

**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 on Tuesday, December 9, 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	Chairman
Billy Gibbons	Vice Chairman (<i>resigned during meeting</i>)
Helana Cormier	Assistant Secretary
David Bauer	Assistant Secretary
Susan Gibbons	Assistant Secretary
Kevin Craig	Appointed as 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 December 9, 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 the roll. Five Supervisors were present constituting a quorum.

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 October 14, 2025,
Meeting**

Ms. Giles presented the minutes from the October 14, 2025, Board of Supervisors meeting for approval. Unless there are any comments or corrections, she just looks for a motion to approve. Ms. Cormier stated she was very disappointed with how vague the prior meeting minutes were and said they did not adequately reflect on the discussions that took place. She questioned whether the minutes were prepared differently or with AI and emphasized that residents who rely on minutes rather than audio recordings would not have the full context. Ms. Cormier pointed out several specific issues, including a lack of clarity about joining the meeting by phone and later arriving in person, vague summaries of the bridge and swim team discussions, and unclear wording about overnight towing at the amenity center. Ms. Cormier also objected to language implying documents had been signed when they had not personally signed anything.

Ms. Cormier raised concerns about agenda item seven, stating that documents were executed without the required verbiage from a prior motion, particularly language intended to ensure the District was not giving up resident access to property, trails, or upland areas. She reiterated that they would not have supported the earlier motion without those protections and requested audio records from prior meetings to verify the discussion. Ms. Buchanan explained that the documents only terminated an old construction easement and confirmed that conservation easements would be conveyed to the District and would not eliminate resident access. She clarified that no additional rights were being released and offered to provide comparable county documents for reassurance. It was noted that minutes are meant to be a general summary, not verbatim, and that detailed information is available through the meeting recordings. It was agreed that while some concerns were preference-based, a few clarifications were valid. The Board agreed to make limited revisions to improve clarity, including the timing of attendance and one unclear section.

On MOTION by Mr. Bauer, seconded by Mr. Church, with all in favor, the Minutes of the October 14, 2025, Meeting, were approved as amended 5-0.
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FOURTH ORDER OF BUSINESS**Consideration of Proposals****A. Fence Install Around Amenity Center**

Mr. Soriano stated that the fencing project, which had been discussed for several months, moved forward after the Big Branch Fence representative finally walked the site with staff. The plan was to remove the smaller existing fence and replace it with an 8-foot ornamental iron fence around the amenity center. At the tennis courts, chain-link fencing would be used everywhere except the two sidewalk gates, which would be upgraded to decorative aluminum gates. The existing fencing would be carefully removed and reused at the playground rather than scrapped. Mr. Soriano stated that any leftover fencing could potentially be used later for a dog park area behind the volleyball court, though the size and cost for that portion were still undecided. Big Branch Fence provided a verbal labor quote of \$18,400 for the tennis courts and pool area and \$2,365 for the playground, for a total of \$20,765. This was slightly higher than a previous quote but considered reasonable given the scope of work and the need to preserve fencing for reuse. The District planned to purchase the fencing materials directly, and the cost had already been budgeted.

Discussion ensued regarding playground security. The proposal included enclosing the playground area with two gates to allow access without passing through the pool area, thereby improving overall safety for children. Ms. Cormier asked where the dog park was located. She stated that she didn't think the location had been decided yet, but based on the side notes, it had been. Ms. Cornier clarified that she never said the Board decided on the estimate. The initial discussion focused on the large square plot on the first cul-de-sac, which the Board generally liked for its size and location. They discussed other possible locations, but it was only a discussion. She said she did not feel there was a clear majority decision to move forward or to mark locations, so she did not push the vendor for numbers. She also confirmed that no vote or final decision had been made and asked for more information about the location. Mr. Church asked which direction the Board was being asked to take that evening. Mr. Soriano stated that they were trying to keep the Board updated and explained that multiple vendors had reviewed the fencing project over the past several years. He noted that some vendors had stopped providing estimates because there had been no clear direction from the District on whether it intended to move forward. Mr. Soriano explained that vendors were currently about a month and a half behind due to workload and the holiday season, which was not considered unusual. He emphasized that if the project moved forward, it should be completed before peak season to avoid removing the pool fence when the pool was heavily used. Safety concerns were raised regarding open access and the area becoming

