Sterling Hill
Community Development District

Board of Supervisors’ Meeting
February 21, 2019

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

www.sterlinghillcdd.org
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 of the Board of Supervisors of the Sterling Hill Community Development District will be held on Thursday, February 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 January 17, 2019.................................................Tab 1
   B. Consideration of Operation and Maintenance Expenditures for January 2019.................................................................Tab 2
5. BUSINESS ITEMS
   A. Consideration of Proposals for Landscape Maintenance (under separate cover)
   B. Discussion Regarding ADA Website Proposal......................Tab 3
   C. Discussion Regarding Use of Basketball Court
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 Proposals for Pavers............................Tab 6
      3. Consideration of Splash Pad Rules...............................Tab 7
      4. Consideration of Proposal for New Tables and Patio Chairs for Splash Pad Area....................................................Tab 8
      5. Consideration of Proposals for Replacement Chairs and Table at Clubhouses.........................................................Tab 9
      6. Consideration of Proposal for Adding Swipe Card Reader to Gate for Splash Pad....................................................Tab 10
   E. District Manager
      1. Review of Financial Statement.......................................Tab 11
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
District Manager

cc: John Vericker, Straley & Robin, PA
Stephen Brletic, JMT Engineering
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, January 17, 2019 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
Richard Massa  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
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. There were none.

THIRD ORDER OF BUSINESS  Consideration of Minutes of the Board of Supervisors’ Meeting on December 6, 2018

Ms. Montagna presented the minutes of the Board of Supervisors’ meeting held on December 6, 2018. There were no changes to the meeting minutes.
On a Motion by Mr. Dimos, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors’ meeting held on December 6, 2018 as presented for Sterling Hill Community Development District.

**FOURTH ORDER OF BUSINESS**

*Consideration of Operation and Maintenance Expenditures for November and December 2018*

Ms. Montagna presented the Operation and Maintenance Expenditures for November and December 2018.

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for November ($99,159.77) and December 2018 ($169,794.31) for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

*Consideration of Establishment of Audit Committee*

Ms. Montagna stated that the District needed to go through the audit process for fiscal years 2019 – 2021.

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors authorized District staff to proceed with the Audit RFP process and appointed themselves as the audit committee for the Sterling Hill Community Development District.

**SIXTH ORDER OF BUSINESS**

*Ratification of Revised Splash Pad Contract with Engineer’s Costs Removed*

Ms. Montagna presented the revised Splash Pad Contract with Engineer’s costs removed. A discussion ensued.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors ratified the revised splash pad contract to with Engineer costs removed for Sterling Hill Community Development District.

**SEVENTH ORDER OF BUSINESS**

*Consideration of Off-Duty Sheriff’s Rate Increase*

Ms. Montagna presented the Off-Duty Sheriff’s Rate Increase.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors accepted the Off-Duty Sheriff’s Rate Increase for Sterling Hill Community Development District.
EIGHTH ORDER OF BUSINESS

A. District Counsel
   No report.

B. District Engineer
   Mr. Breltic reviewed his Engineer’s Report dated January 17, 2019. Attached as (Exhibit “A”). He gave the Board an update on the splash pad and the HA5 Pavement. A discussion ensued regarding releasing payment once the pavement project has been signed off on and then another payment can be released following the completion of the coating. The Board expressed their frustrations and discussed affect on the residents, the garbage trucks and a one year inspection. District Counsel recommended the Board contact a construction attorney.

C. Field Operations Manager
   Mr. Toborg Reviewed his Field Inspection Report dated January 10, 2019. Attached as (Exhibit “B”). A discussion ensued. It was stated that it looks like there is still not enough mulch installed. The Board requested proposals for the Cypress tree removal.

D. Amenity Management
   Mr. Pond presented and reviewed his report for the 2018 Year in Review. Mr. Pond will provide proposals for pavers and benches at the Board’s February meeting.

E. District Management
   Ms. Montagna presented the financial statements dated November 30, 2018.
   Ms. Montagna reminded the Board that their next meeting was scheduled for February 21, 2019 at 8:30 a.m.
   Ms. Montagna presented and reviewed the ADA website proposal. A discussion ensued. Ms. Montagna will obtain a revised ADA website proposal.

NINTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Ms. Montagna asked if there were any Supervisor Requests. Mr. Massa discussed the basketball court issues. He recommended eliminating guests on Monday – Friday from 4:00 p.m. to 9:00 p.m. The Board decided to hold a discussion regarding the use of the basketball court at their February meeting.

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 Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors adjourned the meeting at 8:08 p.m. for Sterling Hill Community Development District.

____________________   _______________________
Secretary/Assistant Secretary  Chairman/Vice Chairman
Exhibit A
Discussion item:
Splash Pad –

SplashPadsUSA has completed construction of the splash pad with only the concrete coating still yet to be done. Jason Pond, the onsite manager, has coordinated the plumbing and electrical contractors to finalize their portion of the work. Hernando County inspections have taken place but the project is still pending a final inspection and acceptance. JMT will continue to coordinate with Jason and the contractors to work towards completion and start-up.

