

MINUTES OF MEETING
ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Tuesday, October 10, 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
David Church	Supervisor
Helana Cormier	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Joe Schofield <i>by phone</i>	Alliant Engineering
Freddie Oca	Riverside Management
Jay Soriano	Operations Manager
Terry Glynn	GMS
Keith Hadden	Hadden Engineering

The following is a summary of the actions taken at the October 10, 2023 meeting of the Board of Supervisors of the Rolling Hills Community Development District.

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

Ms. Giles stated there were no members of the public present tonight, other than staff. So, we will start with the Board and move on to Item 3.

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THIRD ORDER OF BUSINESS**Organizational Matters****A. Oath of Office for Newly Appointed Supervisor**

Ms. Giles stated Item A is for the oath of office for the newly appointed Supervisor. She stated she met with Mr. David Church prior to this meeting and swore him in.

B. Acceptance of Resignation Letter from Supervisor Rhein

Ms. Giles noted Item B is on page 7 and that is acceptance of a resignation letter from Supervisor Rhein. She noted unless there is any comments or questions about that, she asked for a motion to accept his resignation.

On MOTION by Ms. Jordan, seconded by Mr. Miller, with all in favor, the Resignation Letter from Supervisor Rhein, was approved.

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

Ms. Giles stated this item is for the appointment of a new Supervisor to fill the unexpired term of office for Seat #4, which was Supervisor Rhein's seat. It expires November 20, 2026. Ms. Jordan stated she would like to have some discussion around this, because what I would like to do is for John to move into that seat. What this does by doing that is it allows whoever is coming in to serve a year and half, decided if they want to be a participant of the Board. And then they can go after election and that allows us to maintain knowledge on the Board with you staying. She added she didn't know if she needed to make a motion or whatever you need to do, but I would like John to take that seat and take over the term for that position.

Ms. Giles stated there is opportunity for the Board to discuss that. It does provide a continuity with the Board members. Ms. Jordan stated in addition, the last time we went out for a Board position, we had 2 applicants. One being David Church, the other applicant, I believe his house is already for sale. So, you would just serve not even a year before he left, so it gives us an opportunity for someone to join who is going to stay. And then they can re-run for the position allow the residents to choose, residents have already chosen and residents can choose in 2024 to maintain whoever moves in.

Ms. Giles stated so if this is what the Board wants to do, I think this is 3 things. First is there anymore Board discussion about the process that she's proposing? Ms. Cormier asked when does John Miller's seat expire? Ms. Giles noted it was in 2024. The new person would assume that

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role for 2026. So, I'm proposing that John take it to 2026 and the new person take it until 2024. She added which allows them to come and see if they want to do it. Ms. Giles stated so what would happen, this would be 3 steps. One, Mr. Miller, if you wanted to do that you would resign your seat for 2024. You would make the motion to resign your seat, the rest of the Board would accept it. Then there would be a motion to appoint Mr. Miller to the seat that expires in 2026. Then there would be a vote. The third thing that would happen if you went this route, is the Board would give staff guidance on how they want to proceed. Historically, you all could advertise the vacant seat.

Ms. Jordan stated they should still advertise the vacant seat for the smaller term.

Ms. Giles stated so Mr. Miller it is really up to you.

Mr. Miller stated it gives me an opportunity to stay on a little longer and get some of these more long-term goals that we've talked about earlier in the year to fruition. Because most of them all involve big expenditure funds which we don't have at this time. But in the future, we'll have some expense available. He added, so based on that I move that I resign from the Board and asked the Board to accept my resignation from the 2024 seat.

On MOTION by Mr. Miller, seconded by Mr. Church, with all in favor, the Resignation from Supervisor Miller from Seat #4 for 2024, was approved.

Ms. Giles stated so Mr. Miller has resigned from his 2024 seat. Ms. Jordan made the motion to appoint Mr. Miller to the 2026 seat.

On MOTION by Ms. Jordan, seconded by Mr. Church, with all in favor, the Acceptance of Mr. Miller to the 2026 Seat, was approved.