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an attractive nuisance if the fencing were removed. Mr. Soriano discussed cost estimates, noting that the original estimate was approximately \$80,000, but costs may have risen due to inflation and higher aluminum prices. He requested flexibility within a not-to-exceed amount, noting the District would purchase materials directly with no contractor markup. The cost breakdown included approximately \$65,000 for materials and approximately \$20,765 for labor, covering fencing work at the pool, tennis courts, and playground. Mr. Soriano confirmed that capital funds had already been allocated for fencing projects, with approximately \$100,000 previously earmarked.

A motion was made to approve a not-to-exceed amount of approximately \$87,000. The motion was seconded. During the discussion, Mr. Soriano confirmed that the project was included in Fiscal Year 2026 capital reserve planning, though not listed as a standalone line item. He stated that overall capital expenditures had been reviewed during budget development and no major unplanned capital expenses were anticipated for the fiscal year. The Board agreed that the fence should separate the playground from the pool for safety, keep the existing hedges if possible, and address the dog park fencing later, after seeing how much material remained. They also discussed the Sandridge wooden bridge. Signs had been posted due to liability and loose boards, not because the structure underneath had fully failed. Ownership and conveyance were still being sorted out, and there was uncertainty about what standard the county would require before accepting it.

On MOTION by Mr. Bauer, seconded by Mr. Church, with all in favor, A Not to Exceed Amount of \$87,000 for Purchase of Fence Material and Fence Install Around the Amenity Center, was approved 5-0.

B. Slide Repair

Mr. Soriano brought up corrosion on the pool slide tower steps. He noted it wasn't structurally critical yet but was getting worse and was concerning residents. They reviewed prior example costs for refurbishing versus full replacement and said replacement would be much more expensive. No action was taken, and they planned to bring back updated quotes and options at the next meeting.

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FIFTH ORDER OF BUSINESS**Consideration of Agreement for Pickleball Program**

Mr. Soriano recommended that they review the pickleball program agreement and said the version on the agenda was outdated and didn't reflect the latest edits. He explained that the instructor preferred a simple hold-harmless and insurance setup rather than a strict exclusive contract. The Board agreed not to grant exclusive rights to the courts. They said he would remain the primary provider, but the District would retain authority to allow other groups, schools, or special programs to use the courts when needed. They reviewed liability and insurance items and said a certificate of insurance and proper protection were required. It was recommended that he set up an LLC rather than operate under his personal name, though it wasn't mandatory. The Board debated how much the District should be paid. The draft used a 5% share, but several members didn't like a percentage model because it relied on self-reported numbers. The Board discussed switching to a flat monthly or annual fee instead. Mr. Soriano said they would look up his past payments and estimated revenue and bring back options. The Board requested that staff provide a report on how many participants were residents versus non-residents to ensure the program primarily benefited the community. They agreed to revise the agreement and bring it back to a future meeting.

SIXTH ORDER OF BUSINESS**Ratification of Landscape Maintenance and Irrigation Services Agreement with Brightview**

Ms. Giles reviewed the landscape maintenance and irrigation service agreement with Brightview. The agreement and scope had already been signed, and work had already started, and Ms. Giles noted that they were seeking a motion to ratify the agreement at this time. Mr. Soriano stated that Brightview was working closely with Mr. Oca and was getting up to speed on the property. It was reported that the new front irrigation controller had a problem: it wasn't wired correctly and had been running manually instead of automatically. Brightview submitted a proposal for up to \$3,000 to investigate and test the wiring. That was approved so they could document everything and, if needed, pursue reimbursement from the prior contractor if the installation was found to be faulty. The Board discussed the delayed sod work and noted that irrigation needed to be working properly before pallets of sod were installed. The District was holding the remaining funds until that work was completed. There was also a question about the

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irrigation in the LGI park area. It was confirmed that water was present, but the proper controller equipment was missing. Mr. Soriano said that equipment should likely come from the developer or LGI, not the District, and follow-up was planned.

