

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, August 13, 2024 at 6:06 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida.

Present and constituting a quorum were:

David Church	Vice Chairman
Helana Cormier	Supervisor
David Bauer <i>by phone</i>	Supervisor
Billy Gibbons	Supervisor

Also present were:

Marilee Giles	District Manager, GMS
Kyle Magee <i>by phone</i>	District Counsel, Kutak Rock
Keith Hadden	District Engineer
Freddie Oca	Riverside Management
Jay Soriano	GMS Operations Manager

The following is a summary of the actions taken at the August 13, 2024 regular 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 6:06 p.m. and called the roll. Three Board members were present constituting a quorum. Mr. Bauer participated by phone.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Giles noted any member of the public can speak on any item listed on the agenda. She added there is an opportunity toward the end of the meeting for audience comments again. She asked for any audience comments. She explained the approved budget is on the website and will adopt the budget at tonight's meeting. She added the Board sets the budget, and it must be in a public meeting. She answered the concern about the increase, discussed the reserve study, and the

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increase in assessment to build the reserves. She noted assessments are not increased each year but when it is needed. The capital reserve study is completed every 5 years.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/26)

B. Oath of Office for Newly Appointed Supervisor

Ms. Giles stated they have a vacancy due to a resignation and have had no interested applicants send resumes. She asked the Board how they would like to fill the seat. She explained the Board must appoint but have the decision as to how that is filled.

Mr. Church suggested to continue to send out eblast for the position. Questions were asked about what made an applicant eligible. Ms. Cormier commented on the audience question and ask if any have attended meeting more than one time. She reached out to a family about interest in the Board position.

Ms. Giles suggested they table this item until the next meeting. Mr. Bauer suggested moving the decision to the next meeting. There was a concern the emails were not getting to all residents. Mr. Soriano recommended post it on the marquee. Mr. Gibbons commented on other ways to reach out to residents.

After discussion the Board decided to table this item and continue to send email blasts. Further discussion was held on how many emails are read, the role of the Board of Supervisors, and needing a quorum.

C. Election of Officers, Resolution 2024-05

Ms. Giles asked about election of officers. She asked Mr. Bauer about what he wanted to do on the election of officers. Mr. Bauer stated he would like to make a motion for David Church as chairman.

On MOTION by Mr. Bauer, seconded by Mr. Gibbons, with all in favor, Nominating Mr. David Church as the Chairman for the Board, was approved.

Ms. Giles stated this opens the Vice Chair position. Ms. Cormier nominated Mr. Gibbons as the Vice Chair.

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On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, Nominating Mr. Billy Gibbons as the Vice Chairman for the Board, was approved.

Ms. Giles explained the role of the Vice Chair position and signing of documents. Ms. Giles stated the slate of new officers would be Mr. Church as Chairman, Mr. Gibbons as Vice Chairman, the remaining Supervisors will serve as Assistant Secretaries. She noted she would serve as Secretary/Treasurer, and others from GMS would fill officer positions. She asked for a motion to adopt the resolution for officers.

On MOTION by Mr. Gibbons, seconded by Mr. Church, with all in favor, Resolution 2024-05 Election of Officers with Mr. Church as Chairman, Mr. Gibbons as Vice Chairman, Mr. Bauer and Ms. Cormier as Assistant Secretaries, Ms. Giles as Secretary/Treasurer and Other GMS positions, was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the June 11, 2024 Meeting

Ms. Giles presented the minutes from the June 11, 2024 Board of Supervisors meeting and asked if there were any comments, corrections, or changes. Hearing no changes from the Board, Ms. Giles asked for a motion to approve.

On MOTION by Mr. Church, seconded by Mr. Gibbons, with all in favor, the Minutes from the June 11, 2024 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Fiscal Year 2025 Budget Matters

A. Overview of Budget

Ms. Giles stated this is for budget discussion and she presented an overview of the 3 funds of the 2025 budget. She noted the staff had requested 4 options for print to be shared and noted the Board had approved Option 2 which fully funds the capital reserves. She commented on the comparison of the last 2 years. Mr. Magee reviewed the two resolutions.

B. Public Hearings

Ms. Giles asked for a motion to open the public hearing.

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On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, Opening the Public Hearing, was approved.

Ms. Giles stated the public hearing is open and they would take public comments at this time.

Resident asked for clarification about special assessments and the letter received on the increase. Ms. Giles explained the increase and noted the increase would only be for one year and would be collected through the tax roll. She noted she could not answer on the mortgage company and collection.