Ms. Giles stated the motion passed 3-0. Ms. Giles noted she will meet with him for a whole packet to sign with all the forms. She swore in Mr. Miller with the Oath of Office.

Ms. Jordan made the motion to post the advertisement for the 2024 seat. Ms. Giles stated she would get the language to Mr. Oca with the dates prior to the next meeting. She added she wanted to give the residents a week prior to and what is need for all the documents for the packet. Ms. Jordan asked for 2 week or 3 weeks before that way if you send them out to us, we can interview and talk to them if we need to.

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Ms. Giles asked wouldn't it be the same as the last one. She noted once she got a resume in to go ahead and send it to the Board in advance. She added sometimes we don't get them until the last minute. Ms. Jordan made the statement to just hold them and send them all at the same time. Another statement was made if there was somebody out there the Board would recommend letting the people know and ask them to submit a resume. Ms. Giles stated she could do an email blast, and however you want to put the word out, it will be sent by email blast. Ms. Jordan stated to share it with the social medias.

D. Election of Officers, Resolution 2024-01

Ms. Giles noted this item is on page 9. She noted this item is the election of officers and is Resolution 2024-01. She noted the resolution is in here to add Supervisor David Church as an Assistant Secretary. She added the current designation of officers are as follows: Ms. Jordan is the Chair, Mr. Miller is the Vice-Chair, Ms. Cormier and Mr. Church are Assistant Secretaries. She added there is no change to the staff of GMS of Assistant Secretaries and Assistant Treasurers. So, this is the Board's opportunity to make any changes, and if there are no comments or questions, I would look for a motion to approve Resolution 2024-01. She added you will see this Resolution again in December when we add the new Supervisor.

Ms. Cormier asked why she was not seeing the whole list. Ms. Giles replied in case there were changes in the positions of the officers, we don't just assume you want to stay the same. So, we add those in after you all decide. It was asked what is typically of Boards with swapping of seats, like at the County Commissioners and stuff like that. She added, but I have no idea. Ms. Giles asked Mr. Soriano with his 20 years, he's seen one where the chair has been the chair for 16 years.

Mr. Soriano stated depending on Districts is a little different than the County. The County actually has change in chair constantly. CDD's are different if they have someone that has been living there for a long time and the rest of the Board is comfortable with them leading, they tend to stay. The positions, sometimes the Vice will change, the one that is expected to lead when the chair is absent. Sometimes those will change because you have Board members to change the one that is there the longest, but they tend to stay.

Ms. Giles added there is no extra pay, the Chair is who we send the docuSign. We send items to the Chair to docuSign, if the Chair is not available, it automatically goes to the Vice-Chair.

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Ms. Jordan stated she does not make any decisions without the Board. No one person on this Board can make a decision without everyone voting in favor with a majority.

Ms. Giles stated as far as the staff, like if it's something super important we may reach out to the Chair first, and then followed by that same email to the rest of the Supervisors. She added it is our obligation to communicate to the Board as a whole. Ms. Cormier stated she was just curious how it works.

There was continued discussion on the length of Board member terms. It was noted one was there for 18 years. Mr. Soriano stated the only other thing we do, and we do it in this District. He explained the process of set aside funds and approving expenditures without waiting for another Board meeting.

Ms. Giles asked for a motion to approve the Resolution 2024-01.

On MOTION by Ms. Jordan, Mr. Church seconded, with all in favor, the Resolution 2024-01 Election of Officers, was approved.

Ms. Giles stated with the change of Supervisors on the Community interest is on page 2 of the agenda. Right now, the Amenity Center there is not a Supervisor assigned to that. She asked for any changes to that. She asked if Mr. Church wanted to assume the landscape maintenance side assumed by Mr. Rhein. Ms. Jordan asked if he wanted the Amenity Center or both until we get someone else. She asked that Mr. Church be assigned to both until someone was assigned to the Board. Mr. Church agreed to take both. Ms. Jordan stated she had done an inspection and there was a lot of work to do at the Amenity Center.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the June 13, 2023 & August 15, 2023 Meetings

Ms. Giles noted this item starts on page 11. This is approval of the minutes of the June 13th meeting followed by the August 15th meeting on page 39. She added she will take these separately. She noted as a reminder the Board tabled the minutes from the June 13 as one of the Supervisors thought he would have a correction. She followed up with the Supervisor and did not get anything back from him. So, unless there are any comments or corrections to the June 13th meeting. Ms. Cormier had comments on the meeting stating there was a lot that was not recorded in the draft of the minutes.