On MOTION by Mr. Gibbons, seconded by Mr. Church, with all in favor, the Landscape Maintenance and Irrigation Services Agreement with Brightview, was ratified 5-0.

SEVENTH ORDER OF BUSINESS

Public Hearing Adopting Rules Related to Parking and Parking Enforcement, Resolution 2026-02

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

On MOTION by Mr. Bauer, seconded by Ms. Comier, with all in favor, Opening the Public Hearing, was approved 5-0.

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

On MOTION by Ms. Comier, seconded by Mr. Church, with all in favor, Closing the Public Hearing, was approved 5-0.

Ms. Giles reviewed Resolution 2026-02 adopting rules related to parking and parking enforcement. The Board requested that staff send an e-blast to notify the community about the parking rules.

On MOTION by Mr. Church, seconded by Mr. Bauer, with all in favor, Adopting Rules Related to Parking and Parking Enforcement Resolution 2026-02, was approved 5-0.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan explained that a landowner had not completed new title work for conveyance and was leaving it to the District to decide whether to conduct title due diligence. She noted that a special warranty deed covered only title issues that occurred during the seller’s ownership, not those from prior owners. Board members asked why title work wouldn’t be done

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and discussed the risks of taking property without a title search, including possible liens or improper prior transfers.

Ms. Buchanan stated that the District could order a full title search or a more limited owner's report at a lower cost, and that her firm could review any exceptions found. There was discussion about how title insurance works, how costs are tied to value, and how multiple prior ownership entities could create complications. Several Supervisors said it was safer to do a full title search even though no money was changing hands. Ms. Buchanan offered to coordinate with the title company that handled earlier transactions to try to keep costs down.

On MOTION by Mr. Bauer, seconded by Ms. Cormier, with all in favor, the Title Search, was approved 5-0.

B. Engineer

Mr. Hadden stated that he had nothing to present but was happy to answer any questions.

Mr. Hadden stated they asked for an update on the back LGI section and the control structures. Mr. Hadden said Vallencourt had been reinforcing and repairing the control structures and was holding off on final sign-off from the engineer until they confirmed everything was stable. It was confirmed that the as-built plans had been turned over as requested.

The map was reviewed and discussed, with exposed pipes near the pond and culvert area identified. They initially thought the pipes were gas lines because of their color, but after a closer look, they were identified as water and sewer lines. It was explained that gas lines would not be installed above ground like that and that the water and sewer lines had been inspected and approved by the utility during installation. It was also clarified that those pipes were owned by the utility, not the District. The Board talked about rocks that LGI had placed in the back access/trail area. The rocks were put there to prevent vehicles and bikes from entering and possibly to help with erosion near nearby yards. It was noted that once the property was turned over, the Board could decide whether to leave the rocks or remove them. Mr. Hadden offered to provide contact at LGI so the Board could request changes.

C. Manager

Ms. Giles reminded the Supervisors to complete four hours of ethics training by the end of the year, and only two members had done it so far.

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

Mr. Soriano reviewed the Operations Manager report. Mr. Soriano said his report included a few updates beyond what he had already covered. He reported that PAX was expected to come out that week to complete the Babbling Brook plantings. The Board had approved a not-to-exceed amount of \$9,000, and he worked with the vendor to revise the plan and bring it under budget by removing a myrtle tree they didn't need. The revised quote was still several thousand dollars less than the earlier Tree Amigos proposal. He noted they would avoid planting during very cold weather and that waiting for warmer temperatures could help plant survival, but the work could move forward if the Board wanted.

