

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, February 8, 2024 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:

John Miller	Chairman
David Church	Vice Chairman
Helana Cormier	Supervisor
David Bauer	Supervisor
Billy Gibbons	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel
Joe Schofield <i>by phone</i>	Alliant Engineering
Freddie Oca	Amenity Manager
Jay Soriano	Operations Manager
Keith Hadden	District Engineer

The following is a summary of the actions taken at the February 8, 2024 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. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Giles noted everyone in the audience is staff or a guest speaker. There being no audience comments, the next item followed.

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THIRD ORDER OF BUSINESS**Organizational Matters****A. Acceptance of Resignation Letter from Supervisor Jordan**

Mr. Miller stated they have all seen the resignation letter from Ms. Jordan because she has moved out of the District. He made a motion to accept her resignation with regret.

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

**Joe Schofield joined the meeting at this time.*

B. Discussion of Board of Supervisors Vacancy Announcement

Ms. Giles stated the rules of procedures requires that the vacancy is filled but it does not tell the Board how to do it. Historically in this District, an e-blast has been sent to the community. Ms. Cormier noted Billy is on his way and asked in consideration of time if the guest speaker be moved up and then continue these discussions.

Mr. Miller noted there is a resident in the audience that he would like to appoint which is Billy Gibbons. He had sent in a resume earlier and was passed over because the Board was not aware they could do this at that time. Ms. Giles asked Mr. Gibbons if he is still interested in doing this. He replied yes. Ms. Giles informed him that his seat which is seat 3 expires in November 2024 so June will be the qualifying period for seat 3 and seat 1. Ms. Giles administered the Oath of Office. She noted he is subject to the Sunshine Law and Florida's Public Records Law. Ms. Buchanan stated she would send Mr. Gibbons a memo regarding the ethics requirements that are imposed on supervisors.

On MOTION by Mr. Miller, seconded by Ms. Cormier, with all in favor, the Appointment of Billy Gibbons to Seat #3, was approved.

C. Consideration of Resolution 2024-03, Election of Officers

Ms. Giles noted this Resolution is to add Billy Gibbons as an Assistant Secretary and to discuss the designation of officers since the Chair resigned. Mr. Bauer made a motion to move John Miller to Chair. Ms. Cormier noted she would be willing to be Vice Chair and support the Chair.

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Mr. Bauer made a motion to move David Church to Vice Chair. Ms. Giles noted as the Chair there is no extra pay and a little bit of extra work in having to sign. In case of emergency, staff will contact the Chair first and immediately after the rest of the Supervisors. Mr. Gibbons asked Mr. Church how many years he was there before. He noted he was the second resident on the Board so going on the sixth year now and has held all of the seats besides Vice Chair.

On MOTION by Mr. Bauer, seconded by Ms. Cormier, with all in favor, the Appointment of John Miller to Chair, was approved.

On MOTION by Mr. Miller, seconded by Mr. Church, with all in favor, the Appointment of David Church to Vice Chair, was approved.

FOURTH ORDER OF BUSINESS

**Discussion of Clay County Sheriff’s Office
Clay County Community Connect**

Ms. Giles introduced Robby Tarter the Community Connect Coordinator with the Clay County Sheriff’s Department. He proposed a new platform Fusus which is used a lot in the law enforcement industry to see real time live. The cost of the platform is \$350, \$200 for the box itself plus \$150 Fusus charge yearly for data fees.

Mr. Miller asked about a new system at the entrance of some subdivisions, the Flock. Mr. Tarter noted the Flock takes a picture of the back of the car and reads the tag then sends a close image of the tag and another picture.

On MOTION by Mr. Cormier, seconded by Mr. Miller, with all in favor, NTE \$700 for Purchase of 2 Fusus Boxes and \$300 yearly fee, were approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes:

A. October 10, 2023

Ms. Giles stated on page 13 are the October 10, 2023 meeting minutes. Unless there are any comments or questions, she asked for a motion to approve.

On MOTION by Mr. Church, seconded by Mr. Miller, with all in favor, the Minutes from the October 10, 2023 Board of Supervisors meeting, were approved.

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B. November 6, 2023

Ms. Giles stated on page 26 are the November 6, 2023 meeting minutes. Unless there are any comments or questions, she asked for a motion to approve.

