

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, June 10, 2025 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:

Billy Gibbons
Helana Cormier
Susan Gibbons

Vice Chairman
Supervisor
Supervisor

Also present were:

Marilee Giles
Katie Buchanan *by phone*
Freddie Oca
Keith Hadden
Jay Soriano

District Manager
District Counsel
Riverside Management
District Engineer
GMS

The following is a summary of the actions taken at the June 10, 2025 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. Three Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Giles opened the public comment period for agenda items only. Ms. Giles noted there were several audience members in attendance and there were copies of the agenda provided. She added comments are limited to 3 minutes. Ms. Giles clarified that the public comment period is open for all audience members, not just residents and is limited to comments on the agenda. She

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added there is a time during the end of the meeting where other comments on anything are accepted. She stated this is required by Florida statutes Chapter 190.

An audience member asked about the HOA attending the meeting and about contacting the HOA. He asked how to reach them and if they could attend the meeting. He was concerned he could not get a response from the HOA. Ms. Giles noted the HOA could be invited to the meeting as a member of the public, but they would not want the HOA to be on the agenda due to the fact they would charge for the time. Mr. Soriano stated the HOA could be invited. Ms. Giles noted they would not want the HOA on the agenda because the CDD staff is considered professional services paid by the hour, using district funds.

THIRD ORDER OF BUSINESS**Approval of Corrected Minutes of the February 11, 2025 Meeting**

Ms. Giles presented the corrected minutes from the February 11, 2025 Board of Supervisors meeting for approval. She stated a supervisor had asked for even more corrections. Ms. Cormier stated the comments were in reference to the April 8, 2025 meeting.

On MOTION by Ms. Susan Gibbons, seconded by Mr. Billy Gibbons, with all in favor, the Corrected Minutes of the February 11, 2025 Meeting, were approved 3-0.

FOURTH ORDER OF BUSINESS**Approval of the Minutes of the April 8, 2025 Meeting**

Ms. Giles presented the minutes from the April 8, 2025 Board of Supervisors meeting for approval. She asked if there were any comments, corrections, or changes.

Ms. Cormier asked about her corrections. Ms. Giles noted the email was received late on a Friday, and they were not able to make any corrections to the agenda. Ms. Cormier stated the minutes were only received 7 days prior to the meeting, and it was hard trying to go through and read through them. She submitted the request and there were significant comments from our attorney and engineer, and she asked if now was the time for amendments. Ms. Giles stated there is no requirement in the Florida statutes to have the minutes verbatim, only a requirement for a summary. She stated the decision is up to the Board on how detailed they wanted the minutes. She noted she had sent the minutes to everyone. She added the comments were to modify what the engineer and District counsel said. She stated it was open for Board discussion.

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Ms. Cormier stated the engineer had commented about paying \$15 for the conservation land and he was willing to sublet it back to us or give it back to us. She wanted the community to know that was part of the comments and would be a detail to have in there. She added she reviewed the actual verbiage, so that was the recording and my paraphrase. She commented about asking the attorney and comments about the developer wanting to do this without having to utilize the not to exceed of \$5,000. Those 2 details she would greatly appreciate being included in the minutes.

Ms. Buchanan made comments about the attorney's comments. Ms. Cormier wanted to have the audio reviewed and the comments in the minutes. Ms. Giles asked the Board for their input and noted they could replay and have someone listen to the recordings.

Mr. Gibbons stated he had reviewed the minutes and did not feel those comments changed the minutes. Ms. Giles stated they don't. He added he did not think the residents would read them and the comments did not have a lot of value. He noted he was okay with the minutes and would like them posted sooner rather than later.

Ms. Cormier stated she still strongly disagreed, and really wanted those details verified and added. She added if they are irrelevant to other Board members that is fine but if someone wants to go back and read them later, and have them there, at least they are there.

On MOTION by Mr. Billy Gibbons, seconded by Ms. Susan Gibbons, with Mr. Gibbons and Ms. Gibbons in favor, and Ms. Cormier Opposed, the Minutes of the April 8, 2025 Meeting, were approved 2-1.