Mr. Soriano noted that they finally received a tracking number for the windscreens after months of waiting, and those should arrive soon. He explained the windscreens would make the tennis and pickleball area look more finished and professional. Mr. Soriano reminded everyone about the upcoming community Christmas vendor village event the following Friday from 5–8:00 p.m., with bounce houses, an arcade truck, and food vendors.

NINTH ORDER OF BUSINESS**Supervisors' Requests**

Mr. Bauer noted that a food truck had been parked in the fire lane. Mr. Soriano said it was likely a one-time issue due to staff not being present, and it would be addressed going forward. He asked whether the planned dog park would affect insurance, and Ms. Giles said they would provide the carrier with updated rules and signage requirements and did not expect a major premium change. He asked that meeting dates be posted on the marquee earlier and kept visible; Ms. Giles agreed they could update it sooner and keep the next meeting date posted.

Mr. Church requested a roof claim update, and Mr. Soriano said they were still waiting on inspection scheduling, explained the hurricane damage timeline they reported to the insurer, and noted the claim process had slowed due to the public adjuster's involvement.

Ms. Cormier asked when the Board holds its organizational meeting for the Chair and Vice Chair roles. Ms. Giles explained that it happens when seats turn over or as needed and noted that upcoming election seats could trigger changes. Ms. Cormier asked about a dead tree and a hole in the LGI section, and Mr. Soriano said they would not replant until irrigation was working and

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controllable and that replacement would likely fall to the District now. She also raised the issue of a missing sidewalk connection near a park and mailbox cluster. Mr. Soriano and Ms. Buchanan discussed ownership and right-of-way issues and said the county would need to be involved; Mr. Soriano agreed to follow up with the county before any District action.

Mr. Gibbons announced that it was his last meeting, as he was resigning from the Board and moving. He thanked everyone and said the District was now in a strong financial position. He encouraged the Board to consider reducing assessments in the future if finances continue to improve. The Board discussed how to fill the vacancy, discussion ensued about advertising versus immediate appointment of someone to fill the vacancy. Ms. Cormier indicated that it was her preference that the district seek renewed applications to make sure that there were the most opportunities in participation possible. She expressed concerns that there were other interested residents that she knew of and they did not have the opportunity to provide their resume.

On MOTION by Mr. Bauer, seconded by Ms. Cormier, with all in favor, Accepting the Resignation of Supervisor Gibbons, was approved 4-0.

On MOTION by Mr. Bauer, seconded by Ms. Gibbons, with Mr. Bauer, Ms. Gibbons, and Mr. Church in favor and Ms. Cormier opposed, Appointing Kevin Craig to Fill the Board Vacancy, was approved 3-1.

Mr. Craig was sworn in and Ms. Giles administered the oath of office. Ms. Buchanan and Ms. Giles reviewed the Sunshine Law, public records, ethics, and social media cautions with the new Supervisor.

TENTH ORDER OF BUSINESS

Audience Comments

Ms. Giles asked for any audience comments.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

Ms. Giles presented the balance sheet and income for the period ending October 31, 2025, and the county assessment receipt schedule showed they were about 24% collected. Ms. Giles

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reviewed the September and October check registers, which were slightly higher than normal due to the Egis insurance payment, but nothing unusual stood out. Ms. Giles told Mr. Craig they were available to meet with him later to review the financials and discuss how the meetings and agenda items work.

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

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting: February 10, 2026,
at the Rolling Hills Amenity Center**

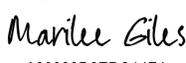
Ms. Giles stated the next meeting is scheduled for February 10, 2026. at 6:00 p.m. at this location.

THIRTEENTH ORDER OF BUSINESS

Adjournment

Ms. Giles moved to adjourn.

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

Signed by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman