

**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, **February 10, 2026**, 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
David Bauer	Appointed as Vice Chairman
Helana Cormier	Assistant Secretary
Susan Gibbons	Assistant Secretary
Kevin Craig	Assistant Secretary

Also present were:

Marilee Giles	District Manager, GMS
Katie Buchanan	District Counsel, Kutak Rock
Freddie Oca	Riverside Management
Keith Hadden	District Engineer
Jay Soriano	GMS
Coach Rix	Middleburg HS Swim Team
Coach Stilianou	Middleburg HS Swim Team

The following is a summary of the discussions and actions taken at the February 10, 2026, 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. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

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

Representatives from Middleburg High School addressed the Board regarding shared use of the community pool for swim practices. Coach Rix and Athletic Director Mr. Stilianou

February 10, 2026

Rolling Hills CDD

explained that Middleburg High School is seeking a closer practice location and proposed splitting pool time with Clay High School. The proposal would maintain similar overall usage hours, with Middleburg practicing from approximately 2:15 p.m. to 3:30 p.m. and Clay from 3:30 p.m. to 5:00 p.m. They noted that Middleburg has nine students residing in the community and suggested that the District could charge both teams rather than increasing Clay’s rate, potentially generating additional revenue to offset pool maintenance, chemicals, and operational costs.

The representatives acknowledged concerns regarding scheduling, swim meets, and resident pool access, particularly during peak usage times. They indicated flexibility regarding practice times, meet scheduling, and lane usage, and expressed willingness to comply with any requirements set by the Board. They emphasized the need for local practice space and their commitment to work cooperatively with the District.

As this discussion occurred during audience comment, the Board noted the matter would be addressed formally under the corresponding agenda item later in the meeting.

THIRD ORDER OF BUSINESS

Approval of Minutes of the December 9, 2025 Meeting

Ms. Giles presented the minutes from the December 9, 2025, Board of Supervisors meeting for approval. Supervisor Cormier expressed appreciation for the increased level of detail in the minutes but requested additional clarification regarding the discussion surrounding the appointment to fill the Board vacancy. Specifically, she noted that the summary did not adequately reflect her position advocating for advertising the vacancy to allow broader resident participation. It was also noted that the vote to appoint Mr. Craig should reflect a 3-1 vote rather than 4-0.

After discussion, the Board agreed to amend the minutes to reflect that Supervisor Cormier indicated her preference to advertise the vacancy to allow more opportunity for resident participation and expressed concern that other interested residents may not have had the opportunity to submit their interest. The vote count for the appointment was also corrected to 3-1.

On MOTION by Mr. Bauer, seconded by Mr. Craig, with all in favor, the Minutes of the December 9, 2025, Meeting, were approved as amended 4-0.

FOURTH ORDER OF BUSINESS

Consideration of Resolutions

A. Resolution 2026-03, Designating Officers

February 10, 2026

Rolling Hills CDD

Ms. Giles presented Resolution 2026-03, Designating Officers, beginning on page 18 of the agenda packet. The resolution proposed adding Supervisor Craig as an officer of the District and confirming the slate of officers, including Mr. Church as Chair, designation of a Vice Chair, and Supervisors Mr. Craig, Ms. Cormier, Ms. Gibbons and Mr. Bauer as Assistant Secretaries. The District Manager serves as Secretary and Treasurer, with designated GMS staff listed as Assistant Secretaries and Assistant Treasurers to ensure continuity and authority to execute documents if needed.

Discussion ensued regarding the Vice Chair position and confirmation of the Chair. Supervisor Cormier expressed willingness to serve as Vice Chair and inquired about Mr. Church's intent to continue serving as Chair. As Mr. Church was not present at the time, the Board agreed to temporarily table this item and revisit the designation of officers later in the meeting.

Mr. Church attended the meeting via phone during the sixth order of business. Once the sixth order of business concluded, the Board returned to the consideration of Resolution 2026-03, Designating Officers.

Ms. Cormier confirmed with Mr. Church that he is remaining in the community, his house is off the market, and he intends to continue serving as Chair. The Board then discussed the need to name a Vice Chair, noting the role is unpaid and primarily helps keep business moving (e.g. signing documents) when the Chair is unavailable. During discussion, Supervisor Cormier asked whether Supervisor Bauer felt he had gained experience since joining the Board; he responded that his experience has increased significantly and he has been surprised by how much he has learned. The Board voted and approved Supervisor Bauer as Vice Chair.

On MOTION by Mr. Bauer, seconded by Mr. Craig, with all in favor, Resolution 2026-03 Designating Mr. Bauer to Vice Chair, was approved 5-0.

