

Rolling Hills

Community Development District

June 9, 2026

AGENDA

Rolling Hills Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.RollingHillsCDD.com

June 2, 2026

Board of Supervisors
Rolling Hills Community Development District

Dear Board Members:

The Audit Committee Meeting of the Board of Supervisors of the Rolling Hills Community Development District Meeting is scheduled for **Tuesday, June 9, 2026 at 6:00 p.m. at the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043.** Immediately following will be the regular business meeting.

Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Proposals Received in Response to the RFP
 - A. Berger, Tooms, Elaim, Gaines, and Frank
 - B. Grau & Associates
 - C. Richie C. Tandoc
 - D. RMcIntosh
- III. Other Business
- IV. Adjournment

Regular Meeting

- I. Roll Call
- II. Audience Comments (*Regarding Agenda Items Listed Below*)
- III. Approval of Minutes of the April 14, 2026 Meeting
- IV. Acceptance of the Minutes of the April 14, 2026, Audit Committee Meeting

- V. Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2026
- VI. Ratification of Agreements (*under separate cover*)
 - A. Pickleball Program
 - B. Middleburg High School Swim Team for Use of the Amenity Facility
 - C. Clay High School Swim Team for Use of the Amenity Facility
- VII. Consideration of Proposal from Riverside Management Services for Fiscal Year 2027
- VIII. Consideration of Resolution 2026-05, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (August 11, 2026)
- IX. Consideration of Resolution 2026-06, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure (August 11, 2026)
- X. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - 1. Report on the Number of Registered Voters (990)
 - 2. Annual Form 1 Filing and Annual Ethic Training
 - D. Operations / Amenity Manager
 - 1. Report
 - 2. Monthly Quality Inspection Report
- XI. Supervisor's Requests
- XII. Audience Comments
- XIII. Financial Reports
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipts Schedule
 - C. Check Register
- XIV. Next Scheduled Meeting: August 11, 2026 at the Rolling Hills Amenity Center

XV. Adjournment

Community Interest:

- A. Amenity Center – *Supervisor Cormier*
- B. Security & Technology – *Supervisor Church*
- C. Finance & Accounting – *Supervisor Bauer*
- D. Landscape & Pond Maintenance – *Supervisor S. Gibbons*
- E. Common Areas – *Supervisor Craig*

SECOND ORDER OF BUSINESS

Rolling Hills Community Development District
Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	
	(e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	(e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	Point Total
Proposer	20	20	20	20	20	100
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						
Richie Tandoc						
RMcIntosh						

THIRD ORDER OF BUSINESS

**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.

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.

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 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. One supervisor 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.
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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.

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.

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. 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 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 would be held from June 8 through June 12. Seats held by Helena, 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. 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. A supervisor 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.

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**

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.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

**MINUTES OF MEETING
ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Rolling Hills Community Development District was held on Tuesday, **April 14, 2026**, at 6:00 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida.

Present for the Audit Committee were:

David Church
David Bauer *by phone*
Helana Cormier
Susan Gibbons

Also present were:

Marilee Giles	District Manager, GMS
Katie Buchanan	District Counsel, Kutak Rock

The following is a summary of the discussions and actions taken at the April 14, 2026, Audit Committee meeting 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.

SECOND ORDER OF BUSINESS

Review and Selection of Audit RFP Criteria

Ms. Giles stated that the Board had reviewed the audit RFP evaluation criteria, which included the required statutory categories such as personnel qualifications, experience, understanding of the scope, ability to provide services, and price. With no questions or discussion, the Board approved the criteria by unanimous vote.

On MOTION by Ms. Gibbons, seconded by Mr. Church, with all in favor, the Selection of Audit RFP Criteria, was approved 4-0.

THIRD ORDER OF BUSINESS

Other Business

Ms. Giles stated that the audit committee had no other business to discuss.

FOURTH ORDER OF BUSINESS Adjournment

Ms. Giles asked for a motion to adjourn the meeting.

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SEVENTH ORDER OF BUSINESS

RIVERSIDE MANAGEMENT SERVICES, INC.

50 Ellis Street, Suite 208, St. Augustine, FL 32095

June 2, 2026

Marilee Giles
Rolling Hills Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Amenity Manager, Operations Manager, Pool Service, Janitorial, Lifeguard/Deck Monitor
Facility Assistant and Facility Maintenance Services

Dear Marilee:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Rolling Hills Community Development District:

<u>Services</u>	<u>Adopted Budget FY 2026</u>	<u>Actual Fee FY 2026</u>	<u>Proposed Fee FY2027</u>
Amenity Manager	\$75,203	\$75,203	\$79,715
Operations Manager	\$27,449	\$27,449	\$29,096
Pool Maintenance	\$21,735	\$21,735	\$23,582
Janitorial Service	\$17,632	\$17,632	\$18,690
Lifeguards & Deck Monitors (1,663 hrs)	\$40,754	\$40,754	\$40,754
Facility Assistant(600 hrs)	\$17,000	\$17,000	\$18,020
Facility Maintenance		\$45/Hour	\$50/Hour

The proposed fees will remain static for Lifeguards/Deck Monitors, but we are asking for a cost-of-living increase for the Amenity Manager, Facility Assistant, Operations Manager, Pool Maintenance and Janitorial Services. The amounts for Lifeguards and Deck Monitors reflect a \$1.50 per hour rate increase to offset the impact of the mandated minimum wage increase of \$1.00 plus taxes, insurance and cost-of-living increase. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in cost to operate. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

Alison Mossing

Alison Mossing
Vice President

EIGHTH ORDER OF BUSINESS

RESOLUTION 2026-05
[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Rolling Hills Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: August 11, 2026
TIME: 6:00 PM
LOCATION: 3212 Bradley Creek Parkway
Green Cove Springs, Florida

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9TH DAY OF JUNE, 2026.

ATTEST:

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Rolling Hills
Community Development District

Proposed Budget
FY 2027



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Rolling Hills

Community Development District

Proposed Budget General Fund

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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REVENUES:

Special Assessments - On Roll	\$ 1,254,333	\$ 1,240,813	\$ 13,520	\$ 1,254,333	\$ 1,249,330
Swim & Tennis Program Fees	750	-	750	750	750
Facility Rental Fees	4,600	3,036	1,500	4,536	4,600
Interest/Misc. Income	15,000	19,904	8,000	27,904	20,000
TOTAL REVENUES	\$1,274,683	\$ 1,263,753	\$ 23,770	\$1,287,523	\$1,274,680

EXPENDITURES:

Administrative:

Supervisor Fees	\$ 8,000	\$ 4,000	\$ 2,000	\$ 6,000	\$ 14,000
FICA Taxes	612	306	153	459	1,071
Engineer Fees	4,000	2,250	2,500	4,750	16,250
Attorney	20,000	9,129	18,258	27,387	30,000
Annual Audit	8,000	7,600	-	7,600	8,000
Assessment Administration	11,130	11,130	-	11,130	11,798
Arbitrage Rebate	2,400	1,200	1,200	2,400	2,400
Dissemination Agent	11,130	6,493	4,637	11,130	11,798
Trustee Fees	17,738	17,779	-	17,779	17,780
Management Fees	50,065	29,205	20,860	50,065	53,069
Information Technology	2,003	1,168	835	2,003	2,124
Website Administration	1,336	779	557	1,336	1,416
Telephone	500	130	93	223	500
Postage & Delivery	800	296	59	355	800
General Liability & Public Officials Insurance	12,070	10,901	-	10,901	12,070
Printing & Binding	1,250	352	251	603	1,250
Legal Advertising	2,000	313	1,000	1,313	2,000
Bank Fees and Other Charges	1,000	1,294	924	2,218	2,500
Office Supplies	100	1	-	1	-
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 154,309	\$ 104,501	\$ 53,328	\$ 157,829	\$ 189,000

Operations & Maintenance

Field Operations

Operations Management	\$ 27,449	\$ 16,012	\$ 11,437	\$ 27,449	\$ 29,096
Utilities - Irrigation & Streetlights	63,175	15,941	15,941	31,882	63,175
Repairs & Maintenance	15,000	11,482	11,482	22,964	30,000
Landscape	101,036	59,956	43,585	103,541	102,912
Landscape - Contingency	13,000	10,069	7,192	17,261	25,000
Mulch	15,000	960	15,000	15,960	15,000
Lake Maintenance	14,400	8,250	5,125	13,375	14,400
Irrigation Repairs	5,750	3,401	2,429	5,830	7,500
Miscellaneous	-	2,740	-	2,740	5,000
Total Field Operations	\$ 254,810	\$ 128,811	\$ 112,192	\$ 241,003	\$ 292,083

Rolling Hills

Community Development District

Proposed Budget General Fund

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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Amenity Center Operations

Facility Management	\$ 75,203	\$ 43,868	\$ 31,334	\$ 75,202	\$ 79,715
Facility Asst/Gate Monitor	17,000	9,145	10,669	19,814	18,020
Pool Attendants	40,754	1,428	30,000	31,428	40,754
Refuse Service	12,988	7,278	5,313	12,591	14,019
Security	25,000	6,887	5,903	12,790	25,000
Utilities	40,000	17,642	15,122	32,764	39,600
Recreation Passes	1,000	-	-	-	1,000
Repairs & Maintenance	40,000	45,435	9,087	54,522	50,000
Janitorial	17,632	10,285	3,428	13,713	18,690
Pool Maintenance	21,735	12,959	4,320	17,279	23,582
Special Events	8,000	3,684	4,000	7,684	8,000
Operating Supplies	10,000	1,792	1,280	3,072	10,000
Pool Chemicals	25,000	6,782	2,261	9,043	25,000
Permit	500	-	475	475	500
Insurance	38,082	35,576	-	35,576	38,082

Total Amenity Center Operations	\$ 372,894	\$ 202,761	\$ 123,192	\$ 325,953	\$ 391,962
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TOTAL EXPENDITURES	\$ 782,013	\$ 436,073	\$ 288,711	\$ 724,784	\$ 873,045
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Other Sources/(Uses)

Interfund Transfer Out - Cap Reserve	\$ (492,670)	\$ -	\$ (492,670)	\$ (492,670)	\$ (401,635)
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TOTAL OTHER SOURCES/(USES)	\$ (492,670)	\$ -	\$ (492,670)	\$ (492,670)	\$ (401,635)
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EXCESS REVENUES (EXPENDITURES)	\$ 0	\$ 827,680	\$ (757,611)	\$ 70,069	\$ -
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Gross Assessments	\$ 1,346,894
Less: Discounts & Collections 6%	80,814
Net Assessments	<u><u>\$1,266,080</u></u>

Product	Assessable Units	Total Gross Assessment	FY26 Gross Per Unit	FY27 Gross Per Unit	Increase/ (Decrease)
Single Family A1	196	\$ 346,900.40	\$ 1,769.90	\$ 1,769.90	\$ (0.00)
Single Family A2	126	\$ 223,007.40	\$ 1,769.90	\$ 1,769.90	\$ (0.00)
Single Family Seasons A3	53	\$ 93,804.70	\$ 1,769.90	\$ 1,769.90	\$ (0.00)
Single Family 50's	386	\$ 683,181.39	\$ 1,769.90	\$ 1,769.90	\$ (0.00)
Total	761	\$1,346,893.89			

Rolling Hills
Community Development District
Proposed Budget
Capital Reserve Fund

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Interest Income	\$ 10,000	\$ 16,347	\$ 3,000	\$ 19,347	\$ 10,000
Capital Reserve-Transfer In	492,670	-	492,670	492,670	401,635
Carry Forward Balance	619,258	701,336	-	701,336	1,114,497
TOTAL REVENUES	\$1,121,928	\$ 717,683	\$ 495,670	\$ 1,213,353	\$ 1,526,132
EXPENDITURES:					
Capital Outlay	\$ 400,000	\$ 13,856	\$ 85,000	\$ 98,856	\$ 150,000
TOTAL EXPENDITURES	\$ 400,000	\$ 13,856	\$ 85,000	\$ 98,856	\$ 150,000
TOTAL EXPENDITURES	\$ 400,000	\$ 13,856	\$ 85,000	\$ 98,856	\$ 150,000
EXCESS REVENUES (EXPENDITURES)	\$ 721,928	\$ 703,827	\$ 410,670	\$ 1,114,497	\$ 1,376,132

Rolling Hills
Community Development District
Budget Narrative
Fiscal Year 2027

REVENUES

Swim & Tennis Program Fees

Represents fees collected for the use of Pool and Tennis amenities.

Interest/Misc. Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

Facility Rental Fees

The residents may rent the facilities for personal use.

Expenditures - Administrative

Supervisors Fees

The District may compensate supervisors up to \$200 per meeting with a maximum amount of \$4,800 per year. This fiscal year the budget includes 14 meetings/workshops.

FICA Taxes

Represents District's share of Social Security and Medicare Taxes withheld from supervisor's fees.

District Engineering Fees

The District will contract with an engineering firm to provide general engineering services to the District, including attendance and preparation for monthly board meetings, review invoices, etc.

District Attorney Fees

The District's legal counsel, *Kutak Rock LLP*, will be providing general legal services to the District, including attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. *Grau*

Assessment Roll Administration

The District has contracted with *Governmental Management Services* for the certification of the District's annual maintenance and debt service assessments to the County Tax Collector.

Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2015 A1/A2/A3, 2020 A1/A2 and 2022 A1/A2 Bonds. The District will contract with a certified public accounting firm to calculate the rebate liability and submit reports to the District.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for unrelated bond issues. The District has contracted with *GMS, LLC* to provide this service.

Trustee Fees

The District issued \$2,500,000 of Series 2015A-1, \$1,930,000 of Series 2015A-2, \$3,850,000 of Series 2015A-3, \$4,465,000 of Series 2020A1 Capital Improvement Revenue Refunding Bonds and \$6,130,000 of Series 2022A1 and \$4,740,000 of Series 2022A2 Capital Improvement Revenue and Refunding Bonds which are held by a Trustee at U.S. Bank.

District Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with *Governmental Management Services, LLC*.

Information Technology

The District processes all of its financial activities, including accounts payable, financial statements, etc. on a main frame computer leased by *Governmental Management Services, LLC*.

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by *GMS-SF, LLC* and updated monthly.

Telephone

Telephone and fax machine.

Postage and Delivery

Mailing of checks, payroll, overnight deliveries, correspondence, etc.

Rolling Hills
Community Development District
Budget Narrative
Fiscal Year 2027

Expenditures - Administrative (continued)

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Printing and Binding

Printing of computerized checks, stationery, envelopes etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc.

Bank Fees and Other Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Miscellaneous office supplies.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to FloridaCommerce for \$175. This is the only expense under this category for the District.

Expenditures - Field Operations

Operations Management

The District has contracted with *Riverside Management Services* to provide oversight of daily operations of the common areas, irrigation and maintenance contracts.

Utilities - Irrigation & Streetlights

The District has utility accounts with the following providers for irrigation and lighting:

	Account No.	Description	Monthly	Annually
Clay Electric	****249	2404-1 Rolling View Blvd.	\$48	\$576
	****259	3236-1 Bradley Creek Dr.	\$39	\$468
	****275	3314-1 Bradley Creek Dr.	\$43	\$516
	****283	2448 Rolling View Blvd.	\$71	\$852
Clay County Utility Authority	****68	3212-1 Bradley Creek Reclaim	\$158	\$1,896
	****69	3212-2 Bradley Creek Reclaim	\$377	\$4,524
	****84	3215-2 Bradley Creek Reclaim	\$1,782	\$21,384
	****42	3212-3 Bradley Creek Irrigation	\$2,268	\$27,216
Contingency				5,743

Total	\$63,175
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Repairs & Maintenance

Represents repairs and maintenance as needed.

Rolling Hills
Community Development District
Budget Narrative
Fiscal Year 2027

Expenditures – Field Operations (continued)

Landscape

This represents landscape maintenance of all the District property, to include mowing, weeding, trimming, pruning etc. The District is contracted with *Brightview Landscape Services, Inc.*

Landscape - Contingency

Represents a contingency for mulch installation, sod repairs/replacement, plant replacements and new common areas to maintain.

Mulch

Represents cost to install mulch throughout the district.

Lake Maintenance

The District has contracted with *The Lake Doctors* for more aquatic plant management of the community’s lakes. Services provide labor, equipment, herbicides, and technology to control invasive plants and algae.

Irrigation Repairs

Represents irrigation repairs as needed

Expenditures – Amenity Center Operations

Facility Management

The District has contracted with *Riverside Management Services* to staff the amenity center and manage the day to day operations in accordance with their contract.

Facility Asst/ Gate Monitor

The District has contracted with *Riverside Management Services* for Weekend and Holiday facility management, and/or to provide staffing at pools for checking in residents and their guests for facility usage.

Pool Attendants

The District has contracted with *Riverside Management Services* to provide pool attendants for the District’s water slide, safety and enforcement of pool rules adopted by the District.

Refuse Service

The District has contracted with *GFL Environmental* for the refuse container removal. The contract is for one 2 yard front load dumpster to be emptied once a week.

Security

The District has contracted with the *Clay County Sheriff’s Office* to provide part time security covering the community.

Utilities - Electric, Water, Cable, Internet & Telephone

	Account No.	Description	Monthly	Annually
Clay Electric Cooperative	*****951	3212 Bradley Creek Dr.	\$2,305	\$27,660
Clay County Utility Authority	*****347	3212-4 Bradley Creek Dr.	\$360	\$4,200
Comcast	*****1030	Cable/Internet/Telephone	\$345	\$4,140
Contingency				\$3,600

Total	\$39,600
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Rolling Hills
Community Development District
Budget Narrative
Fiscal Year 2027

Expenditures – Amenity Center Operations (continued)

Repairs & Maintenance

The District will incur various cost associated with the overall maintenance of the District’s amenity center to include:

- A/C unit quarterly maintenance by Mechanical Solutions
- Light repairs and new bulbs/ballasts
- Annual installation
- Quarterly pressure wash all facility areas
- Pumps and motor maintenance and repairs
- Painting

Janitorial

The District has contracted with *Riverside Management Services* for the monthly cleaning of the clubhouse.

Pool Maintenance

The District has contracted with *Riverside Management Services* for the weekly cleaning and maintenance of the pools.

Special Events

The District will host certain special events throughout the year for the residents of the community.

Operating Supplies

Any supplies and chemicals needed for the daily upkeep and operation of the Amenity Center.

Pool Chemicals

The District purchases all necessary chemicals from *Poolsure* for the swimming pool.

Permit

Represents cost for the various permits required for the operation of the amenity center.

Insurance

The District’s Property Insurance policy is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Expenditures – Other Sources/(Uses)

Transfer Out-Capital Reserve

Funds are transferred to the Capital Reserve to fund restoration and refurbishment projects as approved by the Board of Supervisors.

