



Rizzetta & Company

Sterling Hill Community Development District

Board of Supervisors' Meeting July 18, 2019

**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 Sandra Manuele Michael Dimos Louis Peters Rich Massa	Chairman Vice Chairman Assistant Secretary Assistant Secretary 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.

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 11 • WESLEY CHAPEL, FL 33544
www.sterlinghillcdd.org

July 10, 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, July 18, 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. 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 Field Inspection Report.....Tab 1
 2. Consideration of CLM's Proposals.....Tab 2
 - D. Amenity Management
 1. Review of Monthly Report.....Tab 3
 - E. District Manager
 1. Review of Financial Statements.....Tab 4
 2. Presentation of Audit for Fiscal Year Ended 9-30-18.....Tab 5
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on June 20, 2019.....Tab 6
 - B. Consideration of Operation and Maintenance Expenditures for June 2019.....Tab 7
- 6. BUSINESS ITEMS**
 - A. Consideration of Proposals for ADA Website Compliance.....Tab 8
 - B. Discussion Regarding Outside Construction Litigation Counsel.....Tab 9
 - C. Public Hearing on Fiscal Year 2019/2020 Final Budget.....Tab 10
 1. Consideration of Resolution 2019-05, Adopting Fiscal Year 2019/2020 Final Budget.....Tab 11
 - D. Public Hearing on Fiscal Year 2019/2020 Assessments.....Tab 12
 1. Consideration of Resolution 2019-06, Imposing Special Assessments and Certifying an Assessment Roll.....Tab 13
 - E. Consideration of Resolution 2019-07, Setting the Meeting Schedule for Fiscal Year 2019/2020.....Tab 14
- 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, June 20, 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	Board Supervisor, Chairman
Sandra Manuele	Board Supervisor, Vice Chairman
Louis Peters	Board Supervisor, Assistant Secretary
Richard Massa	Board Supervisor, Assistant Secretary
Michael Dimos	Board Supervisor, Assistant Secretary

Also present were:

Angel Montagna	District Manager, Rizzetta & Company, Inc.
Kristen Schalter	District Counsel, Straley Robin & Vericker
Stephen Brletic	District Engineer, JMT Engineering (<i>via phone</i>)
John Toborg	Field Services Manager
Jason Pond	Clubhouse Manager

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. A resident requested the Board repeal his fine for driving on the wet pavement. The Board declined to repeal the fine. The resident then asked if he could pay the fine in three payments.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the resident paying his fine in three payments due July 1st, August 1st and the fine to be paid in total by September 1st for Sterling Hill Community Development District.

44 A resident, William Bell spoke on an incident that his son was involved with. He asked if
45 the trespassing ban could be lifted.
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On a Motion by Ms. Miller, seconded by Mr. Massa, with four in favor and one opposed (Louis Peters), the Board of Supervisors approved lifting the trespassing ban on William Bell's son but if during the probationary period he breaks the rules, the initial trespassing will go back into effect for 1 year for Sterling Hill Community Development District.

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48 **THIRD ORDER OF BUSINESS**

Staff Reports

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50 **A. District Counsel**

51 Ms. Schalter stated that she has received a check for the HA5 work from one of the residents
52 that did damage to the roads.
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54 **B. District Engineer**

55 Mr. Brletic reviewed his Engineer's Report. He gave the Board an update on the Pavement
56 Project and the Splash Pad. Mr. Brletic stated that the crews are waiting on a date to come
57 and re-do the roadwork that the residents had damaged. Mr. Brletic stated that the permit for
58 the splash pad was submitted to the Health Department on June 4th and they are just waiting
59 for the Health Department to process it.
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61 **C. Field Services Manager**

62 Mr. Toborg reviewed his report dated June 11, 2019. He reviewed the six proposals
63 received from Capital Land Management. A discussion ensued. The Board approved the
64 following proposals:
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On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Capital Land Management's proposal #7 (\$975.00) for Sterling Hill Community Development District.

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67 On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Capital Land Management's proposal #8 (\$155.00) for Sterling Hill Community Development District.

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69 On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Capital Land Management's proposal #10 (\$310.00) for Sterling Hill Community Development District.

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71 On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Capital Land Management's proposal #11 (\$150.00) for Sterling Hill Community Development District.

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Capital Land Management's proposal #12 (\$155.00) for Sterling Hill Community Development District.

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On a Motion by Mr. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved Capital Land Management's proposal #13 (\$110.00) for Sterling Hill Community Development District.

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D. Amenity Management

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Mr. Pond presented and reviewed his report for May 2019. He presented a proposal from FITREV for fitness equipment. After a brief discussion the Board decided to table this item

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Mr. Pond presented a proposal from Home Improvements for the repair of the pavilion roof. The board decided that the roof repair was needed.

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On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Home Improvement's proposal to repair pavilion roof (\$1,750.00) for Sterling Hill Community Development District.

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E. District Management

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Ms. Montagna presented the financial statements dated April 30, 2019.

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Ms. Montagna reminded the Board that their next meeting was scheduled for July 18, 2019 at 8:30 a.m.

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FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting on May 16, 2019

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Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on May 16, 2019. There were no changes to the meeting minutes.

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On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on May 16, 2019 as presented for Sterling Hill Community Development District.

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FIFTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for May 2019

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Ms. Montagna presented the Operation and Maintenance Expenditures for May 2019.

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On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for May 2019 (\$88,760.21) for Sterling Hill Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Proposals for ADA
Website Compliance**

Ms. Montagna stated that a third company was found to provide a proposal so she would bring all three proposals for ADA website compliance back to the next meeting for the Board's approval.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2019-03,
Approving Statewide Mutual Aid
Agreement**

Ms. Montagna presented Resolution 2019-03, Approving Statewide Mutual Aid Agreement.

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Resolution 2019-03, Approving Statewide Mutual Aid Agreement for Sterling Hill Community Development District.

EIGHTH ORDER OF BUSINESS

**Discussion Regarding Outside
Construction Litigation Counsel**

Ms. Manuele gave the Board an update on the outside construction litigation counsel. She presented an engagement letter from James De Furio to review the District's materials regarding the pavement project for litigation services. Attached as (Exhibit "A"). The Board decided to table this item until their next meeting.

NINTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Ms. Montagna asked if there were any audience comments. A resident spoke about vandalism in the community.

Ms. Montagna asked if there were any Supervisor request. Ms. Manuele spoke about revising the meeting schedule.

TENTH 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. Louis, seconded by Mr. Dimos, 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

Chairman/Vice Chairman

DRAFT

Exhibit A

Law Office of
James R. De Furio, P.A.

*Community Association Attorneys
and Counselors at Law*

201 East Kennedy Boulevard, Suite 775
Tampa, FL 33602

James R. De Furio

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David J. Lopez

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Tampa, FL 33672-0717
www.JamesDeFurio.com

(813) 229-0160
Fax (813) 229-0165

June 14, 2019

VIA EMAIL – sandramanuele@aol.com

Sterling Hill Community Development District
Board of Supervisors
c/o Sandra Manuele, Vice Chairperson

Re: Representation

Dear Board of Supervisors:

First, we thank you for inquiring about our law firm. We recommend that you visit our website at www.jamesdefurio.com. There you will find details about our firm, its lawyers, and our commitment to the success of our clients. Of course, as you consider retaining our firm, should you have any questions, please call me.

The firm will provide an opinion on the potential for a claim against the contractor, consulting engineer, or other persons or entities that may be responsible for defective conditions in road resurfacing materials or workmanship. The firm will analyze contracts, plans, specifications, warranties, and other documentation that will be relevant. The firm will interview the CDD's current consulting engineer from JMT and review any test results. The firm may interview witnesses to the extent they are available.

The analysis to be done by the firm will also be helpful to the Association in its consideration of the repairs that may be needed to cure the defective conditions.

Our rates and fees are as follows:

- 1) Rates are hourly as follows:
 - A. James De Furio, Esq. - \$325.00 per hour.
 - B. Associate attorney - \$300.00 per hour.

Sterling Hill Community Development District
June 14, 2019

2) Travel time, if any, is billable at the standard rate, except when an attorney is returning home from evening meetings, in which case there is no travel time charged after the meeting is adjourned.

3) Bills are generated on the first of each month, and are past due after 30 days from the bill date. Past due balances earn interest at the rate of 18% per annum.

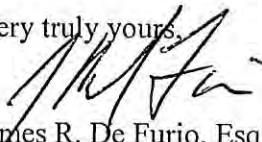
4) We do not charge for copies, faxes, scans, or long distance telephone calls, except under extraordinary circumstances when such costs will be billed to the client at actual cost.

5) Expert fees and testing expenses, if any, will be the responsibility of the CDD.

If the District would like to retain James R. De Furio, P.A. under these terms and conditions, the Chair of the District may sign in the space provided below, date his/her signature, and return this letter to my office by mail, e-mail, or fax.

Thank you for your consideration. Should you have any questions, please contact me.

Very truly yours,



James R. De Furio, Esq.
For the Firm.

STERLING HILL COMMUNITY
DEVELOPMENT DISTRICT

By: _____

Print Name: _____

Its: _____

Date: _____