Resident asked for clarification on the increase. Ms. Giles noted this special assessment budget is \$1.2 million for this community. She added the budget will be voted on each year and could change from year to year. She explained the O&M budgets for the last few years.

Discussion ensued on how the special assessments affected the residents each year and the tax bill. Question was asked how the payments and the monthly payments would roll out. Ad Valorem and Non-ad Valorem was explained for the relevance to each lot.

Resident asked how a resident knows who voted for the budget and who opposed. Ms. Giles explained the votes are reflected in the minutes in the agenda.

Discussion ensued on the parts of the budget, increases, timelines, contingency line items, CDD fees, HOA fees, amenity costs, debt services, GMS role in the community, GMS position roles, Board roles, taxes, original developer and Board appointments, other budget assessments, reserves, and increases for specific areas.

Ms. Giles asked for a motion to close the hearing.

On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, Closing the Public Hearing, was approved.

Ms. Giles asked for Board questions or comments.

The Board commented on different line-item adjustments. Mr. Gibbons suggested different salary and vendor contract cost.

Discussion and questions ensued on maintenance services, equipment problems, pool issues, RMS janitorial services increase, RMS pool maintenance, staffing, costs increase, projected costs, and 2024 budget comparison. Other topics included discussion on the \$18,283 is an 17%

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increase for janitorial, reserves, field services and amenity operation costs, sub-contracting, quality of work, expenditures, saving money with contracts versus GMS, security costs, increase in cameras, general funds, rolling into the next fiscal year budget, other line items with balances, mulching costs of \$15,000 and areas, and the price out for rubber mulch was costly.

C. Consideration of Resolution 2024-06, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Ms. Giles asked for a motion to adopt the budget with the discussed changes. She noted the changes include pool maintenance change of 17% and difference to go to janitorial services. Option 2 for \$500 increase to reserves was chosen by the Board and it was noted the costs could go to other project costs. Reserves projects that are included were discussed. Capital reserve is considered fully funded and can be used as determined by the Board.

On MOTION by Mr. Church, seconded by Mr. Gibbons, with all in favor, Resolution 2024-06 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025, was approved.

D. Consideration of Resolution 2024-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

Ms. Giles stated this resolution will allow the county to put this on the tax roll.

On MOTION by Mr. Church, seconded by Mr. Gibbons, with all in favor, Resolution 2024-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Release of Construction Easement

Mr. Magee explained the construction easement as of 2006 when the CDD was being developed and it is needed to be released. The water District will not levy assessments on this land because it is undevelopable. Ms. Cormier asked who it is titled to currently. It was explained the agreement is over the entire area. Further explanation was made on the agreement and what is allowed. This removes the easement, and the District does not own this land.

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On MOTION by Mr. Church, seconded by Mr. Gibbons, with all in favor, the Release of Construction Easement, was approved.

SEVENTH ORDER OF BUSINESS Discussion of CDD Goals & Objectives

Mr. Magee stated there is a new regulation that requires Districts to develop goals and objectives by October 1st and they must be measured annually. GMS has developed a draft for the District to review and adopt. He suggested to keep these goals and objectives very simple, so it is easily measured. Ms. Giles added there is a lot of flexibility with these proposed goals. She noted these can be changed by the Board if desired.

Mr. Bauer asked if this outlines what we go by. She explained measuring the goals and that all of them are already being done. Ms. Cormier commented on holding the Board accountable and having goals to better the community.

On MOTION by Mr. Gibbons, seconded by Ms. Cormier, with all in favor, the District Goals and Objectives, were approved.

EIGHTH ORDER OF BUSINESS Consideration of Proposals

Mr. Soriano stated he had proposals for doors, stairs, and pool. He noted they would work with Mr. Bauer to get a new door with a not to exceed \$12,000. He noted this is custom made fiber glass. He reviewed the specifics of the custom door. He discussed the hanging of the pre-hung doors and the timeline of 16 weeks. The final on 4 doors came to \$11,788, including hardware. He discussed the option of another door that might run 6 weeks.

Mr. Bauer discussed staying with a door with longevity. Mr. Soriano suggested a metal door. Custom versus pre-hung doors were discussed. He asked the Board on the option they would like to choose. The timeline was discussed and was a concern.

