

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 Monday, November 6, 2023 at 5:00 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
David Church	Supervisor
Helana Cormier	Supervisor
David Bauer	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Wes Haber <i>by phone</i>	District Counsel
Freddie Oca	Riverside Management
Jay Soriano	Operations Manager
Terry Glynn <i>by phone</i>	GMS
Keith Hadden	District Engineer

The following is a summary of the actions taken at the November 6, 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 5:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS**Organizational Matters****A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/24)**

Ms. Giles referred to the letter of intent and a resume provided in the agenda package for the Boards review. The letter of intent was from Mr. David Bauer and the resume was from Mr. Billy Gibbons. Discussion ensued on these two qualified individuals, and it was decided to appoint Mr. David Bauer to Seat #1.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor Appointing Mr. David Bauer to the Board of Supervisors Seat #1 was approved.

B. Oath of Office for Newly Appointed Supervisor

Ms. Giles administered the oath of office to newly appointed Supervisor, Mr. David Bauer. She provided a packet to Mr. Bauer including new Supervisors information, a Q&A about District business Chapter 190 of the Florida Statute, and an Ethics and Sunshine law document.

C. Election of Officers, Resolution 2024-02

Ms. Giles explained that this resolution was to add Supervisor David Bauer as an Assistant Secretary. She reminded the Board of the current designation of officers, Shannon Jordan as Chairman, John Miller as Vice Chairman, and Helana Cormier, David Church, and David Bauer as Assistant Secretaries. She noted that there was no change with the GMS staff. She noted that she, Ms. Giles, was Secretary and Treasurer. The Assistant Secretaries from her office were Daniel Laughlin, Jim Oliver, Darrin Mossing, Howard McGaffney and Patti Powers. She stated that the Assistant Treasurers were Daniel Laughlin, Jim Oliver, Darrin Mossing, Howard McGaffney and Rich Hans.

On MOTION by Ms. Jordan seconded by Ms. Cormier with all in favor Resolution 2024-02 Election of Officers as slated above was approved.

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FOURTH ORDER OF BUSINESS **Series 2020 Project****A. Update Regarding Series 2020 Project**

Ms. Giles stated that this item started on page four and was an update regarding the Series 2020 project. Ms. Jordan explained that they call this area the “*Christmas Tree Farm*” area and it was where the LGI homes were currently being built.

B. Ratification of Requisitions (103-105)

Mr. Hadden explained that all 139 homes in the area were being built by LGI and the next area farther back was 247 homes being built by Adams Homes. He noted that it was two different bond series. He explained that the first one was the 2020 bonds and was three requisitions, 103 for Vallencourt Construction Co., 104 for ETM, and 105 for Hadden Engineering, Inc. He stated that he reviewed them, approved them and recommended approval of those. He briefly explained the project stating that they received final county approval on all four remaining cul-de-sacs without houses as of Friday. He expects for the four cul-de-sacs to get the approval letters for water, sewer and reuse any day now. He noted that the plat for all four of those will be approved a week from tomorrow on the 14th by the Board of County Commissioners. He pointed out that they were moving along, and the project looks good.

Ms. Jordan asked Mr. Hadden what the estimated completion was for it to be handed over to LGI. Mr. Hadden responded that they were closing on the fourth of this month for the third cul-de-sac and then they will do one a quarter, so by the end of the third quarter of 2024. He pointed out that they started quick. The question was asked what the six gray pipes were sticking up out of the ground. Mr. Hadden answered that it was the electric conduit where transformers were going to be. Ms. Jordan asked if AT&T fixed the hole. The response to her question was no. It was noted that they would ask them to put a cover back on there. Ms. Jordan asked if someone could make sure that the Board has record of the first notification to AT&T to make sure to cover that to cover the Board. Mr. Hadden responded sure.

On MOTION by Ms. Jordan seconded by Ms. Cormier with all in favor Requisitions 103-105 were ratified.

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FIFTH ORDER OF BUSINESS**Series 2022 Project****A. Update Regarding Series 2022 Project**

Ms. Giles offered to try to answer questions regarding the Series 2022 Project. Hearing no questions, the next item followed.

SIXTH ORDER OF BUSINESS**Consideration of Proposals for Pool Resurfacing**

Ms. Giles stated that this item starts on pages 40 and 41 for Pinch-A-Penny. She added that C Buss Enterprise was on page 42 and the table presented was a proposal from Crown.

