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, **June 9, 2026,** at 6:00 p.m. in the Rolling Hills Amenity Center, 3212 Bradley Creek Parkway, Green Cove Springs, Florida.

Present and constituting a quorum were:

David Church	Chairman
David Bauer *by phone*	Vice Chairman
Helana Cormier	Assistant Secretary
Susan Gibbons	Assistant Secretary
Kevin Craig	Assistant Secretary
Susan Gibbons	Assistant Secretary
John Miller	Appointed as Assistant Secretary

Also present were:

Marilee Giles	District Manager, GMS
Katie Buchanan *by phone*	District Counsel, Kutak Rock
Freddie Oca	Riverside Management
Keith Hadden	District Engineer
Jay Soriano	GMS
Karen Fisher	Brightview

The following is a summary of the discussions and actions taken at the June 9, 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 6:16 p.m. and called the roll. Four Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS **Audience Comments *(Regarding Agenda Items Listed Below)***

Ms. Giles opened the public comment period for agenda items only. Being none, the Board moved on to the next agenda item.

THIRD ORDER OF BUSINESS **Approval of Minutes of the April 14, 2026 Meeting**

Ms. Giles presented the April 14, 2026, meeting minutes and asked for any comments, corrections, or changes.

The Board discussed several requested revisions to the April 14, 2026, meeting minutes. Supervisor Cormier requested that the minutes more accurately reflect the reasons for her dissenting vote regarding a prior Board action, stating that she wanted the record to reflect her concerns for future readers and residents. Ms. Giles discussed the purpose of meeting minutes, noting that minutes are intended to summarize Board actions rather than provide a verbatim account of discussions. The Board also considered the additional staff time and professional costs that would be incurred by revising the minutes beyond standard corrections.

Ms. Giles discussed the transcription process, explaining that the minutes are prepared as summaries based on the meeting recording and are not intended to include every comment made during Board discussions. The Board reviewed several minor factual corrections, including typographical errors, speaker identification, and clarification of comments attributed to Board members.

Following discussion, the Board directed staff to incorporate the agreed-upon factual corrections while maintaining the summary format of the minutes. Supervisor Cormier stated that she continued to disagree with the Board's decision and would vote against approval.

> On MOTION by Ms. Gibbons, seconded by Mr. Church, with Ms. Gibbons, Mr. Church, Mr. Bauer, and Mr. Craig in favor and Ms. Cormier opposed, the Minutes of the April 14, 2026, Meeting, were approved as amended 4-1.

FOURTH ORDER OF BUSINESS **Approval of Minutes of the April 14, 2026 Audit Committee Meeting**

Ms. Giles presented the April 14, 2026, meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

> On MOTION by Ms. Cormier, seconded by Mr. Craig, with all in favor, the Minutes of the April 14, 2026, Audit Committee Meeting, were approved 5-0.

FIFTH ORDER OF BUSINESS **Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2026**

Ms. Giles discussed the audit committee's evaluation process for auditor proposals. She explained the committee members independently review and score each proposal using the previously approved evaluation criteria, with the committee's rankings and recommendation presented to the Board for consideration at a subsequent meeting. Board members discussed the scoring methodology, review timeline, and the option for supervisors to contact references during the evaluation process before making a recommendation to the full Board.

SIXTH ORDER OF BUSINESS **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

The Board considered ratification of the Pickleball Agreement and the Swim Team Usage Agreements. Ms. Giles reported that the Pickleball Agreement remained under review and required additional coordination with staff and legal counsel before it would be ready for Board consideration. She also advised that the Swim Usage agreements were still pending review and approval by the School Board Attorney's Office.

Following discussion regarding the status of the agreements, staff recommended postponing consideration until all outstanding reviews were completed. By consensus, the Board tabled the Pickleball Agreement and the Swim Usage Agreements to a future meeting.

SEVENTH ORDER OF BUSINESS **Consideration of Proposal from Riverside Management Services for Fiscal Year 2027**

Ms. Giles presented the FY27 proposal from Riverside Management Services. She explained that the Board first approves the vendor proposal and, upon approval, staff prepares a District agreement using the approved pricing and updated legal language. She noted the District generally utilizes its own service agreements rather than vendor contracts to ensure provisions protect the District's interests, including appropriate termination language.

The Board discussed one-year versus multi-year service agreements, annual pricing increases, and the advantages of reviewing service levels, and budget impacts each year. Staff also noted that vendors may still request price adjustments during multi-year agreements due to changing economic conditions.

Board members expressed concerns regarding the allocation of maintenance and pool service costs and discussed whether pool maintenance services could be competitively bid separately. Staff advised that maintenance personnel currently perform some pool-related work and explained that reallocating those hours would allow additional maintenance resources while obtaining proposals from dedicated pool maintenance companies.

Following discussion, the Board directed staff to modify the proposal by reallocating funding from pool maintenance to facility maintenance and to issue an RFP for pool maintenance services. A motion was made and seconded to approve the Riverside Management Services proposal as amended with the changes discussed on the record, including issuing an RFP for pool maintenance.