He discussed the stairs and the options for replacement and removal of the old stairs. He noted the Fire Marshall had reviewed their concerns and noted it was the only exit and was recommended to have a 2nd exit. He added quotes will be needed to rebuild and he discussed the material options for this replacement such as wood or steel. Mr. Soriano well continue to pursue materials, cost, and labor. He asked for a supervisor to work with him and a not to exceed amount so he can move forward with this project since it does need to be done. The Board guidance was to have Supervisor Church work with staff and a not to exceed of \$15,000 with Allweather.

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Mr. Soriano discussed the pool filter replacement and sand cost which with one vendor came to \$22,580 for just the sand. He noted the vendor he had been working with was Blue Solutions and their quote was at \$19,000. He noted this would remove the sand that is there currently and replace the sand. He added there could be other problems discovered once they were into the job. He discussed other vendors and possible quotes. He recommended using Blue Solutions for the sand.

Mr. Soriano noted the valves would need a different vendor and discussed the labor and warranties. He stated this was a needed project along with the pool maintenance. Issues with the valves were discussed and the affect one the project and costs. He noted this project would be a cost for the valves and a cost for labor. The timeline for these repairs, downtime for the pool, delivery, and deposits were discussed. Mr. Bauer commented on the off season and downtime for the work and timeline.

After discussion the Board approved the proposal with Blue Solutions for \$19,000.

On MOTION by Mr. Gibbons, seconded by Mr. Church, with all in favor, the Proposal from Blue Solutions for the Pool Repairs for \$19,000, was approved.

A. Resurface Tennis Court

Mr. Soriano presented the proposals for resurfacing the tennis courts. He discussed the desire to convert the court to basketball court. This proposal will take care of cracks, foundation and the need for sand in the future. The lines were discussed, and Mr. Soriano noted his discussion with the company for the lines. He will bring back quotes for two more sections. The Board asked there be negotiation for pricing of the other courts and authorize staff to work with Supervisor Gibbons.

B. Convert Tennis Court for 2 Half Basketball Courts

Mr. Soriano presented the proposal to convert the tennis court for 2 half basketball courts. There was no action taken on this item and it was recommended to remove this from the agenda.

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C. Tennis Courts LED Lights

Mr. Soriano presented the proposal for tennis court LED lights. He noted the community really wanted these lights. The labor and re-using lights were discussed. Mr. Church was consulted on this topic. He discussed the costs for each section to include fixtures, labor, total costs, removal, replacement, and the process.

Ms. Giles reviewed the capital reserves amount of \$264,000 and the expenditures. The usage of the courts, liability, and payment of use of facility was discussed. The Board member asked about the cost difference in using LED and basic lights. Mr. Soriano explained the wattage, usage total, and savings.

Ms. Giles reviewed the cost as of August 13th and as of June 13th the balance of the capital reserve is at \$264,000. At this point the Board has discussed \$30,000 for painting, \$20,000 for 2 courts, \$18,000 for LED, and doors for \$8,000 at a total of \$76,000 and she added the funds are there.

Mr. Soriano asked for them to hold and went to the next items.

D. Amenity Center Area Beautification

Mr. Soriano presented pictures for recommendations for new planting, landscaping, and the vendor Tree Amigos. He stated the vendor had changed hands and has slowed the progress on this item. He noted this is only plans, and there is not a quote or numbers for this project. He reviewed the process for the landscaping, getting proposals, warranties, types of plants, designs for the areas, and timelines. He added this is just for the landscaping from Tree Amigos.

Discussion from the Board was on the total cost, types of plants, and completion. The Board recommended he get more proposals.

E. Additional Cameras with Repeater

Mr. Soriano noted they were still waiting on numbers for this project. He noted it was measured and he did not have a proposed quote, but it is a security item.

He recommended to table this item for now. He discussed addressing this issue in the Shade Session.

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F. Updated Plans for Gazebo Tops

Mr. Soriano presented the proposal for the gazebo tops with pictures. He reviewed the liability, cost, times, and discussion with architects. Mr. Soriano discussed the vendors, and the Boree Canvas's proposal quote of \$20,000.

Mr. Bauer asked if this was the original company, and it was noted this was not the same company. Mr. Soriano discussed Boree's past and his history with them. He noted the importance of this job, but it was not a safety concern. The Board asked questions on the quote and the concerns of the groups that use the facility. Mr. Soriano explained the quote and the wait time for start-up of this project.

Ms. Giles asked if this needed a not to exceed amount. After discussion the Board decided to approve the Boree Canvas Proposal for a not to exceed of \$20,000.