FIFTH ORDER OF BUSINESS

Discussion of Suspension Letters

Ms. Giles stated the suspension letter is not in the agenda package, but it was emailed to the Board. She asked the public if the resident was in attendance and noted that there was a minor involved. She cautioned not to use the minor's name, but the family name can be mentioned. She noted the suspension letter was dated April 21, 2025 and the minor was already suspended until October 14, 2025. She added staff had witnessed him on property violating that suspension several times. She asked the Board for discussion. She added this family was also involved in the previous incident where the three families had to repay the insurance payment. She noted this was the only family so far that has made the payment. She stated that does not have to weigh on the Board's decision. Ms. Buchanan had no further comments.

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Mr. Gibbons asked for clarification if the suspension was for 6 months just for the minor. Ms. Giles stated this letter reminded him he had a current suspension and let him know this would be a public suspension hearing for the Board to discuss. She added the Board could suspend him further than the October 14th suspension or the Board can take no further action.

Mr. Gibbons stated since he had violated this several times he would suggest adding the 6 months onto the suspension. Ms. Giles clarified the letter was telling them the Board would meet tonight to have a suspension hearing to discuss.

Discussion ensued on sending officers, CCSO going to the resident's home and speaking to the dad, the original act that caused the suspension, violation act, no further incidents occurred, and he had not been seen on property since.

Ms. Cormier asked about allowing more time to see if he respects what CCSO told him and what would be the process if he violates. Ms. Giles stated they had called CCSO before and they talked to the parents. Further comments were made they were not going to do anything, child being well under the age of being here, (since the age requirement is 14 and older), he falls under the parent's responsibility, and clarification on exactly where he is allowed.

Ms. Buchanan added comments about that being the age of parent responsibility, and that was a difficult decision. Ms. Giles clarified he was 10. She noted that technically the parent could be held responsible. Mr. Soriano noted the Board did discuss this. Ms. Cormier noted she felt the parents could be held responsible on this and discussed possible suspension of the parents. Ms. Buchanan stated they could act on that. Ms. Cormier discussed family impact.

The Board discussed how many times he had already violated the rule, a possibility of waiting until October to see if there were any further violations, sending another letter clarifying the action, and other options were discussed. A letter will be sent to the family, and Ms. Giles will coordinate with Ms. Buchanan on the legal wording.

On MOTION by Ms. Cormier, seconded by Ms. Susan Gibbons, with all in favor, Authorizing Staff and District Counsel to Draft a Warning Letter to the Parents of the Suspended Resident, was approved 3-0.
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SIXTH ORDER OF BUSINESS**Ratification of Audit Engagement Letter with
Grau & Associates for Fiscal Year 2024**

Ms. Giles stated the next item is for ratification of the audit letter with Grau & Associates for Fiscal Year 2024. She noted this documents the auditor's scope to conduct this audit.

Ms. Cormier stated she reviewed the letter about the management being responsible for informing the audit company and addressed the work that has happened with Riverside Management and the \$40,000 maintenance items, and operation items. She wanted to know if it was in their best interest to have subcontractors. Mr. Soriano stated they were looking to see if the spending was done appropriately. Ms. Giles added the auditors follow Florida statute requirement when they do audits and respond to internal controls and auditor requirements.

On MOTION by Ms. Susan Gibbons, seconded by Mr. Billy Gibbons, with all in favor, the Audit Engagement Letter with Grau & Associates for Fiscal Year 2024, was ratified.

SEVENTH ORDER OF BUSINESS**Consideration of Proposal from Riverside
Management Services for Fiscal Year 2026
Services**

Ms. Giles stated this proposal is from Riverside Management Services for Fiscal Year 2026. Mr. Soriano reviewed the proposal, the increases, budget requirements, the in-house pool maintenance, janitorial, the 5% increase. He added this came about due to wanting more hours, rules, lifeguards, etc.

