

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, June 13, 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
Several Residents	

The following is a summary of the actions taken at the June 13, 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**

**Organizational Matters**

**A. Acceptance of Resignation from Supervisor Riggs**

Ms. Giles stated we have a resignation from Supervisor Riggs who has moved out of the district and before we accept his resignation, I have a plaque of appreciation for his service on the board.

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On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor Nate Riggs resignation was accepted.

**B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2026)**

**C. Oath of Office for Newly Appointed Supervisor**

**D. Election of Officers, Resolution 2023-04**

Items B, C, D, were tabled to give staff an opportunity to send an eblast notifying the residents of the vacancy and requesting letters of interest or resumes.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the April 11, 2023 Meeting**

Ms. Cormier stated in the minutes I had a response, but I don't remember the quote and I want to see if you would be able to go back and review that.

Ms. Giles stated I must have missed that email. I will check on that.

Ms. Cormier stated it was a statement I made that is important to me that it is not in the minutes.

Ms. Giles stated there are times when pens are clicking, papers shuffling, or chairs squeaking and the transcriptionist can't make out who is saying something. The requirement in the statute is that we have minutes so if she can't make out what is said she does the best she can.

**FIFTH ORDER OF BUSINESS**

**Update Regarding Series 2020 Project**

Mr. Hadden stated LGI closed on four lots last week and they own the entire cul-de-sac. We are ready to close on the second cul-de-sac except that the only county inspector that can inspect that is on vacation until next Monday. When he inspects it then LGI has 15 days to close on the lots.

Jeff sent me an email about the entrance needs a lot of maintenance. I reached out to Vallencourt and they said it really wasn't ours to maintain so I said just go in and mow it. It hasn't been grassed professionally yet. There was an open hole for an AT&T pull box and I don't know

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who unbolted it and the lid is gone so I called AT&T and asked them to put a new lid there for safety.

Ms. Jordan asked can you put caution tape around it until they get it fixed?

Mr. Hadden stated I will but I'm hoping by the end of this week AT&T has a new lid.

Ms. Giles stated that is the kind of email we appreciate getting during the week from residents or a supervisor. Thanks for sending that ahead of time, we don't want anyone to trip and get hurt.

Mr. Soriano stated when they are developing like that, there are protections in the county that they are not required to clean that up. If Vallencourt comes out and mows, then you will see it better. We would have to tape off a big section to keep everybody back from that. That is not our property but in a case like this we are going to take care of it.

## **SIXTH ORDER OF BUSINESS**

### **Series 2022 Project**

#### **A. Update Regarding Series 2022 Project**

Mr. Schofield stated we are about 98% complete, plat recorded, Adams Homes is working on pulling the building permits. There is some underdrain to install, that is kind of the last item for construction and a little seeding and sodding. We are near completion, and you will start seeing homes going vertical soon. I will work toward project close-out and then it will be vertical construction.

#### **B. Ratification of Requisitions 93 - 95**

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor requisitions 93-95 were ratified.
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#### **C. Ratification of Change Orders 001-008**

Ms. Buchanan stated a lot of these change orders are for small amounts, cleaning things up in the field but we did ask Joe to bring them back because I think it is appropriate for the board to ratify them because it was a district contract. The one thing I think we want to talk about tonight and is the one that Joe is here to present is contract modification no. 7 and that is page 61 on my PDF and is a high dollar change order for \$567,664 to install underdrain and cleanouts and it shows on the plans. This is a utility requirement that at the beginning of a contract the developer was

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uncertain whether it was going to have to do this work so they didn't include it, in hopes that they did not have to pay the extra half million to do the work. At this point they have been advised that it is required and what they would like to do is add it to the district contract so that they are able to take advantage of the tax-exempt savings with the direct purchase of material.

Mr. Schofield stated that was a business decision. The permit was issued with plans showing the roadway underdrain throughout most of the community and that is to keep the groundwater out of the roadway base material because when it gets wet you start having problems. The county is going to own and maintain the roadway, so they want to make sure their rock stays dry so they require underdrain under certain parameters. Where the groundwater is getting too close to the rock you have to draw it down with the underdrain perforated pipe system. What we were attempting to do was to build a sufficient amount of the project and then perform additional analysis to determine if that much underdrain was in fact required. The decision was made to exclude that line item in the contract being uncertain as to how much underdrain might be needed after the additional analysis was performed during construction. We were unsuccessful, we found that we needed to solve it with the underdrain and that became a contract supplemental for the underdrain as required by the county.

Ms. Buchanan stated the bonds have been expended so this is going to be part of the developer's completion obligation meaning they are going to have to pay to finish the contract, because we don't have bond proceeds anymore.

Ms. Jordan stated this increase will not impact the residents; the developer is going to have pay the difference.

Mr. Rhein asked why do we have to ratify it if it doesn't cost us anything?

Ms. Buchanan stated it is our contract.

Mr. Rhein asked who did the analysis for modification 7?

Mr. Schofield stated the Geotech. At the time the work was done we were in a drought, so the timing did not work out favorably.

Mr. Rhein asked who came up with the cost?

Ms. Buchanan asked Joe, can you confirm that Pipeline provided the cost based on the specifications that were initially authorized by the county.

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Mr. Schofield stated that line item was excluded from the contract so we don't have a unit price, that would be a couple years old now so Pipeline used today's pricing, which I determined to be probably lower than the average bid coming in now.

Ms. Cormier asked what was the total bond amount on that portion? I don't understand how they are out of bond money.

Ms. Buchanan stated the bonds were issued in the amount of \$10,500,000, but out of that amount of bonds that were issued only \$7,700,000 went into the construction account for use on the project. The rest of it goes to things like debt service reserve, capitalized interest, cost of issuance, you don't ever get the total amount.

Ms. Cormier stated okay, the math didn't make sense at first.