On MOTION by Mr. Gibbons, seconded by Ms. Cormier, with all in favor, the Proposal from Boree Canvas for Gazebo Tops with a Not to Exceed \$20,000, was approved.

G. Pull off Area at Mailbox

Mr. Soriano discussed the issues with this project to include the engineer department involvement, city and county roadway department, and input on the area for pull off. Mr. Soriano suggested to take it off the agenda.

H. Paint Amenity Building Exterior

Mr. Soriano stated at the last meeting the Board approved the vendor for painting as Titos. The proposal is for \$27,975. The Board would like to move forward with this vendor. The staff made the decision to work with David for the color decision.

After the proposals were presented Ms. Giles reviewed the amounts of project approvals with rounded numbers to include the painting for \$30,000 with Tito's, 2 courts at \$20,000 (not approved but expected), doors at \$12,000, the stairs at \$15,000, the sand at \$19,000, the valves at \$5,000, the labor at \$5,000, the gazebo at \$20,000, with totals \$126,000. She noted there was currently \$264,000 in the capital reserve and the Board could do these projects if they desired. She added if they wanted to do the LED lighting add the \$18,000.

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Ms. Giles noted all these projects could not be completed by the end of the fiscal year. She added the funds are there now and going into next year. Mr. Soriano commented on the proposals and projects and the possibilities of other vendors if the quotes change.

Ms. Giles reviewed for capital projects for 2025 with total of \$6,402 and 2026 shows a total of \$179,000 of repairs for the resurfacing of the pool. Other discussion was held on the expected expenditures, the budget, and the outstanding approvals. She added 2030 has \$965,000 for parking lot and other expected projects.

After discussion the Board decided to add the lighting.

On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, the Proposal for LED lights for a Not to Exceed of \$18,000, was approved.

The Board discussed the 2 courts and some of the issues with safety, the painted lines, vendors, total costs for the project. Mr. Soriano stated he preferred to seek more proposals and the options of how many courts to pursue. The Board discussed only approving a limited number of courts, a not to exceed amount, the timeline. Mr. Soriano suggested seeking other proposals for the Board to review.

After discussion the Board decided to add the approval of the 2 courts for \$22,000.

On MOTION by Mr. Gibbons, seconded by Mr. Church, with all in favor, the 2 Tennis Courts with a Not to Exceed Amount of \$20,000 was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee had nothing to report.

B. Engineer

Mr. Hadden discussed building timelines.

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C. Manager – Discussion of Fiscal Year 2025 Meeting Schedule

Ms. Giles stated the District needed a meeting schedule for the fiscal year 2025. She suggested the 2nd Tuesday of each month at 6:00pm at the Rolling Hill Amenity Center. She added there was no conflict with the schedules.

The Board ask about having Monday evenings, but the staff had conflicts. Discussion ensued on optional days/times/and other issues with the dates. The 3rd Tuesday was discussed as an options and other staff schedules. Ms. Giles noted they could change these dates if needed and the notice timelines.

On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

D. Operations/Amenity Manager

1. Report

Mr. Soriano noted the report was in the agenda package on page 110. He reviewed the report to include older roofing concerns, the capital reserves, the vendor reports of missing shingles, public adjuster, insurance company, how to move forward with roofing replacement. Using the public adjuster and costs were discussed further.

The Board suggested to keep moving forward.

2. Monthly Quality Inspection Report

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests

Ms. Giles asked for Supervisor requests.

The Board comments included topics such as grass maintenance, the District’s responsibilities and ownerships, transition process, Tree Amigos, landscaping maintenance concerns, and policies on sidewalks.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Ms. Giles asked for audience comments. Audience concerns included topics on excess trash areas.

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TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

Ms. Giles presented a copy of the balance sheet and income statement for June 30th.

B. Assessment Receipt Schedule

Ms. Giles referenced a copy of the assessment receipt schedule showing 100% collected.

C. Check Register

Ms. Giles presented the check registers from May 31st – June 30th for \$79,584.88.

On MOTION by Mr. Church, seconded by Mr. Gibbons, with all in favor, the Check Register, was approved.

THIRTEENTH ORDER OF BUSINESS Next Schedule Meeting: October 8, 2024 @ 6:00 p.m. at the Rolling Hills Amenity Center

Ms. Giles stated the next meeting is scheduled for October 8, 2024 at 6:00 p.m. at this location.

FOURTEENTH ORDER OF BUSINESS Adjournment

Ms. Giles asked for a motion to adjourn.

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

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
David Church
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Chairman/Vice Chairman