Ms. Cormier asked about the contract on the time period, if they would come back to honor their contract, and if this was a renewal or a new year start? Mr. Soriano stated this is not a tie in contract, the Board could look at this month-to-month wording, reasonable cost, cancellation process, changing vendors, fees, and possible increases. It was noted the current agreement states the contract shall automatically renew for additional one year term unless terminated pursuant to the terms, similar to the landscape contract.

Ms. Cormier stated she wants this to go out for bid, not an ongoing renewal. Ms. Giles explained the RFP process, sending notices to vendors, and she recommended approval for budget numbers to be set aside.

Ms. Buchanan commented she could get numbers on the contract and pull numbers to compare. Mr. Soriano explained how to compare numbers with other vendors.

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Mr. Gibbons made comments about the effort and money put into this, and he was happy with Riverside and did not want to go out for bid on other vendors. Ms. Cormier stated she felt like they should have job descriptions and was unsure what the staff was doing. She commented on reading the contract, job descriptions, duty of staff, staff (Laney) wanted more hours, not needing training for skimming a pool, sending texts to Mr. Oca, hiring of employees, doing better with another vendor, fees that were charged, GMS working with Riverside, extra services, if a particular vendor is wanted they will look for others, and comments about the need for licensed jobs.

<p>On MOTION by Ms. Susan Gibbons, seconded by Mr. Billy Gibbons, with Ms. Susan Gibbons, Mr. Billy Gibbons in favor and Ms. Cormier Opposed, the Proposal from Riverside Management Services for Fiscal Year 2026, was approved 2-1.</p>

Ms. Cormier stated she still wanted to make a motion to put this out for bid.

<p>On MOTION by Ms. Cormier to Go Out for Bid for Onsite Services, there being no second the motion failed.</p>

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date for Adoption (August 12, 2025)

Ms. Giles stated this item was for approving the proposed budget for Fiscal Year 2026 and setting a public hearing date for adoption. She recommended August 12, 2025 for the public hearing at 6:00 p.m. at the same location. Ms. Buchanan stated this will allow for adoption of the budget and allow the District to publish the budget and hold a public hearing. Ms. Giles noted a copy of the budget was provided to the audience.

Ms. Giles provided an overview of the budget to include the general funds, capital reserve fund, and debt service fund for bonds. She reviewed the product types, and the assessments for 2026 shows no increase for the residents. She noted very little had been put aside for capital reserve in the past years.

Mr. Gibbons asked the question on field operations and irrigation and streetlights amount with a 100% increase. Mr. Soriano commented on the increase and discussed areas and utilities

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that are not all transferred over to the District. Ms. Giles commented on the narrative section and deeper explanations of the amount, and this amount is based on past utility bills.

Comments were made on the increased cost in landscaping, maintenance hours, actuals as of April, projects completed and planned by District, capital outlay, repairs and maintenance line, moving funds, capital reserve expectations, and the annual target dates and amount of \$970,000 to be fully funded, and expended \$640,000 in capital reserve this year and expenditures. Ms. Giles noted this was a very healthy District. She noted they can begin to fix things and move forward. Mr. Soriano discussed some specific project expenditures for next year like appliances. He noted the study may cover several units.

Mr. Gibbons asked how the \$400,000 capital outlay came to be. Ms. Giles explained trying to get to the recommended year-end balance in the capital reserves and this should be less in the years to come. She noted each year's input helps with the end balance.

On MOTION by Mr. Billy Gibbons, seconded by Ms. Cormier, with all in favor, Resolution 2025-03 Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing for August 12, 2025, was approved 3-0.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan provided an update on the financial overview of the initial bond process, how the money was spent, and improvement projects. She noted there is no action needed on this item. She discussed the offering memorandum packets process, construction account fund process, the developer didn't pay, and the District could pay, and bond expenditures. She will mail this out to the Board.