> On MOTION by Mr. Church, seconded by Mr. Craig, with Ms. Gibbons, Mr. Church, Mr. Bauer, and Mr. Craig in favor and Ms. Cormier opposed, the Proposal from Riverside Management Services for Fiscal Year 2027 in Substantial Form with Changes Spoken on the Record for Pool Maintenance and Request RFP for Pool Maintenance, was approved 4-1.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2026-05, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (August 11, 2026)**

Ms. Giles presented Resolution 2026-05, approving the proposed budget for Fiscal Year 2027 and setting a public hearing date for adoption. Ms. Giles noted that it includes the General Fund, Debt Service Funds, and Capital Reserve Funds, with minimal changes from the prior fiscal year and no increase to resident assessments. She also discussed the District's continued progress in building capital reserves to fund future capital improvements while maintaining long-term financial stability.

Board members discussed the proposed budget and asked questions regarding trustee fees, debt service administration, and the purpose of the Maximum Annual Debt Service (MADS) reserve. Ms. Buchanan explained the role of the bond trustee in administering multiple required reserve accounts. Following discussion, a motion was made, seconded, and approved to adopt Resolution 2026-05, approving the proposed Fiscal Year 2027 budget and setting the public hearing for August 11, 2026.

> On MOTION by Mr. Bauer, seconded by Mr. Craig, with all in favor, Resolution 2026-05, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption for August 11, 2026, was approved 5-0.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2026-06, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure (August 11, 2026)**

Ms. Buchanan reviewed Resolution 2026-06, setting a public hearing date to adopt the revised Rules of Procedure to comply with recent statutory changes. The Board discussed several provisions of the proposed rules, including requirements for public comment, conflicts of interest, District records, assessment methodologies, and Board meeting procedures.

Supervisor Cormier requested clarification regarding the conflict-of-interest provisions as they relate to Board members., District management, and employees affiliated with developers or landowners. Ms. Buchanan explained that serving on the Board while employed by a developer or landowner does not, by itself, create a conflict of interest; however, conflicts may arise when voting on matters that could provide a direct financial benefit. Ms. Buchanan distinguished between eligibility to serve on the Board and situations requiring voting abstentions under Florida law.

The Board discussed the rule requiring the District to maintain adopted assessment methodology reports and questioned the various assessment methodologies used throughout the District's history. Staff and Counsel explained that multiple methodologies exist due to the District's historical bond issuances, defaults, refinancings, and changes in development over time. It was noted that as bonds were restructured and refinanced, new assessment methodologies were adopted to reflect those changes, resulting in multiple methodologies for different portions of the District.

Supervisor Cormier requested by name from the other Supervisors if they had read through the entire revised rules of procedures. Ms. Cormier stated that Ms. Gibbons stated yes, she was able to read through it. Ms. Cormier requested again for the other Supervisors to answer her question if they had read the document. Mr. Church replied yes maybe the first 20 pages. Ms. Cormier stated she made it through about 15 pages. Mr. Craig stated he made it through about 10 pages. Mr. Bauer stated he had read through the amended parts. Based on the discussion regarding the extent of the Supervisors' review of the Revised Rules of Procedures, the Board discussed scheduling a workshop to allow additional time for review.

To provide additional guidance on the proposed Rules of Procedure, the Board directed staff to schedule an additional meeting on July 14, 2026, at 5:00 p.m. to review the document in greater detail and allow Board members to address outstanding questions before formal consideration at a future meeting. Staff confirmed the meeting would be properly noticed to the public.

On MOTION by Mr. Church, seconded by Mr. Craig, with all in favor, Resolution 2026-06, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure for August 11, 2026, was approved 5-0.

TENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Ms. Buchanan reported that the deed associated with the Common Bond transaction had been recorded and all closing documents had been completed, officially closing the transaction. She advised the Board that the County Property Appraiser's website may not immediately reflect the updated ownership information due to recording delays. Ms. Cormier requested the closing date, and Ms. Buchanan stated the date was not immediately available but would provide the information at a later time.

B. Engineer

Mr. Hadden and the Board discussed the pedestrian bridge and the District's desire to eliminate future ownership, maintenance, and liability associated with the structure. Mr. Hadden reviewed demolition considerations, noting the bridge decking could be removed while leaving the pilings in place if required by permitting or environmental restrictions. The Board expressed concerns that leaving any portion of the structure could still create an attractive nuisance and potential liability and discussed consulting the District's insurance carrier regarding the safest course of action. The Board agreed to notify the County and School Board of its intent to discontinue responsibility for the bridge and proposed an August 1 deadline for the County to determine whether it would accept ownership or responsibility before the District proceeds with demolition. Ms. Buchanan was directed to prepare the appropriate correspondence, and Mr. Hadden was asked to coordinate with the insurance carrier and obtain necessary permitting information to support the Board's final decision.

C. Manager

1. Report on the Number of Registered Voters (990)

Ms. Giles reported there were 990 registered voters within the District as of April 15, 2026, as required by Florida Statutes.

2. Annual Form 1 Filing and Annual Ethic Training

Ms. Giles reminded Board members to complete their Form 1 financial disclosure by July 1 and annual ethics training by December 31. The Board was also advised of the qualifying period for the upcoming general election and the Board seats scheduled for election.

