

**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, **April 14, 2026**, at 6:03 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
David Bauer <i>by phone</i>	Vice Chairman
Helana Cormier	Assistant Secretary
Susan Gibbons	Assistant Secretary
Kevin Craig <i>joined late</i>	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
Jimmy Haynes	Pickleball Coach
Jason Merritt <i>by phone</i>	GT Law

*The following is a summary of the discussions and actions taken at the April 14, 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. Three Supervisors were present in person constituting a quorum. Mr. Bauer joined the meeting by phone. Mr. Craig joined the meeting in person at 6:10 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments (*Regarding Agenda Items Listed Below*)**

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

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**EIGHTH ORDER OF BUSINESS**

**Discussion of Pickleball Program**

*\*This item was moved up and taken out of order.*

The Board moved the pickleball program discussion up on the agenda and heard from Mr. Jimmy Haynes about the current tennis and pickleball programming at the community courts. Mr. Haynes thanked the Board for the improvements already made to the courts and discussed a proposal to convert two tennis courts into four dedicated pickleball courts through self-funded upgrades. He explained that the current blended court lines limited official tennis tournament use and said dedicated pickleball courts would improve the experience for players and allow for more programming opportunities. The Board discussed formalizing the pickleball program through an agreement that would outline scheduling, tournaments, insurance requirements, resident usage, and coordination with District approval. The Board also discussed program fees and compared the usage to other amenity programs, including the swim team. Mr. Haynes explained that he had already been voluntarily contributing 5% of monthly proceeds to help offset District expenses. After discussion, the Board agreed to move forward with a formal pickleball program agreement with an annual fee of \$1,000, along with provisions for additional charges related to larger tournaments or private events. The Board approved staff preparing the agreement and indicated that discussions regarding dedicated pickleball courts could continue in the future after evaluating the success of the formalized program.

On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, the Pickleball Program and Directing Staff to Prepare an Agreement, was approved 5-0.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Memorandum of Understanding Agreement with Developer**

*\*This item was moved up and taken out of order.*

Ms. Buchanan discussed a comprehensive proposal involving conservation lands, upland parcels, a boardwalk transfer, and the future development of a 29-lot South Pod area. She explained that approximately 211 acres of conservation easement property, along with several upland parcels and the boardwalk, would be conveyed to the District. Questions were raised about specific upland parcels, ownership of certain land areas, and future conservation easement designations.

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Representatives clarified that the identified upland areas were included in the proposed transfers and that some remaining property issues would be addressed separately in the future. The discussion shifted to the South Pod property, where 29 additional homes could potentially be developed. Ms. Buchanan explained that the District's financial consultant, GMS, calculated a contribution of approximately \$164,519 as an equitable debt assessment buy-in for those future lots. The calculation was based on current debt obligations assigned to similar undeveloped properties within the District. Ms. Buchanan noted that the contribution could either be used to reduce debt or placed into reserves for future District needs. Supervisor Cormier expressed concerns that the community had already borne significant costs over the years and questioned whether the proposed contribution adequately compensated the District. Additional concerns were raised about past developer contributions, reserve funding, accepting ownership of the aging boardwalk, and releasing various development-related obligations. Ms. Buchanan clarified that the requested releases were limited to specific bond, construction, and development documents that were no longer needed because the related improvements had been completed.

The Board reviewed an estoppel letter that would acknowledge the contribution as satisfaction of the debt assessment obligation for the future lots, confirm that the District had no current plans to issue additional bonds, and require the future lots to pay annual operations and maintenance assessments going forward. Discussion continued regarding the overall fairness of the proposal and its long-term impact on the community.

On MOTION by Mr. Bauer, seconded by Ms. Gibbons, with Mr. Craig, Ms. Gibbons, Mr. Church, and Mr. Bauer in favor and Ms. Cormier opposed, the Memorandum of Understanding Agreement with Exhibits and Authorizing the Chair to Make Minor Modifications, was approved 4-1.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Minutes of the February 10, 2026 Meeting**

Ms. Giles presented the February 10, 2026, meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

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On MOTION by Mr. Craig, seconded by Ms. Gibbons, with all in favor, the Minutes of the February 10, 2026 Meeting, were approved 5-0.

