



Rizzetta & Company

# **Sterling Hill Community Development District**

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**Board of Supervisors' Meeting  
March 21, 2019**

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

[www.sterlinghillcdd.org](http://www.sterlinghillcdd.org)

# **STERLING HILL COMMUNITY DEVELOPMENT DISTRICT**

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

<b>Board of Supervisors</b>	Christina Miller Sandra Manuele Michael Dimos Louis Peters Rich Massa	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Angel Montagna	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	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.

**STERLING HILL COMMUNITY DEVELOPMENT DISTRICT**  
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 11 • WESLEY CHAPEL, FL 33544  
[www.sterlinghillcdd.org](http://www.sterlinghillcdd.org)

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March 13, 2019

**Board of Supervisors  
Sterling Hill Community  
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Thursday, March 21, 2019 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. Consideration of Minutes of the Board of Supervisors' Meeting held on February 21, 2019.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for February 2019.....Tab 2
- 5. BUSINESS ITEMS**
  - A. Discussion Regarding ADA Website Proposal.....Tab 3
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Update on Pavement Project
    2. Update on Splash Pad
  - C. Field Operations Manager
    1. Review of Monthly Report.....Tab 4
  - D. Amenity Management
    1. Review of Monthly Report.....Tab 5
    2. Consideration of Revised Splash Pad Rules.....Tab 6
  - E. District Manager
    1. Review of Financial Statement.....Tab 7
- 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

# Tab 1

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Thursday, February 21, 2019 at 8:30 a.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

Christina Miller	<b>Board Supervisor, Chairman</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Louis Peters	<b>Board Supervisor, Assistant Secretary</b>
Michael Dimos	<b>Board Supervisor, Assistant Secretary</b>
Richard Massa	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Angel Montagna	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kristen Schalter	<b>District Counsel, Straley Robin &amp; Vericker</b>
Stephen Brletic	<b>District Engineer, JMT Engineering</b>
John Toborg	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b>
Jason Pond	<b>Clubhouse Manager</b>
Representatives	<b>Sunshine Services and Capital Land Management</b>

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 January 17, 2019**

Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on January 17, 2019. There were no changes to the meeting minutes.

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on January 17, 2019 as presented for Sterling Hill Community Development District.

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49 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**  
50 **Maintenance Expenditures for January**  
51 **2019**  
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53 Ms. Montagna presented the Operation and Maintenance Expenditures for November and  
54 January 2019.  
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On a Motion by Ms. Manuele, seconded by Mr. Masa, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for January 2019 (\$107,564.27) for Sterling Hill Community Development District.

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57 **FIFTH ORDER OF BUSINESS** **Consideration of Proposals for Landscape**  
58 **Maintenance**  
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60 Mr. Toborg reviewed the RFP process and discussed the evaluation criteria. A discussion  
61 ensued. The Board ranked the landscape maintenance proposals as follows:  
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63	#1 Capital Land Management	\$475.95
64	#2 Down to Earth	\$412.45
65	#3 ASI	\$377.70
66	#4 Sunshine	\$373.05
67	#5 JEM	\$348.00
68	#6 Sunrise Landcare	\$308.00

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Capital Land Management's proposal and authorized District staff to enter into contract negotiations for the District's landscape maintenance services with a start date of April 1, 2019 for the Sterling Hill Community Development District.

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71 **SIXTH ORDER OF BUSINESS** **Discussion Regarding ADA Website**  
72 **Proposal**  
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74 Ms. Montagna gave the Board an update on the process for the website compliance.  
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76 **SEVENTH ORDER OF BUSINESS** **Discussion Regarding Use of Basketball**  
77 **Court**  
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79 The Board held a discussion regarding the use of the basketball court. The Board decided  
80 that there would be no guests allowed after 4:00 p.m. seven days a week, effective March 1<sup>st</sup> for a  
81 90-day trial and then they will revisit the issue.  
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**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Schalter stated that she would prepare the award letters and the termination letter for the landscape maintenance services.

**B. District Engineer**

Mr. Brletic reviewed his Engineer's Report. He gave the Board an update on the splash pad. Mr. Brletic stated that all permits have been closed and the coating would be done on March 26<sup>th</sup>.

Mr. Brletic gave the Board an update on the pavement project. He stated that the punchlist starts next week.

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors authorized District Engineer to be onsite during the punchlist check for the pavement project for Sterling Hill Community Development District.

A discussion ensued regarding the roads.

A discussion ensued regarding missing audio for meeting minutes.

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors authorized Sandra Manuele and District Counsel to contact Jonathan Ellis regarding the pavement project for Sterling Hill Community Development District.

**C. Field Operations Manager**

Mr. Toborg reviewed his Field Inspection Report dated January 30, 2019. A discussion ensued regarding the landscape maintenance.

**D. Amenity Management**

Mr. Pond presented and reviewed his report for January 2019.

Mr. Pond presented proposals for pavers for the splash pad area.

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Ideal Pavers & Design, Inc's proposal for pavers (\$12,500.00) for Sterling Hill Community Development District.

Mr. Pond presented draft splash pad rules. The Board would like to bring a revised list back to their March meeting.

Mr. Pond presented a proposal for new tables and patio chairs for the splash pad area.

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved all of Horizon Casual's proposals for tables and chairs for the splash pad area and the clubhouses (total - \$8,409.74) for Sterling Hill Community Development District.

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Mr. Pond presented a proposal for ADT to add a swipe card reader for the gate at the splash pad.

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved ADT's proposal to add a swipe card reader for the gate at the splash pad for Sterling Hill Community Development District.

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Mr. Pond presented a proposal from D&J Fence.

On a Motion by Mr. Dimos, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved D&J Fence's proposal (\$1,575.00) for Sterling Hill Community Development District.

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**E. District Management**

Ms. Montagna presented the financial statements dated December 31, 2018.

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Ms. Montagna reminded the Board that their next meeting was scheduled for March 21, 2019 at 8:30 a.m.

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**NINTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

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

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**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors adjourned the meeting at 10:11 a.m. for Sterling Hill Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman