed and the water management district signs off on it, the developer will ask to transfer it over to us since we are the designated operations and maintenance entity. It usually precedes home sales.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion of Park Designs**

Ms. Cormier asked were you able to pull the other parks in our community?

Mr. Hadden stated for it to be a park you have to have two things, at a minimum what you do is put a spur sidewalk back about 20-feet and do a 20 X 20 concrete pad and on one side you have a bench and the other side you have a bike rack. That is a park by definition that you can use for the child abusers. Hopefully, you have enough money to do that much. Then you can put in swing sets, monkey bars or whatever. Give some thought as though you were paying for it and decide what you want to do. You will get complaints from people who live next to the parks.

Ms. Cormier asked can you show us the location of all the parks?

Mr. Green stated you said you need two things to make it a legal park. If it is a dog park will that prevent sexual predators from moving in that area?

Ms. Jordan stated I understand it is just one structure is needed. There are only certain offenders that fall under that and that would be sexual offenders against children.

Mr. Soriano stated the risk management side to the district is not doing this to make sure that never happens, we are doing this to try to help deter these issues, to help law enforcement, the

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district is not the one going out to make sure there are no predators in the neighborhood. It is beyond what we do; we are just trying to make sure we have the parks and things available.

Ms. Cormier stated this is going to be a community/board decision. Anytime we spend money on this board it will never be just one person decision. When we talk about the design of the parks and if there were one park to work on, there is one large park back against the toll road, and that could be a central area for the back part of the community, if we were to focus on one park, I would recommend that park.

Ms. Jordan asked do you want to start with the most expensive or some smaller parks to give us time to build our reserves?

Ms. Cormier asked do we want to make all of these legal to protect the integrity of our community, which is a higher priority than having a large park done. If we were to choose a park in the future to develop, I recommend that one being the large-scale park. Everyone back there is upset over the toll road and if they had a park close to them for their kids to play it may help, but it is still centrally located.

Ms. Giles asked would the board be interested in Helana working with Jay and Freddie, looking at the parks and come up with some idea of what is appropriate in a specific park and bring that back for discussion?

The consensus of the board was to have Ms. Cornier work with staff on developing ideas for park areas.

Ms. Jordan stated I would like staff to come back at the next meeting with the cost of installing a bench in the pocket parks and for district counsel to research to see if that would qualify as a legal park.

Ms. Cormier stated we talked at the last meeting about getting a letter to see if there was any donation support.

Ms. Buchanan stated that fell off my list and I apologize for that.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

There being none, the next item followed.

#### **B. Engineer**



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There being none, the next item followed.

### **C. Manager**

Ms. Giles stated as a reminder Facebook is a great social media platform, but it is not where we do district business. I get a lot of phone calls from upset residents and some calls from residents saying that the CDD has a Facebook post now.

Ms. Jordan stated we do not have a Facebook page we have two community pages and a chat that is CDD/HOA.

Ms. Giles stated be careful with that. Anything CDD related is open to the entire public, not just residents but the entire public. Be careful with that one, you can't shut the door, this meeting is open to the public so if it is a CDD Facebook page it has to be open to the public. Anything we do on social media you have to be able to maintain a copy of that so if there is a public records, request you are going to have to figure out how to go on Facebook and produce that document.

Ms. Buchanan stated if you are using it, save those records, if you are commenting you are responsible for memorializing those comments and preserving them.

Ms. Giles stated be careful as supervisors because the sunshine law violations include criminal penalties, it is a second degree misdemeanor, it could lead to 60-days imprisonment, it could led to a fine, it could lead to lawsuits and you could be removed from office.

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

#### **1. Report**

Mr. Soriano stated they are working on the pool gutters that should be complete this week, marcite is complete on the spray pool, we are going to work on painting the spray structure.

We are working with Supervisor Rhein on mulch and we have a good quote for just over \$13,000 for 242 yards to do everything; the amenity center, all your entries and the tree rings.