Mr. Soriano stated that he did send out the proposals that were there. He apologized because every single one of them pretty much left him hanging. He told them he wanted updated information. He noted that Crown was a big one because he was forward with it, and they could see it in their minutes that they were the leading thought last month. He let Crown know that, but even with that they were still slow to get back to him. He spoke to the owner and the owner originally told him that he was looking at about a 10% increase in pricing since last year, which would be about what is expected out there knowing prices of material and labor compared to last year. He noted that was kind of what he expected and that would put them on about a \$30,000 increase. He pointed out that was a couple of weeks ago now and they haven't sent him any new updated material. They are doing a large job for him in another District and they are there every day. He stated that they have not got him anything in writing, so he started bugging them Friday and the owner was out of town, so he started bugging the commercial guys and he told them he needed it for this meeting and that it was extremely important. He also pointed out to them that they were leading, and it was kind of bad if they just drop out. He explained that the commercial guys tried to contact the owner, but they said they would honor last years pricing. He further explained that he had concern with that because they didn't give them anything. He noted that he hates to move forward and make them the winner and then the owner come back and say that they didn't agree to it. He suggested that if they were going to go that route, then he would ask a Board member to work with him to give him leeway. The question was asked if the owner said when he would be back in town. Mr. Soriano responded no and explained the owner was going to be gone all last week and getting back this week, but he didn't know when. He told them all he needed it by today. He stated that Pools by John, he reached out to them a couple of times. They just did a pool for them this last summer at Pine Ridge CDD and he didn't know if they thought he was

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bugging them about that. He stated that he left them a long message telling them everything they needed, and they finally got back to them last week. He sent them everything they needed including plans and scope of what they wanted. They told him they would work on it throughout the weekend and if they could have until noon today to get it back to them, he told them that was fine, but he didn't receive anything. He did look back and Johns Parkison was included in last years. He explained that when they sent it out in April to get ready for their budget, Johns Parkison didn't send them anything then either. He further explained that even though he had them on the spreadsheet in front of them, there is nothing in there. As far as updated or in their hands, they have the original pricing from Crown Pools, the updated pricing from Pinch-A-Penny, and pricing from C Buss Enterprise who is their new one.

Mr. Soriano reviewed the things that were different stating the top line that says "*Pebble Finish*" is the overall price that they would be looking at. He asked everybody to give them two prices, a quartz finish price and a pebble finish price. He explained that the quartz finish price was generally cheaper, and the pebble was something new and a large chunk aggregate that goes into that quartz finish and makes the finish stronger and can last longer. In fact, most of the time they are giving a longer warranty. Quartz is usually about ten years and pebble is going to be anywhere from 15 to 20 depending on the application. Ms. Jordan asked what theirs was currently. Mr. Soriano responded that theirs was high aggregate quartz, so it has a stronger finish in it than just the plain quartz. Ms. Jordan asked if it was not as good as the pebble. Mr. Soriano responded that it was not as good. He explained that pebble was a little more durable and he recommended it. It gives them the ability to last a little longer, but it was a little more expensive. He noted that C Buss Enterprise put in there 10 years on theirs. He added that Tempool backs that warranty. He discussed the other options stating that he asked for lighting options for replacing their regular lights out, which were the normal incandescent bulbs and a price for LED bulbs. He noted that he would like to switch everything and anything in the building to the LED, even outside the building. He explained that the problem with pool lightings was just not as efficient, and they haven't developed them to last. He stated that the best lights out there were made by Pentair, but they were extremely expensive at about \$1,000 a bulb and they have a one-year warranty. He added that almost all the ones that he has bought go out about a year and a half later. Ms. Jordan stated that it sounded like a horrible investment.

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Mr. Soriano responded that so far it was, however, what was happening was that they were not making incandescent bulbs anymore. They are getting rid of the fixture. He noted that they didn't give them a price on the LED. Ms. Jordan asked if the LED would require casing change. Mr. Soriano respond that the whole case would come out. He explained that they were outrageously expensive, and they were able to purchase their own lights directly. They have an account with a distributor. He stated that if they decided to change the lights out to LEDs, he would rather do it in-house than deal with a contractor doing it.

Discussion ensued on the proposals presented by Mr. Soriano. Ms. Jordan stated that she was not pleased with Pinch-A-Penny's work on the other stuff that they did. It was decided to table discussion of proposals for pool resurfacing to the continued meeting on November 20, 2023 and canceling the December 12, 2023 meeting.

