

**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 14, 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:

David Church <i>by phone</i>	Chairman
Billy Gibbons	Vice Chairman
Helana Cormier <i>by phone</i>	Assistant Secretary
David Bauer	Assistant Secretary
Susan Gibbons	Assistant Secretary

Also present were:

Marilee Giles	District Manager, GMS
Katie Buchanan <i>by phone</i>	District Counsel, Kutak Rock
Freddie Oca	Riverside Management
Keith Hadden	District Engineer
Jay Soriano	GMS
Ruppert Representative	
United Land Representative	
Brightview Representative	

The following is a summary of the discussions and actions taken at the October 14, 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 Supervisors were present constituting a quorum. Mr. Church and Ms. Cormier joined by phone and later joined the meeting onsite by 6:30 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Giles opened the public comment period for agenda items only.

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THIRD ORDER OF BUSINESS**Approval of Minutes of the August 12, 2025 Meeting**

Ms. Giles presented the minutes from the August 12, 2025 Board of Supervisors meeting for approval. Unless there are any comments or corrections, she just looks for a motion to approve.

On MOTION by Ms. Gibbons, seconded by Mr. Bauer with all in favor, the Minutes of the August 12, 2025 Meeting, were approved as amended 5-0.

FOURTH ORDER OF BUSINESS**Consideration of Proposals****A. Fence Install Around Amenity Center**

Mr. Soriano stated he did not have proposals to present for fence install. He has reached out to a couple more companies to come in. He asked for a change the last time to split out the labor but also asked for a couple of options. The Board tabled the amenity fence proposal item and staff will obtain additional written proposals specifically from Big Branch.

B. Dog Park

No action was taken on this item. Staff was directed to obtain additional proposals.

C. Sandridge Road Bridge Repair

The Board discussed the Sandridge Bridge repairs from Legacy Dock & Marine proposal for \$55K. The basic foundation of the bridge is good but the sides and handrails need to be replaced. They need to make sure the repair material meets county standards.

D. Landscape Maintenance and Irrigation Services (*under separate cover*)

The Board approved the ranking of landscape and irrigation proposals with Brightview #1 with 92 points, United Land Services #2 with 91 points, and Ruppert #3 with 67 points. Staff was directed to prepare an agreement with Brightview and a termination letter to Ruppert.

On MOTION by Mr. Gibbons seconded by Ms. Cormier, with all in favor, Ranking Brightview #1 for Landscape Maintenance and Irrigation Services, was approved 5-0.

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On MOTION by Mr. Gibbons seconded by Mr. Church, with all in favor, to Terminate Contract with Ruppert, was approved 5-0.

FIFTH ORDER OF BUSINESS**Ratification of****A. Audit Engagement Letter from Grau and Associates**

Ms. Giles stated this document confirms the auditor's acceptance of the appointment, the objective and scope of the audit, and the extent of the auditors' responsibilities to the client.

On MOTION by Ms. Cormier, seconded by Mr. Church with all in favor, the Audit Engagement Letter from Grau and Associates, was ratified 5-0.

B. Swim Team Agreement

Mr. Soriano stated the price point can be set and they can do a waiver depending on if fees change. Ms. Giles recommended when the swim team comes before the Board next season, the Board's response can be to cover the cost of the attorney fees and staff fees, they would like \$1,000 instead of \$800. A correction will be made to this agreement. Ms. Cormier expressed concerns about ensuring that the CDD does not approve anything that reduces the rights of the CDD or its residents.

On MOTION by Ms. Cormier, seconded by Mr. Church with all in favor, the Clay HS Swim Team Agreement; obtain the corrected agreement that reflects \$800 for usage, was ratified in substantial form 5-0.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2026-01; Setting a Public Hearing to Adopt Rules Relating to Parking and Parking Enforcement**

Ms. Giles recommended December 9th for the hearing date with some of the rule changes of how many days to post the notification that has changed. Exhibit A is the parking and towing policy and it includes the entire District now. Mr. Soriano stated if they park on common ground, they can be towed during the day. Vehicles may not be parked at the Amenity Center overnight without an approved parking pass.

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On MOTION by Ms. Gibbons, seconded by Mr. Gibbons, with all in favor, Resolution 2026-01 Setting a Public Hearing to Adopt Rules Relating to Parking and Parking Enforcement to December 9, 2025, Directed Staff to Adjust the Map on Exhibit A, was approved 5-0.