Mr. Rhein asked can we have a bond training session?

Ms. Giles responded I will check on that. I will see if we can get someone qualified to do that.

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor change order no. 7 in the amount of \$567,664 was approved.

Ms. Giles stated I will bring back all eight of them so you see them in chronological order.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Proposals for Fiscal Year 2024**

Mr. Rhein stated these contracts don't expire until November. Are we doing these for budget purposes?

Ms. Giles stated that should be September 30<sup>th</sup> and they start October 1. Did you see that somewhere?

Mr. Rhein stated in previous contracts.

Ms. Giles stated you are looking at the landscape contract and at the top it says as of November 15<sup>th</sup> of that year, but the term of that service was October 1, 2020 through September 30, 2023. We try to line all the contracts with our budget that starts October 1 and goes through September 30<sup>th</sup>.

#### **A. Riverside Management Services**

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Ms. Giles stated the first one is Riverside Management Services and there is a side-by-side comparison.

Mr. Soriano stated there was a question about the hours, the 2,037.7 basically they went through the calendar and added up what you have planned right now; you have lifeguards on Thursday, Friday, Saturday, and Sunday and that is how they came up with the number. It is your request as to how many days you want and how many lifeguards. It is billed by the hour and that is why you are always under budget because you don't use anywhere near 2,000 hours.

Ms. Cormier stated I have a concern with some of the quality of work that we receive from Riverside Management from some of the different contractors and people they have hired. We know Freddie is fabulous and you work for our community. Do not take anything personal on that one. When it comes to the quality of work it has been a struggle with some of the different people.

Ms. Jordan asked what specifically?

Mr. Rhein stated the pool guys left a mess.

Mr. Soriano stated the pool guy doesn't have anything to do with this, they are a sub-contractor.

Ms. Cormier stated correct and that is where I have asked some of the questions on the present audit. I talked to Marilee about that one. You see the breakdown in here of the different jobs and different invoices and some of it is your manhours, your people when they are out there painting or doing different things. Over the years and continually this past year the quality of the workmanship that we get for what we pay is still an issue. I wish we had better services.

Ms. Jordan asked what specifically?

Ms. Cormier stated the janitor, the work that the janitor does. One of the problems is I don't know whether their employees are doing the work or a sub-contractor is doing the work. If it is a sub-contract that Riverside uses, I don't know the difference so I don't want to say the wrong words. Job descriptions is huge. When you look at what we paid the pool person, who is with Riverside, they go in, clean the pool, scrub the pool, they do everything they do when they service it. But we still have green spots, we still have stuff.

Ms. Jordan stated the pool is going to have that until we redo the pool. The reason I'm asking for specifics is because I don't think there is anything you can say against RMS and the work they provide us. We have had problems with some vendors. Problems have happened but how this company has handled the problems is significant.

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Ms. Cormier stated we will agree to disagree but when you see the pressure washing jobs they do and that is where I want clarity on what is their employees versus sub-contractors. Forget the pool issue that just happened, that is another ballgame. The daily maintenance that they do with the operations with the janitor, pool cleaning, we believe they do when they come in and do stuff, when they have their pressure washing people, is that your employees, is it a sub-contractor.

Mr. Soriano stated depending on what it is, what is listed here is RMS. Pool maintenance, when people hear that term they think a lot of different things. The work you just had on gutters and our zero entry, that is not the same as this pool maintenance. That is just a cleaning guy. Right now, because of the age and the problems with your pool you are in the top, with more than 500 hours a year and it has been that way for quite some time. Here, this was originally based on 12 hours a week, more like 392 and we have kind of stuck to that. We are probably about \$28 or \$29 an hour for pool service. If you want more than that you are definitely going to have to go up because that pool takes a lot of work. We can add it. We have never tried to add it here over the years. In fact, here the problem has been there was never a lot of money so the idea has been to try to cut it as low as possible. You have not had money to add services onto more janitorial time. Janitorial is RMS not a sub-contractor and in the summer they get run over. Pressure washing is different, it is not part of this. That is your general maintenance and you pay for that per hour and if you are not happy with the service you can talk about that when you get that invoice. They do charge by the hour so you sometimes have less than 10 hours a week in your budget over the years to do maintenance on this big facility. You have to try to find ways to get that in or you go over budget. One thing Freddie has been able to do over the years making sure to not go over budget. Not until this year have you had the funds to start putting more maintenance hours to different lines.

Mr. Rhein stated I feel that the amenity center could use some love. Do we need to add more maintenance?

Mr. Soriano stated definitely, but it is not in this because you never set it up to adjust pay for a consistent amount of hours. It is needed but you have budget constraints.

Ms. Cornier stated we do pay for services and I feel they should do a better job. I understand when they submit the different work orders and they get paid through the repair and maintenance line. That \$40,000 in both line items, does some of the work that you do come out of that portion of the budget?

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Mr. Soriano stated you don't pay me at all. There is a repair and replacement line. That is not the amenity manager or the operations manager.

Ms. Cormier stated not those positions.

Mr. Soriano stated that \$80,000 for the two includes supplies and a laborer's time. One good maintenance guy fulltime would be more than that just for the labor. I think that is needed but it is not in the budget.

Mr. Rhein asked what about a parttime maintenance guy?

Mr. Soriano stated I would love to find a qualified parttime guy, especially if he lived in the neighborhood.

Ms. Jordan stated I will move to approve this and next year we can talk about hiring more people.

Mr. Rhein stated I would like to see the scope.

Ms. Buchanan stated I think we did this last year.

Ms. Giles stated it is in the last agreement and I can send this to you. This is one every year the board will approve.

Mr. Rhein stated Tree Amigos did the same thing and didn't include a scope and that is more and that is more concerning.

Mr. Soriano stated we have the original scope for the first year for Tree Amigos and we can update that too.