<p>On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor staff with the input of Mr. Rhein on the quantity and price was authorized to mulch the amenity center, all entries and tree rings.</p>
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Mr. Soriano stated last meeting we had a discussion about mileage and it was your maintenance man. You have guys going out doing trash pickup and they are emptying trashcans and we can't ask them to throw it in their vehicles. RMS has purchased a golf cart that we would like to keep here. We are going to use that so you won't have to use that truck other than when we really need something or have to pull the pressure washer rig. To take care of trash and your daily maintenance he can put a shovel in the golf cart and drive down and fix a signpost. You won't have to pay that mileage anymore. I wanted to ask you to allow us to use a few dollars on a maintenance guy to move the fence by the pool equipment area out about 10-feet and there is enough room to put a golf cart. We will also put in concrete footer with an I-bolt to lock it to. It is probably \$800 to move the fence and concrete footer.

On MOTION by Mr. Miller seconded by Ms. Jordan with all in favor staff was authorized to spend up to \$1,000 to move the fence by the pool equipment and to amend the agreement with RMS to include parking a golf cart behind the amenity center.

Mr. Rhein asked where are we on the a/c unit for the pool pump area?

Mr. Soriano stated we decided to hold onto that, I think everybody liked the idea but was worried about spending money.

Mr. Rhein stated if it were climate controlled it would extend the life of the pumps and everything in there.

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor staff was authorized to purchase a mini-split AC unit for the pool pump room up to \$5,000 and Mr. Miller was authorized to work with staff on this project.

## **2. Monthly Quality Inspection Report**

### **NINTH ORDER OF BUSINESS**

### **Supervisors Requests**

Mr. Miller stated I spoke with the community service office and traffic and they asked to hold off until after the fair. They put a couple things on the table; they are currently experimenting with some new 5G network systems. One is a different type of license plate reader that is pole

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mounted, solar power with battery backup and read the license plate and transmit directly to the sheriff's department. They are also experimenting in Middleburg with several traffic readers that record speeders and transmit the license plate to the sheriff's department. He thought that is something that might be of interest to our community particularly with the shortage of deputies, but there is legislation that needs to be in place before they can write a ticket. I will get with them and see what we can find out get them in here to do a traffic study. I will find out if there is a cost involved with this.

Ms. Jordan asked did you go over speed limits?

Mr. Soriano stated last time we talked about speed limits the engineering department said they would give us speed signs and the public works department orders them and they weren't as helpful. They want to give us the signs and we would install them. We can keep arguing with them or the decorative poles will slowly disappear.

Ms. Jordan stated I suggest we send a letter to our county commissioner as we did with the potholes.

Mr. Hadden stated the last time we had good results Marilee worked with the county manager.

Ms. Giles stated we can do that and keep Jay in the loop.

Mr. Rhein stated at the last meeting we talked about a spreadsheet on our contracts.

Ms. Giles stated I sent you all the agreements and we were working on an Excel spreadsheet with the big ticket agreements that affect the budget and we will get that to you.

Mr. Rhein stated when we get the agenda I think a week is not enough, I would like more time. Can we do two weeks?

Ms. Jordan stated one week is fine with me.

Mr. Rhein asked what if we made a two week period and instead of getting individual updates from supervisors you wait until seven days and do a final draft?

Ms. Giles stated Florida Statutes requires that the agenda, not the entire packet but the agenda has to be posted to the website seven days prior to the meeting. Our goal is to have the agenda and the entire packet posted to the website. At a minimum we have to have this agenda on our website. Even today we made a change to the agenda, it originally said dog park discussion and we changed that to read park discussion. We updated the website and what you have on the iPads. It is a lot to change the agendas because we send it out not just to the supervisors but the

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entire staff so everyone is ready. We typically don't have the packet ready before seven days prior to the meeting as we wait on different documents to come in because part of this packet also includes your financials. Everyone has a piece of the agenda, the accountant is pulling together the check register and all the invoices and financials through that date, whatever proposals that staff is coming up with, all of the documents, the goal is to always have it in the packet before it goes out. I will ask if two weeks is doable but don't expect a yes.