B. Resolution 2026-04, Requesting the Clay County Supervisor of Elections to Conduct the District's General Elections

The Board considered Resolution 2026-04, requesting the Clay County Supervisor of Elections to conduct the District's general election pursuant to Chapter 190, Florida Statutes. The District Manager highlighted that three seats are up for election in November 2026: Seat 2 (Ms. Cormier), Seat 4 (Ms. Gibbons), and Seat 5 (Mr. Church). The terms for these seats will be four

February 10, 2026

Rolling Hills CDD

years, with newly elected supervisors assuming office on the second Tuesday following the election.

The qualifying period will occur in June during the designated noon-to-noon week, at which time candidates must formally qualify with the Supervisor of Elections. Candidates may either pay the qualifying fee (approximately \$25) or submit the required number of signed petitions in lieu of the fee.

On MOTION by Ms. Cormier, seconded by Mr. Craig, with all in favor, Resolution 2026-04, Requesting the Clay County Supervisor of Elections to Conduct the District’s General Elections, was approved 4-0.

FIFTH ORDER OF BUSINESS

Appointment of Audit Committee

The Board considered appointment of the Audit Committee. Ms. Giles stated that the District is required to obtain an independent annual audit, and the current agreement with Grau & Associates covered Fiscal Years 2021 through 2025. As part of the normal statutory cycle, the District must now issue a Request for Proposals (RFP) for audit services.

Staff recommended that the Board appoint itself to serve as Audit Committee, as required by statute. The committee’s role is to establish evaluation criteria, review and rank proposals received, and make a recommendation to the Board for selection for an auditing firm. It was noted that CDD audits are specialized and typically only a limited number of firms submit proposals. The selected auditor is generally engaged for a five-year term.

After discussion and clarification regarding the committee’s function, a motion was made and seconded to appoint the Board of Supervisors as the Audit Committee.

On MOTION by Ms. Gibbons, seconded by Mr. Craig, with all in favor, to Appoint the Board of Supervisors as the Audit Committee, was approved 4-0.

February 10, 2026

Rolling Hills CDD

SIXTH ORDER OF BUSINESS**Consideration of Middleburg High School Team's Use of Pool**

Ms. Giles presented agenda item 6 to consider approving Middleburg High School's swim team use of the District pool. Staff confirmed the proposed practice schedule appeared workable and that resident concerns historically have been minimal, with past issues limited to occasional parking or deck capacity concerns during meets. The Board discussed setting reasonable limits on home meets (e.g., avoiding multiple meets per week) and emphasized coordinating schedules between Middleburg and Clay High School so practices and meet dates do not overburden residents' access. The coaches stated they would work with Staff and the Clay coach to coordinate meets, including limiting the number of home meets using away meets as needed, and noted they have previously managed meet logistics successfully (cleanup, trash, bathroom checks, cones, lane line maintenance, and volunteer support at community events).

Board members requested several agreement edits before final execution: (1) adjust language suggesting the swim team's use is a "benefit" to the District to avoid implying CDD fees increased because of swim team use; (2) clarify that any minor children of coaches may only use facilities if they are participating as swim team members during practices/meets (not simply "hanging out" while a coach is working); and (3) ensure the final contract language reflects shared scheduling coordination with Clay rather than locking in rigid practice times, recognizing the District counsel form agreement will be used and tailored as needed. The Board also discussed attorney drafting costs and whether to increase the school use fee to cover those expenses. Ultimately, the Board agreed to set the seasonal fee at \$900 per team (instead of \$800), intending to reasonably offset legal/admin costs across both school agreements. A motion was made and seconded to approve Middleburg High School's pool use, with the revisions and updated fee reflected in the finalized agreement.

On MOTION by Mr. Bauer seconded by Mr. Craig, with all in favor, the Middleburg High School Swim Team Use of Pool, was approved 5-0.

SEVENTH ORDER OF BUSINESS**Consideration of Agreement for Pickleball Program (*under separate cover*)**

The Board discussed formalizing an agreement with Jimmy for his tennis and pickleball program. Staff reported the District currently receives about \$60 per month (5%), though this is

February 10, 2026

Rolling Hills CDD

not formally verified. The program has grown, includes a significant number of non-residents, and generates additional revenue through tournaments.

Staff suggested moving to a flat annual fee structure (similar to the swim team model) and establishing clearer terms in an agreement, including annual fee amount, tournament frequency limits, advance notice and coordination with management, resident court access protections, participant count reporting for tournaments, and insurance and LCC usage requirements.