Rolling Hills

Community Development District

Proposed Budget

Debt Service Series 2015-A1 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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REVENUES:

Special Assessments-On Roll	\$ 172,801	\$ 169,352	\$ 3,449	\$ 172,801	\$ 172,801
Interest Earnings	-	3,994	1,500	5,494	-
Carry Forward Surplus ⁽¹⁾	52,265	51,750	-	51,750	48,463
TOTAL REVENUES	\$ 225,066	\$ 225,096	\$ 4,949	\$ 230,045	\$ 221,264

EXPENDITURES:

Interest - 11/01	\$ 40,791	\$ 40,791	-	\$ 40,791	\$ 38,356
Special Call - 11/1		5,000	-	5,000	-
Interest - 05/01	95,000	-	95,000	95,000	100,000
Principal - 05/01	40,791	-	40,791	40,791	38,356
TOTAL EXPENDITURES	\$ 176,581	\$ 45,791	\$ 135,791	\$ 181,581	\$ 176,713

Other Sources/(Uses)

Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL EXPENDITURES	\$ 176,581	\$ 45,791	\$ 135,791	\$ 181,581	\$ 176,713
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EXCESS REVENUES (EXPENDITURES)	\$ 48,484	\$ 179,305	\$ (130,842)	\$ 48,463	\$ 44,551
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⁽¹⁾ Carry Forward is Net of Reserve Requirement Interest Due 11/1/27 \$ 35,631

Gross Assessments	\$ 183,830
Less: Discounts & Collections 6%	11,030
Net Assessments	\$ 172,801

Product	Assessable Units	Total Gross Assessment	Gross	FY26 Unit	Per	FY27 Gross Per Unit	Increase/ (Decrease)
Single Family A1	144	\$ 183,830.40	\$	1,276.60	\$	1,276.60	-
Total	144	\$ 183,830.40					

Rolling Hills
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2015-A1 Capital Improvement Revenue Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/24	1,655,000	5.125%	85,000	45,275	
11/01/24	1,570,000	5.125%		43,097	173,371.88
05/01/25	1,570,000	5.125%	90,000	43,097	
11/01/25	1,480,000	5.125%		40,791	173,887.50
05/01/26	1,480,000	5.125%	95,000	40,791	
11/01/26	1,385,000	5.125%		38,356	174,146.88
05/01/27	1,385,000	5.450%	100,000	38,356	
11/01/27	1,285,000	5.450%		35,631	173,987.50
05/01/28	1,285,000	5.450%	105,000	35,631	
11/01/28	1,180,000	5.450%		32,770	173,401.25
05/01/29	1,180,000	5.450%	115,000	32,770	
11/01/29	1,065,000	5.450%		29,636	177,406.25
05/01/30	1,065,000	5.450%	120,000	29,636	
11/01/30	945,000	5.450%		26,366	176,002.50
05/01/31	945,000	5.450%	125,000	26,366	
11/01/31	820,000	5.450%		22,960	174,326.25
05/01/32	820,000	5.600%	120,000	22,960	
11/01/32	700,000	5.600%		19,600	162,560.00
05/01/33	700,000	5.600%	125,000	19,600	
11/01/33	575,000	5.600%		16,100	160,700.00
05/01/34	575,000	5.600%	130,000	16,100	
11/01/34	445,000	5.600%		12,460	158,560.00
05/01/35	445,000	5.600%	140,000	12,460	
11/01/35	305,000	5.600%		8,540	161,000.00
05/01/36	305,000	5.600%	150,000	8,540	
11/01/36	155,000	5.600%		4,340	162,880.00
05/01/37	155,000	5.600%	155,000	4,340	159,340.00
Total			\$ 1,655,000	\$ 706,570	\$ 2,361,570

Rolling Hills
Community Development District

Proposed Budget

Debt Service Series 2015-A2 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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REVENUES:

Special Assessments-On Roll	\$ 136,800	\$ 134,070	\$ 2,730	\$ 136,800	\$ 136,800
Interest Earnings	-	4,211	1,500	5,711	-
Carry Forward Surplus ⁽¹⁾	56,650	61,051	-	61,051	68,081
TOTAL REVENUES	\$ 193,450	\$ 199,332	\$ 4,230	\$ 203,563	\$ 204,881

EXPENDITURES:

Interest - 11/01	\$ 32,741	\$ 32,741	\$ -	\$ 32,741	\$ 31,075
Special Call - 11/1	-	5,000	-	5,000	-
Interest - 05/01	32,741	-	32,741	32,741	31,075
Principal - 05/01	65,000	-	65,000	65,000	65,000
TOTAL EXPENDITURES	\$ 130,482	\$ 37,741	\$ 97,741	\$ 135,482	\$ 127,150

Other Sources/(Uses)

Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL EXPENDITURES	\$ 130,482	\$ 37,741	\$ 97,741	\$ 135,482	\$ 127,150
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EXCESS REVENUES (EXPENDITURES)	\$ 62,968	\$ 161,591	\$ (93,511)	\$ 68,081	\$ 77,731
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⁽¹⁾ Carry Forward is Net of Reserve Requirement	Interest Due 11/1/27	\$28,875.00
		<u>\$28,875.00</u>

Gross Assessments	\$ 145,532
Less: Discounts & Collections 6%	8,732
Net Assessments	\$ 136,800

Product	Assessable Units	Total Gross Assessment	FY26 Gross Per Unit	FY27 Gross Per Unit	Increase/ (Decrease)
Single Family A2	114	\$ 145,532.40	\$ 1,276.60	\$ 1,276.60	-
Total	114	\$ 145,532.40			

Rolling Hills

Community Development District

AMORTIZATION SCHEDULE

Debt Service Series 2015-A2 Capital Improvement Revenue Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/24	1,310,000	5.125%	60,000	35,659	
11/01/24	1,250,000	5.125%		34,122	129,781.25
05/01/25	1,250,000	5.125%	65,000	34,122	
11/01/25	1,185,000	5.125%	5,000	32,456	136,578.13
05/01/26	1,180,000	5.125%	65,000	32,328	
11/01/26	1,115,000	5.500%		30,663	127,990.63
05/01/27	1,115,000	5.500%	75,000	30,663	
11/01/27	1,040,000	5.500%		28,600	134,262.50
05/01/28	1,040,000	5.500%	80,000	28,600	
11/01/28	960,000	5.500%		26,400	135,000.00
05/01/29	960,000	5.500%	85,000	26,400	
11/01/29	875,000	5.500%		24,063	135,462.50
05/01/30	875,000	5.500%	90,000	24,063	
11/01/30	785,000	5.500%		21,588	135,650.00
05/01/31	785,000	5.500%	95,000	21,588	
11/01/31	690,000	5.500%		18,975	135,562.50
05/01/32	690,000	5.500%	100,000	18,975	
11/01/32	590,000	5.500%		16,225	135,200.00
05/01/33	590,000	5.500%	105,000	16,225	
11/01/33	485,000	5.500%		13,338	134,562.50
05/01/34	485,000	5.500%	115,000	13,338	
11/01/34	370,000	5.500%		10,175	138,512.50
05/01/35	370,000	5.500%	120,000	10,175	
11/01/35	250,000	5.500%		6,875	137,050.00
05/01/36	250,000	5.500%	125,000	6,875	
11/01/36	125,000	5.500%		3,438	135,312.50
05/01/37	125,000	5.500%	125,000	3,438	128,437.50
Total			\$ 1,310,000	\$ 569,363	\$ 1,879,363

Rolling Hills
Community Development District

Proposed Budget

Debt Service Series 2015-A3 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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REVENUES:

Special Assessments-On Roll	\$ 40,698	\$ 39,530	\$ 1,168	\$ 40,698	\$ 40,698
Interest Earnings	-	995	150	1,145	-
Carry Forward Surplus ⁽¹⁾	17,937	17,760	-	17,760	12,326

TOTAL REVENUES	\$ 58,636	\$ 58,285	\$ 1,318	\$ 59,604	\$ 53,025
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EXPENDITURES:

Interest - 11/01	\$ 11,223	\$ 11,223	\$ -	\$ 11,223	\$ 10,553
Special Call - 11/1	-	5,000	-	5,000	-
Interest - 05/01	11,223	-	11,055	11,055	10,553
Principal - 05/01	20,000	-	20,000	20,000	20,000

TOTAL EXPENDITURES	\$ 42,445	\$ 16,223	\$ 31,055	\$ 47,278	\$ 41,105
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Other Sources/(Uses)

Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL EXPENDITURES	\$ 42,445	\$ 16,223	\$ 31,055	\$ 47,278	\$ 41,105
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EXCESS REVENUES (EXPENDITURES)	\$ 16,191	\$ 42,063	\$ (29,737)	\$ 12,326	\$ 11,920
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⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27	\$9,882.50
	<u>\$9,882.50</u>

Gross Assessments	\$ 43,296
Less: Discounts & Collections 6%	<u>2,598</u>
Net Assessments	<u>\$ 40,698</u>

Product	Assessable Units	Total Gross Assessment	FY26 Gross Per Unit	FY27 Gross Per Unit	Increase/(Decrease)
Single Family Seasons A3	52	\$ 43,296.24	\$ 832.62	\$ 832.62	\$ -
Total	52	\$ 43,296.24			

Rolling Hills
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2015-A3 Capital Improvement Revenue Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/22	\$380,000	6.700%		\$12,898	12,897.50
05/01/23	380,000	6.700%	15,000	12,730	
11/01/23	365,000	6.700%		12,228	39,957.50
05/01/24	365,000	6.700%	15,000	12,228	
11/01/24	350,000	6.700%		11,725	38,952.50
05/01/25	350,000	6.700%	15,000	11,725	
11/01/25	335,000	6.700%	5,000	11,223	42,947.50
05/01/26	330,000	6.700%	20,000	11,055	
11/01/26	310,000	6.700%		10,553	41,607.50
05/01/27	310,000	6.700%	20,000	10,553	
11/01/27	290,000	6.700%		9,883	40,435.00
05/01/28	290,000	6.700%	20,000	9,883	
11/01/28	270,000	6.700%		9,213	39,095.00
05/01/29	270,000	6.700%	25,000	9,213	
11/01/29	245,000	6.700%		8,375	42,587.50
05/01/30	245,000	6.700%	25,000	8,375	
11/01/30	220,000	6.700%		7,538	40,912.50
05/01/31	220,000	6.700%	25,000	7,538	
11/01/31	195,000	6.700%		6,700	39,237.50
05/01/32	195,000	6.700%	30,000	6,700	
11/01/32	165,000	6.700%		5,695	42,395.00
05/01/33	165,000	6.700%	30,000	5,695	
11/01/33	135,000	6.700%		4,690	40,385.00
05/01/34	135,000	6.700%	30,000	4,690	
11/01/34	105,000	6.700%		3,685	38,375.00
05/01/35	105,000	6.700%	35,000	3,685	
11/01/35	70,000	6.700%		2,513	41,197.50
05/01/36	70,000	6.700%	35,000	2,513	
11/01/36	35,000	6.700%		1,340	38,852.50
05/01/37	35,000	6.700%	40,000	1,340	41,340.00
Total			\$ 385,000	\$ 236,175	\$ 621,175

Rolling Hills

Community Development District

Proposed Budget

Debt Service Series 2020-A1 Capital Improvement Revenue and Refunding Bonds

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Special Assessments A-1-On Roll (Net)	\$ 165,981	\$ 162,669	\$ 3,312	\$ 165,981	\$ 165,981
Special Assessments A 2-Direct	109,858	-	-	-	-
Interest Earnings	-	7,341	1,200	8,541	-
Carry Forward Surplus ⁽¹⁾	7,665	110,771	-	110,771	118,643
TOTAL REVENUES	\$ 283,504	\$ 280,781	\$ 4,512	\$ 285,293	\$ 284,624
EXPENDITURES:					
Series 2020 A1					
Interest - 11/01	\$ 55,825	\$ 55,825	\$ -	\$ 55,825	\$ 54,759
Interest - 05/01	55,825	-	55,825	55,825	54,759
Principal - 05/01	55,000	-	55,000	55,000	55,000
			-		
TOTAL EXPENDITURES	\$ 166,650	\$ 55,825	\$ 110,825	\$ 166,650	\$ 164,519
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 166,650	\$ 55,825	\$ 110,825	\$ 166,650	\$ 164,519
EXCESS REVENUES (EXPENDITURES)	\$ 116,854	\$ 224,956	\$ (106,313)	\$ 118,643	\$ 120,105

**Series 2022 A2 paid in full

⁽¹⁾ Carry Forward is Net of Reserve Requirement Interest Due 11/1/27 \$53,693.75

Gross Assessments	\$ 176,576
Less: Discounts & Collections 6%	10,595
Net Assessments	\$ 165,981

Product	Assessable Units	Total Gross Assessment	FY25 Gross Per Unit	FY26 Gross Per Unit	Increase/ (Decrease)
Single Family 50's	139	\$ 176,575.87	\$ 1,270.33	\$ 1,270.33	\$ -
Total	139	\$ 176,575.87			

Rolling Hills
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2020-A1 Capital Improvement Revenue Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/21	\$2,585,000	3.375%	\$40,000	\$63,445	-
11/01/21	2,545,000	3.375%	-	59,116	162,560.13
05/01/22	2,545,000	3.375%	45,000	59,116	
11/01/22	2,500,000	3.375%	-	58,356	162,471.88
05/01/23	2,500,000	3.375%	50,000	58,356	
11/01/23	2,450,000	3.375%	-	57,513	165,868.75
05/01/24	2,450,000	3.375%	50,000	57,513	
11/01/24	2,400,000	3.375%	-	56,669	164,181.25
05/01/25	2,400,000	3.375%	50,000	56,669	
11/01/25	2,350,000	3.875%	-	55,825	162,493.75
05/01/26	2,350,000	3.875%	55,000	55,825	
11/01/26	2,295,000	3.875%	-	54,759	165,584.38
05/01/27	2,295,000	3.875%	55,000	54,759	
11/01/27	2,240,000	3.875%	-	53,694	163,453.13
05/01/28	2,240,000	3.875%	55,000	53,694	
11/01/28	2,185,000	3.875%	-	52,628	161,321.88
05/01/29	2,185,000	3.875%	60,000	52,628	
11/01/29	2,125,000	3.875%	-	51,466	164,093.75
05/01/30	2,125,000	3.875%	60,000	51,466	
11/01/30	2,065,000	4.625%	-	50,303	161,768.75
05/01/31	2,065,000	4.625%	65,000	50,303	
11/01/31	2,000,000	4.625%	-	48,800	164,103.13
05/01/32	2,000,000	4.625%	70,000	48,800	
11/01/32	1,930,000	4.625%	-	47,181	165,981.25
05/01/33	1,930,000	4.625%	70,000	47,181	
11/01/33	1,860,000	4.625%	-	45,563	162,743.75
05/01/34	1,860,000	4.625%	75,000	45,563	
11/01/34	1,785,000	4.625%	-	43,828	164,390.63
05/01/35	1,785,000	4.625%	75,000	43,828	
11/01/35	1,710,000	4.625%	-	42,094	160,921.88
05/01/36	1,710,000	4.625%	80,000	42,094	
11/01/36	1,630,000	4.625%	-	40,244	162,337.50
05/01/37	1,630,000	4.625%	85,000	40,244	
11/01/37	1,545,000	4.625%	-	38,278	163,521.88
05/01/38	1,545,000	4.625%	90,000	38,278	
11/01/38	1,455,000	4.625%	-	36,197	164,475.00
05/01/39	1,455,000	4.625%	95,000	36,197	
11/01/39	1,360,000	4.625%	-	34,000	165,196.88
05/01/40	1,360,000	4.625%	100,000	34,000	
11/01/40	1,260,000	4.875%	-	31,688	165,687.50
05/01/41	1,260,000	4.875%	105,000	31,688	
11/01/41	1,155,000	4.875%	-	29,128	165,815.63
05/01/42	1,155,000	4.875%	110,000	29,128	
11/01/42	1,045,000	4.875%	-	26,447	165,575.00
05/01/43	1,045,000	4.875%	115,000	26,447	
11/01/43	930,000	4.875%	-	23,644	165,090.63
05/01/44	930,000	4.875%	120,000	23,644	
11/01/44	810,000	4.875%	-	20,719	164,362.50
05/01/45	810,000	4.875%	125,000	20,719	
11/01/45	685,000	4.875%	-	17,672	163,390.63
05/01/46	685,000	4.875%	130,000	17,672	
11/01/46	555,000	4.875%	-	14,503	162,175.00
05/01/47	555,000	4.875%	140,000	14,503	
11/01/47	415,000	4.875%	-	11,091	165,593.75
05/01/48	415,000	4.875%	145,000	11,091	
11/01/48	270,000	4.875%	-	7,556	163,646.88
05/01/49	270,000	4.875%	150,000	7,556	
11/01/49	120,000	4.875%	-	3,900	161,456.25
05/01/50	120,000	4.875%	160,000	3,900	163,900.00
Total			\$ 2,625,000	\$ 2,289,163	\$ 4,914,163

Rolling Hills

Community Development District

Proposed Budget

Debt Service Series 2022 A1/A2 Capital Improvement Revenue and Refunding Bonds

Description	Adopted Budget 2026	Actuals Thru 4/30/26	Projected Next 5 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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REVENUES:

Special Assessments A-1-On Roll	\$ 348,112	\$ 349,362	\$ -	\$ 349,362	\$ 348,112
Special Assessments - Direct	173,010	67,831	105,179	173,010	173,010
Interest Earnings	-	26,468	2,500	28,968	-
Prepayment A2		746,773	-	746,773	
Carry Forward Surplus ⁽¹⁾	458,472	493,307	-	493,307	609,706
TOTAL REVENUES	\$ 979,594	\$ 1,683,741	\$ 107,679	\$ 1,791,420	\$ 1,130,828

EXPENDITURES:

Series 2022 A1

Interest - 11/01	\$ 109,647	\$ 109,647	\$ -	\$ 109,647	\$ 107,616
Interest - 05/01	109,647	-	109,647	109,647	107,616
Principal - 05/01	130,000	-	130,000	130,000	135,000

Series 2022 A2

Interest - 11/01	\$ 60,408	\$ 58,126	\$ -	\$ 58,126	\$ 44,986
Special Call - 11/1	-	115,000	-	115,000	-
Interest - 02/01	-	1,734	-	1,734	-
Special Call - 02/1	-	190,000	-	190,000	-
Interest - 05/01	60,408	-	52,560	52,560	44,986
Special Call - 05/1	-	-	415,000	415,000	-

TOTAL EXPENDITURES	\$ 470,110	\$ 474,507	\$ 707,207	\$ 1,181,714	\$ 440,203
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Other Sources/(Uses)

Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL EXPENDITURES	\$ 470,110	\$ 474,507	\$ 707,207	\$ 1,181,714	\$ 440,203
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EXCESS REVENUES (EXPENDITURES)	\$ 509,484	\$ 1,209,234	\$(599,528)	\$ 609,706	\$ 690,625
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(1) Carry Forward is Net of Reserve Requirement	A1 Interest Due 11/1/27	\$ 105,506
	A2 Interest Due 11/1/27	\$ 44,986
		\$ 150,492.50

Gross Assessments	\$ 370,332
Less: Discounts & Collections 6%	22,220
Net Assessments	\$ 348,112

Product	Assessable Units	Total Gross Assessment	FY25 Gross Per Unit	FY26 Gross Per Unit	Increase/ (Decrease)
Single Family 50's	247	\$ 370,332.04	\$ 1,499.32	\$ 1,499.32	-
Total	247	\$ 370,332.04			

Rolling Hills

Community Development District

AMORTIZATION SCHEDULE

Debt Service Series 2022-A1 Capital Improvement Revenue and Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/22	\$6,130,000	3.125%	\$-	\$51,232	-
11/01/22	6,130,000	3.125%	-	115,272	166,503.82
05/01/23	6,130,000	3.125%	115,000	115,272	
11/01/23	6,015,000	3.125%	-	113,475	343,746.88
05/01/24	6,015,000	3.125%	120,000	113,475	
11/01/24	5,895,000	3.125%	-	111,600	345,075.00
05/01/25	5,895,000	3.125%	125,000	111,600	
11/01/25	5,770,000	3.125%	-	109,647	346,246.88
05/01/26	5,770,000	3.125%	130,000	109,647	
11/01/26	5,640,000	3.125%	-	107,616	347,262.50
05/01/27	5,640,000	3.125%	135,000	107,616	
11/01/27	5,505,000	3.400%	-	105,506	348,121.88
05/01/28	5,505,000	3.400%	135,000	105,506	
11/01/28	5,370,000	3.400%	-	103,211	343,717.50
05/01/29	5,370,000	3.400%	140,000	103,211	
11/01/29	5,230,000	3.400%	-	100,831	344,042.50
05/01/30	5,230,000	3.400%	145,000	100,831	
11/01/30	5,085,000	3.400%	-	98,366	344,197.50
05/01/31	5,085,000	3.400%	150,000	98,366	
11/01/31	4,935,000	3.400%	-	95,816	344,182.50
05/01/32	4,935,000	3.400%	155,000	95,816	
11/01/32	4,780,000	3.750%	-	93,181	343,997.50
05/01/33	4,780,000	3.750%	160,000	93,181	
11/01/33	4,620,000	3.750%	-	90,181	343,362.50
05/01/34	4,620,000	3.750%	170,000	90,181	
11/01/34	4,450,000	3.750%	-	86,994	347,175.00
05/01/35	4,450,000	3.750%	175,000	86,994	
11/01/35	4,275,000	3.750%	-	83,713	345,706.25
05/01/36	4,275,000	3.750%	180,000	83,713	
11/01/36	4,095,000	3.750%	-	80,338	344,050.00
05/01/37	4,095,000	3.750%	190,000	80,338	
11/01/37	3,905,000	3.750%	-	76,775	347,112.50
05/01/38	3,905,000	3.750%	195,000	76,775	
11/01/38	3,710,000	3.750%	-	73,119	344,893.75
05/01/39	3,710,000	3.750%	205,000	73,119	
11/01/39	3,505,000	3.750%	-	69,275	347,393.75
05/01/40	3,505,000	3.750%	210,000	69,275	
11/01/40	3,295,000	3.750%	-	65,338	344,612.50
05/01/41	3,295,000	3.750%	220,000	65,338	
11/01/41	3,075,000	3.750%	-	61,213	346,550.00
05/01/42	3,075,000	3.750%	230,000	61,213	
11/01/42	2,845,000	4.000%	-	56,900	348,112.50
05/01/43	2,845,000	4.000%	235,000	56,900	
11/01/43	2,610,000	4.000%	-	52,200	344,100.00
05/01/44	2,610,000	4.000%	245,000	52,200	
11/01/44	2,365,000	4.000%	-	47,300	344,500.00
05/01/45	2,365,000	4.000%	255,000	47,300	
11/01/45	2,110,000	4.000%	-	42,200	344,500.00
05/01/46	2,110,000	4.000%	265,000	42,200	
11/01/46	1,845,000	4.000%	-	36,900	344,100.00
05/01/47	1,845,000	4.000%	275,000	36,900	
11/01/47	1,570,000	4.000%	-	31,400	343,300.00
05/01/48	1,570,000	4.000%	290,000	31,400	
11/01/48	1,280,000	4.000%	-	25,600	347,000.00
05/01/49	1,280,000	4.000%	300,000	25,600	
11/01/49	980,000	4.000%	-	19,600	345,200.00
05/01/50	980,000	4.000%	315,000	19,600	
11/01/50	665,000	4.000%	-	13,300	347,900.00
05/01/51	665,000	4.000%	325,000	13,300	
11/01/51	340,000	4.000%	-	6,800	345,100.00
05/01/52	340,000	4.000%	340,000	6,800	346,800.00
Total			\$ 6,130,000	\$ 4,398,563	\$ 10,528,563

Rolling Hills
Community Development District
AMORTIZATION SCHEDULE

Debt Service Series 2022-A2 Capital Improvement Revenue and Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/22	\$4,740,000	3.650%	\$-	\$38,447	-
11/01/22	4,740,000	3.650%	-	86,505	124,951.66
05/01/23	4,740,000	3.650%	-	86,505	
11/01/23	4,740,000	3.650%	-	86,505	173,010.00
05/01/24	4,740,000	3.650%	185,000	86,505	
08/01/24	4,555,000	3.650%	245,000	2,236	-
11/01/24	4,310,000	3.650%	340,000	78,658	937,398.13
02/01/25	3,970,000	3.650%	330,000	3,011	
05/01/25	3,640,000	3.650%	330,000	66,430	
08/01/25	3,310,000	3.650%	125,000	1,141	
11/01/25	3,185,000	3.650%	115,000	58,126	695,696.88
02/01/26	3,070,000	3.650%	190,000	1,734	491,000.63
05/01/26	2,880,000	3.650%	415,000	52,560	
11/01/26	2,465,000	3.650%	-	44,986	512,546.25
05/01/27	2,465,000	3.650%	-	44,986	
11/01/27	2,465,000	3.650%	-	44,986	89,972.50
05/01/28	2,465,000	3.650%	-	44,986	
11/01/28	2,465,000	3.650%	-	44,986	89,972.50
05/01/29	2,465,000	3.650%	-	44,986	
11/01/29	2,465,000	3.650%	-	44,986	89,972.50
05/01/30	2,465,000	3.650%	-	44,986	
11/01/30	2,465,000	3.650%	-	44,986	89,972.50
05/01/31	2,465,000	3.650%	-	44,986	
11/01/31	2,465,000	3.650%	-	44,986	89,972.50
05/01/32	2,465,000	3.650%	2,465,000	44,986	2,509,986.25
Total			\$ 4,740,000	\$ 1,188,197	\$ 5,894,452

Rolling Hills
Community Development District
Non-Ad Valorem Assessments Comparison
2026-2027

Neighborhood	O&M Units	Bonds 2015 Units	Bonds 2020 Units	Bonds 2022 Units	Annual Maintenance Assessments			Annual Debt Assessments						Total Assessed Per Unit			
					FY 2027	2026	Increase/ (decrease)	FY 2027			2026			Increase/ (decrease)	FY 2027	2026	Increase/ (decrease)
					O&M	O&M	O&M	Series 2015	Series 2020	Series 2022	Series 2015	Series 2020	Series 2022				
Single Family A1	196	144	0	0	\$1,769.90	\$1,769.90	\$0.00	\$1,276.60	\$0.00	\$0.00	\$1,276.60	\$0.00	\$0.00	\$0.00	\$3,046.50	\$3,046.50	\$0.00
Single Family A2	126	114	0	0	\$1,769.90	\$1,769.90	\$0.00	\$1,276.60	\$0.00	\$0.00	\$1,276.60	\$0.00	\$0.00	\$0.00	\$3,046.50	\$3,046.50	\$0.00
Single Family Seasons A3	53	52	0	0	\$1,769.90	\$1,769.90	\$0.00	\$832.62	\$0.00	\$0.00	\$832.62	\$0.00	\$0.00	\$0.00	\$2,602.52	\$2,602.52	\$0.00
Single Family 50's	139	0	139	0	\$1,769.90	\$1,769.90	\$0.00	\$0.00	\$1,270.33	\$0.00	\$0.00	\$1,270.33	\$0.00	\$0.00	\$3,040.23	\$3,040.23	\$0.00
Single Family 50's	247	0	0	247	\$1,769.90	\$1,769.90	\$0.00	\$0.00	\$0.00	\$1,499.32	\$0.00	\$0.00	\$1,499.32	\$0.00	\$3,269.22	\$3,269.22	\$0.00
Total	761	310	139	247													

NINTH ORDER OF BUSINESS

RESOLUTION 2026-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Rolling Hills Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. A Public Hearing will be held to adopt the District’s Rules of Procedure on August 11, 2026, at 6:00 p.m., at 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 9th day of June, 2026.

ATTEST:

**ROLLING HILLS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

**RULES OF PROCEDURE
ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT
RULE NO. 2026-1**

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

- (1) The Rolling Hills Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.

- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.

- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.

- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (v) The grant of rulemaking authority for the proposed rule;
 - (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
 - (ix) The District’s website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
 - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District’s Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.
 - (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
- (a) Technical Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
 - (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.
 - (b) Substantive Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests

of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;
2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.
- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
- (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
- (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
- (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county

or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the

scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

- (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.
 - (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
 - (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
 - (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
 - (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.

- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
- (a) A copy of the rule;
 - (b) Any material incorporated by reference in the rule;
 - (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
 - (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
 - (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
 - (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.
- (14) Petitions to Challenge Rules.
- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District’s authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation

of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.

- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.
- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
- (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District's rule. Each petition shall specify:
- (i) The rule from which a variance or waiver is requested;
- (ii) The type of action requested;
- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

- (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action. The District shall maintain a record of the type and disposition of each petition filed.
- (16) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “**goods, supplies, and materials**” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsive and Responsible Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2025, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

TENTH ORDER OF BUSINESS

C.

1.



Chris H. Chambless

Supervisor of Elections
Clay County, Florida

April 15, 2026

Rolling Hills Community Development District
Attn.: Katie S. Buchanan
107 West College Avenue
Tallahassee, Florida 32301

Dear Ms. Buchanan:

I have queried the number of eligible voters residing within the Rolling Hills Community Development District as of April 15, 2026. At this time, there are 990 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Kayla.ONeal@ClayElections.gov.

In an effort to keep our records updated please notify us of any changes to the Board due to resignations or appointments.

Thank you,

Kayla O'Neal

Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

D.

1.

Rolling Hills Community Development District
3212 Bradley Creek Parkway · Green Cove Springs, FL 32043

Memorandum

Date: June 9, 2026

To: Rich Gray, Operations Director

From: Freddie Oca, RMS Operations
Jay Soriano, GMS Operations

Re: Rolling Hills CDD - Monthly Operations Report: April/May
General

- www.RollingHillsCDD.com website is up and running; documents such as annual audits, meeting minutes and annual budgets will be updated as they become available.
- Crazy Crepes Food Truck was here on April 7th
- Mochi food truck was here on April 14th
- Spanish American food truck was here on April 21st
- Foodaholic food truck was here May 12th
- Hungry Joey Burger truck was here on May 19th
- El Agave Azul Food truck was here on May 26th
- The Live Music series starts on June 12th
- An off-duty Police Officer is continuing to patrol Rolling Hills twice a week.

Operations:

- Walk through inspection with Brightview
- Set-up vendors for the upcoming events
- Coordinate with landscaping
- Coordinate with Integrated Access Systems for the card system
- Coordinate with Mechanical Engineering for the AC unit

Maintenance:

- Southeast Fitness performed the preventative maintenance and made repairs of the fitness equipment.

- Lake Doctors conducted their monthly maintenance on the ponds.
- Blue Solutions repaired the kid zone valve leak
- The 8ft fencing has been installed on the right side of the pool complex
- Fencing has been installed around the playground
- Danztler Sign company is getting proposals for replacement signage at monuments
- Repaired/ replace tennis netting at tennis courts
- Repaired partitions in the back bathroom
- Reinstalled reinforcement fencing by the back bathrooms
- Replaced soap dispenser in the back bathroom
- Replaced towel dispenser in the pavilion
- Pressure washed all canopies on pool deck
- Pressure washed all canopies on tennis courts
- Pulled up over 30 signs of advertisements placed within the community
- Changed out all the locks at the facility
- Replaced pickets around the wood fencing
- Repaired the main entry gate for the pool
- Installed signage around the pool
- Signage repaired for the slide
- The bridge is being inspected on a monthly basis
- The park locations are being policed weekly for debris.
- All District Lakes are being inspected and cleaned bi-weekly.
- Lake water out falls are inspected and cleaned on a monthly basis to ensure proper water flow.
- Irrigation inspections and needed repairs are being completed on a monthly basis.
- An inspection of the Amenity Center lighting was performed.
- Trash can liners are being changed on a weekly basis.

Resident Requests/Comments:

Should you have any questions or comments regarding the above information, please feel free to contact Freddie at (904) 338-5723.

THIRTEENTH ORDER OF BUSINESS

A.

Rolling Hills

Community Development District

Unaudited Financial Reporting

April 30, 2026



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Rolling Hills
Community Development District
Combined Balance Sheet
April 30, 2026

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account	\$ 66,840	\$ -	\$ -	\$ -	\$ 66,840
Assessments Receivable	12,533	-	-	-	12,533
Due from General Fund	-	(0)	-	-	(0)
Due From Capital	97,505	-	-	-	97,505
Due From Developer	-	-	-	410	410
Investments:					
State Board of Administration (SBA)	1,178,362	-	-	-	1,178,362
State Board of Administration (SBA)	-	-	717,682	-	717,682
Series 2015 A-1					
Reserve	-	88,001	-	-	88,001
Reserve	-	-	-	-	-
Revenue	-	179,913	-	-	179,913
Prepayment A1	-	710	-	-	710
Series 2015 A-2					
Reserve	-	100,000	-	-	100,000
Revenue	-	161,597	-	-	161,597
Prepayment	-	0	-	-	0
Series 2015 A-3					
Reserve	-	5,303	-	-	5,303
Revenue	-	41,950	-	-	41,950
Prepayment	-	-	-	-	-
Series 2020 A-1					
Reserve	-	165,981	-	-	165,981
Revenue	-	224,956	-	-	224,956
Construction	-	-	-	127,256	127,256
Series 2020 A-2					
Reserve	-	27,550	-	-	27,550
Interest	-	0	-	-	0
Prepayment	-	-	-	-	-
Series 2022 A-1					
Reserve	-	348,122	-	-	348,122
Revenue	-	480,089	-	-	480,089
Prepayment	-	0	-	-	0
Construction	-	-	-	11	11
Series 2022 A-2					
Reserve	-	112,055	-	-	112,055
Interest	-	7,022	-	-	7,022
Prepayment	-	462,247	-	-	462,247
Prepaid Expenses	-	-	-	-	-
Deposits	-	-	-	-	-
Total Assets	\$ 1,355,239	\$ 2,405,496	\$ 717,682	\$ 127,677	\$ 4,606,095
Liabilities:					
Accounts Payable	13,698	\$ -	\$ -	2,163	\$ 15,862
Due to General Fund	-	12,534	13,856	-	26,390
Due to Debt Service	(0)	-	-	-	(0)
Total Liabilities	\$ 13,698	\$ 12,534	\$ 13,856	\$ 2,163	\$ 42,251
Fund Balance:					
Restricted for:					
Debt Service - Series	\$ -	\$ 2,392,962	-	\$ -	\$ 2,392,962
Capital Project - Series	-	-	703,826	-	703,826
Assigned for:					
Capital Reserve Fund	-	-	-	125,514	125,514
Capital Reserves	-	-	-	-	-
Unassigned	1,341,540	-	-	-	1,341,540
Total Fund Balances	\$ 1,341,540	\$ 2,392,962	\$ 703,826	\$ 125,514	\$ 4,563,843
#					
Total Liabilities & Fund Balance	\$ 1,355,239	\$ 2,405,496	\$ 717,682	\$ 127,677	\$ 4,606,095

Rolling Hills
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,254,333	\$ 1,254,333	\$ 1,240,813	\$ (13,520)
Special Assessments - Direct	-	-	-	-
Swim & Tennis Revenue	750	438	-	(438)
Facility Rental Fees	4,600	2,683	3,036	352
Interest Income	15,000	8,750	19,915	11,165
Misc Income	-	-	(11)	(11)
Total Revenues	\$ 1,274,683	\$ 1,266,204	\$ 1,263,753	\$ (2,451)
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 8,000	8,000	\$ 4,000	\$ 4,000
PR-FICA	612	357	306	51
Engineering	4,000	2,333	2,250	83
Attorney	20,000	11,667	9,129	2,538
Annual Audit	8,000	7,600	7,600	-
Assessment Administration	11,130	11,130	11,130	-
Arbitrage Rebate	2,400	1,400	1,200	200
Dissemination Agent	11,130	6,493	6,493	-
Trustee Fees	17,738	17,779	17,779	-
Management Fees	50,065	29,205	29,205	0
Information Technology	2,003	1,169	1,168	0
Website Maintenance	1,336	779	779	(0)
Telephone	500	292	130	161
Postage & Delivery	800	467	296	170
Insurance General Liability	12,070	10,901	10,901	-
Printing & Binding	1,250	729	352	377
Legal Advertising	2,000	1,167	313	854
Other Current Charges	1,000	583	1,294	(711)
Office Supplies	100	58	1	58
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 154,309	\$ 112,283	\$ 104,501	\$ 7,782
<u>Operations & Maintenance</u>				
Field Expenditures				
Operations Management	\$ 27,449	\$ 16,012	\$ 16,012	\$ 0
Utilities - Irrigation & Streetlights	63,175	36,852	15,941	20,911
Repairs & Maintenance	15,000	8,750	11,482	(2,732)
Landscape	101,036	58,938	59,956	(1,019)
Landscape - Contingency	13,000	7,583	10,069	(2,486)
Mulch	15,000	8,750	960	7,790
Lake Maintenance	14,400	8,400	8,250	150
Irrigation Repairs	5,750	3,354	3,401	(47)
Miscellaneous	-	-	2,740	(2,740)
Subtotal Field Expenditures	\$ 254,810	\$ 148,639	\$ 128,811	\$ 19,829

Rolling Hills
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Amenity Center Expenditures				
Facility Management	\$ 75,203	\$ 43,868	\$ 43,868	\$ 0
Facility Asst/Gate Monitor	17,000	9,917	9,145	772
Pool Attendants	40,754	23,773	1,428	22,345
Refuse Service	12,988	7,576	7,278	298
Security	25,000	14,583	6,887	7,696
Utilities	40,000	23,333	17,642	5,691
Recreation Passes	1,000	583	-	583
Repairs & Maintenance	40,000	23,333	45,435	(22,102)
Janitorial	17,632	10,285	10,285	(0)
Pool Maintenance	21,735	12,679	12,959	(280)
Special Events	8,000	4,667	3,684	982
Operating Supplies	10,000	5,833	1,792	4,041
Pool Chemicals	25,000	14,583	6,782	7,801
Permit	500	292	-	292
Insurance	38,082	35,576	35,576	-
Capital Outlay	-	-	-	-
Subtotal Amenity Expenditures	\$ 372,894	\$ 230,883	\$ 202,763	\$ 28,120
Total Operations & Maintenance	\$ 627,704	\$ 379,522	\$ 331,574	\$ 47,948
Total Expenditures	\$ 782,013	\$ 491,805	\$ 436,075	\$ 55,730
Excess (Deficiency) of Revenues over Expenditures	\$ 492,670	\$ 774,399	\$ 827,678	\$ 53,279
<i>Other Financing Sources/(Uses):</i>				
Transfer In/(Out)	\$ (492,670)	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ (492,670)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ 774,399	\$ 827,678	\$ 53,279
Fund Balance - Beginning	\$ -		\$ 513,862	
Fund Balance - Ending	\$ -		\$ 1,341,540	

Rolling Hills
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues				
Interest	\$ 10,000	\$ 5,833	\$ 16,347	\$ 10,514
Total Revenues	\$ 10,000	\$ 5,833	\$ 16,347	\$ 10,514
Expenditures:				
Capital Outlay	\$ 400,000	\$ 233,333	\$ 13,856	\$ 219,477
Total Expenditures	\$ 400,000	\$ 233,333	\$ 13,856	\$ 219,477
Excess (Deficiency) of Revenues over Expenditures	\$ (390,000)		\$ 2,491	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ 492,670	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ 492,670	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 102,670		\$ 2,491	
Fund Balance - Beginning	\$ 619,258		\$ 701,336	
Fund Balance - Ending	\$ 721,928		\$ 703,826	

Rolling Hills

Community Development District

Debt Service Fund Series 2015 A-1

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 172,801	\$ 172,801	\$ 169,352	\$ (3,449)
Interest Income	-	-	3,994	3,994
Total Revenues	\$ 172,801	\$ 172,801	\$ 173,346	\$ 545
Expenditures:				
Interest Expense - 11/1	\$ 40,791	\$ 40,791	\$ 40,791	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest Expense - 5/1	40,791	-	-	-
Principal Expense - 5/1	95,000	-	-	-
Total Expenditures	\$ 176,581	\$ 40,791	\$ 45,791	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ (3,780)	\$ 132,010	\$ 127,555	\$ (4,455)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (3,780)	\$ 132,010	\$ 127,555	\$ (4,455)
Fund Balance - Beginning	\$ 52,265		\$ 141,069	
Fund Balance - Ending	\$ 48,485		\$ 268,624	

Rolling Hills

Community Development District

Debt Service Fund Series 2015 A-2, 2015 B

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 136,800	\$ 136,800	\$ 134,070	\$ (2,730)
Interest Income	-	-	4,211	4,211
Total Revenues	\$ 136,800	\$ 136,800	\$ 138,281	\$ 1,481
Expenditures:				
Interest Expense - 11/1	\$ 32,741	\$ 32,741	\$ 32,741	\$ -
Principal Expense - 11/1	-	-	5,000	(5,000)
Interest Expense - 5/1	32,741	-	-	-
Principal Expense - 5/1	65,000	-	-	-
Total Expenditures	\$ 130,481	\$ 32,741	\$ 37,741	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 6,319	\$ 104,060	\$ 100,541	\$ (3,519)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 6,319	\$ 104,060	\$ 100,541	\$ (3,519)
Fund Balance - Beginning	\$ 61,398		\$ 161,056	
Fund Balance - Ending	\$ 67,717		\$ 261,597	