Ms. Buchanan provided a follow-up on the conversation and direction given to her to try and review the entitlement associated with this property. She reviewed the records and talked to the developer and discussed if they would be able to convey the easement land to the District. There is a cost to acquiring the property, enhancement of property that would have to create rules and have policies and monitoring to maintain at the same quality. She added there are pieces of land that are not being conveyed. She added the District does not have the oversight on the development regarding what other lands would be used for and ensure there are no legal issues

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with not taking the land, and the CDD never made a commitment or signed anything to accept this land.

Mr. Gibbons commented on the \$300,000 bridge that would have to be replaced.

Discussion ensued with Ms. Cormier stating she had not received it earlier for Board review. Ms. Cormier stated these conservation lands are supposed to be part of our budget and there is verbiage that states it is supposed to be conservation for our community and stated that research indicates that Clay County is currently reviewing how it will respond if the CDD chose not to take the conservation easement land. She noted research indicates for the intended land to be developed there are 200 acres that will remain in its natural state and provide lots of recreation space and open space. This acreage will be conveyed to the CDD. It was noted they would not be able to be put in things such as bike trails. Ms. Cormier noted she had asked for clarification for that and some of the documents on Phase 1 from the original developer dictated in the conveyance of the land. This one dictates the bridge, and the conservation company that bought it and the original plans were supposed to look like some other communities, this land is here for the community and to bring in joy for the residents here, and she stated it does not sit well with her for it to be put into the Hadden family trust. She noted this would be a disservice to the community for the Board to even think that was appropriate. She noted she has reached out to the county and asked for guidance and still does not know what they will say.

Ms. Giles and Ms. Buchanan stated if the Board agrees and the Board wants to accept the conservation areas that the owner is offering, Ms. Buchanan stated she did not see that the county needed to oversee. If the Board wants to do something consistent, it should be easy. She wants the Board to understand the cost associated with it to monitor and maintain the area. Ms. Giles stated this is standard and there is nothing unusual if the Board wants to accept these conservation areas from the owner. The onsite staff is very familiar with the St. John's Water Management restrictions and they are very involved in the community, they know when dirt bikes arrive and they are not supposed to be. Ms. Giles noted that CCSO are often chasing people out of the existing conservation area. There is nothing unusual about the CDD accepting this.

Ms. Buchanan and Ms. Giles noted if the Board is divided, there needs to be a discussion if the Board doesn't want to accept the conservation area. Ms. Giles stated the Board needed to have discussion on their decision. She added Ms. Cormier has stated she wants the land as it was originally designated in the design from 2004.

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Mr. Gibbons stated he did not think they should make a vote tonight without the two other Board members. He added he could care less about the conservation easements and doesn't believe they will be utilized anyway. He stated he believes the bridge is going to be a continued costs for the District.

Ms. Giles stated it could be sold it is still within the boundaries with rules placed on it with limitations. She asked Ms. Buchanan why they did not want to convey the uplands and was there a reason. Mr. Gibbons noted there is dollar value associate with the uplands and very little dollar associated with the wetlands.

Discussion ensued regarding tracts being conveyed one at a time, they were told it was all of conservation land or nothing, problems with building, huge concerns of liability, animals in the area, no benefit to the District, neglected maintenance, and other concerns noted by Mr. Soriano.

Ms. Giles stated Mr. Gibbons did not want to make decision without the other Board members and asked Ms. Buchanan for guidance on how to prepare for the next meeting in August to try and move forward. Ms. Buchanan noted there were repercussions for the District, the costs for repairs, and she noted that they need an actual number for the bridge repair, the county may want to move forward before August, and the Board would need a special meeting for a decision. Mr. Soriano can get a quote on bridge repair.

Mr. Gibbons asked the engineer if this was the same deal they were proposing to him with only the wetlands and not the uplands. It was asked about the county repairing the sidewalks, if accepted could they shut the bridge for the county to create a sidewalk. Mr. Hadden made comments on the process on the land, the lack of transfer to the county, the county saying it is not their responsibility, equipment for repair, paths on the land, and other options for the bridge. Mr. Soriano made comments regarding repairs on the bridge, closing the bridge, walkway for the schools, and county responsibility.

