Sterling Hill
Community Development District

Board of Supervisors’ Meeting
December 6, 2018

District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1615

www.sterlinghillcdd.org
STERLING HILL
COMMUNITY DEVELOPMENT DISTRICT

Sterling Hill North Clubhouse, 4411 Sterling Hill Blvd., Spring Hill, FL 34609

Board of Supervisors
Christina Miller Chairman
Sandra Manuele Vice Chairman
Michael Dimos Assistant Secretary
Louis Peters Assistant Secretary
Rich Massa Assistant Secretary

District Manager
Angel Montagna Rizzetta & Company, Inc.

District Counsel
John Vericker Straley Robin & Vericker

District Engineer
Stephen Brletic JMT Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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 at (813) 933-5571. 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), who can aid you in contacting the District Office.

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.
Board of Supervisors
Sterling Hill Community
Development District

Dear Board Members:

The regular meeting and public hearing of the Board of Supervisors of the Sterling Hill Community Development District will be held on Thursday, December 6, 2018 at 8:30 a.m. at the North Sterling Hill Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, FL 34609. The following is the tentative agenda for this meeting:

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. AUDIENCE COMMENTS ON AGENDA ITEMS
4. BUSINESS ADMINISTRATION
   A. Announcement Regarding Vacant Seat
   B. Administer Oath of Office to Newly Elected Supervisors……………Tab 1
      1. Review of Form 1 and Sunshine Law Requirements
   C. Consideration of Resolution 2019-02, Designating Officers
      of the District………………………………………………………Tab 2
   D. Consideration of Minutes of the Board of Supervisors’ Meeting
      held on November 15, 2018……………………………………Tab 3
   E. Consideration of Operation and Maintenance Expenditures for
      November 2018 (under separate cover)
5. BUSINESS ITEMS
   A. Consideration of First Addendum to District Services Contract……Tab 4
   B. Discussion Regarding Splash Pad Invoices…………………………Tab 5
6. STAFF REPORTS
   A. District Counsel
   B. District Engineer
   C. Field Operations Manager
      1. Review of Monthly Report (under separate cover)
   D. Amenity Management
      1. Review of Monthly Report (under separate cover)
   E. District Manager
      1. Review of Financial Statement…………………………Tab 6
7. AUDIENCE COMMENTS ON OTHER ITEMS
8. SUPERVISOR REQUESTS
9. ADJOURNMENT
I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

Angel Montagna
Angel Montagna
District Manager

cc: John Vericker, Straley & Robin, PA
    Stephen Brletic, JMT Engineering
MINUTES OF MEETING

The regular meeting of the Board of Supervisors of Sterling Hill Community Development District was held on Thursday, November 15, 2018 at 6:30 p.m. at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

Christina Miller  Board Supervisor, Chairman
Sandra Manuele  Board Supervisor, Vice Chairman
Louis Peters  Board Supervisor, Assistant Secretary
Michael Dimos  Board Supervisor, Assistant Secretary

Also present were:

Richard Massa  Board Supervisor, Assistant Secretary  (via conference call)
Angel Montagna  District Manager, Rizzetta & Company, Inc.
John Vericker  District Counsel, Straley Robin & Vericker  (via conference call)
Tonja Stewart  Representative, Stantec Consulting
John Toborg  Field Services Manager, Rizzetta & Company, Inc.
Jason Pond  Clubhouse Manager
Bill Conrad  Representative, Sunrise Landcare
Jordan Lansford  District Manager, Rizzetta & Company, Inc.
Scott Smith  Regional Mgr, Community Services, Rizzetta & Company, Inc.

Audience

FIRST ORDER OF BUSINESS  Call to Order

Ms. Montagna called the meeting to order and performed roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS  Audience Comments on Agenda Items

Ms. Montagna asked if there were any audience comments. There were none.

THIRD ORDER OF BUSINESS  Consideration of Minutes of the Board of Supervisors’ Meeting on October 18, 2018
Ms. Montagna presented the minutes of the Board of Supervisors’ meeting held on October 18, 2018. There was a change made to the meeting minutes under District manager.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors’ meeting held on October 18, 2018 as amended for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for October 2018

Ms. Montagna presented the operation and maintenance expenditures for October 2018.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for October 2018 ($97,268.53) for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Addendum to Rizzetta Amenity Services Contract

Ms. Montagna presented and reviewed the addendum to Rizzetta Amenity Services contract.

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the Addendum to Rizzetta Amenity Services Contract for Sterling Hill Community Development District.

The Board took the agenda out of order and moved ahead to field services report.

Mr. Toborg presented and reviewed his Field Manager’s report. He gave the Board his recommendations.