Rolling Hills

Community Development District

Debt Service Fund Series 2015 A-3

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 40,698	\$ 40,698	\$ 39,530	\$ (1,169)
Interest Income	-	-	995	995
Total Revenues	\$ 40,698	\$ 40,698	\$ 40,525	\$ (174)
Expenditures:				
Interest Expense - 11/1	\$ 11,223	\$ 11,223	\$ 11,223	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest Expense - 5/1	11,223	-	-	-
Principal Expense - 5/1	20,000	-	-	-
Total Expenditures	\$ 42,445	\$ 11,223	\$ 16,223	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ (1,747)	\$ 29,476	\$ 24,302	\$ (5,174)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (1,747)	\$ 29,476	\$ 24,302	\$ (5,174)
Fund Balance - Beginning	\$ 17,969		\$ 22,951	
Fund Balance - Ending	\$ 16,222		\$ 47,253	

Rolling Hills

Community Development District

Debt Service Fund Series 2020 A-1 & A-2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/26	Thru 04/30/26	Variance
Revenues:				
Special Assessments A-1- Tax Roll	\$ 165,981	\$ 165,981	\$ 162,669	\$ (3,313)
Direct Assessments A-2	109,858	-	-	-
Direct Assessments A-2	-	-	-	-
Interest Income	-	-	7,341	7,341
Total Revenues	\$ 275,839	\$ 165,981	\$ 170,010	\$ 4,029
Expenditures:				
Series 2020 A-1				
Interest Expense - 11/1	\$ 55,825	\$ 55,825	\$ 55,825	\$ -
Interest Expense - 5/1	55,825	-	-	-
Principal Expense - 5/1	55,000	-	-	-
Total Expenditures	\$ 166,650	\$ 55,825	\$ 55,825	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 109,189	\$ 110,156	\$ 114,185	\$ 4,029
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 109,189	\$ 110,156	\$ 114,185	\$ 4,029
Fund Balance - Beginning	\$ 7,665		\$ 291,768	
Fund Balance - Ending	\$ 116,854		\$ 405,953	

Rolling Hills

Community Development District

Debt Service Fund Series 2022 A-1 & A-2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments A-1 - Tax Roll	\$ 348,112	\$ 348,112	\$ 341,165	\$ (6,947)
Direct Assessments A-2	173,010	48,690	48,690	-
Prepayment A-2	-	-	637,060	637,060
Interest Income	-	-	34,765	34,765
Total Revenues	\$ 521,122	\$ 396,802	\$ 1,118,056	\$ 721,253
Expenditures:				
Series 2022 A-1				
Interest Expense - 11/1	\$ 109,647	\$ 109,647	\$ 109,647	\$ -
Interest Expense - 5/1	109,647	-	-	-
Principal Expense - 5/1	130,000	-	-	-
Series 2022 A-2				
Interest Expense - 11/1	60,408	58,126	58,126	-
Special Call - 11/1	-	-	115,000	(115,000)
Interest Expense - 2/1	-	-	1,734	(1,734)
Principal Expense - 2/1	-	-	190,000	(190,000)
Interest Expense - 5/1	60,408	-	-	-
Total Expenditures	\$ 470,110	\$ 167,773	\$ 474,507	\$ (306,734)
Excess (Deficiency) of Revenues over Expenditures	\$ 51,012	\$ 229,029	\$ 643,549	\$ 414,520
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 51,012	\$ 229,029	\$ 643,549	\$ 414,520
Fund Balance - Beginning	\$ 295,121		\$ 765,986	
Fund Balance - Ending	\$ 346,133		\$ 1,409,535	

Rolling Hills

Community Development District

Capital Projects Fund Series 2020 A-1 & A-2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	Variance
	Budget	Thru 04/30/26	Thru 04/30/26	
Revenues				
Developer Contributions	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	2,702	2,702
Total Revenues	\$ -	\$ -	\$ 2,702	\$ 2,702
Expenditures:				
Improvements	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 2,702	\$ 2,702
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ -	\$ 2,702	
Fund Balance - Beginning	\$ -		\$ 122,801	
Fund Balance - Ending	\$ -		\$ 125,503	

Rolling Hills

Community Development District

Capital Projects Fund Series 2022 A-1 & A-2

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	Variance
	Budget	Thru 04/30/26	Thru 04/30/26	
Revenues				
Developer Contributions	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	0	0
Total Revenues	\$ -	\$ -	\$ 0	\$ 0
Expenditures:				
Improvements	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 0	\$ 0
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ -	\$ 0	
Fund Balance - Beginning	\$ -		\$ 11	
Fund Balance - Ending	\$ -		\$ 11	

Rolling Hills
Community Development District
Long Term Debt Report

Series 2015 A-1 Capital Improvement Refunding Bonds		
Original Issue Amount:	\$2,500,000	
Interest Rate:	5.45%	
Maturity Date:	5/1/2037	
Bonds Outstanding -12/10/2015		\$2,500,000
Less: Principal Payment - 5/1/16		(\$65,000)
Less: Special Call - 8/1/16		(\$30,000)
Less: Special Call - 11/1/16		(\$130,000)
Less: Special Call - 2/1/17		(\$10,000)
Less: Special Call - 5/1/17		(\$60,000)
Less: Principal Payment - 5/1/17		(\$65,000)
Less: Special Call - 8/1/17		(\$30,000)
Less: Principal Payment - 5/1/18		(\$60,000)
Less: Special Call - 11/1/18		(\$5,000)
Less: Principal Payment - 5/1/19		(\$65,000)
Less: Special Call - 11/1/19		(\$5,000)
Less: Principal Payment - 5/1/20		(\$70,000)
Less: Special Call - 8/1/20		(\$5,000)
Less: Principal Payment - 5/1/21		(\$70,000)
Less: Principal Payment - 5/1/22		(\$90,000)
Less: Principal Payment - 5/1/23		(\$80,000)
Less: Special Call - 11/1/23		(\$5,000)
Less: Principal Payment - 5/1/24		(\$80,000)
Less: Principal Payment - 5/1/25		(\$90,000)
Less: Special Call - 11/1/25		(\$5,000)
Current Bonds Outstanding		\$1,480,000

Series 2015 A-2 Capital Improvement Refunding Bonds		
Original Issue Amount:	\$1,930,000	
Interest Rate:	5.44%	
Maturity Date:	5/1/2037	
Bonds Outstanding -12/10/2015		\$1,930,000
Less: Principal Payment - 5/1/17		(\$50,000)
Less: Special Call - 2/1/18		(\$5,000)
Less: Principal Payment - 5/1/18		(\$55,000)
Less: Special Call - 5/1/18		(\$170,000)
Less: Principal Payment - 5/1/19		(\$45,000)
Less: Special Call - 11/1/19		(\$5,000)
Less: Principal Payment - 5/1/20		(\$55,000)
Less: Principal Payment - 5/1/21		(\$50,000)
Less: Special Call - 5/1/21		(\$5,000)
Less: Principal Payment - 5/1/22		(\$60,000)
Less: Principal Payment - 5/1/23		(\$55,000)
Less: Special Call - 5/1/23		(\$5,000)
Less: Special Call - 11/1/23		(\$5,000)
Less: Principal Payment - 5/1/24		(\$60,000)
Less: Principal Payment - 5/1/25		(\$65,000)
Less: Special Call - 11/1/25		(\$5,000)
Current Bonds Outstanding		\$1,235,000

Series 2015 A-3 Capital Improvement Refunding Bonds		
Original Issue Amount:	\$3,850,000	
Interest Rate:	6.70%	
Maturity Date:	5/1/2037	
Bonds Outstanding -12/10/2015		\$3,850,000
Less: Principal Payment - 5/1/17		(\$85,000)
Less: Principal Payment - 5/1/18		(\$90,000)
Less: Principal Payment - 5/1/19		(\$100,000)
Less: Principal Payment - 5/1/20		(\$105,000)
Less: Refunded with Series 2020 - 10/20/20	Tapped into Reserves	(\$1,100,000)
Less: Principal Payment - 5/1/21		(\$75,000)
Less: Special Call - 11/1/21		(\$5,000)
Less: Srefunded with Series 2022- 2/1/22		(\$1,890,000)
Less: Principal Payment - 5/1/22		(\$20,000)
Less: Principal Payment - 5/1/23		\$0
Less: Principal Payment - 5/1/24		(\$15,000)
Less: Principal Payment - 5/1/25		(\$15,000)
Less: Special Call - 11/1/25		(\$5,000)
Current Bonds Outstanding		\$345,000

Rolling Hills
Community Development District
Long Term Debt Report

Series 2020 A-1 Capital Improvement Refunding Bonds		
Original Issue Amount:	\$2,625,000	
Reserve Fund Requirement:	100% of MADS	
Interest Rate:	3.375%	\$235,000.00
Maturity Date:	May 1, 2025	
Interest Rate:	3.875%	\$285,000.00
Maturity Date:	May 1, 2030	
Interest Rate:	4.625%	\$805,000.00
Maturity Date:	May 1, 2040	
Interest Rate:	4.875%	\$1,300,000.00
Maturity Date:	May 1, 2050	
Bonds outstanding - 10/20/2020		\$2,625,000
Less: Principal Payment - 5/1/21		(\$40,000)
Less: Principal Payment - 5/1/22		(\$45,000)
Less: Principal Payment - 5/1/23		(\$50,000)
Less: Principal Payment - 5/1/24		(\$50,000)
Less: Principal Payment - 5/1/25		(\$50,000)
Current Bonds Outstanding:		\$2,390,000

Series 2020 A-2 Capital Improvement Refunding Bonds		
Original Issue Amount:	\$1,840,000	
Reserve Fund Requirement:	100% of Annual Interest	
Interest Rate:	4.75%	
Maturity Date:	May 1, 2030	
Bonds outstanding - 10/20/2020		\$1,840,000
Less: Principal Payment - 5/1/22		(\$425,000)
Less: Principal Payment - 8/1/22		(\$25,000)
Less: Principal Payment - 11/1/23		(\$180,000)
Less: Principal Payment - 2/1/24		(\$10,000)
Less: Principal Payment - 5/1/24		(\$595,000)
Less: Principal Payment - 8/1/24		(\$25,000)
Less: Principal Payment - 2/1/25		(\$580,000)
Current Bonds Outstanding:		\$0

Series 2022 A-1 Capital Improvement Refunding Bonds		
Original Issue Amount:	\$6,130,000	
Reserve Fund Requirement:	100% of Annual Interest	
Interest Rate:	3.125%	\$625,000.00
Maturity Date:	May 1, 2027	
Interest Rate:	3.400%	\$725,000.00
Maturity Date:	May 1, 2032	
Interest Rate:	3.750%	\$1,935,000.00
Maturity Date:	May 1, 2042	
Interest Rate:	4.000%	\$2,845,000.00
Maturity Date:	May 1, 2052	
Bonds outstanding - 2/28/2022		\$6,130,000
Less: Principal Payment - 5/1/23		(\$115,000)
Less: Principal Payment - 5/1/24		(\$120,000)
Less: Principal Payment - 5/1/25		(\$125,000)
Current Bonds Outstanding:		\$5,770,000

Series 2022 A-2 Capital Improvement Revenue and Refunding Bonds		
Original Issue Amount:	\$4,740,000	
Reserve Fund Requirement:	100% of Annual Interest	
Interest Rate:	3.650%	
Maturity Date:	May 1, 2032	
Bonds outstanding - 2/28/2022		\$4,740,000
Less: Principal Payment - 5/1/24		(\$185,000)
Less: Principal Payment - 8/1/24		(\$245,000)
Less: Principal Payment - 11/1/24		(\$340,000)
Less: Principal Payment - 2/1/25		(\$330,000)
Less: Principal Payment - 5/1/25		(\$330,000)
Less: Principal Payment - 8/1/25		(\$125,000)
Less: Special Call - 11/1/25		(\$115,000)
Less: Special Call - 2/1/26		(\$190,000)
Current Bonds Outstanding:		\$2,880,000

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts - Clay County
Fiscal Year 2026

Gross Assessments \$ 1,346,893.90 \$ 183,830.40 \$ 145,532.40 \$ 43,296.24 \$ 176,575.87 \$ 370,332.04 \$ 2,266,460.87
Net Assessments \$ 1,266,080.27 \$ 172,800.58 \$ 136,800.46 \$ 40,698.47 \$ 165,981.32 \$ 348,112.12 \$ 2,130,473.22

ON ROLL ASSESSMENTS

allocation in % 59.43% 8.11% 6.42% 1.91% 7.79% 16.34% 100.00%

<i>Date</i>	<i>Gross Amount</i>	<i>Discount/ Penalty</i>	<i>Commission</i>	<i>Net Receipts</i>	<i>O&M Portion</i>	<i>2015A1 Debt Service</i>	<i>2015A2 Debt Service</i>	<i>2015A3 Debt Service</i>	<i>2020A1 Debt Service</i>	<i>2022A1 Debt Service</i>	<i>Total</i>
11/05/25	\$ 6,159.29	\$ 310.11	\$ 116.98	\$ 5,732.20	\$ 3,406.49	\$ 464.93	\$ 368.07	\$ 109.50	\$ 446.59	\$ 936.62	\$ 5,732.20
11/12/25	34,835.27	1,393.42	668.84	32,773.01	19,476.08	2,658.19	2,104.40	626.06	2,553.29	5,355.00	32,773.02
11/24/25	516,713.60	20,668.73	9,920.90	486,123.97	288,889.79	39,429.04	31,214.65	9,286.44	37,873.04	79,431.01	486,123.97
12/05/25	1,464,524.57	58,581.13	28,118.87	1,377,824.57	818,802.36	111,753.99	88,471.91	26,320.61	107,343.82	225,131.88	1,377,824.57
12/22/25	17,796.21	627.51	343.37	16,825.33	9,998.82	1,364.69	1,080.38	321.41	1,310.83	2,749.20	16,825.33
01/14/26	21,000.53	611.93	407.77	19,980.83	11,874.04	1,620.63	1,283.00	381.69	1,556.67	3,264.80	19,980.83
02/10/26	112,751.37	4,321.85	2,168.59	106,260.93	63,147.88	8,618.72	6,823.15	2,029.90	8,278.60	17,362.68	106,260.93
03/06/26	24,786.09	521.47	485.30	23,779.32	14,131.38	1,928.72	1,526.90	454.26	1,852.60	3,885.46	23,779.32
04/14/26	19,036.30	0.91	380.70	18,654.69	11,085.96	1,513.06	1,197.84	356.36	1,453.35	3,048.11	18,654.68
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
\$	2,217,603.23	\$ 87,037.06	\$ 42,611.32	\$ 2,087,954.85	\$ 1,240,812.80	\$ 169,351.97	\$ 134,070.30	\$ 39,886.23	\$ 162,668.79	\$ 341,164.76	\$ 2,087,954.85

97.84%	Percent Collected
\$ 37,068.06	Balance Remaining to Collect

B.

C.

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026
Check Register

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
4/1-4/30	3759-3777	\$63,451.68
ACH	80030-80031	\$3,488.25
TOTAL		\$66,939.93

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/06/26	00177	1/20/26	3303	202601	330	57200	46000		RE SAND DECK/NEW PAVERS BLUE SOLUTIONS	*	3,527.00	3,527.00	003759
4/06/26	00201	4/01/26	9721879	202604	320	53800	46200		APR 26 - LANDSCAPE MAINT BRIGHTVIEW LANDSCAPE SERVICES, INC.	*	8,717.00	8,717.00	003760
4/06/26	00147	3/20/26	UG000019	202604	330	57200	34300		APR 26 - REFUSE SERVICE GFL ENVIRONMENTAL	*	1,062.05	1,062.05	003761
4/06/26	00003	4/01/26	295	202604	310	51300	34000		APR 26 - MGMT FEES	*	4,172.08		
		4/01/26	295	202604	310	51300	35101		APR 26 - WEBSITE ADMIN	*	111.33		
		4/01/26	295	202604	310	51300	35100		APR 26 - IT	*	166.92		
		4/01/26	295	202604	310	51300	31300		APR 26 - DISSEMINATION	*	927.50		
		4/01/26	295	202604	310	51300	51000		APR 26 - OFFICE SUPPLIES	*	.03		
		4/01/26	295	202604	310	51300	42000		APR 26 - POSTAGE	*	54.07		
		4/01/26	295	202604	310	51300	41000		APR 26 - TELEPHONE	*	39.47		
									GOVERNMENTAL MANAGEMENT SERVICES			5,471.40	003762
4/06/26	00012	4/02/26	29138	202604	310	51300	32200		AUDIT FYE 9/30/25 GRAU AND ASSOCIATES	*	7,600.00	7,600.00	003763
4/06/26	00149	3/23/26	13129563	202603	330	57200	52100		BLEACH MINIBULK/POOL ACID	*	1,112.50		
		3/23/26	13129563	202603	330	57200	52100		BLEACH MINIBULK/POOL ACID POOLSURE	*	1,110.00	2,222.50	003764
4/06/26	00060	3/31/26	599	202603	330	57200	34100		MAR 26 - FACILITY ASSIST	*	2,474.92		
		3/31/26	600	202603	330	57200	34200		MAR 26 - LIFEGUARD SVCS	*	833.29		
		4/01/26	598	202604	330	57200	46100		APR 26 - JANITORIAL SVCS	*	1,469.33		
		4/01/26	598	202604	330	57200	46700		APR 26 - POOL MAINTENANCE	*	1,811.25		

ROLL ROLLING HILLS PPOWERS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/01/26		598		202604 320-53800-34000		*	2,287.42		
		APR 26		- CONTRACT ADMIN					
4/01/26		598		202604 330-57200-34000		*	6,266.92		
		APR 26		- FACILITY MGMT					
4/01/26		598		202604 330-57200-46700		*	280.32		
				POOL RP/INST VALVES					
4/01/26		598		202604 330-57200-52100		*	30.56		
				POOL CHEMICALS					
								15,454.01	003765
----- RIVERSIDE MANAGEMENT SERVICES, INC. -----									
4/17/26	00016	4/06/26	MAR 26	202603 320-53800-43100		*	1,366.79		
			MAR 26	- WATER					
		4/06/26	MAR 26	202603 330-57200-43100		*	365.60		
			MAR 26	- WATER					
								1,732.39	003766
----- CLAY COUNTY UTILITY AUTHORITY -----									
4/17/26	00053	4/02/26	2026-314	202604 310-51300-48000		*	47.25		
				NOTICE OF AUDIT COMM MTG					
								47.25	003767
----- CLAY TODAY -----									
4/17/26	00061	4/04/26	84957412	202604 330-57200-41500		*	426.25		
			APR 26	- TV/INTERNET					
								426.25	003768
----- COMCAST -----									
4/17/26	00199	3/30/26	21088-1	202604 330-57200-46000		*	3,806.22		
				INST TENNIS COURT LIGHT					
								3,806.22	003769
----- DESTINY ELECTRIC -----									
4/17/26	00153	10/31/25	3643843	202510 310-51300-31500		*	516.50		
			SEP 25	- LEGAL SERVICES					
		4/03/26	3728151	202601 310-51300-31500		*	752.50		
			JAN 26	- LEGAL SERVICES					
								1,269.00	003770
----- KUTAK ROCK LLP -----									
4/17/26	00150	4/17/26	2015A1	202604 300-20700-10200		*	1,513.06		
				TRANSFER OF TAX REC A1					
								1,513.06	003771
----- ROLLING HILLS CDD -----									
4/17/26	00151	4/17/26	2015A2	202604 300-20700-10200		*	1,197.84		
				TRANSFER OF TAX REC A2					
								1,197.84	003772
----- ROLLING HILLS CDD -----									
4/17/26	00152	4/17/26	2015A3	202604 300-20700-10200		*	356.36		
				TRANSFER OF TAX REC A3					
								356.36	003773
----- ROLLING HILLS CDD -----									
----- ROLL ROLLING HILLS PPOWERS -----									

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/17/26	00250	4/17/26	2020A1	202604	300	20700	10200		TRANSFER OF TAX REC A1	*	1,453.35		
ROLLING HILLS CDD											1,453.35	003774	
4/17/26	00350	4/17/26	2022A1	202604	300	20700	10200		TRANSFER OF TAX REC A1	*	3,048.11		
ROLLING HILLS CDD											3,048.11	003775	
4/17/26	00110	3/25/26	8122347	202603	310	51300	32300		2022A1/2 3/1-2/28/27	*	4,444.69		
US BANK											4,444.69	003776	
4/17/26	00038	3/31/26	01045	202603	330	57200	44000		TANK RENTAL-MARCH 2026	*	103.20		
WILFORD PROPANE GAS CO., INC.											103.20	003777	
TOTAL FOR BANK A											63,451.68		

ROLL ROLLING HILLS PPOWERS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/30/26	00027	3/31/26 MAR 26	202603 320-53800-43000		*	220.27	
		MAR 26 - ELECTRIC					
		3/31/26 MAR 26	202603 330-57200-43000		*	2,245.08	
		MAR 26 - ELECTRIC					
CLAY ELECTRIC COOPERATIVE, INC							2,465.35 080030

4/30/26	00207	4/08/26 50039	202604 330-57200-34500		*	233.20	
		INV# 040526-310					
		4/16/26 51807	202604 330-57200-34500		*	323.30	
		INV# 041226-381					
		4/21/26 52695	202604 330-57200-34500		*	233.20	
		INV# 042026-452					
		4/29/26 54685	202604 330-57200-34500		*	233.20	
		INV# 042626-494					
ROLLKALL (AUTOPAY)							1,022.90 080031

TOTAL FOR BANK Z						3,488.25	
TOTAL FOR REGISTER						66,939.93	

Blue Solutions Inc
 2343 Conciliation Ln
 Green Cove Springs, FL
 32043-9472 USA
 +19045802210
 Blue_Solutions@comcast.net
 www.bluesolutionspools.com

Invoice

BILL TO
 Rolling Hills CDD
 5384 North Nob Hill RD
 Sunrise, FL 33351

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3303	01/20/2026	\$3,527.00	01/20/2026	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Labor Re sand deck add 32 new pavers remove and re install 132 pavers reattached 35 wall bricks	1	3,200.00	3,200.00
Materials Sand Paver Base Pavers Glue Wall Cap	1	327.00	327.00

Thank you for your business. Please note we have a new address.