On MOTION by Mr. Church, seconded by Ms. Cormier, with all in favor, the Minutes from the November 6, 2023 Board of Supervisors meeting, were approved.

C. November 20, 2023

Ms. Giles stated presented the minutes from the November 20, 2023 Board of Supervisors meeting. Unless there are any comments or questions, she asked for a motion to approve.

On MOTION by Mr. Miller, seconded by Mr. Church, with all in favor, the Minutes from the November 20, 2023 Board of Supervisors meeting, were approved.

SIXTH ORDER OF BUSINESS

Memorandum Regarding Annual Ethics Training and Annual Form 1 Filing

Ms. Buchanan stated four hours a year of ethics training is required and has to relate to subject matters specific to their duties with the Board such as Sunshine Law, Public Records Law, and Ethics. There are some training sources provided by state agencies that are free highlighted in the agenda package. The Board has until December 31st to finish the four hours. When you do your Form 1 in the Summer of 2025 there will be a box to indicate that you have completed the ethics training. The Form 1 is electronic this year.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals

A. Addendum to Tree Amigos Landscape

Mr. Soriano noted these are the new areas they have taken on in the back. He noted there are areas that are common grounds that will be parks so it may still be two years before homes are actually back there. He noted to start with every two week or once a month cuts in these places. The total cost for the addendum just for the back area is \$15,297.88 a year which breaks down to an extra \$1,274.82 each month onto the current contract. That is based on the fact that they do 26 cuts here all the time. Mr. Gibbons asked if this is for the LGI and Adams. Mr. Soriano stated no, just the back but will eventually have more when that area is handed over. The addendum is just

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for the cutting including pond banks. Mr. Soriano noted for the next fiscal year they can look at bidding it but between now and then they will need some service.

Mr. Bauer noted they have irrigation. Mr. Soriano noted if there are main lines, they could irrigate it.

Mr. Soriano stated John gets the work after Katie drafts the official addendum to it then if the Board is satisfied, John can sign but if he is concerned then we don't sign and can always go back to Tree Amigo's and go from there. It's the main road down Laurel Springs, a cul-de-sac in the back that will be a playground or park, one small pond on the left after first coming in and a large pond in the back by the lift station.

Mr. Bauer noted they own 3 of the cul-de-sacs today, close on the third one the 21st of December and close on the fourth one the 21st of March and April through September, by the 21st of September they will own everything. Ms. Cormier asked when the contract starts. Mr. Soriano stated as soon as everything is finalized, they start the cutting process and charging with the additional on the addendum, it doesn't change the current contract. You are in the first year of a three-year contract. Mr. Church noted the rain sensor needs to be repaired.

On MOTION by Mr. Miller, seconded by Mr. Church, with all in favor, the Addendum to Tree Amigos Landscape, was approved.
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B. Pool Furniture

Mr. Oca suggested so they don't deplete the capital reserve, they do part of the furniture this year and the other part next year. They still have concerns about the roof and AC unit. He feels that furniture is more esthetically pleasing and the awnings can hang on another year. Mr. Soriano suggested moving some of the better chairs to the back part of the deck and replace the furniture in the front with color matching to blend in with the furniture that is there now and do 60 total. Mr. Oca noted there is a total of 15 tables but three need to be trashed. Mr. Soriano suggested taking the little tables out. He received another quote today that is not in the agenda packet from Horizon Casual that he has dealt with before and is commercial. They give a 10-year warranty on frames and their chaise lounges came out to be around \$215 a piece. These have the one-piece canvas type cloth that slides into the frame. The original quote for 30 chaise lounges would be about \$6K. Ms. Cormier asked how these chairs hold up to sunscreen, lotion and sweat as well as pollen. Mr. Soriano noted it won't be seen as easy on the sling back chairs but it does sink into the

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fabric causing it to deteriorate quicker over time. Pollen can be pressure washed off. The straps do last longer than fabric but it costs a lot more to re-strap a chair than replace a sling. Mr. Soriano forewarned once these are ordered, they don't come in quick. He noted they can give a NTE and someone with authority to approve so between now and next week they can get a new quote which will be lower than Southern Breeze that way they can move forward and not wait until the next meeting. Ms. Giles noted for Southern Breeze the cost is \$42,000. Pool capacity is 248. Mr. Soriano noted he will work with Helana.

On MOTION by Mr. Church, seconded by Mr. Miller, with all in favor, NTE \$35K and Direction for Staff to Work with Ms. Cormier, was approved.

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C. Awning Replacement

Mr. Soriano noted on page 73 is the quote from Superior. The awnings are 17 years old. He mentioned a company called Boree that provided some of these at another neighborhood. They were just under \$4,000 for each gazebo. Mr. Bauer asked if Superior did the current awnings. Mr. Soriano stated he didn't think so. Mr. Bauer stated he would like to stay in line with the same company that is 17 years proven for quality. The gazebo's have been pressure washed so look better but are ripping. A Board member asked if other materials such as a metal/tin roof could be used instead of vinyl awnings. Mr. Soriano noted they could but would have to find out what the structure could handle and if it requires permitting to change it. The awnings are 10 weeks lead time. Tabled until April meeting, bring back more proposals.

D. Crown Pools for Pool Resurfacing

Mr. Soriano presented the proposal from Crown Pools. There is a requirement that they need a performance bond for anything above \$200,000 so this meets that amount. This performance bond protects the District. That cost gets passed on to the District and was an \$8,500 bond to cover this. They started out at \$274,520.75 because the LED lights were taken out first. The NTE was \$288,000. He noted the \$274,520.75 is the bond and the amount that Crown gave them which leaves \$13,500 left. He noted they could add the LED's that they talked about but one problem that came up is the coping. Crown gave a price to fix about 100 ft of the coping that is in too bad of shape to consider safe which was \$7,500. The LED's lights are \$1,000 per light. With the coping at \$7,500 and \$13,000 for the LED lights that puts it at \$295,020.75 which is \$7,020.75 over the NTE. Mr. Church noted if they forego the LED lights in hopes to eventually do the additional 100ft. of the coping they will still be under budget. Mr. Soriano noted three lights are out. He asked if they could search for Incandescence lights but they don't make those much anymore. Ms. Cormier stated since the pool is undone and empty and undergoing repairs, it makes sense to make whatever repair is needed while it is in this stage and not readdressing this later. Mr. Soriano noted after the big draw at the end, to date they have \$299,899 in capital reserves that encompasses anything.

On MOTION by Mr. Bauer, seconded by Mr. Church, with all in favor, NTE \$7,500 for the coping, was approved.
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On MOTION by Mr. Church, seconded by Mr. Miller, with Mr. Church, Mr. Miller, Ms. Cormier, and Mr. Gibbons in favor and Mr. Bauer opposed, NTE \$13,000 for LED Lights for the Pool, was approved 4-1.

Mr. Soriano stated regarding the back stairwell, many steps have rotted out and replaced over time but now the stringers are starting to rot. The back stairwell would have to be rebuilt going down to the first floor. The same company (All Weather) that did the deck gave a quote for \$5,980. A Board member questioned if the stairwell could be ripped down and railing added. Mr. Soriano noted he would double check for direction if they can close the steps off and not use them again. He noted if it is a fire exit issue, they need to talk about money to get repairs.

On MOTION by Mr. Miller, seconded by Mr. Church, with all in favor, NTE \$6,000 to Repair or Remove as Code Dictates, was approved.

Mr. Soriano stated in a power outage when the power is turned on and off sometimes things surge in this community as they don't have the best electricity. Mr. Oca found two main control boards that are dead for the access system so the doors cannot be locked down. Another company came in to check them and verified they are dead and the boards have to be replaced. Atlantic installed everything with the access system. The 19th is the soonest that Atlantic could come out to make the repair. The bigger problem is the doors are only designed to work with those magnets. If the magnets are not on, there is no way to even key lock it, it is for that access system only. He did get a quote from another company at the same rate as Atlantic but that company has an employee who is on the Board. Ms. Buchanan noted at this point there has been no Board member to advocate for this and sounds like this is close to an emergency so her recommendation is to have the impacted Board member not speak on the matter and abstain from voting. The boards were replaced before at \$800 each. The quote from that company was \$3,531.38. The other company suggested an upgraded cloud-based system that is more expensive at \$5,098 and it replaces all of the boards, new controller and new software with current readers and wiring to be used as well as allows for Board/staff to keep the cards they currently have. The system has blue-tooth enabling for access through a phone. Ms. Buchanan stated the Statute says that no public officer shall directly or indirectly purchase goods for the District from a business entity in which the supervisor

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has material interest. She encouraged Supervisor Church to abstain from voting. Mr. Gibbons asked if the new cloud system would prevent future surges. Mr. Soriano stated he could never promise all surges could be stopped.