Ms. Giles stated we have a scope of services.

Mr. Soriano stated we will update the hourly, pool service, janitorial services, lifeguards, deck monitors and facilities assistance. We didn't have that last year so we can add those in.

Mr. Rhein asked should we wait? I don't sign stuff before I see everything.

Ms. Giles stated this has janitor, pool maintenance services, lifeguard services, facility management, facility operations and staffing services. It is already in there.

Ms. Buchanan stated to better define your question is that we have a scope. Do you want changes to this scope?

Mr. Rhein stated I didn't have a chance to look at the scope. I looked at the one from 2019.

Ms. Buchanan stated we have one for 2023. The one from 2019 I'm confident it is dated but this one is from last year short of the facility attendant I think everything else is included. We



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noticed there was sort of a lackluster scope attached last year and made an effort to improve it. You can approve it and delegate authority to a single person to sign off on the scope of work.

Mr. Rhein stated the amenity manager, operations manager, pool service and janitorial all have a 6% raise, which is high especially since inflation rate is coming down from 8% to 5% and we are 4.9% right now and it is going to end up around 2.23% next year. The best I can do is raise you 4.9%.

Mr. Soriano stated it is not just about my job but all the hourly people. If you want to negotiate we are open to negotiation but if you want to start cutting people, super low just to save dollars you are not going to get good quality employees and it creates a problem.

Mr. Rhein stated right now it is 4.9% inflation.

Ms. Jordan stated there were years they did not increase us.

Mr. Soriano stated you are talking about inflation coming down for next year. One problem we have with our hourly people is that we have an automatic \$1 increase based on fulltime person, you are automatically getting a \$2,000 increase based on something we have to do, we have to pay those people \$1 more. If there is a minimum wage employee we are not keeping minimum wage employees it creates more of a trouble internally. When I have somebody who is \$17 or \$18 and a new guy just started and a month later he gets \$1 more then I have to give someone else \$1 more just to keep those employees in position.

Ms. Jordan stated I don't think 6% is bad. There are costs associated with employees above their salaries; there is workers comp and the cost of benefits.

Ms. Buchanan stated what Shannon is talking about is the burden so each employee the salary is \$50,000 and the burden is going to be between 22% to 26% on top of that \$50,000 that GMS pays but they expect to recoup from the district for that position and if you think about 25% burden that puts it right at \$63,000 which is pretty close to where GMS has been a year ago based on those numbers.

Ms. Cormier stated I get what you are saying. Freddie does not get paid \$63,000 he gets paid less than that and the fee for Riverside what it costs to employ him is added on top of that. We get that we don't want any homeowner in here to think that we are paying that bill for your employment because you get way less than that and we pay for that. When we are talking about GMS and RMS, GMS is different, these are RMS employees.

Mr. Soriano stated the hourly people, yes.

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Ms. Cormier asked is the amenity manager, operation manager, pool service are all those RMS employees?

Mr. Soriano stated I am your operations manager.

Ms. Cormier stated you are GMS.

Mr. Soriano stated it doesn't matter, they are the same. You are paying RMS, I stopped that for going out to bid because I know the property very well rather than hiring someone else to come in.

Mr. Rhein asked can we get it at 5%?

Mr. Soriano stated if that is board direction and the board said we don't want to sign, I would be happy to go to my boss. There are partners involved in that and they still have to pay their money but I will bring that to them if that is board direction.

Ms. Cormier asked we are going to get the scope of work. Does that include the job descriptions for each employee? When I requested that in 2020 the job descriptions were a paragraph compared to other companies that had very lengthy job descriptions of what is expected from an employee. Can we review the job descriptions for each and every one of these positions?

Ms. Giles stated the scope of service was included in last year's agreement and we can include that.

Mr. Rhein stated the inflation rate is 4.05%.

Ms. Giles asked is that the board's guidance you want to see the scope of service, 4.05%?

This item tabled.

## **B. Tree Amigos**

Mr. Rhein stated the increase is the 2% or 3% they have always done but to me because of continuing service I didn't see a scope. We have a lot going on. Does this include the new lake and ponds, new areas.

Mr. Soriano stated it does not.

Mr. Rhein stated I know Joe is coming back and wants more money and I want a scope for him too.

Ms. Buchanan stated I want to make sure I understand when you ask for a scope. It has one and you just don't like it?

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Mr. Rhein stated there is no scope here as to what needs to be cut, what needs to be trimmed.

Ms. Buchanan stated I think part of the confusion is that Tree Amigos is treating it as a renewal so the prior scope would still apply.

Ms. Giles stated they don't expire until October 31, 2025.

Ms. Jordan stated they wanted an increase last time and we told them no.

Ms. Buchanan stated this isn't necessarily a brand-new agreement, they are just proposing a modification to your existing agreement to increase the price.

Mr. Rhein asked when does the current one expire?

Ms. Giles stated the current one expires October 31, 2023 with two annual renewals.

Ms. Jordan stated they can go up 3% each year.

Ms. Giles stated it shows through October 31, 2023 is the initial term with the option of two annual renewals that takes us to October 2025.

Ms. Cormier stated there are going to be increased areas they are going to have to maintain. What are they going to increase for that.

Mr. Soriano stated that one is definitely hard because they have to be able to see the common ground before they can give you a price. They can't say they will take care of a certain area for \$500 more a month and it ends up being a huge amount of detail and you are not going to be able to get that from anybody. Until that is done back there they won't be able to add in an amount. I don't think you will see it this coming fiscal year but by the time we are planning next fiscal year that will happen. This will have to change because they are going to have to ask for an increase so it would be an addendum.

Ms. Giles stated when we get to 2025 what do you want to see?

