

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 15, 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:

David Church	Chairman
Billy Gibbons	Vice Chairman
Helana Cormier	Supervisor
David Bauer	Supervisor
Susan Gibbons	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Freddie Oca	Riverside Management
Jay Soriano	GMS Operations Manager
Matt Biagetti	

The following is a summary of the actions taken at the October 15, 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 6:00 p.m. and called roll. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Giles opened the public comment period for agenda items only. Hearing no comments, the next item followed.

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Rolling Hills CDD

THIRD ORDER OF BUSINESS

Organizational Matters

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

Ms. Giles presented a letter from resident Susan Gibbons expressing interest to serve on the Board.

On MOTION by Mr. Church, seconded by Mr. Bauer, with all in favor, the Appointment of Susan Gibbons to Seat #1, was approved.

B. Oath of Office for Newly Appointed Supervisor

Ms. Giles administered the oath of office to Susan Gibbons. She reviewed the Sunshine Law and Florida Public Records Law.

C. Election of Officers, Resolution 2025-01

Ms. Giles noted this resolution will add Susan Gibbons as a Supervisor. The current slate of officers consists of David Church as Chair, Billy Gibbons as Vice Chair, and Assistant Secretaries are David Bauer, Helana Cormier and now Ms. Susan Gibbons. Marilee Giles is Secretary and Treasurer and from GMS Daniel Laughlin, Jim Oliver, Matt Biagetti, Patti Powers, and Darrin Mossing are Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Church, seconded by Mr. Bauer, with all in favor, Election of Officers, Resolution 2025-01 – Added Matt Biagetti as Assistant Secretary & Assistant Treasurer and Susan Gibbons as Assistant Secretary, No Other Changes, was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 13, 2024 Meeting

Ms. Giles presented the minutes from the August 13, 2024 Board of Supervisors meeting and asked if there were any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Church, seconded by Ms. Cormier, with all in favor, the Minutes from the August 13, 2024 Meeting, were approved.

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FIFTH ORDER OF BUSINESS

Ratification of Series 2020 Requisition (112)

Ms. Giles noted this is for Hadden Engineering. Ms. Cormier asked about Park C meetings on the invoice. Ms. Giles will have Mr. Hadden call Supervisor Cormier about details of the invoice.

On MOTION by Mr. Bauer, seconded by Ms. Cormier, with all in favor, Series 2020 requisition (112), was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Proposals:

A. Amenity Center Area Beautification

Ms. Giles stated this is more of an update. Mr. Soriano is working on obtaining renderings from other companies.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing further to report. Ms. Giles reminded the Board of the ethics training due to be completed by December 31, 2024.

B. Engineer

Ms. Giles had nothing from the engineer.

C. Manager

Ms. Giles had nothing else to report.

D. Operations/Amenity Manager

1. Report

Mr. Soriano reviewed the Operations Report on page 32 of the agenda package and gave updates on the gazebo tops, staircase, pool filter and roof claim. He presented two proposals for resurfacing the tennis courts, Coast to Coast came in at \$75,475 and Nidy came in at \$50,650 for all 6 courts.

On MOTION by Mr. Gibbons, seconded by Ms. Cormier, with all in favor, NTE \$53,000 to Resurface 6 Courts with Front 2 with PB Lines, was approved.

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The Board discussed the vandalism in the gym and agreed to send suspension letters to all 3 minor boys involved. The suspension hearing will be at the December meeting and by then there should be a tally of costs for repair. Staff was directed to call CCSO to press charges.

2. Monthly Quality Inspection Report

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

Mr. Church requested proposals to renovate downstairs bathrooms. Mr. Soriano will bring back some numbers and plans.

Ms. Cormier spoke about sand washout from construction and if the pipes in the front are the CDDs responsibility – Mr. Soriano noted there is a sliver of right of way that the CDD owns but not in the road. The culvert and pipe under the asphalt the county would maintain. Will call to have the box checked to see if pumping is needed.

Mr. Gibbons commented on trespassers jumping the pool fence and requested proposals for taller fencing, faux and chain. Ms. Cormier requested staff look into a motion activated warning device.

Mr. Bauer discussed trash concerns around holidays with the new county provider. Mr. Soriano suggested looking into an overflow or extra pickup. Mr. Haber will confirm if its allowed. He will bring back to the December meeting.

NINTH ORDER OF BUSINESS

Audience Comments

Ms. Giles asked for audience comments.

- Bill Zowa (3551 Briley Creek) Requested a community craft vendor event in the parking lot. Bill will work with Freddie on the details.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

Ms. Giles presented the balance sheet and income statement through August 31, 2024.

B. Assessment Receipt Schedule

Ms. Giles referenced the assessment receipt schedule on page 56 of the agenda.

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C. Check Register

Ms. Giles presented the check registers for July, August and the ACH for both months for \$134,828.82. Ms. Cormier questioned the dissemination agent service on a GMS invoice. Mr. Haber noted the CDD is required to disseminate an annual report and other information regarding the bonds that gets submitted to a website for bond holders to review. She questioned the window cleaning and pressure washing. The Board directed staff to reduce the Comcast bill, specifically for the TV in the kid’s zone.

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

ELEVENTH ORDER OF BUSINESS

Next Schedule Meeting: December 10, 2024 @ 6:00 p.m. at the Rolling Hills Amenity Center

Ms. Giles stated the next meeting is scheduled for December 10, 2024 at 6:00 p.m. at this location.

Mr. Church requested to hand off lawn & maintenance to the new Board member and he take over security and technology. Ms. Gibbons agreed with that.

TWELFTH 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