HA5 Pavement Report-

JMT received batch reports from Whitaker Contracting. In review of the batch reports, no deviation from contract specification was observed. JMT was also notified that additional reports that JMT requested would come through their attorney and be sent to John Vericker, the District’s attorney. JMT received the letter from Whitaker Contracting to John Vericker on 12/24. The letter did answer questions regarding the application processes and showed it to be 95.6% of the intended application.

The board still has the option to hire a geotechnical engineer to take core samples of each neighborhood to analyze and determine if the materials and thickness was installed per the specification in the contract if they so choose to confirm the data provided by the contractor. The estimated cost of this type of investigation is in range of $12,000 to $15,000.
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 Arbortglas (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
Summary, South Corner & North Park, SH Blvd.

General Updates, Recent & Upcoming Maintenance Events

- The next fertilization event occurs in March 2019.
- Sunrise to prescribe a treatment program for all Knockout Roses throughout the property in order to promote fuller, more compact growth habits. Also to encourage more blooms. This program may incorporate the application of Black Kow, Cow Manure as these plants do best with a large amount of organic matter in the soil.
- In General, all landscape beds need to be cleaned up including the removal of limbs, both large & small, palm boots and fronds, dead vines, dead weeds and soft-edging.
- Seed pods property-wide need to be removed from all palms. (from Sunrise ... February)
- Sunrise to provide a date as to when all Ornamental Grasses will be cut to a low mound.
- **Sunrise to provide a date as to when ALL Spanish Moss removal will be completed per spec.**

The following are action items for Sunrise to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation.

1. **There is no change to the appearance of the Fakahatchee Grasses at the entrance of the tennis courts.**

2. Sunrise to diagnose the cause of the defoliation of the Florida Privet surrounding the tennis courts. Although this plant is considered evergreen, it sometimes sheds some of its leaves in the winter. Verify if anything else is at play in its defoliation. Treat accordingly. (Pic 2)

3. Eradicate and hand remove weeds from the mulch beds behind the sidewalk along Elgin from the SE corner heading toward the south intersection of Elgin & SH Blvd.

4. Remove Spanish Needle from the Loropetalum at the beginning of the transition to the wall along Arborglades & Elgin.

5. Calypso Oleander needs to be cut back drastically in the spring so it is full to the base once it re-grows.

6. **I’ve mentioned lifting Oaks above the walls throughout the community more than once. They have still not been lifted and there has been no date provided. Sunrise to provide a date as to when all trees will be lifted above the concrete wall on both sides. (Pic 6+)**

7. Mulch is still piled quite high under the Hawthorn & Walter’s Viburnum on the median between the south intersection and the Arborglades entrance. Diagnose the dieback in the WV’s and treat accordingly.
8. There is still dying/dead Hawthorn in addition to dead Redtip Photinia on the inbound side of Arborglades.

9. A diagnosis was requested regarding the huge amount of dieback in the Walter’s Viburnum throughout the community. The response was “Will do.” What does that mean? What is the diagnosis and treatment plan? These same beds also have a lot of weed growth that needs to be eradicated. (Pic 9)

10. Although the pest control leg of Sunrise is reportedly spraying the Anise between Arborglades and Edgemere with a fungicide, there is no improvement. Please provide spray reports showing the frequency of treatments and what has been identified as the culprit.

11. Treat the dollar weed in the turf in the same area as the failing Anise.

12. Exposed driptube on the outbound lanes of Edgemere as well as on the median needs to be placed below the mulch.

13. Remove suckers from Tree Ligustrum at Edgemere as well as vines form the sign wall.

14. There is no change to the condition of the Fakahatchee Grasses on the median between Edgemere and North Park. They were reportedly to have been sprayed. They were to have been sprayed again and then cut back, but as of the date of this inspection they had not been.

15. Remove weeds from Brightstone Place median.

16. The Jack Frost Ligustrum still need to be tipped at Brackenwood.

17. Crews still have not line trimmed down to the treeline at the Autumnwind cul-de-sac. This was to have been completed on the next mow cycle. (Pic 17)

18. If crews detailed the back side of the north intersection on the Brackenwood corner as was reported, they did a very poor job and it needs to be re-visited.
19. Remove volunteer Drake Elms on the median where a car came up and damaged Walter’s Viburnum and Drake Elms. Tip some of the Viburnum along the wall between Brackenwood and the north intersection.

20. What is being done to treat the thinning Hawthorn in front of the signage at the north intersection on the Brackenwood corner?

21. Although it’s been reported as being completed, the condition of the hedges in the triangular lawn on the Amersham Isles corner of the north intersection is still in very rough shape. (Pic 21a & b)

24. Silverthorn and WV’s across from North Park still need to be tipped.

25. As SH Blvd. curves toward the south intersection on the back side of Amersham Isles, cut a bed of Sand Cordgrass completely to the ground right at the beginning of the 3-rail.

26. Now would be an excellent time to get into some of the Walter’s Viburnum hedges along this same 3-rail and hand remove the Stink Vine and treat with a nonselective herbicide the remaining roots to eradicate it.