Mr. Rhein stated my ultimate goal is a lot of shrubs around here look old, the junipers are getting frayed and dying. I thought I saw in a previous contract that they would take out shrubs and stuff that is included in the contract. Because I want to do some maintenance or some re-landscaping with nicer stuff I want to make sure that is still included in the contract and we don't lose that, because that would probably be a hefty price.

Mr. Soriano stated when we come up on 2025 I can get you a scope that may have better detail.

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On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor Mr. Rhein was authorized to work with staff to review the scope of the agreement with Tree Amigos and to bring back any necessary changes at the next meeting.

### **C. The Lake Doctors**

Ms. Giles stated we asked for this from Lake Doctors anticipating eight more ponds coming online in the future. We only pay for what we have so until those come online we won't pay this additional fee.

Mr. Rhein asked can we get the pond sizes together and once we have that we need to add that to the scope of work.

Mr. Soriano stated I think we already had an increase to cover your current contract. We asked for this to see the pricing for the new ponds, but I think that may be a couple years out.

Mr. Rhein stated it was going to go in for the fish.

Ms. Giles stated we did budget for these additional ponds in 2024. If the ponds come online in 2024 we have the money set aside. I don't think we need a motion it was just a discussion and we will keep things the way they are right now with Lake Doctors. As the ponds come online we have the flexibility in the budget to cover that.

Mr. Rhein stated we need a scope on this as well.

### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-05 Approving the Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date to Adopt**

Ms. Giles stated Resolution 2023-05 approves the proposed budget for fiscal year 2024 and sets the public hearing date for August 15, 2023.

Ms. Buchanan stated because you are not increasing the assessments there will not be a mailed notice to the residents. The resolution directs staff to publish notice of the public hearing and transmit the budget to Clay County.

Ms. Giles stated the budget has three funds we deal with, the general fund, which is the operating and maintenance, debt service fund which covers the 2015, 2020 and 2022 bonds and the capital reserve fund that is money set aside for repairs and replacement of the capital assets and we have a capital reserve study that we use as a guide to help us with this budget. We had a budget workshop at the last meeting and I recommend doing that going forward. There is no

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increase in this budget, the assessments stay the same. On page 77 is the side-by-side comparison that shows they are the same for 761 platted lots 2023, 2024, the gross assessment is \$1,269.90.

The board discussed the following: Printing and binding, landscaping, security, capital reserve, pool repair, chemical vendor, permit increase, projected for pool attendants, gate monitor.

Mr. Rhein moved to increase the gate monitor from \$10,000 to \$17,000 and Ms. Jordan seconded the motion.
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Ms. Cormier stated when I worked here as a resident who lived here and worked in that position, I was hired to just monitor the gate so we could have an adult present to be able to stop the chaos that was happening, yelling at the lifeguards and all that in 2019, you have to be able to have that look that you can look through and you have the registrations if that needs to be updated so that when people come in there and say yes, these are the ones that live here, these are the guests, that all needs to be out there for that person sitting there because that is what I would do is look to make sure and our residents did not like anybody telling them what they could or couldn't do. It was very stressful for a homeowner to be in that position. I concur when you live here and doing the same thing our lifeguards have gone through when they live here and being yelled at and cussed at by our residents, it is horrible because you have a parent who is upset so we have to be mindful of that one but definitely update whatever we have to do to make sure that is up to date even if it is, people filling out new ones and making sure that we have that. I also have a question on us not getting, the board or Freddie not getting notified when we have new people move in and people move out. The HOA gets an estoppel for every sale that happens with the new people. Is there any way that Freddie can get that information from Solaris, to where he is getting a copy of those estoppels so he knows when people are moving in and out?

Mr. Soriano stated we can request. We can't require them to do that.

Ms. Buchanan stated I don't know what kind of information is on that paperwork because once it is provided to the district, it is a public record.

Mr. Rhein stated you can go to the property appraiser's website.

Ms. Buchanan stated that is the argument if you can just go to the property appraiser and look to see all the sales in 2023, what value is this offering and what do you use it for.

Ms. Cormier stated so that Freddie knows because right now he doesn't know when somebody at this address moves out of here and their key card needs to be deactivated and they

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moved to Silver Creek but still have cards and they still come in here and nobody really knows unless you know this neighbor moved out. When new people move in he knows their names and stuff and the address. Send this person a letter or something to be able to notify that new homeowner they need to come in here because not all realtors tell them, go to the front, go talk to them. You will start seeing it on Facebook, how do I get a key. The HOA has that estoppel with the new information on those people when they move in.

Mr. Soriano stated if they are willing to work with us, but we can't require that. When people rent they don't tell us their tenants left.

Ms. Jordan stated one of the things we ought to look at in the future is better pool monitoring system. We have talked in the past about cards with photos on them.

The board discussed new systems, fobs, wrist bands, photo cards, printers and computers.

On MOTION by Ms. Jordan seconded by Mr. Miller with all in favor Resolution 2023-05 approving the proposed fiscal year 2024 budget with changes as discussed on record and setting the public hearing for August 15, 2023 was approved.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Renewal of Pool Use Agreement with Clay High School Swim Team**

Ms. Giles stated we started circulating the agreement with them, we don't have it back yet.

Mr. Oca stated they are going to go for a couple more weeks doing training and then meets and practices the same as every year. The fee is \$800.

On MOTION by Ms. Jordan seconded by Mr. Rhein with all in favor the pool use agreement with Clay High School was renewed.

#### **TENTH ORDER OF BUSINESS**

#### **Motion to Set a Public Hearing Date for Adoption Regarding Revised Suspension and Termination of Access Rule**

Ms. Buchanan stated because this relates to suspension or termination of amenity rights it is our recommendation that you adopt this at a hearing. Our goal is to go through the policy and find out whether the board is comfortable pursuing it in a general sense, it doesn't have to be perfect tonight because you are not actually adopting it, so you have the ability to continue to review it and make any modifications at the August meeting.