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Ms. Giles stated the Florida statute requires that we take minutes, not that be verbatim, and it is hard for the transcriptionist when there is side bar conversations, paper rattling, pens clicking, people typing on their laptops, so a lot of times if she can't figure out who said it, it's just not in there. What is required, is that we have the minutes. So, our goal is to always capture the resolutions, the items that have a motion to approve and things like that. So, if there is something specific missing from June, if you will email me. Do keep in mind some of your residents have already reached out to me asking why the June minutes are still not posted to the website. So, I'm always gentle and kind, and I explain to them the process that the Board has to approve the minutes and then they will be posted.

Ms. Jordan added a comment that the June minutes have had ample time, and I think they are ready to be posted. And they are done. That's my opinion. I'm ready to make a motion to approve them in the current state. There is nothing missing of any of the agenda packet that we discussed, there's no votes we made that are missing.

Ms. Cormier stated the personal attack is missing. She added I truly feel there was a personal attack and I spoke to Marilee Giles after the meeting and let you know that I was very displeased at the way a Board member had spoken to me. And that conversation is not in there. Ms. Giles added that maybe why it was left out. If it was a squabble between Supervisors, she (The Transcriptionist) normally doesn't put that type of stuff in these minutes. Ms. Cormier asked for clarification. Ms. Giles noted it is hard for her (The Transcriptionist) sometimes to figure out who is saying what. And if it is not specific to an agenda item, she (The Transcriptionist) just doesn't put it in there. Because these minutes could be called again from a resident to read it, there could be a lawsuit, I guess, if there was something in here. She added that some of the Districts there has been issues, and they've called on these minutes. She stated these minutes represent your meeting in your District. So, if it was unprofessional, or didn't pertain to the agenda, she (The Transcriptionist) may not have put it in there. Ms. Cormier thanked Ms. Giles.

Ms. Giles asked for a motion to approve the June 13th minutes.

ON MOTION by Ms. Jordan, seconded by Mr. Miller, with Ms. Jordan, Mr. Miller, and Mr. Church in favor and Ms. Cormier Opposed, the Minutes from the June 13, 2023 Meeting, were approved 3-1.

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Ms. Giles stated the August 15, 2023 meeting minutes start on page 39. Ms. Cormier stated she wasn't here for that meeting and apologized.

Ms. Giles asked counsel if Ms. Cormier could abstain from voting. Ms. Buchanan stated the only time can abstain from voting is if there is a conflict by statutory. She further explained the process to follow with voting and abstaining.

On MOTION by Ms. Jordan, seconded by Mr. Miller, with Ms. Jordan, Mr. Miller, and Mr. Church in favor and Ms. Cormier Opposed, the August 15, 2023 minutes, were approved 3-1.
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FIFTH ORDER OF BUSINESS

Series 2020 Project

A. Update Regarding Series 2020 Project

Ms. Giles stated this item if regarding the Series 2020 Project and at the last meeting the Board had asked for a roll up of all the pay requisitions that we've completed for the 2020 and the 2022. She added that is what is on your desk in front of you. It is an internal document, so I did not put it in the agenda. Because it is just an internal document that the accountant and I use to track all the pay requisitions. If there are any questions, give me a call during the week or if it's easy enough I can answer it tonight. It's not an agenda item, but you can discuss it if you wish.

B. Ratification of Requisitions (101-102)

Ms. Jordan stated she appreciated Ms. Giles getting it to them and she moved to approve.

ON MOTION by Ms. Jordan, seconded by Mr. Church, with all in Favor, the Requisitions 101-102, were ratified.
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Ms. Giles asked for Mr. Hadden to give a brief update on the 2020 project.