BALANCE DUE

\$3,527.00

Pay invoice

Tuesday, March 24, 2026 at 15:28:30 Eastern Daylight Time

Subject: Fwd: New payment request from Blue Solutions Inc due on 01/20/2026 - invoice 3303
Date: Tuesday, March 24, 2026 at 3:26:45 PM Eastern Daylight Time
From: Rolling-Hills Manager
To: Patti Powers
Attachments: INVOICE_3303_from_Blue Solutions Inc.pdf

Patti

Please process, if you haven't already done so. Thanks

----- Forwarded message -----

From: Blue Solutions Inc <quickbooks@notification.intuit.com>
Date: Tue, Mar 24, 2026 at 10:03AM
Subject: New payment request from Blue Solutions Inc due on 01/20/2026 - invoice 3303
To: <jsoriano@gmsnf.com>
Cc: <rhmanager@rmsnf.com>

Your invoice is ready!

BALANCE DUE

\$3,527.00

[View and pay](#)



VISA



DISCOVER



BANK



VENMO

Thank you for your business. Please note we have a new address.

INVOICE

BrightView

Landscape Services

Rolling Hills CDD
475 W Town Pl Ste 114
St Augustine FL 32092

Customer #: 27655710
Invoice #: 9721879
Invoice Date: 4/1/2026
Cust PO #:

Job Number	Description	Amount
346100674	Rolling Hills CDD Landscape Maintenance For April	8,717.00
Total invoice amount		8,717.00
Tax amount		
Balance due		8,717.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716



GFL Environmental
 26777 Central Park Blvd
 Suite 255
 Southfield MI 48076

CUSTOMER #: UG103664
INVOICE #: UG0000195181
INVOICE DATE: 03/20/2026
TOTAL AMOUNT DUE: \$1,062.05
REF/PO #:



DUE DATE:
 Due Upon Receipt

P: (904) 760-5880

DATE	DESCRIPTION	REFERENCE	RATE	QTY	AMOUNT
3/20/26	(0000) CLAY COUNTY FRAN FEE 16.3% at 16.300% on \$6.50				\$1.06
	SITE TOTAL				\$1.06
3/20/26	(0001) ROLLING HILLS CDD 3212 BRADLEY CREEK PKWY , GREEN COVE SPRINGS FL Serv #001 COMM FL WASTE PERM 8YD				
3/20/26	TRASH STANDARD SERVICE Apr 01/26 - Apr 30/26		\$571.87	1.00	\$571.87
3/20/26	FUEL SURCHARGE				\$334.83
3/20/26	CLAY COUNTY FRAN FEE 16.3% at 16.300% on \$906.70				\$147.79
	SITE TOTAL				\$1,054.49
3/20/26	(0000) ADMIN FEE	SC325161			\$6.50
	SITE TOTAL				\$6.50

Notes:

Due to increased costs, your next invoice may reflect a price increase.

**To pay your
 invoice online,
 please visit
 us at:
[www.gflenv.com/
 pay-my-bill/](http://www.gflenv.com/pay-my-bill/)**

CURRENT \$1,062.05	31 - 60 DAYS \$0.00	61 - 90 DAYS \$0.00	OVER 90 DAYS \$0.00	ACCOUNT TOTAL \$1,062.05	TOTAL INVOICE \$1,062.05
------------------------------	-------------------------------	-------------------------------	-------------------------------	------------------------------------	---------------------------------

Please return bottom portion with your payment. Include customer and invoice numbers on check or money order.

Optional Payment Methods

eBilling:

Invoices in an Instant! Enroll in eBilling at www.gflenv.com and click My Account. No fees apply when paying through this method and your statement is always ready! Choose to enroll in automatic payments or pay on demand. Visa, American Express, Mastercard and Discover are accepted.

Pay-By-Phone:

Call the number at the front of invoice and have your customer and invoice number ready. Visa, American Express, Mastercard and Discover are accepted.



Billing Rights Summary

If you think your bill is incorrect, or if you need more information about the details of your bill, please contact us at the number listed on the front of your bill or email. We must hear from you no later than 60 days from the date of your bill on which the error occurred. Your bill shall be deemed correct unless disputed within 60 days from receipt.

Late Fees & Service Fees

To avoid late fees and service interruptions, payments must be received by the due date except as may be otherwise provided by written contract. GFL Environmental reserves the right to charge service-related fees associated with but not limited to the following: setup fees, early termination fees, container return fees, etc.

Electronic Funds Transfer Notice

If you pay by check, it will be converted into an "Electronic Funds Transfer" (EFT), a process in which your financial institution is electronically instructed to transfer funds from your account to ours in lieu of processing the check. By sending your completed check to us, you authorize us to use the account information therein to create an EFT for the amount indicated on the check. If the EFT cannot be processed for technical or other reasons, you authorize us to process an image replacement document, draft, or copy of your check.

Cancellation Policy and Proration Policy

The customer must provide written notice of cancellation via certified mail at the address on the front of your bill. There will be no proration of billing and you will not be entitled to a refund if service is canceled during a billing cycle. You will remain responsible for all charges, fees and taxes through the end of the billing cycle (including the period between the notice of termination and the end of the current billing cycle). This provision will not apply if it is contrary to a current franchise agreement, municipal contract, or other written contract applicable to this account or is otherwise prohibited by law.

Insufficient Funds Notice

If your check is returned for insufficient or uncollected funds (NSF), your signature on your check gives us permission to debit your checking account electronically for the uncollected amount. Payment by check constitutes your acceptance of these terms. For each returned check a fee will be assessed on your next billing equal to the maximum amount permitted by state law.

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 295
Invoice Date: 4/1/26
Due Date: 4/1/26
Case:
P.O. Number:

Bill To:

Rolling Hills CDD
475 West Town Place
Suite 114
St. Augustine, FL 32090

Description	Hours/Qty	Rate	Amount
Management Fees - April 2026	340	4,172.08	4,172.08
Website Administration - April 2026	351	111.33	111.33
Information Technology - April 2026	357	166.92	166.92
Dissemination Agent Services - April 2026	313	927.50	927.50
Office Supplies	510	0.03	0.03
Postage	400	54.07	54.07
Telephone	412	39.47	39.47
Total			\$5,471.40
Payments/Credits			\$0.00
Balance Due			\$5,471.40

Grau and Associates

1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Rolling Hills Community Development District
5385 N Nob Hill Road
Sunrise, FL 33351*

Invoice No. 29138
Date 04/02/2026

SERVICE	AMOUNT
Audit FYE 09/30/2025	\$ <u>7,600.00</u>
Current Amount Due	\$ <u>7,600.00</u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
7,600.00	0.00	0.00	0.00	0.00	7,600.00

Payment due upon receipt.



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 3/23/2026
Invoice # 131295634689

Terms	Net 20
Due Date	4/12/2026
PO #	
Delivery Ticket #	Sales Order #1357096
Delivery Date	3/20/2026
Delivery Location	Rolling Hills CDD Pool Main
Customer #	13ROI.025

Bill To
Rolling Hills CDD 3212 Bradley Creek Blvd. Middleburg FL 32043

Ship To
Rolling Hills CDD Pool 3212 Bradley Creek Parkway Green Cove Springs FL 32043

THANK YOU FOR YOUR BUSINESS!

Item ID	Item	Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivered	300	gal	\$3.35	\$1,005.00
160-050	Pool Acid bulk by Gallon	15	gal	\$3.50	\$52.50
Fuel Surcharge	Fuel/EFS	1	ea	\$55.00	\$55.00

Subtotal \$1,112.50
Tax \$0.00
Total \$1,112.50
Amount Paid/Credit Applied \$0.00
Balance Due \$1,112.50

[Click Here to Pay Now](#)



131295634689

Tuesday, March 31, 2026 at 11:07:48 Eastern Daylight Time

Subject: Fwd: You have a new invoice 131295634689
Date: Thursday, March 26, 2026 at 10:34:22 AM Eastern Daylight Time
From: Rolling-Hills Manager
To: Patti Powers
Attachments: Invoice_131295634689.pdf

Patti

Please process. Thanks

----- Forwarded message -----

From: **Poolsure Accounts Receivable** (ar@poolsure.com) <system@sent-via.netsuite.com>
Date: Tue, Mar 24, 2026 at 9:34AM
Subject: You have a new invoice 131295634689
To: <rhmanager@riversidemgtsvc.com>

You have a new invoice!

Invoice # 131295634689

--
Freddie Oca
Operations
Rolling Hills
(904) 531-9236 Cell: (904) 338 5723
RHManager@RMSNE.com



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 3/23/2026
Invoice # 131295634690

Terms	Net 20
Due Date	4/12/2026
PO #	
Delivery Ticket #	Sales Order #1357095
Delivery Date	3/20/2026
Delivery Location	Rolling Hills CDD Splash
Customer #	13ROL025

Bill To
Rolling Hills CDD 3212 Bradley Creek Blvd. Middleburg FL 32043

Ship To
Rolling Hills CDD Pool 3212 Bradley Creek Parkway Green Cove Springs FL 32043

THANK YOU FOR YOUR BUSINESS!

Item ID	Item	Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivered	300	gal	\$3.35	\$1,005.00
160-050	Pool Acid bulk by Gallon	30	gal	\$3.50	\$105.00

Subtotal	\$1,110.00
Tax	\$0.00
Total	\$1,110.00
Amount Paid/Credit Applied	\$0.00
Balance Due	\$1,110.00

[Click Here to Pay Now](#)



131295634690

Tuesday, March 31, 2026 at 11:08:19 Eastern Daylight Time

Subject: Fwd: You have a new invoice 131295634690
Date: Thursday, March 26, 2026 at 10:33.56 AM Eastern Daylight Time
From: Rolling-Hills Manager
To: Patti Powers
Attachments: Invoice_131295634690.pdf

Patti

Please process. Thanks

----- Forwarded message -----

From: **Poolsure Accounts Receivable** (ar@poolsure.com) <system@sent-via.netsuite.com>
Date: Tue, Mar 24, 2026 at 9:35 AM
Subject: You have a new invoice 131295634690
To: <rhmanager@riversidemgtsvc.com>

You have a new invoice!

Invoice # 131295634690

--
Freddie Oca
Operations
Rolling Hills
(904) 531-9236 Cell: (904) 338-5723
RHManager@RMSNF.com

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF MARCH 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/2/26	6.37	D.H.	Completed daily checklist, returned calls and emails
3/3/26	5.48	D.H.	Completed daily checklist, returned calls and emails
3/4/26	5.97	D.H.	Completed daily checklist, returned calls and emails
3/5/26	5.9	D.H.	Completed daily checklist, returned calls and emails
3/7/26	1.87	D.H.	Completed daily checklist, returned calls and emails
3/11/26	4.92	D.H.	Completed daily checklist, returned calls and emails
3/13/26	3.98	D.H.	Completed daily checklist, returned calls and emails
3/14/26	4.13	D.H.	Completed daily checklist, returned calls and emails
3/15/26	2.45	D.H.	Completed daily checklist, returned calls and emails
3/16/26	1.4	D.H.	Completed daily checklist, returned calls and emails
3/18/26	5.57	D.H.	Completed daily checklist, returned calls and emails
3/19/26	5.28	D.H.	Completed daily checklist, returned calls and emails
3/20/26	5.53	D.H.	Completed daily checklist, returned calls and emails
3/21/26	5.48	D.H.	Completed daily checklist, returned calls and emails
3/26/26	3.07	D.H.	Completed daily checklist, returned calls and emails
3/27/26	5.75	D.H.	Completed daily checklist, returned calls and emails
3/28/26	6.77	D.H.	Completed daily checklist, returned calls and emails
3/29/26	4.77	D.H.	Completed daily checklist, returned calls and emails
3/31/26	3.7	D.H.	Completed daily checklist, returned calls and emails
	<hr/> <u>88.39</u> <hr/>		

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 599
Invoice Date: 3/31/2026
Due Date: 3/31/2026
Case:
P.O. Number:

Bill To:
Rolling Hills CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Assistant through March 2026	88.39	28.00	2,474.92
<i>Alison Mossing</i> <i>4-3-26</i>			

Total	\$2,474.92
Payments/Credits	\$0.00
Balance Due	\$2,474.92

ROLLING HILLS CDD
FACILITY ASSISTANT

Qty./Hours	Description	Rate	Amount
88.39	Facility Assistant	\$ 28.00	\$ 2,474.92

Covers Period: March 2026

GL # 001.300.57200.34100

TOTAL DUE:

\$ 2,474.92

ROLLING HILLS CDD

LIFEGUARD AND DECK MONITORS INVOICE DETAIL

Quantity	Description	Rate	Amount
36.23	Lifeguarding and Deck Monitor Services for ROLLING HILLS Covers March 2026 Lifeguards & Deck Monitors #1.330.57200.34200	\$ 23.00	\$ 833.29
TOTAL DUE:			<u>\$ 833.29</u>

**ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD & DECK MONITOR BILLABLE HOURS MARCH 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/14/26	4.38	A.R.	Lifeguarding
3/14/26	4.37	A.M.R.	Lifeguarding
3/15/26	4.42	A.R.	Lifeguarding
3/15/26	4.42	A.M.R.	Lifeguarding
3/21/26	4.35	A.R.	Lifeguarding
3/21/26	4.25	A.M.R.	Lifeguarding
3/22/26	4.42	A.R.	Lifeguarding
3/22/26	4.25	A.M.R.	Lifeguarding
3/27/26	0.70	A.R.	Lifeguarding
3/27/26	0.67	A.M.R.	Lifeguarding
GRAND TOTAL	<u><u>36.23</u></u>		

Riverside Management Services, Inc

475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 598

Invoice Date: 4/1/2026

Due Date: 4/1/2026

Case:

P.O. Number:

Bill To:

Rolling Hills CDD
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.330.57200.46100 - Janitorial Services - April 2026		1,469.33	1,469.33
1.330.57200.46700 - Pool Maintenance Services - April 2026		1,811.25	1,811.25
1.320.53800.34000 - Contract Administration - April 2026		2,287.42	2,287.42
1.330.57200.34000 - Facility Management - Rolling Hills - April 2026		6,266.92	6,266.92
Pool Repair - Install (2) New Toro Valves & Labor 467		280.32	280.32
Pool Chemicals - Trichlor		17.49	17.49
Pool Chemicals - Liquid Bleach 330 572 521		13.07	13.07
<i>Alison Moring</i> 4-3-26			

Total	\$12,145.80
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Payments/Credits	\$0.00
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Balance Due	\$12,145.80
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Rolling Hills

Utility Schedule

Clay County Utility Authority

NEW ACCT #	Account #	Service Address		Mar-26
A00014425	00244868	3212-1 Bradley Creek Pkwy - Rclm	\$	160.71
A00014426	00244869	3212-2 Bradley Creek Pkwy - Rclm	\$	-
A00015008	00253042	3212-3 Bradley Creek Pkwy - Irr	\$	1,023.38
A00015287	00256584	3215-2 Bradley Creek Pkwy - Irr	\$	182.70
A00015577	00260347	3212-4 Bradley Creek Pkwy -Residents Club	\$	365.60
				<u>\$ 1,732.39</u>

Vendor #16	
001.320.53800.43100	\$ 1,366.79
001.330.57200.43100	\$ 365.60
	<u>\$ 1,732.39</u>



Account Summary:

Thank you for keeping your account current!

Previous Statement Balance	\$264.41
Payments	-\$264.41
Current Charges Due 04/27/2026	\$182.70
Total Amount Due	\$182.70

3176 Old Jennings Road, Middleburg, FL 32068-3907



Account Information

Bill Date: 04/06/26 Billing Cycle: 1
 Account Number A00015287
 Rolling Hills CDD
 3215 -2 Bradley Creek Pkwy Reclaimed
 Irrigation, Green Cove Springs

Customer Service (8am-5pm M-F)
 (904) 272-5999

Online
<https://www.clayutility.org/>

All accounts not paid by due date
 are subject to a \$3.50 late fee.

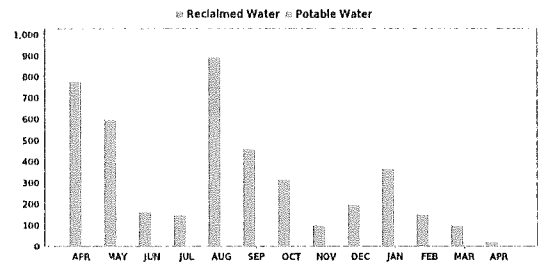
X
 @CCUA

Email
billing@clayutility.org

Facebook
 CCUAFL

Current Charges	Rate	Usage	Total
Reclaimed			
Reuse Base Charge			\$164.24
Reuse Water Usage - Tier 1	\$1.02	21,554 kGal	\$21.99
Miscellaneous Charges and Credits			
Deposit Apply	-\$3.53		-\$3.53
Total Current Charges			\$182.70

Usage Profile (KGAL = 1,000 gallons)



Meter Readings

Reclaimed Water

Read Dates: 02/26/26 - 04/01/26	Days: 34
Meter	Previous Read Current Read
91332608	15,393,336 15,414,890

Message Board

Water Quality Reports are sent by email, online at www.clayutility.org/wqr/WQR.pdf, or at our office. To receive a copy by mail, contact 904-272-5999.

Retain this portion for your records.

Please return bottom portion along with your payment to Clay County Utility Authority.



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, FL 32068-3907

Bill Date: 04/06/26
 Due Date: 04/27/26
 Account Number: A00015287
 Service Address: 3215 -2 Bradley Creek Pkwy Reclaimed Irrigation,
 Green Cove Springs

If paid after due date the account is subject to \$3.50 late fee.

Total Amount Due \$182.70

Donate to Lend a Helping Hand Program:
 \$1 \$5 \$10 Other _____

AY10406B
 2000000592 21/1



ROLLING HILLS CDD
 C/O GMS-SF, LLC
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068-3907

0A00015287 0000018270 042726 0 0 1

PAY ONLINE	PAY BY PHONE	PAY BY MAIL	PAY IN PERSON OR PAYMENT DROP-OFF
Visit www.clayutility.org/myaccount/default.aspx to make a one-time payment or sign into your account.	Call 904.272.5999 to use our automated phone service. We accept credit, debit or eCheck payments.	Clay County Utility Authority 3176 Old Jennings Road Middleburg, FL 32068	Visit the cashier's office, drive-thru or drop box located at: Clay County Utility Authority 3176 Old Jennings Road Middleburg, FL 32068

PAYMENT ASSISTANCE



Lend A Helping Hand provides water and sewer bill payment assistance to families and individuals struggling financially due to an emergency or financial hardship. This income-based program provides customers payment assistance with their past due balance, one time in a 12-month period.