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She then reviewed the proposed suspension and termination rules and discussed the following: inappropriate pool attire, payment for damages, uniformity of suspensions, rework language on initial suspension, appeal process, tweak current policy, electronic incident reports, number of guests, must be 18 to bring a guest.

On MOTION by Ms. Jordan seconded by Ms. Cormier with all in favor the public hearing to consider revised suspension and termination of access rule was set for August 15, 2023.

## **ELEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Buchanan stated the legislature adopted a law, which the governor has signed that requires special district board members to undertake four hours of ethics training on an annual basis. There are some free resources online from the Commission on Ethics. This requirement starts January 1, 2024. Our office will give you more information in the upcoming months to make sure you have more direction. The goal is to make it as convenient as possible.

#### **B. Engineer**

There being none, the next item followed.

#### **C. Manager – Report on the Number of Registered Voters (808)**

Ms. Giles stated in the agenda package is a copy of the letter from the supervisor of elections indicating that there are 808 registered voters residing within the district.

I have an email from a supervisor who asked for a forensic audit. I wasn't able to get a proposal for that. I need a little more guidance from the board. A forensic audit by definition examines and evaluates the firm's financial records to derive evidence used in a court of law or a legal proceeding specifically looking for some type of fraud or embezzlement. I need more guidance from the board. I can get with the accountant and she can pull a report out of the system that shows every transaction paid against any one of your budget lines, then pull every invoice to support each of those transactions.

Ms. Jordan stated I don't think we need a forensic audit. Every dime we spend is at the end of every financials, at the end of the year we have a third-party company to audit our money

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then it goes to the State of Florida for validation. I'm not sure what would be looked for. I don't support that request. I think it would be a misuse of our funds.

Ms. Giles stated I can pull transaction reports from the system where we pay out each invoice. I just need some more guidance from the board.

Ms. Cormier asked is there a different type of audit that identifies, because what I was asking about when it comes to contractors, sub-contractors, the employees, the hourly people that is going on but to where we can see where that \$40,000 in to two different line items, how that money is spent and what it is spent on?

Ms. Giles stated that \$40,000 is the budget amount, we don't always hit that, but what I can pull from the system is a transaction report very similar to your check register that you see. What I'm going to pull is the same documents that you have already approved at the meetings with the check register. All the financials are in the agenda packages on the website, but I can pull a report for each year that shows these are the transactions and then I can have her pull all the invoices.

Ms. Jordan stated I know you can do that but it is budget season, I'm going to stand firm and say I don't think it is needed. Every single thing we spend is public record, it is out there it is available. You can view it. It is a waste of our time and resources to have you guys chasing ghosts. It is available to you if you want to do the work, do the work. Asking our district staff to spend more time, more hours, more community funds on whatever goose chase you are after is a waste of resources.

Ms. Giles stated if there is something specific that I can hone in on, I feel that would be part of the guidance.

Ms. Jordan stated if there is something specific then fine. As long as it is not going to cost the district any money.

Ms. Giles stated I wasn't able to get a proposal because I wasn't able to tell her what to target. She was able to send me a transaction report. But I don't know if this is what the board is looking for.

Ms. Cormier stated when I made the request I was trying to understand how much of it is RMS employees, how much of the money goes to sub-contractors because some of the work and some of the stuff. Like when the palm fronds were done, I don't know if that was an RMS



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employee or if that was the landscape company doing it, was it a sub-contractor? I'm just saying in general I just threw one out there because that was something that was done.

Mr. Soriano stated no matter how it is done whether it is a sub-contract, it is not paid through RMS so it is always going to be paid to those other people. Let's say we hire your neighbor to do some painting because the RMS guys are doing something on the boardwalk, so we hire that guy. The district is going to pay him directly, you don't ever go through RMS and generate another invoice to pay that guy. Right now all your sub-contracts you see in that agenda package every month. There is nothing in there that goes through us like a roundabout.

Ms. Cormier stated okay so then when this work is, let's say the pressure washing for example, you used RMS employees to do the pressure washing. I would like to know how much we spent on pressure washing yearly to know if we need to hire an outside company to come in at that price and be able to do the pressure washing so that they could actually come in there do what needs to be done and different stuff, so when I'm asking for a copy for that information that is what I'm trying to figure out.

Mr. Soriano stated that is more specific so we can look. If you say I want to see pressure washing, we can go into that repair and replacement and pull everything out that was done through RMS pressure washing because it gets billed that way.

Ms. Cormier stated that is where I didn't know if a forensic audit would do that or something would do and explain.

Mr. Soriano stated even going on that, that is not going to help you in that aspect. If you want to look at the pressure washing, you have to decide how much pressure washing you want. If we tell you that these guys spent \$8,000 of your money last year pressure washing you are not happy because you want more, you still have to decide and tell us to spend more.

Ms. Cormier stated or do a better job.

Ms. Jordan stated we hire a company to do something, you can decide to no longer work with that company or you can make a decision to work with that company under the prices they have given you. That is the decision; do you want to work with them for the prices they are offering us or do you want to look for someone else.

Ms. Giles stated it sounds like you don't want a forensic audit, you don't want to pay for that but if you want a transaction report I can pull that and email that to you then go from there if there is a specific invoice you want to revisit, all of which are on the district website. To make it

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simple I can pull the transaction report for a specific year and that may help a specific supervisor. Once you have that report you can see what month and year it was in and either you can go into the website or you can ask me to pull that. If that helps, I need to know what to pull. To pull every invoice for the last five years there would probably be a cost associated with that. To pull a transaction report is easy enough I think that I can just ask for a transaction report for a specific fiscal year send that to you and we can go from there.

Ms. Jordan stated I won't support any cost to the district.