Mr. Hadden provided updates on the project to include the building permits and the cul'd sac process, the roads, the utilities, access, national shortage of transformers, situation of current transformers, expected completions. It was asked about the final buyout date. Mr. Hadden replied that date would be the middle part of 2024. Upgrades were discussed, income for the CDD.

Ms. Jordan stated they were 100% O&M for everybody. It was noted this has never happened before and this was done at the request of residents. Current home construction was discussed. It was noted the AT&T was spotted in an area. Other topics included the cable service

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status, new installation and the safety issue, liability issues, Phase progress, and county inspections.

SIXTH ORDER OF BUSINESS **Series 2022 Project**

A. Update Regarding Series 2022 Project

Ms. Giles asked for a Series 2022 from Mr. Schofield

Mr. Schofield provided updates on the Series 2022 project to include final inspections for roadways, utilities, materials, and a schedule for completion.

Ms. Jordan asked about what was going on with the little track of land you guys were looking at for landscaping towards the back of the community. It is along the roadway with the easement that you guys talked with the county about what you are doing there. It was noted this was worked out and they moved the trees over.

B. Ratification of Requisitions (103-107)

Ms. Giles noted these were on page 71. She added they have been signed and need ratification.

On MOTION by Ms. Jordan, seconded by Ms. Cormier, with all in favor, the Requisitions 103-107, were ratified .

SEVENTH ORDER OF BUSINESS **Consideration of Amenity Facility Policy Updates**

Ms. Giles stated this item is consideration of the Amenity Facility Policy Updates. She noted as a reminder at the last meeting the Board approved the suspension termination policy and that has been added to this policy. She added we made some other formatting changes, edited, some basic administrative changes, and no changes to any of the wording you have. We can have discussion about some of the things you've talked about over the last year or so. As we talk about it tonight, I will ask that if there is a Supervisor that wants to work with staff. This Supervisor can take a lead on it and then we can bring back those changes at your next meeting.

Ms. Jordan stated she would be happy to take the lead on it cause this over contracts which is what I do. There are only a few things that I don't know if Katie would need to be involved in. Ms. Giles stated this is on pdf page 97 and the pages are numbered thereafter in that policy. Ms.

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Jordan stated the last paragraph is talking about enforcing and showing proof. The only thing to add would be something that says present upon request.

She noted they do not have wristbands yet, but many times if you asked a resident for their card, they would fight you. She stated she would prefer to say present upon request. So that residents know if you are asked by staff to show your key card you are required too. It was noted this was on page 99 of the electronic version. She noted page 4, second paragraph, this says something about children that do not reside in the District. We already have a guest policy; I think that should be stricken from the guest policy. Kids that don't reside here. She recommended the whole second paragraph be deleted. She explained a scenario of custody between 2 parents, that is still a resident. She added if an 18-year-old who has moved out and living up in Jacksonville, coming down to use facilities until they are 21, we should not take the liability on this. Further discussion was held on guest and children and limiting the number of guests. The grandchildren rule, adult children, large families, and large homes were discussed and using the pool and other facilities as a guest. It was discussed renting facilities as an option. Further discussion ensued on a separate guest policy that allows your children to remain registered until they are 21, but not their spouses. If they are over the age of 18 and they have kids, then no. This would be like bringing in 2 or 3 families. Ms. Jordan added she was not trying to punish big families, but she is trying to make sure the small families can enjoy the facilities as much as the larger families.

Ms. Giles asked if the Board would like to come up with an option for larger families. After discussion the Board asked that staff come up with a couple of ideas and then put something together that might be a good option to present to the Board. The difference between the aquatic center and the fitness center and the number of guests allowed.

The remainder of the policy was reviewed for changes to include wording, service animals, extra wording beyond ADA, children under the age of 14 in the fitness center, insurance ruling and liability, enforcement, use floats in the pool, and lifeguards on duty.

Ms. Cormier asked that they talk about access cards and key fobs and re-registering in January. The system, costs, and other issues were discussed. Ms. Giles stated another community had completed an audit on the cards using an email blast asking residents to come by and register the access card. She added they used a 60-day window and used several emails as a reminder. The Board felt an audit needed to happen for residents and renters with access cards. The process of homeowners issuing cards to renters was further discussed with homeowner responsibility.