Board members noted the program operates year-round, the District has invested in court improvements, and resident access must remain protected. Some expressed concern about setting pricing without Jimmy present. The Board directed staff to invite Jimmy to the next meeting and prepare a draft agreement framework for further discussion. No action was taken.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Slide Repair

- A. Blue Solutions**
- B. Slide Guys**
- C. Sliderenu**
- D. Titos**

The Board reviewed multiple proposals for repairs to the pool slide, including work on the stairs (rust/corrosion), interior gel coat (sliding surface), and exterior paint. Staff obtained several quotes: Blue solutions- approx. \$89,950 (not fully itemized), Slide Guys- approx. \$51,000 (fully itemized), Sliderenu- approx. \$55,000, Tito’s- approx. \$11,000 (partial scope only).

Staff advised against piecemealing the work among multiple contractors due to coordination challenges, warranty concerns, and potential disputes over responsibility. Slide Guys was recommended as the lowest responsive, full-scope bidder. Additionally, Slide Guys currently has a crew available in Tampa, allowing for prompt mobilization.

The work includes full stair restoration, interior gel coat replacement (weather-dependent, requiring sustained temperatures above 55 degrees F), and exterior refinishing. The Board confirmed no color changes would be made. Funding is available in capital reserves, and while the slide was not specifically listed for the fiscal year, it is included in the capital plan. A motion was made and seconded to approve Slide Guys for the full scope of work.

On MOTION by Ms. Gibbons, seconded by Mr. Craig, with all in favor, the Proposal from Slide Guys for Slide Repair at \$51,000, was approved 5-0.

February 10, 2026

Rolling Hills CDD

NINTH ORDER OF BUSINESS**Consideration of Mitigation****A. Notice of Termination of Financing Documents****B. Updated Survey – Rolling Hills II****C. Waltham – CDD SWD**

Ms. Buchanan reviewed the developer's request to release certain recorded documents (including the True-Up Agreement) related to prior bond issuances, as the upland parcel is under contract with Pulte Homes.

Ms. Buchanan explained that the True-Up Agreement ensured the District received the full 761 planned units supporting the bonds. Since all 761 units have been platted, the true-up obligation has been satisfied, and the document no longer serves a financial purpose.

The Board discussed the proposed addition of 29 new units (increasing the total to 790), clarifying that the County has authority to approve the additional units, the CDD cannot prevent the approval but can determine whether to accept related infrastructure for maintenance, how these units participate in debt and O&M assessments, and whether they have access to District amenities.

Ms. Buchanan noted that financial participation or capital contributions would need to be negotiated separately and are not part of the True-Up release itself. Additional concerns were raised regarding prior PUD implementation and conservation areas. Ms. Buchanan clarified that PUD enforcement falls under the County's jurisdiction, not the CDD's statutory authority.

Ms. Buchanan explained that the second part, Collateral Assignment was recorded to protect the District in the event of a developer default. It allows the District, if it forecloses on unpaid assessments, to also obtain associated development rights (plans, permits, approvals, contracts, etc..) needed to complete the project.

Since all 761 units have been fully platted and developed, there is no remaining undeveloped land subject to foreclosure under the original bond structure. As a result, the collateral assignment no longer provides practical protection and is largely administrative.

Discussion followed regarding historical lot allocations and conservation areas. Supervisor Cormier requested postponement to allow additional discussion with the County regarding broader PUD concerns. Other Board members asked to proceed with the reviewing the final document before deciding.

Ms. Buchanan explained the third part, the construction easement was originally granted to allow the CDD to access undeveloped land to construct bond-funded infrastructure (clearing,

February 10, 2026

Rolling Hills CDD

grading, roads, utilities, drainage, etc.). Once the property was fully platted and improvements were completed and conveyed, the easement's purpose was fulfilled.

The current request is to release the construction easement over the remaining 29-lot upland parcel, as no CDD-funded construction is planned for that area.

The Board discussion focused on whether releasing the easement would eliminate remaining leverage with the landowner, potential outstanding PUD-related items, whether additional community benefits should be negotiated in connection with the proposed 29-lot development, and clarifying the CDD's limited statutory role versus the County's role enforcing the PUD.

After discussion, the Board consensus was to table consideration of the requested releases to allow additional due diligence, including further discussions with the County regarding PUD compliance, clarification of potential community benefits related to the proposed 29-lot development, and exploration of what, if any, commitments may be appropriate before acting on releases. The item will return at a future meeting.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan had no other business to discuss.

B. Engineer

Mr. Hadden stated he had nothing to report.