EIGHTH ORDER OF BUSINESS

Consideration of Conveyance of Tracts (A, B, C, D (Parks) E (Future Right-of-Way) F, G, H (Retention Ponds) J, K, N (Open Spaces) L, M (Landscape Buffers) O (Sign Tract)

**Item eight was taken out of order.*

Ms. Buchanan stated that this was the conversation regarding conveyance of common areas. Ms. Giles stated that this item started on page 46 of the agenda package. Ms. Buchanan provided background on this item. She explained that the District had issued bonds for the construction of capital improvements. She noted that the District owns the contract and they have always owned the improvements on the property, however, the developer asked that the District go ahead and accept title to the real property under which the improvements may have been bought. She further explained that there was a list in the agenda package of the tracts, which she briefly reviewed. She stated that this was a no cost transaction. It is a conveyance from the developer to the District at no cost with a special warranty deed. She was happy to take any questions. Ms. Cormier asked when they convey this property over and they've got the parks included, have they volunteered to do any improvements on those parks before they convey it to them. Ms. Giles explained that they did agree to do some improvements. Ms. Jordan asked if they were already covered for the pond maintenance and landscaping for this area. The response was no, the development was a little further along before they fully give it over to them, but now that it would be fully theirs, they would have to start. He explained that because of looking at the timeline, they

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did not include that in the budget for lake maintenance or their landscaping. Ms. Jordan asked if they had the option to reject taking these at this. Mr. Church asked if they finalized the plat and if it had gone to the county yet. Ms. Buchanan responded yes, it has been recorded and was fully platted at this point. She pointed out that it was her understanding that the permits were still this District's, so they were responsible for finalizing that contract, not the developer. She added that she wasn't sure that mattered whether they budgeted for it. Ms. Jordan asked for clarification that they don't have the option to reject accepting them. Ms. Buchanan responded not really. Ms. Jordan pointed out that it was ahead of schedule. Ms. Buchanan stated that it was their schedule, not the developers schedule. She also stated that it was their project. Ms. Cormier noted that she understood that they just know that the second all these that have a lot of financial impact are turned over to them, it becomes their financial responsibility. She asked if they were able to get anywhere with scheduling that appointment with the county so they can talk to them about the parks and the development before they get turned over. She added that having that information would be very important before they accept the responsibility. She stated her opinion was that \$6,000 for a park in the LGI area was very minor and an insignificant amount when it comes to the development of the actual park. She noted that it was going to become their financial burden the second they accept it. Ms. Jordan responded she agreed that \$6,000, when it comes to the price of a park build, was minor. But they must make sure they look at it as what it is, a gift to them. She explained that they can't call their gift to them minor because they didn't have to give them anything. They have no legal obligation to give them anything for those parks, so when they do give them \$6,000/\$7,000, it's a gift. She added that she wouldn't necessarily agree with the part that it was a minor gift. Ms. Cormier clarified that if there was an obligation for the parks to be developed from the developers through the county, that was something that they were supposed to schedule. It was noted that the county cannot force them to build a playground structure, etc. Ms. Cormier asked if they could schedule the meeting with the county before they accept this. It was noted if Ms. Buchanan was saying that the plat was final, once it's signed by the Board of County Commissioners, it's done. Ms. Buchanan responded that she wasn't entirely sure of that because the District didn't sign the plat, but it was part of the process. She explained further stating that because they use bond proceeds to build and improve those tracts, even if it was mass graded, the District is required to have for property interest in the tracts. She added that ultimately it must happen. Ms. Jordan asked for clarification that these tracts were not roadways and it wasn't

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conveying the roads to their District, it's just their easements. It was noted that their landscape easements, buffer zones, the retention ponds, four parks, and a future right of way to the south in case they ever connect to the next development to the south. Ms. Jordan understood that it needs to happen and asked if the tract that they were supposed to be doing was addressed or if that was also being handled over to them. She explained that they had a tract along what is going to be the future back road of the community that they were dealing with the county with some issues. She added that they want to make sure that they are not taking over something that they are middle of the project on. It was noted that it was Tract M, the landscape buffer, that is along where the tree line and the dirt road is. Ms. Buchanan noted that she had to leave the meeting, but Mr. Haber was on the line. Discussion ensued and it was decided to table this item to the November 20, 2023 Continued Meeting.