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Final discussion was for Board to review final draft at the December meeting. Ms. Jordan will work with staff on the changes to the policy.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Buchanan had no further issues.

B. Engineer

Mr. Hadden discussed the county roads, access, and park designation. Ms. Cormier will work with Mr. Hadden on the requirement for park designation.

C. Manager

There being no comments, the next item followed.

D. Operations/Amenity Manager**1. Report****2. Monthly Quality Inspection Report**

A copy of the report was included in the agenda package. Mr. Soriano reviewed the numbers, events, upcoming events, repairs to fitness equipment, pressure washing, and other projects that are in progress. Fence issues and repair with a camera installation was discussed. Furniture, pool deck, budget reserves amount to cover repairs, updates on repairs, and replacements.

Mr. Soriano provided update on playground items noting the Board had given a not to exceed of \$10,000. He added it has been 16 weeks and they have paid \$4,940.91. He added a couple of weeks were still needed and volunteers were needed. He stated the controllers were at \$6000 each and accounts were set up. He noted the AC unit they are still waiting on and reviewed all the costs. The mailbox issues were discussed to include a county easement, and other adjustments to include lighting and access. Further discussion included the safety issues, booth setups and charges, additional insurance policies, waivers, concerns on budget expenditures, transfers, multiple quotes, vendor usage and problems with scheduling for projects, tile contractors, recommendations, and timelines for project. The vendors and pricing quotes were discussed and to reach out to other vendors. It was suggested a special meeting be used for the review.

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Ms. Jordan stated she would like to make a motion that staff will work with a not to exceed amount of \$200,000 to pick a company for the pool. She added Mr. Church had knowledge of the companies. She added we would be looking at bids and not knowing a lot about the companies. She added she trusted Mr. Church to make this decision and saves us an extra meeting and get the project moving. Ms. Giles asked for a recommendation from District Counsel input on the amount. Ms. Giles reviewed the option to finish the meeting tonight, we advertise another meeting, or just continue this meeting and we don't have to advertise. Ms. Buchanan discussed the legalities for this process. Paying Board members were also discussed. Giving the vendors a timeline, bids, timelines, and quotes were discussed. It was noted the capital reserves as of August 1st on the financial reserve page is \$500,000. Other projects to consider for this budget need to be considered. It was asked for the January meeting other proposals for these projects in a list.

After discussion, the Board asked for a special meeting to consider proposals and quotes to remarcite the pool. It was decided to meet on November 6, 2023 at 5:00p.m.

NINTH ORDER OF BUSINESS

Supervisors Requests

Supervisor requests included the sand on roadways, drainage, county responsibility, park designation, and budget items to include park benches. Discussion included the process for the park designation with the county, and the legalities of this project. Other options and costs for this project were discussed.

After discussion, the Board agreed to have Ms. Cormier work with Mr. Hadden on the requirements for the park designation.

TENTH ORDER OF BUSINESS

Audience Comments

There being no comments, 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 for the period of August 31st.

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B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package and shows we are 100% collected on the tax roll.

C. Check Register

A copy of the check register is included in the package for the month of August for \$51,936.36. Invoices to blackout the police officers home address were discussed before posting.

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

TWELFTH ORDER OF BUSINESS

Next Schedule Meeting: November 6, 2023 @ 6:00 p.m. at the Rolling Hills Amenity Center

Ms. Giles stated the next meeting is scheduled for November 6, 2023 at 5:00 p.m. at this location. The discussion to hold the December 12th meeting will be discussed at the November meeting. At the November meeting the Board would also like to appoint the Seat #1.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Giles asked for a motion to adjourn.

On MOTION by Ms. Cormier, seconded by Ms. Jordan, with all in favor, the meeting adjourned.

DocuSigned by:
Marilee Giles
A38999D0EDC14F4
Secretary/Assistant Secretary

DocuSigned by:
John M. Miller
D420F97FB4EC401...
Chairman/Vice Chairman