Ms. Giles stated to pull a transaction report is not a cost, I can try to do that if that will help you look for something specific. Just let me know which fiscal year you want; if you want all five that will take longer but I can do that.

#### **D. Operations/Amenity Manager**

##### **1. Report**

Mr. Oca reviewed the facilities report, copy of which was provided in the agenda package.

Mr. Soriano gave an overview of the operations and reported on issues with the playground equipment.

Ms. Giles stated the board authorized certain spending limits for continuing and non-continuing emergencies.

Ms. Jordan moved to authorize Mr. Rhein to work with staff to have the playground equipment platforms repaired/replaced in an amount not to exceed \$10,000 Mr. Miller seconded the motion.

Ms. Cormier asked will it really cost that much for the platforms?

Mr. Soriano stated I've ordered online with different manufacturers and I have gotten some platforms at \$2,000 some at \$2,500 and they are shipped on freight so when you bring a semi in and they don't ship anything for under \$200 and you need two of them I'm looking at \$400 top \$500 shipping. It won't be anywhere near \$10,000. The only case it would be more expensive is if the manufacturer tells me I can't get that platform, it is 16 years old, then I would pull out the last two posts so you would have to put in two new posts then you are adding a little more money. I still don't think I will be near that.

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On voice vote the motion passed.
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## 2. Monthly Quality Inspection Report

### TWELFTH ORDER OF BUSINESS Supervisors Requests

Ms. Jordan stated the mailbox that is supposed to get rocks also needs a light. Can we look at solar lighting?

Mr. Soriano stated I will look at a regular light first and maybe I can add it to one of your flat rate accounts. You can do a solar light but they tend to be more expensive upfront, but you won't have a recurring expense. I keep trying not to talk about the rocks.

Ms. Jordan asked Marilee to send an email to the other developers and ask that they put lights on their communal mailboxes.

Ms. Giles stated I will do that.

Ms. Jordan stated the party planning committee has a couple requests to do different things. One is to do a festival type gathering where people set up booths and sell things and maybe get some food trucks. In order for the party planning committee to do anything like that we need to find out if we can charge for booths.

Mr. Soriano stated you can charge, we have done that before.

Ms. Jordan stated that would need to be separate from CDD or does it go through the CDD.

Mr. Soriano stated since they are doing this as their own entity, basically we are just giving them use of the facility.

Ms. Buchanan stated I don't think we are renting that space to them.

Ms. Jordan asked are we required to have insurance?

Mr. Soriano stated we do ask for a COI from food trucks and additional insured.

Ms. Buchanan stated for food trucks there is a license agreement that our firm uses that is standard. I can send it to you. On some level the CDD has to know when these things are happening.

Ms. Jordan stated we will coordinate these events with Freddie. The party planning committee has the second Friday and Saturday of the month to plan events. We also want to have a tennis match.

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Mr. Soriano stated as long as we are covered safety-wise we are okay with it.

Ms. Cormier stated the National Night Out or one of the events they only allowed neighborhood vendors to set up a booth. They didn't allow outside people to come in because they wanted the people in the community to spotlight their business. On that evening, National Night Out, are we able to open that up? There are a lot of networking people.

Mr. Soriano stated since we are not doing it as a CDD, we are giving them space then you would work with them and do what they feel is comfortable.

Ms. Cormier asked are you trying to raise money for something on the event?

Ms. Jordan stated anything we spend we pay for. If we do anything where fees would be raised it would go back into a pot to alleviate some of the expenditures from residents.

Can other board members participate in the party planning events? Jeff has great ideas for this community.

Ms. Buchanan stated realistically there is no way you and Jeff are going to be in a room talking about using CDD facilities without veering off into policies or budget or other items.

Ms. Giles stated perception is reality and you would give that perception.

Ms. Jordan asked what if he worked with another member of the committee?

Mr. Rhein stated it's okay, I have three children and I don't go out much.

Ms. Giles stated my goal is protect you sometimes from yourselves. If you do that you are opening the door.

Ms. Buchanan stated my recommendation is no, but you don't have to take my advice.

Ms. Cormier stated I have been working with Freddie and Jay to identify the five parks that are here and look at having two different items at each park so that it would be identified as a park and have Jay give us a future development idea of what it would look like if the parks were developed all the way so we could have an idea of first year priority, and phases moving forward. Is that a direction we would go in as a whole so we can first preserve the integrity of the parks, then go from there?

Mr. Soriano stated the map there is what I'm starting with. I have a more detailed map, but I wanted to print off a copy for you. There are actually seven common areas that have enough space to have benches, bike rack, green space. There are a couple that are big enough to have playground equipment. Those seven are the first common areas I have looked at, there are three that are more pond roadside, many of your ponds have wide banks that are flat and have a bump-

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out. We will start with benches and down the road add tables and then the ones that can accommodate playground structures. This is not something that will be done in one year.

Ms. Jordan stated I did get an email from Commissioner Burke regarding speed limit signs and the public works should be working on replacing all those and if nothing happens in the next three weeks let me know and I will follow-up.

Mr. Rhein asked Jay in your professional career have you ever had a playground lease where you pay monthly for a new playground? At the amenity center.

Mr. Soriano stated my experience is unless you are outrageously strapped you won't see anything in the next year or two where you get to be in a better spot. You are going to spend more in the long run. You are getting into a better position. I would wait then be ready to purchase new when you have funds.

Ms. Cormier stated when we did a walk through and had issues with the pool and the stuff the sub-contractor did, I asked Marilee if they had been fully paid yet. Have they been?

Mr. Soriano stated I don't believe so.

Ms. Cormier asked are they going to come back and remove the stuff they left on the areas and are they going to do any of the clean-up from the messiness of the job?

Mr. Soriano stated they came out and did grates, because the health inspector will ask about that. You are talking about on the deck. On the deck side I don't know if they plan to come back, I will ask. I'm more worried about the grates because I need that cleaned on the gutter side for the health inspector to be happy.

Ms. Cormier stated you did say if we use that pool company they would use different people to redo the entire pool.

Mr. Soriano stated yes. This is their laborers, not when they do marcite. The crew that came out and did the sprayground that was the marcite crew, that is a different company.

Ms. Cormier stated when we were talking about the parks and different areas, I will ask again if you will talk to Waltham if there is any responsibility they have. I was asking Katie if there was stuff that had been recorded that was supposed to be done that hasn't been done. That is still up in the air. Jay, when we spoke it is hard to get the developers to do, they give you a lot of business, this that the other, is there anywhere you can get with them?

Ms. Giles stated Shannon and I worked together in October of last year, sent that letter to Garden Street. He didn't say no, he hasn't said yes yet and you just heard that they are now

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developer funding the rest of that project. I don't know if it is a hard no from them now that they are paying out of their own pocket, but we don't have a hard no from Garden Street. I will send a letter to Waltham like we did with Garden Street.

Ms. Cormier stated if there is any recourse we can take back to Waltham and try our hardest. We don't have the money to spend on benches and different things. If there is any responsibility he still has as a developer, any development, any contribution, I ask that you ask them.

Ms. Giles asked do you think there is? Is that why you are bringing that up?

Mr. Soriano stated that is a problem too. You said recourse. I wouldn't use that because there are certain requirements and if there is not a requirement to finish out and give us a playground then there is not a requirement. Some of those plans were conceptual and we get that a lot but if there is not a requirement there is nothing we can do and once they are out that is definitely hard to do.

Ms. Cormier stated he is not totally out.

Mr. Rhein stated the incident this weekend the back gate lock was locked in the morning but unlocked later in the afternoon. We may have a key that is out there? The gate by the restrooms.

Mr. Soriano stated if I find that there are keys out there for anything we will start changing keys. Years ago they used to hand out keys to get into this building. That is one of the first things I did when we took over, we changed all the locks. If there is a key out there we will take care of it.

Mr. Oca stated I will look.

Mr. Rhein stated we may have a problem with alcohol at the pool here, most of the incidents people have coolers full of drinks. There may be a policy, but they are not paying attention.

Ms. Cormier asked does our insurance cover alcohol?

Ms. Jordan stated it is swim at your own risk but as to the pool deck there are laws that you can't have it so close, but we can remove it from any of the rental spaces that have access to the pool deck for safety.

Mr. Soriano stated that was an old East West thing.

Ms. Jordan stated we just add that there is no alcohol at the amenity center area adjacent to the pool.

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Ms. Buchanan asked you want that effective immediately?

Ms. Jordan responded yes.

Mr. Jordan moved to amend the amenity center policies such that no alcohol will be permitted at the entire amenity other than this room, to be effective July 1, Mr. Rhein seconded the motion.
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Ms. Cormier asked does our insurance allow alcohol?

Ms. Giles stated I can't answer that right now. I can send you the current insurance policy.

Ms. Jordan stated that is not going to be on your policy unless you ask for that.

Mr. Rhein stated this is a family friendly pool.

Ms. Giles stated since we introduced a new item on the agenda we will open the floor for public comments.

A resident stated this is not the course I thought this was going to go. My husband and I are probably one of the members of this community that are at the pool the most and I teach in the community so I know 90% of the children here. There is a resident we have seen who have had issues with alcohol or abusing that privilege and got all rambunctious or whatever. In the five years of being here a lot of the issues are caused by a guest of a resident or is from a big party that has rented the facilities and they brought coolers because they plan to be here all day. So, they may have a 2-hour rental then they just spread out and move to the tables and stay all day. If you are here all day just as you at the beach and you are drinking all day, there are going to be issues. I'm not saying that doesn't need to be addressed but for a few specific people if we can hold some guests or some residents more accountable for their behavior and terminate their guest privileges. I don't know of anyone who has ever gotten their cards terminated. It is a policy we have never used. Before you X every guest from coming up here to have a beverage, enforce the policy. I am a teacher and love to come up here and have a margarita and read a book and you are going to tell me I can't do it because some jerks were loud and obnoxious? I find that harsh.

Ms. Jordan stated maybe we go with our rules with the option to suspend, we encourage suspension for inappropriate behavior and see how the summer goes. If it becomes a problem we bring back the no alcohol policy.

Ms. Giles stated just to clarify you can't have alcohol in the pool.

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The resident stated a lot of people follow the rules and this is like making a rule for everyone for the two or three obnoxious, loud, drunken families that have never had their privileges revoked. There are other rules in place that can be enforced and hold them more accountable and if it becomes a more regular issue then that is something to look into.

A resident asked is it an issue? I just moved here and it didn't seem like an issue. Is it a problem?

Ms. Jordan stated I don't know that drinking is a big issue. We have had multiple years of problems at the pool with residents being rude and disrespectful. I agree maybe that is going too far. We could probably keep the rules as they are and start suspending people.

A resident stated you can make a million rules but without someone to be there to enforce the rules all day nothing is going to come of it. I have run into incidents when staff isn't here. It is hard as residents to police the pool and I don't wish that on anyone.

Mr. Oca stated Lane has done a good job the last couple of weeks.

A resident stated if you say there is no alcohol and people are drinking down there, how much time are you going to spend chasing them around.

Ms. Giles stated I think the motion died. Freddie will monitor that.

Mr. Rhein stated there is a GMS invoice 5777 from Crown Trophy dated 5/15 for \$92. I don't know where that is going.

Mr. Oca stated I think that was for Nate's plaque.

Mr. Rhein stated the pool project, can we get a breakdown of the labor and supplies.

Mr. Soriano stated you are going to see the cost of supplies by breakdown.

Mr. Rhein stated I don't see the credit card purchase.