D. Operations/Amenity Manager

1. Report

2. Monthly Quality Inspection Report

Mr. Soriano provided updates on several ongoing facility and maintenance projects. The Board discussed improvements to the common area, including installing irrigation controls, reseeding, and exploring future amenities such as gazebo or shade structure. Mr. Soriano reported that most irrigation infrastructure is in place, but a controller is needed to make the system operational. The Board expressed support for purchasing the controller so landscaping improvements can proceed and directed staff to continue evaluating long-term enhancement options for the area.

Staff also updated the Board on the clubhouse roof insurance claim, advising that the roofing contractor has changed ownership but will continue working through the insurance process. Staff will review the updated paperwork to ensure all documentation remains consistent before moving forward with repairs.

Additional operational updates included replacement of aging community signs, with proposals expected for consideration at a future meeting, and increased amenity usage resulting in the anticipated utilization of the full seasonal staffing budget. Staff also reported on ongoing vandalism in the rear restroom area and advised that the facilities will remain secured until additional fencing and access improvements are completed.

The Board discussed the community access card system and agreed that new access cards are needed due to printer compatibility issues. Staff explained that requiring identification cards, particularly for minors, will improve accountability and strengthen access control. The Board also discussed enhancements to the check-in process, including verifying users through the access system and monitoring activity to reduce unauthorized entry.

Staff informed the Board that routine inspections have identified isolated loose pool tiles. Residents were encouraged to report maintenance concerns when observed, and staff confirmed repairs will be made as needed. The Board also noted that additional quotes are being obtained for replacement gym equipment, with recommendations expected for review at the August meeting.

The Board considered a proposal for a new playground structure. Following discussion of the available options and funding, the Board approved the purchase with a not-to-exceed amount of $83,000 playground structure, authorizing staff to proceed with the project and work with Supervisor Craig.

> On MOTION by Ms. Cormier, seconded by Mr. Church, with all in favor, to Install Playground Fixture at Hidden Meadows Park with a NTE Amount of $83,000, was approved 5-0.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests

Ms. Giles opened the meeting for Supervisor requests. Supervisor Gibbons announced her resignation from the Board of Supervisors. Upon motion, the Board accepted Ms. Gibbons resignation effective immediately.

> On MOTION by Mr. Craig, seconded by Mr. Church, with all in favor, Accepting the Resignation of Ms. Susan Gibbons, was approved 4-0.

The Board then considered filling the vacant seat at the meeting rather than waiting until the next regularly scheduled meeting. The Board discussed the vacancy, the appointment process, and the benefits of filling the position immediately to maintain a full Board.

Former Supervisor John Miller addressed the Board and expressed his interest in returning to serve. Mr. Miller discussed his previous Board experience, his desire to continue serving the community, and explained that changes in his personal circumstances now allow him the time to fulfill the responsibilities of the position.

Following Board discussion and public comment, a motion was made to appoint John Miller to the vacant Board seat.

Ms. Giles administered the Oath of Office to Mr. Miller, who was officially appointed to the Board of Supervisors. Ms. Buchanan welcomed Mr. Miller back and reminded him that Sunshine Law, Public Records, and Ethics requirements remain applicable, offering assistance should he need a refresher.

> On MOTION by Mr. Church, seconded by Mr. Bauer, with all in favor, Appointing Mr. John Miller to Seat 4, was approved 4-0.

TWELFTH ORDER OF BUSINESS Audience Comments

Ms. Giles asked for any audience comments. Ms. Reid addressed the Board regarding several community matters, including pedestrian safety and increased traffic. Comments focused on concerns surrounding potential demolition or replacement of the bridge, the need to preserve safe pedestrian access, and coordination with the County and School Board before any final decisions are made.

Ms. Reid also presented a proposal for a community youth workshop intended to strengthen communication between parents and youth while providing positive community engagement opportunities. Mr. Soriano explained that programming of that nature is generally outside the District's normal scope but agreed the proposal could be reviewed further to determine whether facility use or other accommodations may be appropriate. Ms. Cormier stated she didn't know what Ms. Reid was talking about. Mr. Soriano further explained the use of the Amenity Facility and offered to send Ms. Reid's proposal to the board. Ms. Cormier asked what Ms. Reid was asking to do. Ms. Giles asked Mr. Oca to forward Ms. Reid's proposal to the board. Additional discussion clarified the District's policies regarding amenity room use and approval processes for community activities.

THIRTEENTH ORDER OF BUSINESS Financial Reports

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

Ms. Giles presented the financial statements through April 30, 2026. She reported that assessment collections were 98% complete. She reviewed the check register, noting expenditures were higher than normal due to District improvement projects, including paver installation, tennis court lighting, and transfers to the debt assessment fund. Ms. Cormier briefly inquired about an invoice that had previously been addressed, and no additional discussion followed.

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

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

Ms. Giles announced that the next scheduled meeting is July 14, 2026, at 5:00 p.m.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

Ms. Giles moved to adjourn.

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

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

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08669523118D4DD...
Chairman/Vice Chairman