



Rizzetta & Company

Sterling Hill Community Development District

**Board of Supervisors' Meeting
August 15, 2019**

**District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.933.5571**

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	Kristen Schalter	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

August 7, 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, August 15, 2019 at 6:30 p.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 (under separate cover)
 2. Consideration of CLM's Proposals..... Tab 1
 - D. Amenity Management
 1. Review of Monthly Report Tab 2
 2. Consideration of Proposal for Dog Park..... Tab 3
 - E. District Manager
 1. Review of Financial Statements..... Tab 4
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on July 18, 2019..... Tab 5
 - B. Consideration of Operation and Maintenance Expenditures for July 2019..... Tab 6
- 6. BUSINESS ITEMS**
 - A. Update Regarding Outside Construction Litigation Counsel
 - B. Consideration of Contract for Professional Technology Services..... Tab 7
 - C. Consideration of Campus Suite's Agreement..... Tab 8
- 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: Kristen Schalter, 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, July 18, 2019 at 8:31 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 <i>(via conference call)</i>
Stephen Brletic	District Engineer, JMT Engineering
John Toborg	Field Services Manager
Jason Pond	Clubhouse Manager
Representative	Capitol Land Management

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 no audience comments put forth at this time.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Montagna read District Counsel's report to the Board.

49 **B. District Engineer**

50 Mr. Brletic reviewed his Engineer's Report. He gave the Board an update on the Pavement
51 Project. He stated that there was no set schedule yet.

52

53 Mr. Brletic gave the Board an update on the Splash Pad. A discussion ensued.

54

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors authorized District Counsel to draft a letter to the Splash Pad contractor demanding he finish within 10 days of receipt of the letter for Sterling Hill Community Development District.

55

56 **C. Field Services Manager**

57 Mr. Toborg reviewed his report dated July 5, 2019. He reviewed the proposal received
58 from Capital Land Management. A discussion ensued. The Board approved the following
59 proposal:

60

On a Motion by Mr. Massa, seconded by Mr. Louis, with all in favor, the Board of Supervisors approved Capital Land Management's proposal #15 for Arborglades and Edgemere (\$785.00) for Sterling Hill Community Development District.

61

62 The Board requested a proposal to flush cut the dead Pine trees.

63

64 **D. Amenity Management**

65 Mr. Pond presented and reviewed his report for June 2019.

66

67 **E. District Management**

68 Ms. Montagna presented the financial statements dated May 31, 2019.

69

70 Ms. Montagna reminded the Board that their next meeting was scheduled for August 15,
71 2019 at 6:30 p.m.

72

73 Ms. Montagna presented the Audit for Fiscal Year Ended September 30, 2018.

74

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors accepted the Audit for year Ended September 30, 2018 as presented for Sterling Hill Community Development District.

75

76 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of
Supervisors' Meeting on June 20, 2019**

77

78

79 Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on June
80 20, 2019. There were no changes to the meeting minutes.

81

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 June 20, 2019 as presented for Sterling Hill Community Development District.

82
83 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**
84 **Maintenance Expenditures for June 2019**
85

86 Ms. Montagna presented the Operation and Maintenance Expenditures for June 2019.
87

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for June 2019 (\$85,908.32) for Sterling Hill Community Development District.

88
89 **SIXTH ORDER OF BUSINESS** **Consideration of Proposals for ADA**
90 **Website Compliance**
91

92 Ms. Montagna presented and reviewed the most recent proposals for ADA Website
93 Compliance. Discussion ensued.
94

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved Campus Suite's proposal for ADA Website Compliance for Sterling Hill Community Development District.

95
96 **SEVENTH ORDER OF BUSINESS** **Discussion Regarding Outside**
97 **Construction Litigation Counsel**
98

99 Ms. Manuele presented an engagement letter from James De Furio to review the
100 District's materials regarding the pavement project for litigation services that was previously
101 tabled. Discussion ensued.
102

On a Motion by Mr. Peters, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved James De Furio's Engagement Letter not-to-exceed \$5,000.00 for Sterling Hill Community Development District.

103
104 **EIGHTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year 2019/2020**
105 **Final Budget**
106

107 Ms. Montagna asked for a motion to open the Public Hearing on the Fiscal Year 2019/2020
108 Final Budget.
109

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2019/2020 Final Budget for Sterling Hill Community Development District.

111 Ms. Montagna presented and reviewed the Fiscal Year 2019/2020 Final Budget. She
112 entertained comments and questions.

113
114 Ms. Montagna asked for a motion to close the Public Hearing on the Fiscal Year 2019/2020
115 Final Budget.

116

On a Motion by Ms. Miller, seconded by Mr. Massa, with all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2019/2020 Final Budget for Sterling Hill Community Development District.

117

118 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2019-05,**
119 **Adopting Fiscal Year 2019/2020 Final**
120 **Budget**

121

122 Ms. Montagna presented and reviewed Resolution 2019-05, Adopting Fiscal Year
123 2019/2020 Final Budget.

124

On a Motion by Mr. Massa, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved Resolution 2019-05, Adopting Fiscal Year Final Budget (\$1,248,458) for Sterling Hill Community Development District.

125

126 **TENTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year 2019/2020**
127 **Special Assessments**

128

129 Ms. Montagna asked for a motion to open the Public Hearing on the Fiscal Year 2019/2020
130 Special Assessments.

131

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2019/2020 Special Assessments for Sterling Hill Community Development District.

132

133 Ms. Montagna presented and reviewed the Fiscal Year 2019/2020 Special Assessments.

134

135 Ms. Montagna asked for a motion to close the Public Hearing on the Fiscal Year 2019/2020
136 Special Assessments.

137

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2019/2020 Special Assessments for Sterling Hill Community Development District.

138

139 **ELEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2019-06,**
140 **Imposing Special Assessments and**
141 **Certifying an Assessment Roll**

142

143 Ms. Montagna presented and reviewed Resolution 2019-06, Imposing Special Assessments
144 and Certifying an Assessment Roll.
145

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Resolution 2019-06, Imposing Special Assessments and Certifying an Assessment Roll for Sterling Hill Community Development District.

146
147 **TWELFTH ORDER OF BUSINESS** **Consideration of Resolution 2019-07,**
148 **Setting the Meeting Schedule for Fiscal**
149 **Year 2019/2020**
150

151 Ms. Montagna presented and reviewed Resolution 2019-07, Setting the Meeting Schedule
152 for Fiscal Year 2019/2020.
153

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Resolution 2019-07, Setting the Meeting Schedule as presented for Fiscal Year 2019/2020 for Sterling Hill Community Development District.

154
155 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests and Audience**
156 **Comments**
157

158 Ms. Montagna asked if there were any audience comments. A resident spoke about a
159 sidewalk sinking in Arbor Glades. Another resident spoke about taking a street back from the
160 County.
161

162 Ms. Montagna asked if there were any Supervisor request. There were none.
163

164 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**
165

166 Ms. Montagna stated that if there was no further business to come before the Board than
167 a motion to adjourn would be in order.
168

On a Motion by Mr. Massa, 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.

169
170
171
172
173

Secretary/Assistant Secretary

Chairman/Vice Chairman