Mr. Soriano stated it is the same for reimbursement, you will see the cost on there then they process the reimbursement.

Mr. Rhein stated I wanted to see who was doing the job.

Mr. Soriano stated that is Joe and that probably won't be on there until the next agenda packet because that was just done.

Mr. Rhein stated it is kind of weird having an invoice and waiting.

Mr. Soriano stated most of the invoices in here are from April, you are a couple months behind. He just did that work last week.



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Mr. Rhein stated I would like more details on those invoices. Can we move meetings to the third week, by the second week of the month and beyond that I want more time to look through the packet. We talked before that if we moved it up or got the packet earlier that would encroach on your financials because they have to do it in enough time, but if we pushed the meetings back, that would still give them the same amount of time to complete it.

Ms. Jordan stated I can't accommodate the third week for the rest of the year.

Mr. Rhein asked can we have all the contract period performance dates start on the month that there is no CDD meeting so that way we can have a chance to talk about it beforehand and do something beforehand. If we have a meeting in August then October we fall under what we have contracts due that same month. The period of performance we have now, I don't see all the period of performance and when they start from the beginning.

Ms. Jordan stated keep in mind the members of the board will always rotate so every four years you are going to have a period of time where you have six month people don't know what they are doing. You are going to have people come on board who don't understand everything and there is going to be a learning curve to it. Whatever month you are deciding to put those contracts in, I would keep it about six months out of the election period.

Ms. Giles stated what staff tries to do is when we approve a proposed budget we take into account increase for any of the agreements we have and we currently have a couple agreements that don't line up with the fiscal year and we are trying to get those adjusted so that they all start October 1 and end September 30. Is that what you are talking about?

Mr. Rhein stated yes. As long as there is enough time for the session to plan.

Ms. Giles stated the discussion will be before those contracts expire. A lot of them are scheduled to expire this September and we knew that more lakes could come online in 2024 so that is why we have that one. RMS expires September 30 and to go along with what we see in the budget. We do have a couple that are off cycle, I don't know how they got that way but they are. We are trying to get them all aligned with the fiscal year. We will typically bring the ones that expire to you during budget season. A lot of contractors will not even engage in a conversation with us until the summer because they don't necessarily work on a fiscal year. When we start to ask them in March for their FY 24 proposals it is only three months into the calendar year but we are six months into the fiscal year. That means you will see it at the budget workshop then your budget approval and everything is locked in at budget adoption. Typically, you approve it then

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Katie prepares an agreement then that agreement comes back to you. You have approved the contract, then the paperwork catches up to the agreement.

Mr. Rhein stated our facility manager had shorts that were frayed, it doesn't look professional. They need to look professional at the amenity center.

Mr. Oca stated I asked her not to wear such nice clothes because we mess with chlorine and all kinds of stuff. I don't know if they were too short.

Mr. Rhein stated they were frayed.

Mr. Soriano stated she is a manager but it is only a parttime role, we only had so much money. We offered her hours to do other things so she does come out for other things. She had done cleaning and done stuff for the pool. We did tell her to be careful what she wears because one day she came in a dress and it's nice but not something she should wear when doing these other jobs.

Mr. Rhein stated she is doing a great job. Maybe if we had shirts.

Mr. Soriano stated we have name tags.

Mr. Rhein stated a resident suggested bright lights in the amenity center, not yellow. Who can residents ask for future purchases for the houses coming up?

Mr. Soriano stated we usually don't make recommendations.

Mr. Rhein stated I sent an email a while ago about a box out here. Now it is duct taped.

Mr. Soriano stated we don't touch those, that is AT&T.

Mr. Rhein stated the amenity building inspection. This came up because of the new law about condominiums.

Mr. Soriano stated we do get different types of building inspections, but we don't fall under any of that.

Mr. Rhein stated I want to make sure it is safe.

Mr. Soriano stated we also get an engineer's report. Every couple of years they come through and inspect facilities and give us a report.

Ms. Jordan stated we had an inspection done for the capital reserve study.

Mr. Rhein asked do they inspect foundations? We are not on solid land, it's Florida sand. Do we need something like that?

Ms. Cornier stated the sand up at the front as you come in on Rolling Hills Boulevard, all of that on the side of the road is continually washing into our drainage.

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Mr. Soriano stated that is the builders.

Ms. Cormier asked who is checking our drainage in there because when it fills up with sand that is not dissolving and is going to cause an issue.

Mr. Soriano stated it is not ours, when it is in the road the county will deal with that. When I see slow drainage issues I give them a call but they don't want us to cleaning those boxes.

Mr. Rhein asked what about the culvert?

Mr. Soriano stated we are going to have to drop some dirt there, it is our culvert.

**THIRTEENTH ORDER OF BUSINESS      Audience Comments**

A resident stated you were talking about the pool inspection. Do you know when that will happen?

Mr. Soriano stated we don't have a date; she will just show up and will show up multiple times in the summer if she wants.

A resident stated look into updating the card system to help prevent issues with guests. Also, the gate monitor should be an adult. The lounge chairs need to be updated.

Mr. Oca stated they got restrapped three years ago.

A resident stated we need new chairs. These are old and very uncomfortable.

Mr. Oca stated the new ones cost between \$350 to \$400 each.

Ms. Giles stated we will bring back a proposal for chairs.

Mr. Miller left the meeting at 9:50 p.m.

**FOURTEENTH 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**

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

**FIFTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for August 15, 2023, 2023 @ 6:00 p.m. at Rolling Hills Amenity Center**

Ms. Giles stated the next meeting is August 15, 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 10:05 p.m.

DocuSigned by:  
*Marilee Giles*  
A38999D0EDC14F4...  
Secretary/Assistant Secretary

DocuSigned by:  
*[Signature]*  
BF1179771F8B477...  
Chairman/Vice Chairman