Ms. Cormier commented on grants that could be used for safe walking paths, the issue with students' only way to school, timeframes, challenges of the bridge, talking points for not conveying, and the urgency of the developer wanting to do something by the end of the year.

Ms. Cormier asked about the uplands they plan to keep, they didn't do an amenity center, and conveying that land for other possible plans. Ms. Buchanan noted they could ask but she knew the answer would be they would not. Ms. Cormier requested she ask. She had concerns with what

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the developer didn't do and what they didn't get. Ms. Buchanan made comments on concerns of the area. It was discussed it could be used for storage.

B. Engineer

Mr. Hadden stated he had no further comments.

C. Manager

1. Report on the Number of Registered Voters (934)

Ms. Giles stated the number of registered voters in the District as of April 15, 2025 was 934 and added last year the number was of 775 and reflects an increase. She added this is required by Florida statutes 190.

2. Annual Form 1 Filing & Annual Ethics Training

Ms. Giles reminded the Board of the filing of Form 1 that is due by July 1st. She noted two Board members have not filed. She reminded them of the ethics training due by December 31st. She noted there were no Board members that had completed this requirement. She added there are new opportunities for training and will send the links to all members.

D. Operations/Amenity Manager

1. Report

2. Monthly Quality Inspection Report

Mr. Soriano made comments on his absence from last meeting. He provided updates on the roof work, email shared with members, vendors came in and gave plans, public adjuster was involved, he felt the public adjuster report laid acquisitions on the District. Another vendor reviewed the work and have started the work, other comments about the adjusters, and the insurance carrier. He will do the claim and stay with the roofing company they choose.

Ms. Cormier asked if they had to use the adjuster, insurance company must pay the adjuster, and involvement. Ms. Soriano replied they do not have too. Other comments from the Board were that they did not search out that adjuster, there are roof issues and missing shingles, should be covered, not wanting a contract, or pay the adjuster which they agreed to during the meeting, roofing company aware of claim and not intending on paying the adjuster. Mr. Soriano stated he corrected the two lines in the contract and does not want to pay them.

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Mr. Gibbons asked if their insurance carries became aware of this because of the roofing company and the public adjuster, the clarification was made that they took it as we went right to the public adjuster and hired our own. Mr. Soriano stated he told them that was not how it worked out. He added they will use the roofing company they choose and will not pay anyone.

Mr. Soriano added the claim for the flooring in the fitness center did take about 4 months. This claim should be about the same amount of time.

Mr. Soriano noted the next item is for proposal for Blue Solutions repair of the pump. He explained the specifics and discussed changing to a traditional pool pump. His concerns were the placement of the pumps, the possibility of moving electrical wiring, and the need to create a pool house to hide and protect the motor.

Mr. Soriano noted the landscaping is separate and provided updates on proposals from Tree Amigos and they could not meet the not to exceed amount of \$9,000. He added other comments on quotes, number of plants, and noted that they agreed to come back with another quote.

Discussion on the installation, maintaining, coverage, plants, and problems with two different vendors. Mr. Soriano noted staff direction was under the not to exceed amount and there is not a motion needed. The Board wanted to solve the issue.

Mr. Soriano updated the Board on the fencing and proposals. He noted the numbers to change the two gates, the specifics of the gates, estimate to change out and use the same materials was \$4,800 for each gate. He asked for an increase of \$10,000. He added labor is not included from \$30,000 or more. Total estimate would be \$85,000 for enclosing the community. It was clarified that chain link will be placed to 8ft iron, using old materials was discussed, and new fencing link by the pool to match other parts of the gate, and the tennis court chain link section was discussed.

Comments were voiced on the cost at around \$90,000. Mr. Soriano needed approval for fencing if the Board desires, the estimate is good for now, but not sure on what it will be in the future, this would be out of capital reserves as the big project, and the reference to the budget and capital balance at \$669,000.