Ms. Montagna gave the Board an update on the outstanding invoices from Sunrise Landscape. A discussion ensued. No action was taken at this time.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker stated that a Form 1F would need to be sent to Richard Massa whose term had expired.

B. District Engineer

Ms. Stewart handed out a report and gave an update on the pavement project. Attached as Exhibit “A”. A discussion ensued.
On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors authorized Stephen Brletic to do a road inspection for Sterling Hill Community Development District.

Mr. Vericker will look into the performance bond information and follow-up with the Board.

Ms. Montagna read Mr. Brletic's Splash Pad report to the Board. Attached as Exhibit “B”.

C. Field Operations Manager

Mr. Toborg gave his report earlier in the meeting.

D. Amenity Management

Mr. Pond presented and reviewed his report for October 2018. He updated the Board on all ongoing projects.

E. District Management

Ms. Montagna presented the financial statements dated September 30, 2018.

SEVENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Ms. Montagna asked if there were any Supervisor Requests. Mr. Dimos inquired about changing the May Board meeting.

The Board entertained audience comments regarding the Sunrise Landcare invoices and common area signage.

EIGHTH ORDER OF BUSINESS

Adjournment

Ms. Montagna stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors adjourned the meeting at 7:30 p.m. for Sterling Hill Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman
Exhibit A
PAVEMENT PRESERVATION RAINY SEASON OBSERVATIONS – YEAR 1

HISTORY

The Sterling Hill community roads were designed and constructed between 2004 and 2007.

In addition to UV rays and moisture causing roadway deterioration, shallow groundwater conditions, which is common in other areas of the Tampa Bay region, exacerbate the deterioration. Since the Springhill area has deep groundwater soil conditions, the Sterling Hill community streets have experienced less deterioration of the roadway base.

HAS TREATMENT

As milling and re-surfacing costs were increasing, the HAS treatment was presented to the Board of Supervisors to preserve the community’s roadway pavement in its existing condition by protecting it from additional UV rays and moisture that cause pavement aging and deterioration and extend its life. The HA 5 Goals, Objectives, and Understandings was created to solidify this understanding and expectation and was included in the HAS contract. HAS treatment was placed in spring 2018.

IPS (Integrated Paving Solutions) provides quality control services for the manufacture of the HAS, and they provided us confirmation that the product quality control tests for the HA5 produced by Whitaker Contracting, which are required to be submitted to their VP of Asphalt Technology, were “in spec”.

OBSERVATIONS

Performing periodic visual observations since completion of the work through the summer rainy season into the fall drier season allowed us to see how HAS functions. It appears that the HAS treatment will continue to cure over time and function differently between the seasonal hot humid weather and the less humid drier weather. We observed damaged HAS due to garbage collection and construction delivery vehicles’ method of operation repair itself with traffic, heat, and rain, as well as the various tire markings on the HAS soften with changes in the weather and, generally, over the curing time.

We have observed standing water (rainfall and irrigation), oil/grease/fluids (from parked and moving vehicles and various maintenance vendors), bird droppings, rust, acorns, etc. sitting on the HAS treatment since completion of the work and we’ve monitored the conditions to see if the HAS product is damaged over time, and the current observations indicate that it is not. It appears that areas where the HAS has flaked/washed off may be a result of to poor cleaning and/or wet conditions before treatment.

HAS “Polishing” — Due to the age of the community streets, some pavement deterioration occurred prior to the HAS treatment, and this resulted in the larger aggregate portion of the FDOT Type S-1 asphalt placed at the time that the roads were constructed does not remain covered with the HAS due to the 3-dimensional shape of the aggregate which becomes exposed when tires travel over it. We have also observed that the appearance of the “polishing” changes with the intensity and direction of the sun, as well as, observations from a vehicle or pedestrian perspective. Our many observations indicate that the asphalt area around the larger aggregate remains preserved with HAS. This condition should
continue to be monitored to document changes in HAS coverage. Based on various calculations of exposed aggregate from varying conditions, we have estimated that the current HAS average residual coverage is greater than the required 70%.

As well, we have monitored the resident inquiries regarding HAS tracking on to driveways and HAS “polishing”. The “polishing” issues have been discussed in this report, and it is our professional opinion that the HAS tracking on to driveways is no different than tracking that can occur when re-surfacing roads or performing other roadway maintenance, and any cleanup should be a resident maintenance responsibility, particularly since the tracking could occur on private property.

Maintenance work is planned for the spring when humidity is lower. All areas that the HAS has flaked/washed off and exposed the original pavement will be re-treated. Areas where “polishing” is occurring will not be re-treated. Areas where oil/grease/fluids came back after the HAS treatment will be re-cleaned and re-treated. Areas where oil/grease/fluids have occurred after the HAS treatment will not be re-cleaned and/or re-treated.