Mr. Soriano stated that puts more strain on the accountant to constantly update that stuff.

Mr. Jordan stated I suggest we put the agenda out two weeks before and the packet can come out seven days out and board members can look at the agenda to ask for items to be added to the agenda.

Ms. Buchanan stated I think that is what she does when she circulates the tentative agenda two weeks in advance.

Ms. Giles stated it just goes to staff. She is suggesting to just put the agenda on the website. Does that meet your needs or do you want to see the whole packet earlier?

Mr. Rhein responded the whole package. What about monthly meetings?

Ms. Jordan stated we did increase the amount of meeting during the budget last year. We only have them every other month because our agendas are light and every time we meet it costs a lot of money. All the board members get paid \$200, staff gets paid. We increased the supervisors' fees in the budget to have eight meetings a year. I recommend we save those two meetings for emergency meetings.

Ms. Giles stated keep in mind if we go from 8 to 12 that increasing the number of meetings increases staff lines too, advertising line also.

Ms. Jordan asked can you give us a quote with those lines increased if we were to hold meetings on a regular basis?

Mr. Giles stated our next meeting is the approval of the budget, do you want it blown up to 12 meetings.

Mr. Rhein stated we have a lot going on.

Ms. Jordan stated we do but we have limited money.

Ms. Giles stated I can but I am not comfortable with taking the blown up budget at the next meeting and trying to reduce it and to give you an accurate number like I did last year.

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Ms. Jordan stated what I'm saying is give us one with the accurate numbers and give us one with the increase. That way we have both to compare and it is not you adjusting numbers at the meeting because you shouldn't be put in that position.

Mr. Soriano stated the only reason we would need to adjust is if you are trying to do something like make sure you stay under and not increase assessments because that first approval if you are above you have to send out those letters saying you assessment is increasing to every owner.

Mr. Rhein asked what if we have a special meeting for budget purposes only?

Ms. Giles stated you could have a budget workshop.

Ms. Jordan stated if you want a budget workshop we can have it next month and ask her to bring three budgets, one that is as they would recommend, one that has the bloated meetings and one with a reduction in the CDD fees.

Ms. Giles asked we need a date for the workshop and the accountant needs as much time as possible since you are asking for three different budgets. The second Tuesday is May 9<sup>th</sup>, that is your normal schedule.

It was the consensus of the board to hold the budget workshop on May 9<sup>th</sup>.

Ms. Giles stated you are going to tell me which scenarios you want.

Ms. Jordan stated I would do what you think you are going to propose to the board with the reserve set at \$125,000 and another one with the \$125,000 reserve with the inflated meeting cost.

Mr. Rhein stated I would like that contract spreadsheet.

Mr. Soriano stated we can do that tomorrow.

Mr. Rhein stated a reserve study with the new inflation rates.

Ms. Giles stated I'm going to add that to both of them.

Ms. Cormier asked on the meetings can we do 10 and not a budget for 12?

Ms. Jordan stated 10 would be better. We don't need to meet in November and December. I think it would be beneficial to have the workshop every May.

Mr. Rhein asked can there be a better definition of the irrigation repairs?

Mr. Soriano stated there is always going to be a markup, but I can ask them to do that.

Mr. Rhein stated I just want to know what products we are getting.

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**TENTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**ELEVENTH 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.

**TWELFTH ORDER OF BUSINESS**

**Next Meeting Scheduled for June 13, 2023 @ 6:00 p.m. at Rolling Hills Amenity Center**

Ms. Giles stated the next meeting will be held May 9, 2023 at 6:00 p.m. at this location.

On MOTION by Ms. Jordan seconded by Ms. Cormier with all in favor the meeting adjourned at 8:19 p.m.

DocuSigned by:

*Marilee Giles*

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Secretary/Assistant Secretary

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*[Signature]*

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Chairman/Vice Chairman