27. How often is the Walter’s Viburnum getting watered and for how long? Provide wetcheck reports.

28. The Lift Station perimeter is no more detailed than it was.

29. Star Jasmine is getting a bit wild from the south intersection up Elgin toward the Alcove area. This needs to be tipped.

30. Petite Salmon Oleander have not been cut back yet under the Crape Myrtles along the Elgin wall. (Pic 30>)

31. Remove Torpedograss from Thryallis along the Elgin wall.
32. Broken/leaning Thryallis is still in place right at the beginning of the Alcove area. (Pic 32)

34. Specimen Walter’s Viburnum along the Elgin sidewalk approaching the north intersection still need to be cut back from sidewalk.

35. The triangular bed between the 3-rail and sidewalk still needs to be completely detailed just before the main signage on the Amersham Isles corner of the North Intersection.

36. Raise trees over the Glenburne side of the Elgin wall.

37. Eradicate Torpedograss in the Juniper beds on the Glenburne corner of the North Intersection.

38. Sunrise to remember the height to lift trees over sidewalks is 10’.

39. Tip the Redhot Hibiscus on the Glenburne median. Also cut back ornamental grasses on this median.

40. Crews have still not eradicated a large weed taken root in the curb inlet on Ayrshire Dr. in Glenburne.

41. Trim Loropetalum on the back side of the Glenburne rear median and remove vines from the Leyland Cypress outside Glenburne heading south on SH Blvd.
42. The groupings of Walter's Viburnum on the SH Blvd. median south of Glenburne all need to be trimmed at the tops. (Pic 42)

43. Past the WV's mentioned above on the same median, there is a large bed of Sandankwa Viburnum nearly completely overtaken by a stinkvine-like weed. (Pic 43)

44. There is an Irrigation mainline repair taking place on the SH Blvd. median about half way between Glenburne and Mandalay Place. Unfortunately, it is right between a grouping of large Pines. Pines HATE to have their root zones tampered with and may actually put out a “pheromone-like” distress substance which may draw beetles. If there is any type of preventative drenching that Sunrise could apply here, I would like them to in order to prevent a future infestation. (Pic 44>)

45. Pyracantha along the fence line between Glenburne and Mandalay Place still needs to be trimmed. It is nearing an unmanageable height. (Pic 45)

46. Remove the Dwarf Asian Jasmine (that has already been line trimmed) from the trunk of a Drake Elm at the Mandalay Place entrance side.

47. Trim Tree Ligustrum on the Mandalay Place rear median.

48. I asked Sunrise to remove & dispose of a fallen tree in the very small natural area of Beaumont Loop. It is still lying on the ground. (Pic 48>)

49. Trim a Drake Elm limb drooping down into the wall on the outbound side of Mandalay Place.
50. Trim Tree Ligustrum on outbound lanes of Haverhill.

51. Trim Loropetalum and Viburnum at the Windance entrance along the side walls.

52. Trim dead fronds of Medjool Palms at Windance and trim out the brown Juniper. Remove Palm saplings. (Pic 52)

53. Delineate plant material in front of the Windance sign walls & soft edge bed lines.

54. Sunrise to remove Pine trunk that has snapped along the wall south of the Windance entrance.

55. Lift trees to 14.5’ above roadway at the southern end of SH Blvd.

56. Inspect Hawthorn on the median just past Windance entrance heading north. Treat accordingly.

57. Along the 3-rail leading up to Covey Run from the south, all beds need to be cleaned up. There are ornamental grasses, palm seed pods, etc.

58. Remove stink vines from the Feijoa beds surrounding the bike rack at South Park. (Pic 58)

59. The South Park parking lot island where there is Dwarf India Hawthorn and a fire hydrant in front of the new splash pad needs to have dead Hawthorn removed, mulch raked away and/or removed and weeded.

60. Trim off tree limbs extending out in to the South Park driveway.

61. Clean up the Dunwoody median as well as areas beneath the Palms.

62. Treat dollar weed in the Dunwoody outbound side turf.

63. Junipers have still not been removed from beneath the first bed of Crape Myrtles leaving Dunwoody heading north on SH Blvd.

64. All Silverthorn behind 3-rail leading to North Intersection needs to be trimmed.
1. Sunrise to provide a proposal to eradicate the turf on the side and rear of the new workout room and install new Bahia turf. Currently, there is very little viable turf and erosion is beginning to take its toll. (Pics 1a & b)

2. Sunrise to provide a proposal to remove the existing, non-flourishing Sandankwa Viburnum just past the Brackenwood entrance heading toward the north intersection and replace with 3 Gal., FULL Dwarf Firebush (same variety that is on the median just outside the Brackenwood entrance). No planting before all threat of freezing temperatures has passed. (Pic 2)

3. There are two more dead Pine Trees a couple hundred feet north of the junction boxes between Windance & Covey Run on the CR side of the road. Sunrise to provide a proposal to flush cut and dispose of off property. (Pic 3)