LONG TERM MAINTENANCE

It is our professional opinion that the HAS treatment is preserving the community roadways and extending their life. The inspection, maintenance, and warranty period will continue until the spring of 2023. The long-term maintenance plan will be on-going over the next few years as the roadway conditions are monitored.
HAS GOALS, OBJECTIVES, AND UNDERSTANDINGS

Those subdivision streets within Tampa Bay area Community Development Districts ("CDD's") that are between 10 and 15 years of age that have been found to be in an acceptable condition to qualify for Whitaker Contracting's HAS pavement preservation treatment, per recent site observations, shall benefit from its five year annual inspection, reporting, maintenance, and warranty program. Since below ground conditions, i.e. clay backfill, roadway underdrain failure, and inadequate asphalt thickness, may cause future roadway deterioration, such failures are not covered by Whitaker Contracting's HAS five-year warranty. The goal of the pavement preservation program is to extend the life of the pavement with the HAS preservation treatment currently being planned every 10 years and recommendations and adjustments stated in the five annual reports and presented and discussed with the CDD Board of Supervisors.

Those subdivision streets and parking lots which have also qualified for Whitaker Contracting's HAS pavement preservation treatment, based on recent site observations, but are older than 15 years old, will benefit from a five-year inspection, reporting, and maintenance program but will not be covered by a five-year warranty. The goal of this pavement preservation program is to extend the life of the pavement so that the scheduling of re-surfacing work can be extended to reserve the necessary funds needed and perform the work at the most economically beneficial time.

Whitaker Contracting Corporation will work with each community within the CDD's to determine the best method(s) to communicate with the affected residents benefiting from Whitaker Contracting's HAS pavement preservation treatment. This may include emails, letters sent via US mail, doorhangers, notices on the community websites, signage posted within the community, etc. This communication will occur beginning 30 days from the start date of the project, with additional communications occurring 15 days prior to the project start date, and 3 days prior to the project start date. To keep traffic off their work, Whitaker Contracting will provide telephone call cart pick up and drop off access to residents during the curing (6 to 8 hours) of the HAS treatment. Plans detailing the schedule of work for each community will be provided by Whitaker Contracting to the CDD Board of Supervisors for discussion and acceptance at a Board meeting prior to the work being scheduled.

Whitaker Contracting will perform crack fill and infrared pavement preparation, where they determine it is needed, prior to their HAS treatment to maximize the pavement life extension. Historically, pricing for this work has not exceeded the amounts specified herein, but in cases of more extreme deteriorating conditions, Whitaker Contracting will notify and work with the CDD during the contract preparation process to specify any excess costs. Their maximum historical cost to install crack fill and perform infrared paving has not exceeded 6% of the contract cost of installing HA 5 on roads between 5 and 10 years old and has not exceeded 8% of the contract cost of installing HAS on roads between 11 and 20 years and parking lots. Whitaker Contracting will perform pre-construction inspections to identify crack fill and infrared paving locations for review by field managers and the CDD Engineer prior to commencing work.

It is also understood that the HAS product will not affect the entry gate sensor cables and the operation of the gates after placement of HAS. Whitaker Contracting will protect all survey control points located within the pavement areas.
Stewart, Tonja

From: Mark Beatty <mark@holbrookasphalt.com>
Sent: Monday, May 14, 2018 11:03 AM
To: Stewart, Tonja
Subject: RE: HAS Reports

Tonya,

These same tests were submitted to our VP of Asphalt Technology at IPS as part of our manufacturing quality control procedures. We’ve found that the HAS produced from Whitaker to be in spec. Thank you for being vigilant to ensure that the established product quality is maintaining its high standard.

Mark Beatty
Sr. Vice President | IPS
Office: 702.840.3900
Mobile: 435.862.8064

IPS
Integrated Pavement Solutions
Making Pavement Last Longer & Cost Less to Own  |  preserveasphalt.com

From: Stewart, Tonja <Tonja.Stewart@stantec.com>
Sent: Friday, May 11, 2018 11:47 AM
To: Mark Beatty <mark@holbrookasphalt.com>
Subject: FW: HAS Reports

Mark, can you call me to discuss these? I just need to discuss technical documentation for our records.