**SIXTH ORDER OF BUSINESS**

**Consideration of Selection of Audit RFP Criteria to Perform the Audit for Fiscal Year 2026**

Ms. Giles stated the Audit Committee met prior to the meeting and approved the RFP criteria. The Board approved the Audit Committee’s recommendation and authorized staff to move forward with noticing the RFP. After the motion passed, there was some brief confusion about where the evaluation criteria appeared in the agenda packet, Ms. Giles clarified that the committee had only discussed the evaluation criteria earlier in the meeting.

On MOTION by Mr. Church, seconded by Ms. Gibbons, with all in favor, the Selection of Audit RFP Criteria to Perform the Audit for Fiscal Year 2026, was approved 5-0.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreements**

**A. Slide Guys for Slide Repair**

Ms. Giles asked that the Board ratify the agreement with Slide Guys for the amenity slide work after hearing positive feedback that the project was completed quickly and looked great. Board members thanked staff for coordinating the fast turnaround.

On MOTION by Ms. Gibbons, seconded by Mr. Craig, with all in favor, the Slide Guys Agreement for Slide Repair, was ratified 5-0.

**B. Rockin’ P Fencing for Fence Repair**

Ms. Giles asked the Board to ratify the agreement with Rockin’ P Fencing for the new fencing around the amenity center. Mr. Soriano explained they were trying to save and reuse portions of the old fencing for possible future projects, although some sections might not be salvageable. The Board discussed limited storage space and agreed to revisit possible reuse ideas later.

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On MOTION by Ms. Gibbons, seconded by Mr. Craig, with all in favor, the Rockin' P Fencing Agreement for Fence Repair, was ratified 5-0.

**C. Middleburg High School Swim Team for Use of the Amenity Facility**

Ms. Giles stated that the agreements for use of the amenity facility by the Middleburg High School and Clay High School swim teams were tabled because the school board's legal staff had not yet finalized the agreements. She noted that they expected the items to return for ratification at the next meeting.

**D. Clay High School Swim Team for Use of the Amenity Facility**

Ms. Giles stated the Board learned that the agreements for the Middleburg High School and Clay High School swim teams to use the amenity facility were still being finalized by the school board. She noted that the coaches were encouraging the school Board to complete the review process. Since the agreements were not yet available, both items were tabled and would be brought back to a future meeting for ratification.

**SIXTH ORDER OF BUSINESS**

**Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget**

Ms. Giles discussed preparation of the proposed FY2027 budget.

Ms. Cormier asked the other Supervisors to considered increasing meeting frequency to help manage ongoing projects and improve communication. She explained that the District currently budgets for six regular meetings and two workshops each year, but because the District's financial position has improved, the Board could choose to budget for additional meetings if desired. Several supervisors supported having more frequent meetings or workshops, especially during busier parts of the year, to stay updated on projects, receive training on District operations, and improve communication among Board members. Ms. Cormier noted that some educational opportunities could be provided outside formal meetings to reduce costs, while additional meetings would mainly help with operational oversight and project timing.

After discussion, the Board generally agreed to budget for 12 meetings annually while retaining the flexibility to cancel meetings with light agendas. Ms. Giles explained that any unused meeting funds would remain with the District and carry forward into future budgets or reserves.

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The discussion also covered upcoming engineering and stormwater-related expenses that would need to be included in the FY2027 budget. Ms. Giles explained that the District would need to update its required five-year stormwater maintenance report, address pond bank inspection requirements, and account for other recurring engineering reports. Board members requested clearer budget breakdowns for engineering costs so residents could better understand why those line items may increase in future budgets.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

##### **1. Planned Unit Development Project Analysis**

Ms. Buchanan reviewed the results of a detailed comparison between the PUD requirements, engineer's reports, and the infrastructure actually built in the community. She confirmed there were no major concerns with the stormwater system, though staff was still verifying that all pond permits and Water Management District transfer approvals had been properly completed. Also discussed were differences between the original amenity concepts shown in the PUD and what was ultimately constructed, noting that the county had confirmed the changes were acceptable. Much of the discussion focused on transportation improvements, especially the proposed Rolling Hills Boulevard extension. County representatives advised that the full project was estimated at more than \$33 million and was unlikely to move forward because the cost could not be justified for the number of homes it would serve.