**Ms. Katie Buchanan left the meeting at this time.*

Ms. Jordan asked about the easement that they were discussing at the last meeting that they were working with the county on options to make sure that is done and installed and the way it needs to be. She pointed out that they were going to need to get with the pond guys and let them know how much that is going to eat into their budget. Mr. Soriano stated that with the pond, without houses there, without residents contaminating the pond, there would probably be a minimum increase in the ponds. Discussion ensued on the landscaping and the lake maintenance. It was noted that the bigger costs to them would be the landscaping, not the lake maintenance because they were going to pick up the areas that they must mow. He pointed out that he would like to ask them to bush hog those areas first because some of those areas were horrible. He added they would have to put that on a regular schedule, and it would add to their landscape bill, which they didn't think would happen at least until springtime. Ms. Jordan suggested if they end up going out for RFP, they include the tree farm area and just don't start it yet and this one, so they don't have this happen again in six months. It was noted that they could work with them, and they were not stuck to accept their first number at all. Ms. Giles stated that she would work with Garden Street for a transition of conveyance of tracts and would have that ready for the next meeting on November 20, 2023.

SEVENTH ORDER OF BUSINESS

Consideration of Amenity Facility Policy Updates

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Ms. Giles stated that they took down a lot of updates at the last meeting and staff is going to work with the Chair on some more updates. They couldn't get that compiled in time for this meeting, so they can table it until their February meeting. After brief discussion, it was decided to continue this item in two weeks on November 20, 2023.

NINTH ORDER OF BUSINESS**Consideration of Audit Engagement Letter for Fiscal Year 2023**

Ms. Giles stated this item starts on page 63 of the agenda package. She explained that this engagement letter documents and confirms the auditor's objective and scope to audit the financial statements of the District for the year ending September 30, 2023. Ms. Jordan explained to Mr. Bauer that this was a third-party audit of their financials, and it was required by the state. Ms. Giles further explained that they budgeted for this, and this was the engagement letter to say they were going to do what they said they were going to do, and the Board was on board with that still. She noted that it was not signed yet and was something they would look for a motion to approve tonight.

On MOTION by Ms. Jordan seconded by Mr. Church with all in favor the Audit Engagement Letter for Fiscal Year 2023 was approved.

TENTH ORDER OF BUSINESS**Discussion of Suspension Letters**

Ms. Giles stated they sent that letter out to the residents, and this was the residents' opportunity to address the Board. She asked if anybody was present from that household. Hearing no response, Ms. Jordan provided an overview of this suspension. Ms. Jordan explained that a resident called her because they had some minors on the facility fighting and being disruptive during the pickleball kids being out there. The minors were belligerent, and they were asked to leave, and they didn't, so they contacted the sheriff's office to have them removed and trespassed because they were not following policies. She noted that the girl minors tried to enter into the pool deck after hours and the officer approached them, and they had alcoholic beverages in their possession. At that point, it was the officer's discretion whether he wanted to arrest them, but he chose to ticket them. She added that they did trespass those minors and because of that the family was getting this letter regarding their amenity access because of their minor child.

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Ms. Giles stated tonight, the Board would decide how long they would want that suspension to be. The Board agreed that they didn't need to suspend the parents, but the card should stay inactive until the parents present themselves. Mr. Haber explained that he didn't think the Board should be punishing the parents for not showing up to the meeting because it's not a violation of their policies. He stated that the Board fully had the right to decide what the punishment should be for the person who violated the policy and if what that punishment was is they want to suspend the entire family because they have the right to do that, but what this discussion sounded like the punishment they want to administer was to limit the violator's ability to use the facilities and just because the parents aren't showing up, they are extending it to them. He added that they need to be careful about that because whether they show up or not, that is not a violation of their policies. Discussion ensued regarding the suspension, and it was decided to approve the violator's suspension for two years due to the trespass and at any point in time the family can come present and request a reduction.

On MOTION by Ms. Jordan and seconded by Mr. Bauer there was a motion for the Suspension for the Child for the Duration of the Trespass and at Any Point in Time the Family can Come and Present and Request a Reduction due to the Trespass.