Mr. Soriano noted the maintenance crew installed barrel bolts on the doors so they can be locked. Staff comes in at 6 a.m. and will be there until midnight and will need to lock down when leaving. The Board is either paying for staff to be there all day or limit operating hours at the building until the boards are installed. Atlantic can come out and install on Wednesday.

The Board asked if anything has been discussed with Clay, will this happen every time this goes down and is there a surge protector. Mr. Soriano noted when there is low voltage, it can be fried and with these it is much higher than that. A Board member asked if Clay moved it or do they have an electrical contractor. Clay moved it so would Clay be liable. Ms. Buchanan noted they could ask but they are going to say they sent the warning out.

Mr. Gibbons asked if they want to make this repair for \$4,500 or do we want to go ahead and do the upgrade that has been talked about for years at \$6,447.85 minus \$449.85 sales tax so around \$6,000. Ms. Giles noted the big deal is security of the building between now and this repair being completed. Mr. Soriano noted barrel bolts were installed. If they use those until the repair is made, they will have to shorten the hours. Ms. Giles noted something will need to be sent out to the community so residents know the amenity center will only be open for certain hours. Mr. Gibbons asked if the cloud system boards control the pool gate. Mr. Soriano stated its magnet so will hook right up to the gate. Mr. Bauer suggested installing locks on all doors. Mr. Soriano asked for direction to install a deadbolt mechanism. The upgrade will be prioritized. He will call IAS to ask about Kisi the cloud based and see how quick they can do the upgrade. Ms. Buchanan suggested delegating the authority to one person to call and say let's do that, John Miller.

Mr. Church abstained from the motion.

On MOTION by Mr. Miller, seconded by Mr. Bauer, with all in favor, NTE \$6,000 to Upgrade Access System Based on Which Company Can Perform Work the Soonest, was approved 4-0.
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EIGHTH ORDER OF BUSINESS**Series 2020 Project****A. Update Regarding Series 2020 Project**

Mr. Hadden stated the 2020 project is complete. All of the roads and utilities are in and have all been accepted by the county and CCUA. It is all platted and been transferred over to the county. LGI just hasn't mowed the lots. The infrastructure has been approved and accepted by the different entities. They are not building houses as fast as thought but everyone has sold before they are finished. Adams is building more homes but there is still left over from COVID with a shortage of some materials. The 2020 project looks good and in nine months they will own all of the lots. Erosion doesn't seem to be a problem. Mr. Bauer asked if AT&T came back out to cover the box in the ground. Mr. Hadden noted there is a proper cover on that box but doesn't know who installed it. Ms. Cormier noted a massive electric box in front of one of the houses and questioned if Clay Electric put it in the wrong spot instead of being on the property line. Mr. Hadden noted they give them easements on the lot corners for those boxes. Ms. Buchanan noted it is not a CDD issue.

B. Ratification of Requisitions (107-108)

Ms. Giles noted on page 80 is pay requisition 107 for ETM for \$3,463.60 followed by pay requisition 108 on page 87 for Hadden Engineer for \$20,132. Both of these have been processed and need ratification.

ON MOTION by Mr. Miller, seconded by Mr. Church, with all in Favor, the Requisitions 107-108, were ratified.

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

Mr. Schofield noted everything is done except the dedicated close down from the agency perspective. The county accepted it and they are working on the permit and building so the improvement that warrants the parks and also working through getting all of the properties transitioned over to the CDD for operation and maintenance. He noted he can't speak to where that is exactly but very close to this being completely done so can be closed out. Ms. Cormier asked about the park. He noted the developer has a landscape architect looking at some suburban features and improvements that they are working with the county now to determine what exactly is needed as far as review and permitting approval for those to be installed.

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B. Ratification of Requisitions (108-109)

Ms. Giles noted these are on page 93 & 96. The first one is 108 to Alliant for \$410 and the second one is 109 to Pipeline for \$325,986.75.