C. Manager

Ms. Giles thanked all the Supervisors for completing their required ethics training prior to the December 31 deadline. Ms. Giles stated for 2026, each Supervisor must complete four hours of ethics training between January 1 and December 31, 2026. Reminder emails with training links have already been sent, and additional reminders will follow throughout the year. Additionally Form 1 (Financial Disclosure) must be completed no later than July 1, 2026. Supervisors should ensure completion of both the four-hour ethics requirement and Form 1 filing by the applicable deadlines.

February 10, 2026

Rolling Hills CDD

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

Mr. Soriano reported it's a slower season due to weather, but staff is using the downtime to complete projects. At the courts, windscreens are installed; resurfacing/painting and LED lights are complete. Only remaining request relates to dedicated/permanent nets. Brightview has been addressing irrigation issues across the neighborhood that persisted after Tree Amigos. Babbling Brook landscaping was completed last week, with plantings staged around freezes; contractor will replace plants under warranty unless damage is caused by improper watering/freeze exposure. The fencing project materials are expected to ship from South Florida within a few weeks. Installation should take 1-2 weeks but will not be scheduled during spring break. Current pricing is running ~\$10,000 under the not-to-exceed amount due to lower material costs; staff may apply the savings toward additional fencing/access-system improvements. Existing/shorter fencing should be reusable to enclose the playground area. Regarding pool and amenity work, the zero-entry levels are complete; slide repair was approved earlier, and staff is aiming to finish before spring break. Repair and replacement budget line appears high because many capital-type projects are coded there.

Ms. Cormier asked for a status update on the second exit exterior stairs at the amenity building. Mr. Soriano stated he has not secured a reasonably priced GC; many are quoting ~\$20,000 due to permitting and project size. Mr. Soriano confirmed there is no current violation: fire marshal noted the room's posted capacity is 58, and codes trigger a second exit at 55+, but the District does not allow rentals/occupancy anywhere near that number.

The Board discussed alternatives to avoid an expensive stair build: reduce posted occupancy (e.g., below the threshold) via updated plans/architect review and notify the fire marshal accordingly (Mr. Soriano to explore feasibility and cost). Consider creating a second exit by converting an existing window to a door (Mr. Soriano to investigate). Mr. Craig offered potential trade contacts to help find a more cost-effective solution.

Mr. Soriano also stated that mulch installation is planned for early March; palm trees expected sometime in March. There was also a brief discussion on expanding the G's BBQ food truck presence: currently Tuesdays; Board interest in adding a Friday option if scheduling allows.

February 10, 2026

Rolling Hills CDD

ELEVENTH ORDER OF BUSINESS Supervisors' Requests

Mr. Craig noted that the tennis court gate latches had previously been damaged and asked for confirmation they are functional. Staff will review and address if needed. Ms. Gibbons reported a damaged sign near the Adams section entrance; staff will inspect.

It was noted that the District is currently in an official drought phase. Water Management has indicated Clay County may move into further restrictions soon.

Ms. Cormier requested an update on amenity access cards for eligible minors (14+). Staff confirmed a new card printer has been ordered but is on backorder. Accounts and photos can be set up now. Temporary blank access cards may be issued; with the understanding they must be returned for photo printing once the printer arrives. The app is not currently being provided to minors due to identification concerns.

Discussion noted that most equipment manufacturers require adult supervision or formal training for individuals under 18. The Board may consider this in future policy discussions.

TWELFTH ORDER OF BUSINESS Audience Comments

Ms. Giles asked for any audience comments. No audience comments received.

THIRTEENTH ORDER OF BUSINESS Financial Reports

Ms. Giles presented the financial reports for the period ending December 31, 2025, including the balance sheet and income statement (p. 79), the assessment receipt schedule (p. 98), reflecting 91% collected. The check register totaling \$1,653,011.74 (covering November and December) was noted as higher than typical. Ms. Giles explained this is due to property tax assessments being received from the County and initially deposited into the General Fund, then transferred to the appropriate debt service accounts.

Additionally, a large transfer to the State Board of Administration (SBA) account (p. 103) was discussed. Excess funds are held in the SBA account earning approximately 4.5% interest, with amounts transferred back to the General Fund as needed.

Ms. Gibbons had raised questions prior to the meeting for clarification, which staff addressed. No further concerns were noted.

February 10, 2026

Rolling Hills CDD

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

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting: April 14, 2026 at the Rolling Hills Amenity Center

Ms. Giles stated the next meeting is scheduled for April 14, 2026. at 6:00 p.m. at this location.

FIFTEENTH ORDER OF BUSINESS Adjournment

Ms. Giles moved to adjourn.

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

Signed by:

A38999D0EBC14F4...
Secretary/Assistant Secretary

DocuSigned by:

08669523118D4DD
Chairman/Vice Chairman