Golden Opportunity provides our elderly and/or disabled customers on a fixed or limited income the ability to extend their payment date up to 21 days past the due date on their bill.

For more information visit:
www.clayutility.org/myservice/customer_assistance_program.aspx

EXPLANATION OF CHARGES

Monthly Base Charge is the cost of maintaining the infrastructure that provides water, sewer and reclaimed services to your home or business.

Water Usage Charge is based on the amount of water used at the current rate per thousand gallons.

Sewer Usage Charge is based on the amount of water used at the current rate per thousand gallons and is capped at 10,000 gallons for residential customers without reclaimed service.

Reclaimed Water Usage Charge is based on the amount of reclaimed water used at the current rate per thousand gallons.

AWS Surcharge provides funding to assist in developing an Alternative Water Supply (AWS). An AWS is any sustainable water source that does not originate from the Floridan Aquifer.

Taxes are levied by some municipalities on services you use. It is collected by the utility and remitted to the municipality.

For a current and complete list of rates and fees please visit www.clayutility.org and click on 'Rates and Financials'.

PROMPT PAYMENT IS APPRECIATED

Current charges are due by the due date printed on the bill. If payment is not received by the due date, the account will be considered past due, and the account will be subject to a late fee and disconnection.

WATER CONSERVATION

Clay County Utility Authority can provide you with information on saving water and money, including leak, pool and sod credits, suggested watering times, and water-wise landscaping. Please call our office at 904.272.5999 to schedule a free Water Conservation Assessment.

CONSUMER CONFIDENCE REPORTS (WATER QUALITY)

Consumer Confidence Reports are updated annually on July 1st. These reports are available online at www.clayutility.org or upon request at our office.

Please include any mailing address changes on a separate enclosure and return with your bill stub and payment or visit us at www.clayutility.org



Account Summary:

Thank you for keeping your account current!

Previous Statement Balance	-\$1,402.93
Payments	\$0.00
Current Charges Due 04/27/2026	\$160.71
Total Amount Due	-\$1,242.22

3176 Old Jennings Road, Middleburg, FL 32068-3907



Account Information

Bill Date: 04/06/26 Billing Cycle: 1
 Account Number A00014426
 Rolling Hills CDD
 3212 -2 Bradley Creek Pkwy Reclaimed
 Irrigation, Green Cove Springs

Customer Service (8am-5pm M-F)
 (904) 272-5999

Online
<https://www.clayutility.org/>

All accounts not paid by due date
 are subject to a \$3.50 late fee.

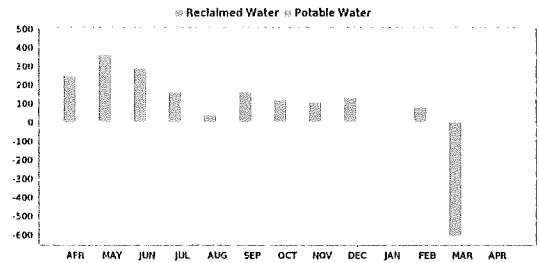
X
 @CCUA

Email
billing@clayutility.org

Facebook
 CCUAFL

Current Charges	Rate	Usage	Total
Reclaimed			
Reuse Base Charge			\$164.24
Miscellaneous Charges and Credits			
Deposit Apply	-\$3.53		-\$3.53
Total Current Charges			\$160.71

Usage Profile (KGAL = 1,000 gallons)



Meter Readings

Reclaimed Water

Read Dates: 02/26/26 - 04/01/26	Days: 34
Meter	Previous Read Current Read
91332609	8,594,334 8,594,334

Message Board

Water Quality Reports are sent by email, online at www.clayutility.org/wqr/WQR.pdf, or at our office. To receive a copy by mail, contact 904-272-5999.

Retain this portion for your records.

Please return bottom portion along with your payment to Clay County Utility Authority.



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, FL 32068-3907

Bill Date: 04/06/26
 Due Date: 04/27/26
 Account Number: A00014426
 Service Address: 3212 -2 Bradley Creek Pkwy Reclaimed Irrigation,
 Green Cove Springs

You have a credit balance, no payment is required.

Total Amount Due - \$1,242.22

Donate to Lend a Helping Hand Program:
 \$1 \$5 \$10 Other _____

AY10406B
 2000000593 21/2

ROLLING HILLS CDD
 C/O GMS-SF, LLC
 5385 N NOB HILL RD
 SUNRISE, FL 33351



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068-3907

0A00014426 0000124222 042726 1 0 9

PAY ONLINE	PAY BY PHONE	PAY BY MAIL	PAY IN PERSON OR PAYMENT DROP-OFF
Visit www.clayutility.org/myaccount/default.aspx to make a one-time payment or sign into your account.	Call 904.272.5999 to use our automated phone service. We accept credit, debit or eCheck payments.	Clay County Utility Authority 3176 Old Jennings Road Middleburg, FL 32068	Visit the cashier's office, drive-thru or drop box located at: Clay County Utility Authority 3176 Old Jennings Road Middleburg, FL 32068

PAYMENT ASSISTANCE



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For more information visit:
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Please include any mailing address changes on a separate enclosure and return with your bill stub and payment or visit us at www.clayutility.org



Account Summary:

Thank you for keeping your account current!

Previous Statement Balance	\$164.24
Payments	-\$164.24
Current Charges Due 04/27/2026	\$160.71
Total Amount Due	\$160.71

3176 Old Jennings Road, Middleburg, FL 32068-3907



Account Information

Bill Date: 04/06/26 Billing Cycle: 1
 Account Number A00014425
 Rolling Hills CDD
 3212 -1 Bradley Creek Pkwy Reclaimed
 Irrigation, Green Cove Springs

Customer Service (8am-5pm M-F)
 (904) 272-5999

All accounts not paid by due date
 are subject to a \$3.50 late fee.

Email
 billing@clayutility.org

Online
<https://www.clayutility.org/>

X
 @CCUA

Facebook
 CCUAFL

Current Charges	Rate	Usage	Total
	Reclaimed		
Reuse Base Charge			\$164.24
Miscellaneous Charges and Credits			
Deposit Apply	-\$3.53		-\$3.53
Total Current Charges			\$160.71

Meter Readings

Reclaimed Water

Read Dates: 02/26/26 - 04/01/26	Days: 34
Meter	Previous Read Current Read
68272411	7,391,465 7,391,465

Message Board

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Retain this portion for your records.

Please return bottom portion along with your payment to Clay County Utility Authority.



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, FL 32068-3907

Bill Date: 04/06/26
 Due Date: 04/27/26
 Account Number: A00014425
 Service Address: 3212 -1 Bradley Creek Pkwy Reclaimed Irrigation,
 Green Cove Springs

If paid after due date the account is subject to \$3.50 late fee.

Total Amount Due \$160.71

Donate to Lend a Helping Hand Program:
 \$1 \$5 \$10 Other _____

AY10406B
 200000594 21/3

ROLLING HILLS CDD
 C/O GMS-SF, LLC
 5385 N NOB HILL RD
 SUNRISE, FL 33351



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068-3907

0A00014425 0000016071 042726 0 0 2

PAY ONLINE	PAY BY PHONE	PAY BY MAIL	PAY IN PERSON OR PAYMENT DROP-OFF
Visit www.clayutility.org/myaccount/default.aspx to make a one-time payment or sign into your account.	Call 904.272.5999 to use our automated phone service. We accept credit, debit or eCheck payments.	Clay County Utility Authority 3176 Old Jennings Road Middleburg, FL 32068	Visit the cashier's office, drive-thru or drop box located at: Clay County Utility Authority 3176 Old Jennings Road Middleburg, FL 32068

PAYMENT ASSISTANCE



Lend A Helping Hand provides water and sewer bill payment assistance to families and individuals struggling financially due to an emergency or financial hardship. This income-based program provides customers payment assistance with their past due balance, one time in a 12-month period.

Golden Opportunity provides our elderly and/or disabled customers on a fixed or limited income the ability to extend their payment date up to 21 days past the due date on their bill.

For more information visit:
www.clayutility.org/mysevice/customer_assistance_program.aspx

EXPLANATION OF CHARGES

Monthly Base Charge is the cost of maintaining the infrastructure that provides water, sewer and reclaimed services to your home or business.

Water Usage Charge is based on the amount of water used at the current rate per thousand gallons.

Sewer Usage Charge is based on the amount of water used at the current rate per thousand gallons and is capped at 10,000 gallons for residential customers without reclaimed service.

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Taxes are levied by some municipalities on services you use. It is collected by the utility and remitted to the municipality.

For a current and complete list of rates and fees please visit www.clayutility.org and click on 'Rates and Financials'.

PROMPT PAYMENT IS APPRECIATED

Current charges are due by the due date printed on the bill. If payment is not received by the due date, the account will be considered past due, and the account will be subject to a late fee and disconnection.

WATER CONSERVATION

Clay County Utility Authority can provide you with information on saving water and money, including leak, pool and sod credits, suggested watering times, and water-wise landscaping. Please call our office at 904.272.5999 to schedule a free Water Conservation Assessment.

CONSUMER CONFIDENCE REPORTS (WATER QUALITY)

Consumer Confidence Reports are updated annually on July 1st. These reports are available online at www.clayutility.org or upon request at our office.

Please include any mailing address changes on a separate enclosure and return with your bill stub and payment or visit us at www.clayutility.org



Account Summary:

Thank you for keeping your account current!

Previous Statement Balance	\$369.11
Payments	-\$369.11
Current Charges Due 04/27/2026	\$365.60
Total Amount Due	\$365.60

3176 Old Jennings Road, Middleburg, FL 32068-3907



Account Information

Bill Date: 04/06/26 Billing Cycle: 1
 Account Number A00015577
 Rolling Hills CDD
 3212 -4 Bradley Creek Pkwy Resident's Club,
 Green Cove Springs

Customer Service (8am-5pm M-F) (904) 272-5999

Online <https://www.clayutility.org/>

All accounts not paid by due date are subject to a \$3.50 late fee.

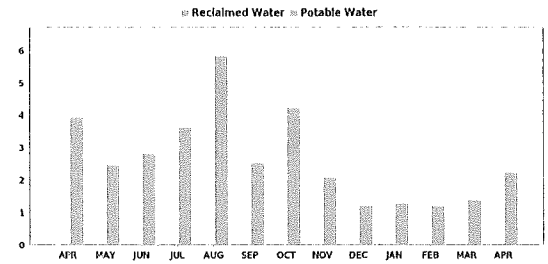
X @CCUA

Email billing@clayutility.org

Facebook CCUAFL

Current Charges	Rate	Usage	Total
Water			
Potable Base Charge			\$108.76
Potable Water Usage - Tier 1	\$2.81	2.22 kGal	\$6.24
AWS Surcharge			\$1.26
Sewer			
Sewer Base Charge			\$247.45
Sewer Usage Charge - Tier 1	\$5.62	2.22 kGal	\$12.48
Miscellaneous Charges and Credits			
Deposit Apply	-\$10.59		-\$10.59
Total Current Charges			\$365.60

Usage Profile (KGAL = 1,000 gallons)



Meter Readings

Water Meter

Read Dates: 02/26/26 - 04/01/26	Days: 34
Meter	Previous Read
70003704	45,048
	Current Read
	45,270

Message Board

Water Quality Reports are sent by email, online at www.clayutility.org/wqr/WQR.pdf, or at our office. To receive a copy by mail, contact 904-272-5999.

Retain this portion for your records.

Please return bottom portion along with your payment to Clay County Utility Authority.



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, FL 32068-3907

Bill Date: 04/06/26
 Due Date: 04/27/26
 Account Number: A00015577
 Service Address: 3212 -4 Bradley Creek Pkwy Resident's Club, Green Cove Springs

If paid after due date the account is subject to \$3.50 late fee.

Total Amount Due \$365.60

Donate to Lend a Helping Hand Program:
 \$1 \$5 \$10 Other _____

AY10406B
200000595 21/4

ROLLING HILLS CDD
 C/O GMS-SF, LLC
 5385 N NOB HILL RD
 SUNRISE, FL 33351



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068-3907

0A00015577 0000036560 042726 0 0 1

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Account Summary:

Thank you for keeping your account current!

Previous Statement Balance	\$1,604.45
Payments	-\$1,604.45
Current Charges Due 04/27/2026	\$1,023.38
Total Amount Due	\$1,023.38

3176 Old Jennings Road, Middleburg, FL 32068-3907



Account Information

Bill Date: 04/06/26 Billing Cycle: 1
 Account Number A00015008
 Rolling Hills CDD
 3212 -3 Bradley Creek Pkwy Irrigation, Green
 Cove Springs

Customer Service (8am-5pm M-F)
 (904) 272-5999

All accounts not paid by due date
 are subject to a \$3.50 late fee.

Email
 billing@clayutility.org

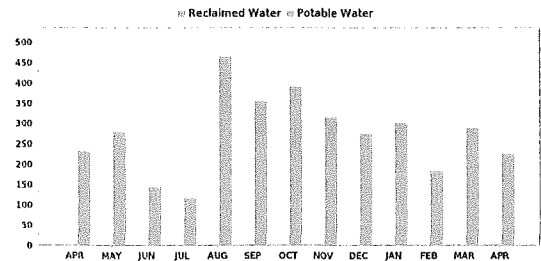
Online
<https://www.clayutility.org/>

X
 @CCUA

Facebook
 CCUAFL

Current Charges	Rate	Usage	Total
Water			
Potable Base Charge			\$108.76
Potable Water Usage - Tier 1	\$1.88	90.7 kGal	\$170.52
Potable Water Usage - Tier 2	\$5.57	133.999 kGal	\$746.37
AWS Surcharge			\$1.26
Miscellaneous Charges and Credits			
Deposit Apply	-\$3.53		-\$3.53
Total Current Charges			\$1,023.38

Usage Profile (KGAL = 1,000 gallons)



Meter Readings

Other Meter

Read Dates: 02/26/26 - 04/01/26 Days: 34
 Meter Previous Read Current Read
 91663339 15,238,275 15,462,974

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Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, FL 32068-3907

Bill Date: 04/06/26
 Due Date: 04/27/26
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 \$1 \$5 \$10 Other _____

AY10406B
 2000000596 21/5

ROLLING HILLS CDD
 C/O GMS-SF, LLC
 5385 N NOB HILL RD
 SUNRISE, FL 33351



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0A00015008 0000102338 042726 0 0 1

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CLAY TODAY

A Division of Osteen Media Group

Clay Today
3513 US Hwy 17
Fleming Island, FL 32003
904-264-3200

INVOICE

Invoice Number: 2026-314208
Invoice Date: 4/2/2026
Due Date: 5/1/2026

BILL TO

Sarah Sweeting
Rolling Hills CDD c/o GMS LLC
475 W TOWN PL
#114
SAINT AUGUSTINE, FL 32092

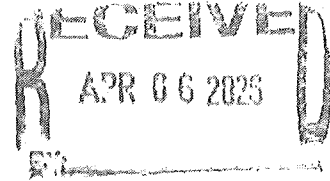
Advertiser
Rolling Hills CDD c/o GMS LLC

Customer ID
21847

Invoice Notes	PO #	Pub.	Issue	Year	AdTitle	Ad Size	Color	Ad Inch	Net
Legal # 193745	Notice of Audit Committee Meeting April 14, 2026	CT - Clay Today	Apr 2	2026		Column Inch	Black & White	4.5000	\$47.25
Total:									\$47.25

Please mail payments to:
Osteen Media Group
3513 US Hwy 17
Fleming Island Florida 32003

Please call the office at 904-264-3200 if you would like to pay by credit card.



Affidavit attached to this invoice.

Please pay from this invoice. Email for inquiries or questions - legal@claytodayonline.com. Thank you for your business.

CLAY TODAY

PUBLISHER AFFIDAVIT

PUBLISHER AFFIDAVIT
CLAY TODAY
Published Weekly
Fleming Island, Florida

STATE OF FLORIDA
COUNTY OF CLAY:

Before the undersigned authority personally appeared Hugh Osteen, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Fleming Island in Clay County, Florida; that the attached copy of advertisement
Bring a Notice of Audit Committee Meeting

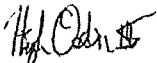
In the matter of April 14, 2026

LEGAL: 193745

Was published in said newspaper in the issues:

4/2/2026

Affiant Further says that said "Clay Today" is a newspaper published at Fleming Island, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, Weekly, and has been entered as Periodical material matter at the post Office in Orange Park, in said Clay County, Florida, for period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 04/02/2026

Christie Lou Wayne



NOTARY PUBLIC, STATE OF FLORIDA

3513 US HWY 17 Fleming Island FL 32003
Telephone (904) 264-3200
FAX (904) 264-3285
E-Mail: legal@claytodayonline.com
Christie Wayne christie@osteenmcclaingroup.com

ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT NOTICE OF AUDIT COMMITTEE MEETING

The Audit Committee meeting of the Board of Supervisors ("Board") of the Rolling Hills Community Development District ("District") will hold an Audit Committee meeting on Tuesday, April 14, 2026, at 6:00 p.m. at the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida 32043. Immediately following will be the Regular Meeting. A copy of the agenda may be obtained at the offices of the District Manager, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's Office"), during normal business hours.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Marilee Giles
District Manager
Legal 193745 Published 4/2/2026 in Clay County's Clay Today newspaper

Hello Rolling Hills Amenity Cent,

Thanks for choosing Comcast Business.

Your bill at a glance

For 3212 BRADLEY CREEK PKWY, UNIT TRLR, GREEN COVE
SPRINGS, FL, 32043-7060

Previous balance		\$424.30
Payment - thank you	Apr 01	-\$424.30
Balance forward		\$0.00
Regular monthly charges	Page 3	\$423.00
Taxes, fees and other charges	Page 3	\$3.25
New charges		\$426.25

Amount due Apr 25, 2026 \$426.25

Need help?

Visit business.comcast.com/help or see page 2 for other ways to contact us.

Your bill explained

- Regular monthly charges have increased by \$2.00 as a result of service change(s) made to Internet services, Voice services, Bundled services and other regular monthly charges.
- Any payments received or account activity after Apr 04, 2026 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/myaccount.
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

330 572 415



Account Number
8495 74 123 1221031

Billing Date
Apr 04, 2026

Services From
Apr 14, 2026 to May 13, 2026

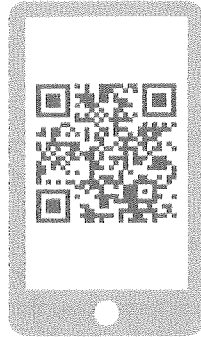
Page
2 of 4

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Business is always moving. Our app was built for this. Manage your account anytime, anywhere with the Comcast Business App – the easy way to manage your services on the go.

- Manage your account details
- Pay your bill and customize billing options
- View upcoming appointments

Scan the QR Code with your phone or mobile device to get started.



Faster speeds. More solutions. Bigger savings.

Comcast Business now offers **NEW** packages with faster speeds and innovative Voice and security solutions – at a better value.

Call today for a **FREE** account review at **877-564-0318**.



Need help? We're here for you



Visit us online

Get help and support at
business.comcast.com/help



Call us anytime

800-391-3000
Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?

We can help ensure it's a smooth transition. Visit business.comcast.com/learn/moving to learn more.

Accessibility:

If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838
Attn: M. Gifford.



Regular monthly charges \$423.00




Comcast Business	\$401.00
Bundled services	\$119.95
Data, SecurityEdge, Voice Package, Includes: Business Internet Essential, 1 Mobility Voice Line, and SecurityEdge.	\$144.00
Bundle Discount	-\$49.00
Equipment Fee Voice.	\$24.95
TV services	\$239.10
TV Standard Business Video.	\$124.95
TV Adapter	\$11.95
Service To Additional TV With TV Adapter. Qty 4 @ \$11.95 each	\$47.80
Broadcast TV Fee	\$49.70
Regional Sports Fee	\$4.70
Internet services	\$34.95
Static IP - 1	\$34.95
Voice services	\$7.00
Voice Mail Service	\$7.00

Service fees	\$22.00
Directory Listing Management Fee	\$11.00
Voice Network Investment	\$11.00

Taxes, fees and other charges \$3.25


Other charges	\$3.25
Federal Universal Service Fund	\$1.48
Regulatory Cost Recovery	\$1.77

What's included?