Board members and residents expressed frustration that additional development phases had been approved without the roadway connection being completed. The Board discussed the possibility of building only a shorter connector section but acknowledged the county was not interested in funding that option either. The Board talked about the bridge and boardwalk area and the potential liability associated with it. County staff indicated the county would likely refuse to take ownership because of the maintenance and liability exposure. Ms. Buchanan reminded the Board that if the District chose to keep and repair the bridge, it would become responsible for ongoing maintenance and public safety issues. Missing sidewalks within county right-of-way were also discussed, with the county willing to allow installation through permitting but not willing to build them itself.

A resident raised concerns about a dangerous U-turn area on Sandridge Road near a neighboring development, and Board members noted that county roadway improvements were

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already underway there. Ms. Buchanan then reviewed recent legislative changes increasing sovereign immunity claim limits from \$300,000 to \$500,000 per incident. She explained that Districts were already seeing more liability claims and warned that insurance premiums could rise as a result. The Board discussed adding stronger liability waiver language to rental agreements and policies, although she cautioned that waivers and signage do not fully prevent lawsuits. Ms. Buchanan summarized new legislation allowing residents to pursue removal of elected supervisors under certain circumstances, such as neglect of duty or misconduct, and the Board briefly discussed how the new process might work in practice.

## **2. Discussion of Completion Status of Capital Improvement Plan**

Ms. Buchanan stated that the Board was informed that a future resolution would be brought back to officially certify the District's capital improvement plan, confirm the anticipated unit count, and declare all construction complete to satisfy bond and audit requirements. She explained that the resolution was a standard administrative step and did not require county or state approval. Board members discussed the community bridge and questioned why the county appeared willing to use lower-cost solutions on other projects but not for theirs. They explored alternatives such as installing a culvert with a pedestrian crossing and contributing District funds toward a county project. Several supervisors expressed frustration with the cost of replacing the bridge and emphasized its importance as a safe route for residents and children walking to school. Concerns were also raised about liability, county requirements, and the need to work with local officials to find a practical solution.

### **B. Engineer**

Mr. Hadden stated he had nothing to report.

### **C. Manager – 2026 General Elections**

Ms. Giles reminded supervisors that their Form 1 financial disclosures were due by July 1. She noted that the online filing system could import information from the previous year, making the process quick and easy, and said she would continue sending reminders before the deadline.

Ms. Giles noted that the Board received a reminder that the 2026 election qualifying period

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would be held from June 8 through June 12. Seats held by Helana, Susan, and David Church would be up for election, and interested candidates would need to qualify through the Supervisor of Elections Office.

#### **D. Operations/Amenity Manager**

##### **1. Report**

##### **2. Monthly Quality Inspection Report**

Mr. Soriano reported that progress on rebuilding the staircase had been slow because few general contractors were interested in such a small project. Permit requirements were driving up costs, and he continued searching for contractors while working with the county on possible alternatives. Board members offered contractor referrals for him to contact. He updated the Board on the roof insurance claim. After concerns about handling insurance paperwork internally, he turned the process back over to the roofing company and its legal team. The goal remained to secure coverage for the entire roof system, including matching shingles on all structures. He reported that the slide repairs had been completed and that the fencing project was underway, with more work expected over the next few weeks. It was planned to bring back landscaping ideas to improve the appearance of the new fencing. Windscreens at the tennis courts had also been repaired. Mr. Soriano noted that the District still had available capital funds and suggested using them for additional resident-focused projects, including possible playground improvements. He planned to bring recommendations back during the budget discussions.

Mr. Oca said that lighting repairs around the amenity center had been completed and that pool-area valve repairs were in progress. He also shared that the Easter event was a success, attracting about 250 attendees and more than 150 children for the egg hunt. An update was provided on the elevator, explaining that electrical components had failed and an emergency button had been damaged. Repairs were underway by qualified technicians. The Board also discussed windscreen repairs following storm damage. It was explained that windscreens are often temporarily removed during storms to prevent damage to fences and then reinstalled afterward. There was a discussion about the ongoing pool and amenity issues as the busy summer season began. They reported dealing with trespassing and unauthorized guest access but expected that new fencing, improved access controls, and additional staffing would help reduce those problems. It was noted that many of the incidents involved residents allowing non-residents into the facilities.

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The Board thanked Mr. Soriano and Mr. Oca for their updates and continued work on District projects.