On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, Requisitions 108-109, were ratified.

TENTH ORDER OF BUSINESS**Ratification of Agreement with All Weather Contractors for Deck Renovation Services**

Ms. Giles stated on page 108 is ratification of the agreement with All Weather for deck renovations. She asked for any questions, if not looking for a motion to ratify.

On MOTION by Mr. Miller, seconded by Mr. Church, with all in favor, the Agreement with All Weather Contractors for Deck Renovation Services, was ratified.

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

Ms. Buchanan noted she has been distributing the capital conversations which is a summary of legislation that might impact CDD's. If you are interested in not receiving those, shoot her an email. One thing important to remember this year is the legislature is considering revising the sovereign immunity caps. What this means to the CDD right now is if someone slipped and fell on the sidewalk, they would only be able to recover \$200,000 from the CDD without special action by the legislature. Because that cap is in place the District generally is able to take advantage of lower insurance prices. To the extent the cap rises, there will likely also be a corresponding increase in insurance premiums. It hasn't passed but has momentum.

B. Engineer

Mr. Hadden asked if the Board had any questions for him. Ms. Cormier asked about the engineering and if there is any way as those lots are moving forward that they will avoid anything happening like that, lower the concrete or is it too late. Mr. Hadden noted there is a shortage of electrical cabinets and they don't put them in until they are needed. He will keep an eye on them. Ms. Buchanan noted Clay Electric has a 10 ft easement. Mr. Gibbons asked if LGI developed the

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project. Mr. Hadden noted LGI just bought the lots. He noted Clay Electric takes his plan and then generates their own electrical plan based on his.

C. Manager

Ms. Giles reminded of Form 1 being online and the 2024 election cycle coming up with qualifying period being the second week of June. Seat 1 David Bauer and seat 3 Billy Gibbons are up for election. She will call each of them later in the week to talk more about it. She noted the budget will be approved in June and adopted in August. They will meet in April so at the June meeting she will have a budget. She noted if there is anything that the Board wants to see on that budget, email or call her and staff. They can have a budget workshop.

D. Operations/Amenity Manager

1. Report

2. Monthly Quality Inspection Report

Mr. Oca presented the operations/amenity report. He noted they have talked about the heavy things such as quotes and repairs including the decking, awnings, and pool furniture. He worked with Tree Amigos replacing the sod around the facility. There was damage to sod when a fiber line was buried so he will send communication to the fiber optic company to see if they can fix it. They repainted the splash pad last week. Light fixtures were fixed. They want to turn all of the lights out front into LED's but will do it a fiscal way. The downstairs utility room is all concrete so there is no way to get in the area to hook up hand dryers. He did a test run of the pull-down handle dispenser and had no issues so will go that way.

TWELFTH ORDER OF BUSINESS

Supervisors Requests

Supervisor requests included a bank covered with debris getting into the uptake, no parking sign was hit, a panel missing on the fence at Paddle Creek, theft at LGI – security issues, bids for holiday lights, speeding issue/cameras/step-up/speed humps/speed tables/additional stop signs, park with benches, tables, play space also park structures to code, complaint with LGI on bond issues, name badges for Board members. Ms. Buchanan noted on badges, she is not opposed to it but thinks it should be a consensus driven process. Mr. Soriano noted he will take direction for purchasing badges.

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THIRTEENTH ORDER OF BUSINESS Audience Comments

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

Ms. Giles noted a copy of the balance sheet and income statement starts on page 125 of the agenda for the period of December 31st.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule shows they are 80% collected on the tax roll.

Check Register

Ms. Giles presented the check register on page 144 for \$855,118.77.

On MOTION by Mr. Miller seconded by Mr. Church, with all in favor, the check register for \$855,118.77, was approved.

FIFTEENTH ORDER OF BUSINESS Next Schedule Meeting: April 9, 2024 @ 6:00 p.m. at the Rolling Hills Amenity Center

Ms. Giles stated the next meeting is scheduled for April 9, 2024 at 6:00 p.m. at this location.

SIXTEENTH ORDER OF BUSINESS Adjournment

Ms. Giles asked for a motion to adjourn.

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

DocuSigned by:

Marilee Giles

Secretary/Assistant Secretary

DocuSigned by:

John M. Miller

Chairman/Vice Chairman