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

Ms. Buchanan and the Board discussed the special warranty deed and bill of sale and had no objection to accepting the 212 acres and the bridge. The Board approved the release of the joinder, consent and release of easement documents. Ms. Cormier expressed concerns about ensuring that the CDD does not approve anything that reduces the rights of CDD or its residents. Mr. Church noted once the CDD owns the four upland parcels and the wetlands you will then be allowed to tell your residents to walk through it.

Ms. Buchanan asked for confirmation that the Board is comfortable with the construction easement which releases the District's right to construct improvements on the developer's property in the four small upland parcels and the joinder in which the District agrees it will not levy special assessments on this property which is not funded with the Districts special assessments.

On MOTION by Mr. Bauer, seconded by Ms. Gibbons, with Mr. Gibbons, Mr. Bauer, Ms. Gibbons, and Mr. Church in favor and Ms. Cormier opposed, the Release of the Joinder, Consent & Release Easement, was approved 4-1.

B. Engineer

Mr. Hadden stated that he has been working with Joe Schofield on the dead trees in the Adams section. Most of the trees in the LGI section are dead. Mr. Hadden stated the control structure will be fixed where the leak is. He doesn't have a timeline.

C. Manager – Review of Fiscal Year 2025 Annual Goals and Objectives

Ms. Giles stated each of these goals and objectives have been met with the standard identified in the annual reporting form.

On MOTION by Mr. Church, seconded by Mr. Gibbons, with all in favor, the Fiscal Year 2025 Annual Goals and Objectives, were approved 5-0.

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D. Operations/Amenity Manager**1. Report****2. Monthly Quality Inspection Report**

Mr. Soriano reviewed the Operations Manager report. Blue Solutions will move forward with the pool work in the off season. He will send the proposal to Karen to get an agreement. Mr. Gibbons spoke about obtaining proposals to repair the pool slide and staircase. Mr. Soriano will bring some numbers to the next meeting.

EIGHTH ORDER OF BUSINESS**Supervisors Requests**

Ms. Cormier thanked them for inspecting the pond. She asked what is going on with the dead trees in the LGI section. Mr. Soriano stated that property was left to the District in bad condition. There is no control for irrigation. He will ask to get anything else done before spending money on sod and trees. She noted a cone covering a hole where a tree was pulled out that has been there since January. She called Clay Electric about a leaning light pole needing to be removed. A new light pole is being installed. Requested to have the front monument sign pressure washed. She asked about the status of the second-floor staircase. Jay is still dealing with the contractor and permitting work. She had a complaint from county commissioner Kristen Burke letting her know a resident claimed that the Board doesn't listen and there is only time for discussion at the end. Ms. Giles noted audience comments is on the agenda twice. She will talk with Commissioner Burke.

Mr. Gibbons stated he was contacted by Jimmy about the tennis/pickleball program. Jimmy requested an agreement for pickleball. He brought up a potential idea of doing something with the courts. His pickleball club wants to self-fund making those pickleball courts permanent. Jay will talk with Jimmy about an agreement and bring it to the next meeting to get approved.

Mr. Bauer commented in the North section where the trees are growing, the sidewalks are getting jacked up. Jay stated the sidewalk is county owned and maintained so he would call public works.

NINTH ORDER OF BUSINESS**Audience Comments**

Ms. Giles asked for any audience comments. Hearing no comments, the next item followed.

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TENTH ORDER OF BUSINESS**Financial Reports****A. Balance Sheet & Income Statement**

Ms. Giles presented the balance sheet and income statement for the period ending August 31, 2025.

B. Assessment Receipt Schedule

Ms. Giles referenced the assessment receipt schedule reflecting the District is 100% collected through this period.

C. Check Register

Ms. Giles presented the check register for \$78,424.26. There are no unusual variances. Unless there are any comments or questions, she looks for a motion to approve.

On MOTION by Ms. Gibbons, seconded by Mr. Church, with all in favor, the Check Register, was approved 5-0.

ELEVENTH ORDER OF BUSINESS**Next Schedule Meeting: December 9, 2025 at the Rolling Hills Amenity Center**

Ms. Giles stated the next meeting is scheduled for December 9, 2025 at 6:00 p.m. at this location.

TWELFTH 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.

Signed by:



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Secretary/Assistant Secretary

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Chairman/Vice Chairman