Ms. Cormier asked that whenever they have a situation like this, was there any way they could have the actual policies and procedures present so they can cross reference that. Ms. Giles responded that she could pass it down to her. She added that the alcohol policy was on page five. She explained that on page five it talks about alcohol and tobacco usage. She read that state law stipulates that no one under the age of 21 may consume by or otherwise possess any alcoholic beverages on property owned by the District. Ms. Cormier stated as they were contemplating updating the different stuff, it was a criminal offense, not only just rules, etc. It's a criminal issue when there is drinking underage. She explained that when there is criminal offenses, it is different than someone breaking a rule. She was curious what was in there about the household's responsibility for criminal behavior. The response was that they don't have a criminal behavior, but they do have word in there that the District still has the right to restrict, suspend or terminate amenity access with any person and members of their household from using all or a portion of the

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amenities for any of the following acts are each considered a violation. They do have that ability in there.

On voice vote with all in favor the Suspension for the Child for the Duration of the Trespass and at Any Point in Time the Family can Come and Present and Request a Reduction due to the Trespass was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no comments, the next item followed.

B. Engineer

There being no comments, the next item followed.

C. Manager

Ms. Giles stated that she would coordinate with their recording Secretary to have the meeting continued and they will have the three items on it for November 20, 2023 at 5:00 p.m. in the same location.

D. Operations/Amenity Manager

1. Report

2. Monthly Quality Inspection Report

A copy of the report was included in the agenda package starting on page 71. Mr. Soriano stated that they just had their Halloween event, which went well. He noted that they were going to do more stuff since he has more staffing now. He pointed out that they were getting more people, and more adults were involved in the adult activities. He added that it went well and was probably the best event they've had since he had been there as far as participation. He explained the pool was running nice right now. The computers are up for the center pumps and it's reading everything, and all the numbers are good. They have the platforms in for the playground. The tennis court trees were trimmed back. He presented the various quotes for the pool furniture and the canvas overhangs for the awnings. He stated that he had a guy come look at the porch and he was waiting to make sure they don't have to mess with anything structurally with the barriers for the deck. They will get two more quotes. He noted that it was a safety issue in his opinion and needed to be

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a priority. Ms. Jordan stated if it was a safety issue now, they need to block it off. A response was not really because structurally it was ok. Ms. Jordan asked if it was safe. The response was yes it was. Mr. Oca stated that they were going to have to do hand dryers because the plumbing was not something he wanted to do anymore. Ms. Jordan responded she thought that was a good idea because paper towels were a huge expense to hand dryers.

TWELFTH ORDER OF BUSINESS Supervisors Requests

Ms. Jordan explained that each of the Board members were designated to a specific area, but it doesn't mean as a Board member they shouldn't be aware of enough to answer a resident's question. She added that ideally, they would direct the resident to the appropriate Board member. She further explained that it allows them to as Board members to focus their energies on the areas that they need to so they can be the most informed for that area and they service a point of contact for residents based on what their concerns are. She stated that it was to equalize the workload for the Board members and give the residents point of contact. Mr. Church noted that he would oversee the amenity centers and that would free up the landscaping and pond maintenance. Mr. Bauer will oversee landscaping and pond maintenance.

Ms. Cormier stated that she spoke with Clay Electric. Steve Hollingsworth gave information about grants. They will do a \$20,000 grant for nonprofits. She wanted to clarify and make sure that they were a 501(c)(3). Mr. Haber responded that a CDD was not a 501(c)(3) and was a unit of government that is tax exempt. He explained that a 501(c)(3) was a charitable nonprofit. It was noted that they generally didn't meet most of the requirements for grants. The question was asked if they could look and see if there were any grants that they would meet qualifications for. They are going to look at it and see.

Mr. Bauer had no comments or requests at this time.

Ms. Jordan noted they had their next event on December 12th, 2023.

THIRTEENTH ORDER OF BUSINESS Audience Comments

There being no comments, the next item followed.

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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

Ms. Giles explained why the check register was a little higher than normal, but she saw no unusual variances on the check register, and everything was in line with the normal bills that they pay.

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

FIFTEENTH ORDER OF BUSINESS

Next Schedule Meeting: December 12, 2023 @ 6:00 p.m. at the Rolling Hills Amenity Center

Ms. Giles stated the next meeting is November 20, 2023 at 5:00 p.m. at this location.

SIXTEENTH ORDER OF BUSINESS

Adjournment

Ms. Giles stated the continued meeting is November 20, 2023 at 5:00 p.m. at this location.

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

DocuSigned by:
John M. Miller
D420F97FB4FC201...
Chairman/Vice Chairman