-  **Internet:** Fast, reliable internet on our Gig-speed network
-  **TV:** Keep your employees informed and customers entertained
-  **Voice Numbers:** (904)531-9238

Visit business.comcast.com/myaccount for more details

You've saved \$49.00 this month with your bundle discount.



Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Parental Controls: With parental controls, you can choose and manage the programming that is right for your family. Learn more at: business.comcast.com/support/article/tv/xl-parental-controls-safe-browse.

Recent and Upcoming Programming Changes: Information on recent and upcoming programming changes can be found at xfinity.com/programmingchanges/ or by calling 866-216-8634.

COMCAST BUSINESS

We have the solutions to help your business be ready for what's next.

There's a reason why more businesses count on Comcast Business than any other provider. We help keep your business reliably connected with smart, simple solutions.

- ✔ Internet designed for 100% reliability with Business Internet and Wireless Connect
- ✔ Advanced cybersecurity to help protect all your connected devices
- ✔ Advanced WiFi with features that you can control
- ✔ The fastest mobile service with 5G cellular and millions of WiFi hotspots

Call or visit us today to schedule a personalized account review and get the most out of your service.

Call: **1-855-867-5006**

Visit: **comcastbusiness.com/accountreview**

Restrictions apply. Not available in all areas. Services and features vary depending on level of service. Comcast Business SecurityEdge[®], Wireless Connect, Advanced WiFi and Comcast Business Mobile each requires Comcast Business Internet (and compatible leased router for SecurityEdge[™], Wireless Connect and WiFi Pro) for additional monthly charge. **Internet:** Actual speeds vary and are not guaranteed. **SecurityEdge[™]:** Will not work if connected via public WiFi, and may not work if connected via Wireless Connect, virtual private network technology or non-Comcast DNS servers. **Wireless Connect:** Fully charged battery backup will provide up to 8 hours of power to the Wireless Connect device depending on level of service. WiFi feature must be enabled to connect wireless devices. Actual backup time varies depending on number of connected devices and is not guaranteed. **Comcast Business Mobile:** Up to 20 lines. Pricing subject to change. For Comcast Business Mobile Disclosures visit: <https://business.comcast.com/policies/broadband-disclosures>. Comcast Business Mobile utilizes the network with the highest RootMetrics[®] 5G reliability rankings in 1H '25. WiFi not tested. Results may vary. Not an endorsement. Call for restrictions and complete details. © 2026 Comcast.

ADP99996-0002



Destiny Electric

Riverside Management Services (Parent Billing)
Riverside Management Services
3212 Bradley Creek Pkwy
Green Cove Springs, FL 32043

☎ (904) 338-5723
✉ Rhmanager@rmsnf.com

JOB	#21088-1
SERVICE DATE	Mar 30, 2026
PAYMENT TERMS	Upon receipt
DUE DATE	Apr 08, 2026
AMOUNT DUE	\$3,806.22

CONTACT US

179 College Drive, Suite 9
Orange Park, FL 32065

☎ (904) 708-9094
✉ destinyelectric@yahoo.com

INVOICE

Services	qty	unit price	amount
Custom Job	1.0	\$3,806.22	\$3,806.22

Upon acceptance of this proposal Destiny Electric will provide all necessary materials, and labor to:

Freddie: as of 3-6-26 Destiny Electric completed the initial Inspection and some of the site lighting repairs.

For which you have already been invoiced
\$2,487.77

The work that remains in order to have all of the main entry lighting, street light lighting up to the clubhouse. As well as the pool area lighting and one tennis court light functioning
Is as follows.

The following services have been completed as of 04/06/2026

- 1- Install HOA provided tennis court light.
- 4- E-26 base 60 watt equivalent LED bulbs pool area wall sconce lighting.
- 8- 15 watt ground mounted led floodlight bulbs
- 3- 27 to 54 watt LED corn bulb conversion bulbs for pool area pole lights.
- 8- 54 watt LED corn bulb conversion kits.
- Entry roadway street lights.
- 8- 13 watt par 38 LED flood bulbs.
- Ground mounted floodlights
- 2- 13 watt compact fluorescent bulbs
- 8- 26 watt compact fluorescent bulbs.
- 10- 4.5 watt Candelabra base bulbs, clubhouse lights.

Total proposed remaining labor and materials.
\$3,806.22

330 572 460

100% Due Upon Completion (Cash/Check/Card)

3.5% of total to process all cards.

Individual pricing is based on a total scope, eliminating individual line items, may incur increases, in individual services.

NOTE: This quote assumes circuitry is normally functional, and includes no additional troubleshooting, additional troubleshooting if necessary will be approved in advance, and be billable at \$140.00/HR

Subtotal	\$3,806.22
Job Total	\$3,806.22
Amount Due	\$3,806.22

We appreciate the opportunity to earn your business!

See our Terms & Conditions

Wednesday, April 8, 2026 at 14:06:14 Eastern Daylight Time

Subject: Fwd: Invoice 21088 due from Destiny Electric - \$3,806.22
Date: Wednesday, April 8, 2026 at 12:55:02 PM Eastern Daylight Time
From: Rolling-Hills Manager
To: Patti Powers
Attachments: invoice-21088-1.pdf

Patti

Please process. Thanks

----- Forwarded message -----

From: **Destiny Electric** <notifications@housecallpro.com>
Date: Wed, Apr 8, 2026 at 8:24AM
Subject: Invoice 21088 due from Destiny Electric - \$3,806.22
To: <Rhmanager@rmsnf.com>



Your invoice from Destiny Electric

Pay as low as \$173.71/mo*

APPLY NOW

Complete a short application to buy now and pay over time.

Hi Freddie,

Thank you for choosing Destiny Electric. Please see attached invoice due upon receipt.

Job Number: #21088
Service Date: Mar 30, 2026

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 31, 2025

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3643843

Client Matter No. 17523-1

Notification Email: eftgroup@kutakrock.com

Marilee Giles

Rolling Hills CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3643843

17523-1

Re: General

For Professional Legal Services Rendered

09/06/25	R. Dugan	0.10	30.50	Review effect of legislative changes on District Rules of Procedure and prepare proposed revisions regarding same
09/10/25	K. Haber	1.20	324.00	Correspond with Giles and Sweeting regarding towing services and prepare agreement; correspond with Oca regarding same; review location documentation from Oca
09/11/25	K. Haber	0.60	162.00	Prepare resolution setting towing public hearing; correspond with Sweeting and Beach regarding same

TOTAL HOURS 1.90

TOTAL FOR SERVICES RENDERED \$516.50

TOTAL CURRENT AMOUNT DUE \$516.50

KUTAK ROCK LLP

Rolling Hills CDD

October 31, 2025

Client Matter No. 17523-1

Invoice No. 3643843

Page 2

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 3, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3728151

Client Matter No. 17523-1

Notification Email: eftgroup@kutakrock.com

Marilee Giles
Rolling Hills CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3728151
17523-1

Re: General

For Professional Legal Services Rendered

01/02/26	J. Gillis	0.10	20.00	Prepare tracking chart for fiscal year 2027 budget adoption, audit acceptance and meeting schedule adoption
01/04/26	L. Whelan	0.30	115.50	Monitor legislative process relating to matters impacting special districts
01/07/26	K. Buchanan	0.20	73.00	Review correspondence from supervisor of elections; confer with district manager
01/13/26	K. Buchanan	0.20	73.00	Confer with Clay County attorney
01/15/26	K. Buchanan	0.70	255.50	Perform meeting follow up; review matters relating to transfer of conservation easement
01/21/26	K. Buchanan	0.20	73.00	Follow up on information request from supervisor of elections
01/30/26	K. Haber	0.50	142.50	Prepare swim team agreement for use of pool amenities; correspond with Giles regarding same
TOTAL HOURS		2.20		

KUTAK ROCK LLP

Rolling Hills CDD

April 3, 2026

Client Matter No. 17523-1

Invoice No. 3728151

Page 2

TOTAL FOR SERVICES RENDERED \$752.50

TOTAL CURRENT AMOUNT DUE \$752.50

UNPAID INVOICES:

October 31, 2025 Invoice No. 3643843 516.50

TOTAL DUE \$1,269.00

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts - Clay County
Fiscal Year 2026

Gross Assessments \$ 1,346,893.90 \$ 183,830.40 \$ 145,532.40 \$ 43,296.24 \$ 176,575.87 \$ 370,332.04 \$ 2,266,460.87
 Net Assessments \$ 1,266,080.27 \$ 172,800.58 \$ 136,800.46 \$ 40,698.47 \$ 165,981.32 \$ 348,112.12 \$ 2,130,473.22

ON ROLL ASSESSMENTS

allocation in % 59.43% 8.11% 6.42% 1.91% 7.79% 16.34% 100.00%

Date	Gross Amount	Discount/ Penalty	Commission	Net Receipts	O&M Portion	2015A1	2015A2	2015A3	Debt	2020A1	Debt	2022A1	Debt	Total
						Debt Service	Debt Service	Service	Service	Service	Service	Service		
11/05/25	\$ 6,159.29	\$ 310.11	\$ 116.98	\$ 5,732.20	\$ 3,406.49	\$ 464.93	\$ 368.07	\$ 109.50	\$ 446.59	\$ 936.62	\$ 5,732.20			\$ 5,732.20
11/12/25	34,835.27	1,393.42	668.84	32,773.01	19,476.08	2,658.19	2,104.40	626.06	2,553.29	5,355.00	32,773.02			\$ 32,773.02
11/24/25	516,713.60	20,668.73	9,920.90	486,123.97	288,889.79	39,429.04	31,214.65	9,286.44	37,873.04	79,431.01	486,123.97			\$ 486,123.97
12/05/25	1,464,524.57	58,581.13	28,118.87	1,377,824.57	818,802.36	111,753.99	88,471.91	26,320.61	107,343.82	225,131.88	1,377,824.57			\$ 1,377,824.57
12/22/25	17,796.21	627.51	343.37	16,825.33	9,998.82	1,364.69	1,080.38	321.41	1,310.83	2,749.20	16,825.33			\$ 16,825.33
01/14/26	21,000.53	611.93	407.77	19,980.83	11,874.04	1,620.63	1,283.00	381.69	1,556.67	3,264.80	19,980.83			\$ 19,980.83
02/10/26	112,751.37	4,321.85	2,168.59	106,260.93	63,147.88	8,618.72	6,823.15	2,029.90	8,278.60	17,362.68	106,260.93			\$ 106,260.93
03/06/26	24,786.09	521.47	485.30	23,779.32	14,131.38	1,928.72	1,526.90	454.26	1,852.60	3,885.46	23,779.32			\$ 23,779.32
04/14/26	19,036.30	0.91	380.70	18,654.69	11,085.96	1,513.06	1,197.84	356.36	1,453.35	3,048.11	18,654.69			\$ 18,654.69
				-	-	-	-	-	-	-	-			\$ -
				-	-	-	-	-	-	-	-			\$ -
\$ 2,217,603.23 \$ 87,037.06 \$ 42,611.32 \$ 2,087,954.85 \$ 1,240,812.80 \$ 169,351.97 \$ 134,070.30 \$ 39,886.23 \$ 162,668.79 \$ 341,164.76 \$ 2,087,954.85														

92.12%	Percent Collected
\$ 178,506.02	Balance Remaining to Collect

Due to DS	2015A1	2015A2	2015A3	2020A1	2022A1	check#
	256484004	242167004	241587004			
12/9/25	\$154,306.15	\$122,159.03	\$36,342.61	\$148,216.74	\$310,854.51	3680/1/2/3/4
12/22/25	\$1,364.69	\$1,080.38	\$321.41	\$1,310.83	\$2,749.20	3697/8/9/3700/1
2/25/26	\$10,239.35	\$8,106.15	\$2,411.59	\$9,835.27	\$20,627.48	3735/6/7/8/9
3/6/26	\$1,928.72	\$1,526.90	\$454.26	\$1,852.60	\$3,885.46	3745/6/7/8/9

	\$ 167,838.91	\$ 132,872.46	\$ 39,529.87	\$ 161,215.44	\$ 338,116.65	
Balance to transfer	\$1,513.06	\$1,197.84	\$356.36	\$1,453.35	\$3,048.11	\$7,568.72
001.300.20700.10200	V# 150	V# 151	V# 152	V# 250	V# 350	

Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts - Clay County
Fiscal Year 2026

Gross Assessments	\$ 1,346,893.90	\$ 183,830.40	\$ 145,532.40	\$ 43,296.24	\$ 176,575.87	\$ 370,332.04	\$ 2,266,460.87
Net Assessments	\$ 1,266,080.27	\$ 172,800.58	\$ 136,800.46	\$ 40,698.47	\$ 165,981.32	\$ 348,112.12	\$ 2,130,473.22

ON ROLL ASSESSMENTS

allocation in % 59.43% 8.11% 6.42% 1.91% 7.79% 16.34% 100.00%

Date	Gross Amount	Discount/ Penalty	Commission	Net Receipts	O&M Portion	2015A1 Debt Service	2015A2 Debt Service	2015A3 Service	Debt	2020A1 Service	Debt	2022A1 Service	Debt	Total
11/05/25	\$ 6,159.29	\$ 310.11	\$ 116.98	\$ 5,732.20	\$ 3,406.49	\$ 464.93	\$ 368.07	\$ 109.50	\$ 446.59	\$ 936.62	\$ 5,732.20	\$ 32,773.02	\$ 32,773.02	\$ 5,732.20
11/12/25	34,835.27	1,393.42	668.84	32,773.01	19,476.08	2,658.19	2,104.40	626.06	2,553.29	5,355.00	32,773.02	32,773.02	32,773.02	32,773.02
11/24/25	516,713.60	20,668.73	9,920.90	486,123.97	288,889.79	39,429.04	31,214.65	9,286.44	37,873.04	79,431.01	486,123.97	486,123.97	486,123.97	486,123.97
12/05/25	1,464,524.57	58,581.13	28,118.87	1,377,824.57	818,802.36	111,753.99	88,471.91	26,320.61	107,343.82	225,131.88	1,377,824.57	1,377,824.57	1,377,824.57	1,377,824.57
12/22/25	17,796.21	627.51	343.37	16,825.33	9,998.82	1,364.69	1,080.38	321.41	1,310.83	2,749.20	16,825.33	16,825.33	16,825.33	16,825.33
01/14/26	21,000.53	611.93	407.77	19,980.83	11,874.04	1,620.63	1,283.00	381.69	1,556.67	3,264.80	19,980.83	19,980.83	19,980.83	19,980.83
02/10/26	112,751.37	4,321.85	2,168.59	106,260.93	63,147.88	8,618.72	6,823.15	2,029.90	8,278.60	17,362.68	106,260.93	106,260.93	106,260.93	106,260.93
03/06/26	24,786.09	521.47	485.30	23,779.32	14,131.38	1,928.72	1,526.90	454.26	1,852.60	3,885.46	23,779.32	23,779.32	23,779.32	23,779.32
04/14/26	19,036.30	0.91	380.70	18,654.69	11,085.96	1,513.06	1,197.84	356.36	1,453.35	3,048.11	18,654.68	18,654.68	18,654.68	18,654.68
				-	-	-	-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-	-	-	-
	\$ 2,217,603.23	\$ 87,037.06	\$ 42,611.32	\$ 2,087,954.85	\$ 1,240,812.80	\$ 169,351.97	\$ 134,070.30	\$ 39,886.23	\$ 162,668.79	\$ 341,164.76	\$ 2,087,954.85	\$ 2,087,954.85	\$ 2,087,954.85	\$ 2,087,954.85

92.12%	Percent Collected
\$ 178,506.02	Balance Remaining to Collect

Due to DS	2015A1	2015A2	2015A3	2020A1	2022A1	check#
	256484004	242167004	241587004			
12/9/25	\$154,306.15	\$122,159.03	\$36,342.61	\$148,216.74	\$310,854.51	3680/1/2/3/4
12/22/25	\$1,364.69	\$1,080.38	\$321.41	\$1,310.83	\$2,749.20	3697/8/9/3700/1
2/25/26	\$10,239.35	\$8,106.15	\$2,411.59	\$9,835.27	\$20,627.48	3735/6/7/8/9
3/6/26	\$1,928.72	\$1,526.90	\$454.26	\$1,852.60	\$3,885.46	3745/6/7/8/9
	\$ 167,838.91	\$ 132,872.46	\$ 39,529.87	\$ 161,215.44	\$ 338,116.65	
Balance to transfer	\$1,513.06	\$1,197.84	\$356.36	\$1,453.35	\$3,048.11	\$7,568.72
001.300.20700.10200	V# 150	V# 151	V# 152	V# 250	V# 350	

ROLLING HILLS GENERAL FUND
 VENDOR NUMBER/NAME: 250 ROLLING HILLS CDD
 INV DATE INV# AMOUNT DISCOUNT NET
 20260417 2020A1 1,453.35 1,453.35 TRANSFER OF TAX REC A1

4/17/2026
 CHECK #: 003774

TOTAL \$1,453.35

FILE COPY

ROLLING HILLS GENERAL FUND
 VENDOR NUMBER/NAME: 250 ROLLING HILLS CDD
 INV DATE INV# AMOUNT DISCOUNT NET
 20260417 2020A1 1,453.35 1,453.35 TRANSFER OF TAX REC A1

4/17/2026
 CHECK #: 003774

TOTAL \$1,453.35

003774

ROLLING HILLS CDD
 5385 NORTH NOB HILL ROAD

WELLS FARGO
 WELLS FARGO BANK, NA

63-2/630

SUNRISE, FL 33351
 (954) 721-8681

DATE
 4/17/2026

AMOUNT
 \$1,453.35*

ONE THOUSAND FOUR HUNDRED FIFTY-THREE DOLLARS & 35 CENTS *****

PAY
TO THE
ORDER ROLLING HILLS CDD
OF: 257088000
 2020 A1 REVENUE

 AUTHORIZED SIGNATURE



Rolling Hills
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts - Clay County
Fiscal Year 2026

Gross Assessments \$ 1,346,893.90 \$ 183,830.40 \$ 145,532.40 \$ 43,296.24 \$ 176,575.87 \$ 370,332.04 \$ 2,266,460.87
 Net Assessments \$ 1,266,080.27 \$ 172,800.58 \$ 136,800.46 \$ 40,698.47 \$ 165,981.32 \$ 348,112.12 \$ 2,130,473.22

ON ROLL ASSESSMENTS

allocation in % 59.43% 8.11% 6.42% 1.91% 7.79% 16.34% 100.00%

Date	Gross Amount	Discount/ Penalty	Commission	Net Receipts	O&M Portion	2015A1 Debt Service	2015A2 Debt Service	2015A3 Service	2020A1 Debt	2020A1 Service	2022A1 Debt	2022A1 Service	Total
11/05/25	\$ 6,159.29	\$ 310.11	\$ 116.98	\$ 5,732.20	\$ 3,406.49	\$ 464.93	\$ 368.07	\$ 109.50	\$ 446.59	\$ 936.62	\$ 5,732.20		\$ 5,732.20
11/12/25	34,835.27	1,393.42	668.84	32,773.01	19,476.08	2,658.19	2,104.40	626.06	2,553.29	5,355.00			\$ 32,773.02
11/24/25	516,713.60	20,668.73	9,920.90	486,123.97	288,889.79	39,429.04	31,214.65	9,286.44	37,873.04	79,431.01			\$ 486,123.97
12/05/25	1,464,524.57	58,581.13	28,118.87	1,377,824.57	818,802.36	111,753.99	88,471.91	26,320.61	107,343.82	225,131.88			\$ 1,377,824.57
12/22/25	17,796.21	627.51	343.37	16,825.33	9,998.82	1,364.69	1,080.38	321.41	1,310.83	2,749.20			\$ 16,825.33
01/14/26	21,000.53	611.93	407.77	19,980.83	11,874.04	1,620.63	1,283.00	381.69	1,556.67	3,264.80			\$ 19,980.83
02/10/26	112,751.37	4,321.85	2,168.59	106,260.93	63,147.88	8,618.72	6,823.15	2,029.90	8,278.60	17,362.68			\$ 106,260.93
03/06/26	24,786.09	521.47	485.30	23,779.32	14,131.38	1,928.72	1,526.90	454.26	1,852.60	3,885.46			\$ 23,779.32
04/14/26	19,036.30	0.91	380.70	18,654.69	11,085.96	1,513.06	1,197.84	356.36	1,453.35	3,048.11			\$ 18,654.68
				-	-	-	-	-	-	-			\$ -
				-	-	-	-	-	-	-			\$ -
	\$ 2,217,603.23	\$ 87,037.06	\$ 42,611.32	\$ 2,087,954.85	\$ 1,240,812.80	\$ 169,351.97	\$ 134,070.30	\$ 39,886.23	\$ 162,668.79	\$ 341,164.76	\$ 2,087,954.85		

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12/9/25	\$154,306.15	\$122,159.03	\$36,342.61	\$148,216.74	\$310,854.51	3680/1/2/3/4
12/22/25	\$1,364.69	\$1,080.38	\$321.41	\$1,310.83	\$2,749.20	3697/8/9/3700/1
2/25/26	\$10,239.35	\$8,106.15	\$2,411.59	\$9,835.27	\$20,627.48	3735/6/7/8/9
3/6/26	\$1,928.72	\$1,526.90	\$454.26	\$1,852.60	\$3,885.46	3745/6/7/8/9
	\$ 167,838.91	\$ 132,872.46	\$ 39,529.87	\$ 161,215.44	\$ 338,116.65	
Balance to transfer	\$1,513.06	\$1,197.84	\$356.36	\$1,453.35	\$3,048.11	\$7,568.72
001.300.20700.10200	V# 150	V# 151	V# 152	V# 250	V# 350	



Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number:	8122347
Account Number:	261574000
Invoice Date:	03/25/2026
Direct Inquiries To:	Schuhle, Scott A
Phone:	(954)-938-2476

Rolling Hills CDD
 c/o GMS - South Florida, LLC
 5385 N. Nob Hill Road
 Sunrise, FL 33351
 United States

**ROLLING HILLS COMMUNITY DEVELOPMENT DISTRICT CAPITAL IMPROVEMENT REVENUE BONDS,
 SERIES 2022A-1
 AND REVENUE AND REFUNDING BONDS, SERIES 2022A-2**

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE

\$4,444.69

All invoices are due upon receipt.



Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number: 8122347
 Invoice Date: 03/25/2026
 Account Number: 261574000
 Direct Inquiries To: Schuhle, Scott A
 Phone: (954)-938-2476

**ROLLING HILLS COMMUNITY DEVELOPMENT
 DISTRICT CAPITAL IMPROVEMENT REVENUE BONDS,
 SERIES 2022A-1
 AND REVENUE AND REFUNDING BONDS, SERIES
 2022A-2**

Accounts Included	261574000	261574001	261574002	261574003	261574004	261574005
In This Relationship:	261574006	261574007	261574008	261574009		

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04111 Paying Agent / Regist / Trustee Agent	1.00	4,125.00	100.00%	\$4,125.00
Subtotal Administration Fees - In Advance 03/01/2026 - 02/28/2027				\$4,125.00
Incidental Expenses 03/01/2026 to 02/28/2027	4,125.00	0.0775		\$319.69
Subtotal Incidental Expenses				\$319.69
TOTAL AMOUNT DUE				\$4,444.69



Rolling Hills

Utility Schedule

Clay Electric Cooperative

Account #	Service Address	Mar-26
7182249	2404 Rolling View Blvd #1	\$ 46.37
7751951	3212 Bradley Creek Pkwy - Amenity Ctr	\$ 2,245.08
7755259	3236 Bradley Creek Pwky - #1	\$ 42.64
7755275	3314 Ridgeview Dr #1	\$ 46.45
7755283	2448 Rolling View Blvd	\$ 84.81
		\$ 2,465.35

Vendor #27	
001.320.53800.43000	\$ 220.27
001.330.57200.43000	\$ 2,245.08
	\$ 2,465.35

On Autopay

NNNN



Clay Electric Cooperative, Inc.

A Touchstone Energy® Cooperative

Visit us online at ClayElectric.com
Toll Free: (800)-224-4917

Member Name ROLLING HILLS VENTURE

LLC

Account # 7182249

Trustee District: 06

Statement Date: 03/25/2026

Current Bill Due Date: 04/15/2026

Previous Balance \$61.95

Payment Received 03/18/26 -\$61.95

Capital Credit Refund -\$8.35

Balance Forward -\$8.35

Current Charges Due 04/15/26 \$54.72

Important Messages

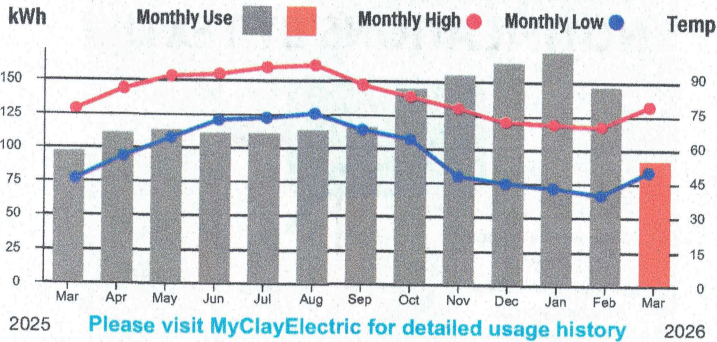
If you are eligible for the current Capital Credits refund, you will find the refund posted as a credit on this bill statement.

If you have multiple accounts under the same membership, the credit will appear on your membership account.

AutoPay Amount Due \$46.37 Bank Draft Scheduled For 04/15/2026

Service Address: # 1 - 2404 ROLLING VIEW BLVD

Table with columns: Rate Schedule Description, Meter No., Reading Dates (From, To), Readings (Previous, Present), Multiplier, kWh Usage. Row: GENERAL SERVICE-NON DEMAND, 151840010, 02/21/26, 03/23/26, 10028, 10120, 1, 92



Current Service Detail table listing charges: Access Charge (\$37.00), Energy Charge (92 kWh @ 0.0843, \$7.76), Power Cost Adjustment (92 kWh @ 0.0310, \$2.85), etc. Total Current Charges for this Location: \$54.72

Summary statistics: This Month (92 kWh, 30 days, Avg kWh 3), Last Month (147 kWh, 30 days, Avg kWh 5), This Month Last Year (97 kWh, 30 days, Avg kWh 3), Avg Daily High (78°F)

KEEP SEND

By accepting service from Clay Electric, you acknowledge that you have reviewed and accepted all of Clay Electric's Bylaws, Board policies and standards of service and agree to abide by them. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.



Clay Electric Cooperative, Inc.

A Touchstone Energy® Cooperative

PO Box 308
Keystone Heights, FL 32656-0308

PAY YOUR BILL 24/7

ONLINE: Check or credit/debit card at ClayElectric.com or download the mobile app.



Summary table: Account Number 7182249, Balance Forward -\$8.35, Current Charges Due 04/15/26 \$54.72, Bank Draft scheduled for 04/15/26 \$46.37

6741 1 MB 0.672
ROLLING HILLS VENTURE LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761

5 6741
C-22

CLAY ELECTRIC COOPERATIVE
PO BOX 308
KEYSTONE HEIGHTS, FL 32656-0308



07182249 0000046375

NNNN



Clay Electric Cooperative, Inc.

A Touchstone Energy® Cooperative

Visit us online at ClayElectric.com
Toll Free: (800)-224-4917

Member Name: ROLLING HILLS CDD
Account #: 7751951
Trustee District: 06
Statement Date: 03/25/2026
Current Bill Due Date: 04/15/2026

Important Messages

If you are eligible for the current Capital Credits refund, you will find the refund posted as a credit on this bill statement.

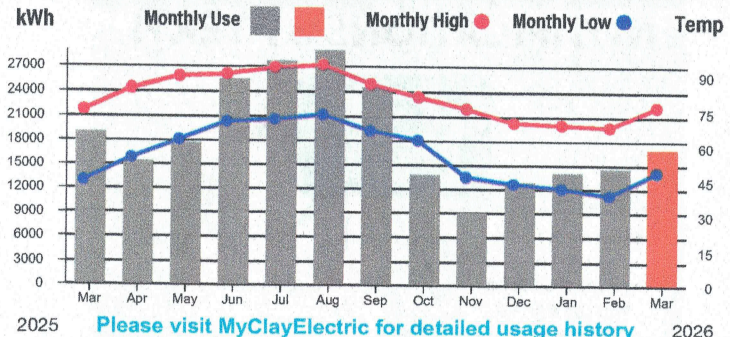
If you have multiple accounts under the same membership, the credit will appear on your membership account.

AutoPay Amount Due
\$2,245.08
Bank Draft Scheduled For 04/15/2026

Table with 2 columns: Description and Amount. Includes Previous Balance (\$2,279.34), Payment Received (\$-2,279.34), Capital Credit Refund (\$-260.24), Balance Forward (\$-260.24), and Current Charges Due (\$2,505.32).

Service Address: 3212 BRADLEY CREEK PKWY AMENITY CENTER

Table with 7 columns: Rate Schedule Description, Meter No., Reading Dates (From/To), Readings (Previous/Present), Multiplier, kWh Usage. Row 1: GENERAL SERVICE DEMAND, 152192920, 02/21/26 to 03/23/26, 24375 to 24588, 80, 17,040.



Current Service Detail table listing charges: Access Charge (\$80.00), Energy Charge (17,040 kWh @ 0.0620 = \$1,056.48), Power Cost Adjustment (17,040 kWh @ 0.0310 = \$528.24), Demand Charge (58.160 KW @ 4.3500 = \$253.00), etc. Total Current Charges for this Location: \$2,505.32.

Summary statistics: This Month (17,040 kWh, 30 days Avg kWh 568), Last Month (14,560 kWh, 30 days Avg kWh 485), This Month Last Year (18,960 kWh, 30 days Avg kWh 632), Avg Daily High (78°F).

KEEP SEND By accepting service from Clay Electric, you acknowledge that you have reviewed and accepted all of Clay Electric's Bylaws, Board policies and standards of service and agree to abide by them. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.



Clay Electric Cooperative, Inc.

A Touchstone Energy® Cooperative

PO Box 308
Keystone Heights, FL 32656-0308

Summary table: Account Number 7751951, Balance Forward -\$260.24, Current Charges Due 04/15/26 \$2,505.32, Bank Draft scheduled for 04/15/26 \$2,245.08.

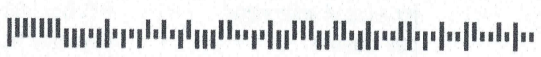
PAY YOUR BILL 24/7 ONLINE: Check or credit/debit card at ClayElectric.com or download the mobile app.



6742 1 MB 0.672
ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE FL 33351-4761

5 6742
C-22

CLAY ELECTRIC COOPERATIVE
PO BOX 308
KEYSTONE HEIGHTS, FL 32656-0308



07751951 0002245082

NNNN



Clay Electric Cooperative, Inc.

A Touchstone Energy Cooperative

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Toll Free: (800)-224-4917

Member Name: ROLLING HILLS CDD
Account #: 7755259
Trustee District: 06
Statement Date: 03/25/2026
Current Bill Due Date: 04/15/2026

Important Messages

If you are eligible for the current Capital Credits refund, you will find the refund posted as a credit on this bill statement.

If you have multiple accounts under the same membership, the credit will appear on your membership account.

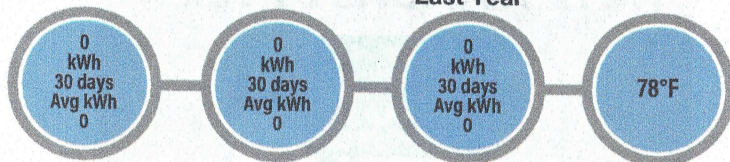
AutoPay Amount Due
\$42.64
Bank Draft Scheduled For 04/15/2026

Previous Balance \$42.64
Payment Received 03/18/26 -\$42.64
Balance Forward \$0.00
Current Charges Due 04/15/26 \$42.64

Service Address: # 1 - 3236 BRADLEY CREEK PKWY

Rate Schedule Description	Meter No.	Reading Dates		Readings		Multiplier	kWh Usage
		From	To	Previous	Present		
GENERAL SERVICE-NON DEMAND	151839087	02/21/26	03/23/26	1775	1775	1	0

This Month Last Month This Month Last Year Avg Daily High



Current Service Detail

Access Charge	\$37.00
FLA Gross Receipts Tax	\$0.95
Florida State Sales Tax	\$2.64
Clay County Sales Tax	\$0.57
Clay Co Public Ser Utility Tax	\$1.48
Total Current Charges for this Location	\$42.64

KEEP SEND

By accepting service from Clay Electric, you acknowledge that you have reviewed and accepted all of Clay Electric's Bylaws, Board policies and standards of service and agree to abide by them. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.



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ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE FL 33351-0000

Account Number	7755259
Current Charges Due 04/15/26	\$42.64
Bank Draft scheduled for 04/15/26	\$42.64



CLAY ELECTRIC COOPERATIVE
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KEYSTONE HEIGHTS, FL 32656-0308



07755259 0000042648

NNNN



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Member Name ROLLING HILLS CDD
Account # 7755275
Trustee District: 06
Statement Date: 03/25/2026
Current Bill Due Date: 04/15/2026

Important Messages

If you are eligible for the current Capital Credits refund, you will find the refund posted as a credit on this bill statement.

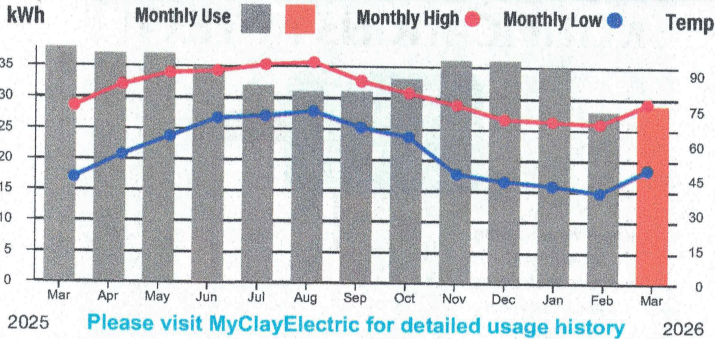
If you have multiple accounts under the same membership, the credit will appear on your membership account.

AutoPay Amount Due
\$46.45
Bank Draft Scheduled For 04/15/2026

Previous Balance \$46.33
Payment Received 03/18/26 -\$46.33
Balance Forward \$0.00
Current Charges Due 04/15/26 \$46.45

Service Address: # 1 - 3314 RIDGEVIEW DR

Rate Schedule Description	Meter No.	Reading Dates From	To	Readings Previous	Present	Multiplier	kWh Usage
GENERAL SERVICE-NON DEMAND	152012414	02/21/26	03/23/26	1875	1904	1	29



Current Service Detail

Access Charge		\$37.00
Energy Charge	29 kWh @ 0.0843	\$2.44
Power Cost Adjustment	29 kWh @ 0.0310	\$0.90
FLA Gross Receipts Tax		\$1.04
Florida State Sales Tax		\$2.88
Clay County Sales Tax		\$0.62
Clay Co Public Ser Utility Tax		\$1.57
Total Current Charges for this Location		\$46.45

This Month: 29 kWh 30 days Avg kWh 1
Last Month: 28 kWh 30 days Avg kWh 1
This Month Last Year: 38 kWh 30 days Avg kWh 1
Avg Daily High: 78°F

KEEP SEND

By accepting service from Clay Electric, you acknowledge that you have reviewed and accepted all of Clay Electric's Bylaws, Board policies and standards of service and agree to abide by them. Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.



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ONLINE: Check or credit/debit card at ClayElectric.com or download the mobile app.



ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE FL 33351-0000

Account Number	7755275
Current Charges Due 04/15/26	\$46.45
Bank Draft scheduled for 04/15/26	\$46.45



CLAY ELECTRIC COOPERATIVE
PO BOX 308
KEYSTONE HEIGHTS, FL 32656-0308



07755275 0000046458

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Member Name ROLLING HILLS CDD
Account # 7755283
Trustee District: 06
Statement Date: 03/25/2026
Current Bill Due Date: 04/15/2026

Previous Balance \$87.57
Payment Received 03/18/26 -\$87.57
Balance Forward \$0.00
Current Charges Due 04/15/26 \$84.81

Important Messages

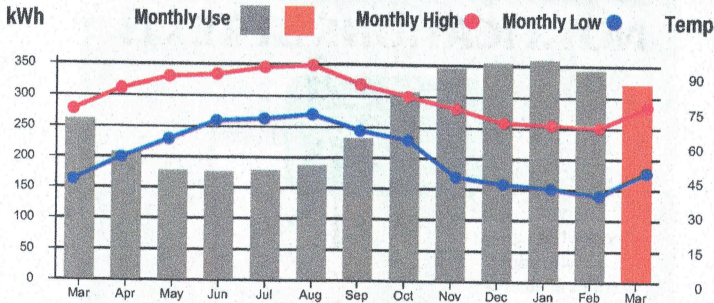
If you are eligible for the current Capital Credits refund, you will find the refund posted as a credit on this bill statement.

If you have multiple accounts under the same membership, the credit will appear on your membership account.

AutoPay Amount Due
\$84.81
Bank Draft Scheduled For 04/15/2026

Service Address: 2448 ROLLING VIEW BLVD

Rate Schedule Description	Meter No.	Reading Dates		Readings		Multiplier	kWh Usage
		From	To	Previous	Present		
GENERAL SERVICE-NON DEMAND	151840032	02/21/26	03/23/26	36987	37308	1	321



Current Service Detail

Access Charge		\$37.00
Energy Charge	321 kWh @ 0.0843	\$27.06
Power Cost Adjustment	321 kWh @ 0.0310	\$9.95
FLA Gross Receipts Tax		\$1.90
Florida State Sales Tax		\$5.28
Clay County Sales Tax		\$1.14
Clay Co Public Ser Utility Tax		\$2.48
Total Current Charges for this Location		\$84.81

2025 Please visit MyClayElectric for detailed usage history 2026

This Month: 321 kWh, 30 days, Avg kWh 11
Last Month: 342 kWh, 30 days, Avg kWh 11
This Month Last Year: 261 kWh, 30 days, Avg kWh 9
Avg Daily High: 78°F

KEEP SEND

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ROLLING HILLS CDD
5385 N NOB HILL RD
SUNRISE FL 33351-0000

Account Number	7755283
Current Charges Due 04/15/26	\$84.81
Bank Draft scheduled for 04/15/26	\$84.81



CLAY ELECTRIC COOPERATIVE
PO BOX 308 18
KEYSTONE HEIGHTS, FL 32656-0308



07755283 0000084814

Receipt of Payment

Transaction # po_50039

Transaction Date: 04/06/2026

INVOICE #	SENDER	DUE DATE	BALANCE DUE
I-040526-310	Clay County Sheriff's Office, FL	4/8/2026	\$233.20

Subtotal \$233.20

Paid Via ACH WELLS FARGO BANK Bank, account ending in 0591.

Total Processing Fees \$0.00

Grand Total \$233.20

Receipt of Payment

Transaction # po_51807

Transaction Date: 04/16/2026

INVOICE #	SENDER	DUE DATE	BALANCE DUE
I-041226-381	Clay County Sheriff's Office, FL	4/14/2026	\$323.30

Subtotal \$323.30

Paid Via ACH WELLS FARGO BANK Bank, account ending in 0591.

Total Processing Fees \$0.00

Grand Total \$323.30

Receipt of Payment

Transaction # po_52695

Transaction Date: 04/21/2026

INVOICE #	SENDER	DUE DATE	BALANCE DUE
I-042026-452	Clay County Sheriff's Office, FL	4/20/2026	\$233.20

Subtotal \$233.20

Paid Via ACH WELLS FARGO BANK Bank, account ending in 0591.

Total Processing Fees \$0.00

Grand Total \$233.20

Receipt of Payment

Transaction # po_54685

Transaction Date: 04/29/2026

INVOICE #	SENDER	DUE DATE	BALANCE DUE
I-042626-494	Clay County Sheriff's Office, FL	4/26/2026	\$233.20

Subtotal \$233.20

Paid Via ACH WELLS FARGO BANK Bank, account ending in 0591.

Total Processing Fees \$0.00

Grand Total \$233.20