Other comments were made on other projects, budget status, proposals for playground, shade structure, furniture, other projects. Comment was made on the security issues with short fence. Mr. Gibbons asked for labor quotes at the next meeting. Ms. Cormier asked if they could approve the design and not the costs. Other quotes were needed.

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Ms. Cormier noted a concern from parents about the jungle gym and lack of fencing, water area and safety concerns, and using the old fencing to replace the shrubs. The Board asked for more fencing options and discussed number of gates, locations, and options for fencing areas and the need for quotes.

Mr. Soriano discussed budget, expectations, emergency replacements, and looking at other projects. He mentioned areas for various projects, sodding, maintenance, benches, bike racks, parks, dog parks, creation of walkway or track, developer money deposits, and other issues. Comments were made on the issue with the dog park and playground being too close together. Concerns were noted on the 4-foot fencing being the minimum for the dog park.

Ms. Cormier commented on parks, dog parks, playground structures, costs, state regulations, safety of the community, addressing the requirements, proper protocol, and sidewalk costs. Ms. Cormier asked for pictures of projects from other communities that cost \$90,000.

Ms. Giles asked what the Board wanted to prioritize and they could bring back renderings and proposals. The Board asked for the first priority for the park area, and Paddle Creek area be the second priority. Mr. Gibbons stated he would like each park to have a dedicated purpose, orientation for kids under 5, viewing area, benches, and other areas desired for dedicated purposes. Ms. Giles wanted guidance from Board for staff on bringing back proposals and they decided to have Mr. Gibbons work with staff on this.

Mr. Soriano commented on the LGI lot, warranty, conveyance with issues, inspections, Mr. Soriano's recommendations, how many structures are needed, Florida statutes, county recommendations, and qualification of this land.

Ms. Cormier is working diligently with the county on the issues such as Florida statutes for sex offenders, the county requirements are needed for this piece of land to be dedicated as a park, and LGI contributions and designs.

Mr. Oca commented on the Easter event and numbers of participants, upcoming Halloween and Christmas events, the bridge issues, light issue, pool deck, break-ins, attendance at pool, gate monitor, and officers for weekends.

TENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Gibbons commented on zero entry splashpad re-coat quote from Blue Solutions, electrical company for pool lights, walk-through for landscape lighting, secondary Board on slide,

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complaints on gym equipment needs updates, insurance policy on equipment, liability issues, free weights, resistance table, swim clock needed on pool deck, bathrooms painted, bathroom lighting, and a replacement of the nylon lane rope replacement with a sturdier option.

Ms. Cormier stated she spoke with Freddie and an email was sent, lifeguards concern with two islands, request for installation of water depth markers on the pool islands. Discussion ensued on plans for the pool, rule for free form pools, building department issue, place sign for depths, requests for completion in the proper way, looking for explanations and answers, cannot change depth markers due to health department permit, process to update permit, opening door to other issues, request for markers, and concern for safety issues.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Ms. Giles asked for audience comments.

Resident commented on responsibility of roads, recommend reaching out to county, main-line breaks, and it is not a CDD issue. Other discussion was held on the FDOT regulations, street signs in need or repair, reflective tape option, decorative light poles and signs need attention, cost issues, county responsibility, and a request for replacement of poles.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

Ms. Giles presented the balance sheet and income statement for April 20, 2025.

B. Assessment Receipt Schedule

Ms. Giles referenced the assessment receipt reflecting 98% collected.

C. Check Register

Ms. Giles presented the check register for \$126, 197.18 for March and April. She stated there were no unusual variances.

On MOTION by Ms. Susan Gibbons, seconded by Mr. Billy Gibbons, with all in favor, the Check Register, was approved 3-0

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THIRTEENTH ORDER OF BUSINESS

**Next Schedule Meeting: August 12, 2025 @
6:00 p.m. at the Rolling Hills Amenity Center**

Ms. Giles stated the next meeting is scheduled for August 12, 2025 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. Susan Gibbons, seconded by Ms. Cormier, with all in favor, the meeting adjourned.

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Tom Z...

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Chairman/Vice Chairman