**TENTH ORDER OF BUSINESS****Supervisors' Requests**

Concerns were raised about landscaping along the main entrance walkway to the pool, and staff noted that related work was still ongoing. Supervisor Bauer reported an incident involving teenagers at the amenity center, and trespass orders were issued to non-residents. Staff encouraged Board members to report similar situations immediately so security personnel could respond and enforce District rules. Board members thanked staff and legal counsel for their efforts in working with the county to secure the transfer of conservation land to the District.

There was excitement about eventually promoting the community's more than 200 acres of conservation land. Mr. Soriano cautioned against advertising walking trails until they had been inspected, cleared, and deemed safe for public use. Discussion also included the need for wildlife warning signs, trail signage, and restrictions on motorized vehicles. The Board reviewed the status of the conservation land acquisition and agreed that obtaining clear title was the priority. Ms. Buchanan explained that title reviews had not uncovered any issues and recommended against purchasing title insurance because it would provide little practical value for undeveloped conservation land. The Board agreed with that recommendation. A significant portion of the discussion focused on repairing and reopening the pedestrian bridge and trail connection. Board members considered several options, including replacing the wooden deck with composite materials or pursuing alternative designs. They agreed that obtaining updated estimates and providing county officials with detailed information would help support future discussions and approvals. Additional maintenance concerns included deteriorating Woodbridge entrance signs, damaged street-name signs, and aging wooden structures that may need to be replaced with more durable materials. They agreed to investigate replacement options and coordinate with the county where appropriate. The meeting concluded with discussion of potential fitness center improvements. Mr. Craig reported researching equipment options and securing significant discounts through industry contacts. The proposed equipment included safer self-spotting machines and some ADA-accessible options. Mr. Soriano noted that any future upgrades would need to account for insurance requirements, safety concerns, and age restrictions before being brought back to the Board for consideration.

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Mr. Bauer left the meeting at 8:30p.m.

**ELEVENTH ORDER OF BUSINESS                      Audience Comments**

Ms. Giles asked for any audience comments.

A resident raised concerns about cracked sidewalks in the community and asked what the plan was for repairs. Mr. Soriano explained that the sidewalks and roads are owned and maintained by the county, not the CDD, and advised residents to submit maintenance requests through the county's Public Works website. He said that while the District could still be named in a lawsuit if someone was injured, responsibility for the sidewalks rests with the county. The resident also asked about security cameras and surveillance coverage throughout the community. Mr. Soriano explained that they could not discuss specific camera locations or capabilities in a public meeting for security reasons. Mr. Soriano suggested contacting the Sheriff's Office regarding additional surveillance cameras or license plate readers, as law enforcement manages some of those systems. The resident expressed disappointment over the low attendance at the meeting and questioned whether enough residents knew about the meetings. Ms. Giles responded that meeting notices are distributed through multiple channels, including the website, newspaper notices, email communications, and community signage. Mr. Soriano responded to the resident that low attendance is common in many CDDs and HOAs unless there is a controversial issue or assessment increase being discussed. The discussion then turned to meeting frequency. The resident supported moving from meetings every other month to a monthly schedule. Ms. Giles explained that the Board had approved a schedule with meetings planned each month, beginning in the next fiscal year, while retaining the ability to cancel meetings when there is insufficient business. They noted that monthly meetings increase costs because Board members are compensated for their service. The resident asked about upcoming Board elections. Board members explained that three seats would be up for election, with the qualifying period occurring in June and the election taking place in November. The resident thanked the Board and staff for their work and indicated they planned to submit additional comments and suggestions for future consideration.

**TWELFTH ORDER OF BUSINESS                      Financial Reports**

- A. Balance Sheet & Income Statement**
- B. Assessment Receipts Schedule**
- C. Check Register**

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Ms. Giles reviewed the March 31 financial reports and noted that assessment collections were at 97%. She explained that the three-month check register totaled \$314,571.29, which was higher than normal due to slide repairs, fence replacement costs, and transfers of assessment revenues to the debt service funds. No unusual expenses or variances were identified. The Board approved the financial reports and check register after a motion, second, and unanimous vote.

On MOTION by Ms. Cormier, seconded by Ms. Gibbons, with all in favor, the Check Register, was approved 4-0.

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting: June 9, 2026, at the Rolling Hills Amenity Center**

Ms. Giles reminded everyone that the next meeting would be held on June 9, 2026, at 6:00 p.m. at the same location.

**FOURTEENTH 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:  
*Marilee Giles*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Tom...*  
08669523118D4DD...  
Chairman/Vice Chairman