Tonja
813 223 9500

From: Lenn Morris [mailto:lmorris@whitaker-contracting.com]
Sent: Friday, May 11, 2018 1:38 PM
To: Stewart, Tonja <Tonja.Stewart@stantec.com>
Subject: Fwd: HAS Reports

Per your request

Lenn W. Morris

Begin forwarded message:

From: Josh Lee <joshlee@whitaker-contracting.com>
Date: May 11, 2018 at 12:32:21 PM CDT
To: Lenn Morris <lmorris@whitaker-contracting.com>
Subject: HAS Reports
Lenn, attached are the required batch reports for each batch for loads shipped and the percent solids reports that are required one per week for the time frame in which we shipped loads to sterling hills.

Josh Lee  
Whitaker Contracting  
256-960-1280  
joshlee@whitaker-contracting.com
1) LOT number, job number, route;
2) Date, air temperature;
3) Beginning and ending intervals;
4) Length, width, and total area in square yards of HDMB;
5) Recorded application rate and gallons placed;
6) Calibration forms;
7) Contractor's authorized signature
8) Percent of Dry Film Lost

If non-complying material has been installed and no price for the material specified, apply price adjustment against cost of work requiring complying material as part of its installation. Opening HDMB treatment to vehicular traffic does not constitute acceptance. Observation of Contractor's field quality control testing does not constitute acceptance.

Mat appearance defects may be accepted if a 2.5 percent price reduction is applied against the Lot for each condition not met. Maximum price reduction for the Lot is 5 percent. The City Representative may waive price adjustment if Contractor corrects deficiencies at no additional cost to the City.

i. Warranty.
The surface treatment material shall carry a warranty for a period of five (5) years. Acceptable performance after a five year period is defined as 70% or greater of residual HDMB coverage of the inter-aggregate bituminous surface area. Mechanical disturbances by heavy equipment use or snow and ice removal equipment, etc. are excluded from warranty. The warranty shall include coverage for peeling and pre-mature wear. The Contractor shall notify in writing if the pavement surface is not considered suitable for HDMB to request a waiver of the warranty. Provide a sample warranty for material and installation.

6. CRACK SEALING CONSTRUCTION REQUIREMENTS

Route all cracks between 1/8 inch and 1/2 inch wide following the existing crack with a 5/8 inch router head to a depth equal to the router head width. Cracks wider than 1/2 inch do not require routing.

Clean the full depth of the cracks and remove all foreign material that will prevent bonding of the sealant or repair mastic. Remove loose material on the roadway by blowing or sweeping debris from all paved surfaces, not only from the immediately adjacent area. Clean and dry all cracks to be sealed or repaired with a heat lance without burning pavement (indicated by smoke).

Fill the routed cracks with an appropriate hot type joint sealing compound material and finish to a level slightly recessed from the pavement surface.

Fill cracks wider than 5/8 inch with a polymer modified asphalt pavement repair mastic to a level 1/4 inch from the pavement surface immediately following cleaning and drying by heat lance. Allow mastic to set for a minimum of 1 hour, clean and dry the surface, and apply an appropriate hot type joint sealing compound material to within 1/16 inch above pavement surface and no more than a 2 inch overband beyond each edge.
Sterling Hill drive through 10/31/18

Tonja Stewart, Bob Gordon, Amy Blaida and Stephen White

1. 14751 through 14501 Bensbrook – respray HA5
2. 5538 Kirkshire Lane – Fix HA5 and wash pavers (via Whitaker proposal)
3. Retreat HA5 @ 14518 Arboglades (fix garbage truck marks)
4. Retreat HA5 @ 4046 Bramblewood (fix garbage truck marks)
5. Retreat HA5 in small area at entrance near gate in Glenburne
6. Pressure wash small area @ 4781 Larkenheath
7. 5930 Brackenwood- small respray HA5 garbage truck (via Whitaker proposal)
8. Bramblewood – from curb all the way down to 4130
9. Truck marks (3) near 5538 Kirkshire Lane; retreat small areas with HA5
Exhibit B
Discussion item:
Splash Pad –

JMT and District Manager, Angel Montagna, received confirmation from Splash Pad USA to have JMT move ahead with the SWFWMD permitting process in the agreement that the engineering costs associated with the permitting process would be discounted from the original proposal amount for the Splash Pad project. JMT received SWFWMD approval on Nov. 5th. Rick Funk with Splash Pad USA was then instructed to deliver the SWFWMD approval to Hernando County in order to pull the construction permit that is required to start the work and was only pending SWFWMD approval to be submitted. Once the county permit is pulled by the contractor, construction can begin. Splash Pad USA has yet to reply with a firm construction start date. Anticipated duration of work is 10 days. It was asked by Splash Pad USA to have the electrical and water to the site prior to them starting construction. It is recommended to schedule the electrical and water line work to the proposed splash pad location a few weeks prior to the start of construction.