



Rizzetta & Company

# **Sterling Hill Community Development District**

---

## **Board of Supervisors' Meeting January 17, 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)

---

---

January 9, 2019

**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, January 17, 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. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on December 6, 2018.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for November and December 2018.....Tab 2
- 5. BUSINESS ITEMS**
  - A. Consideration of Establishment of Audit Committee
  - B. Ratification of Revised Splash Pad Contract with Engineer's Costs taken out.....Tab 3
  - C. Consideration of Off-Duty Sheriff's Rate Increase.....Tab 4
- 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 (under separate cover)
  - D. Amenity Management
    1. Review of Monthly Report. ....Tab 5
  - E. District Manager
    1. Review of Financial Statement .....Tab 6
    2. Consideration of ADA Website Proposal.....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, December 6, 2018 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>
John Vericker	<b>District Counsel, Straley Robin &amp; Vericker</b> <i>(via conference call)</i>
Stephen Brletic	<b>Representative, JMT Engineering</b>
John Toborg	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b>
Jason Pond	<b>Clubhouse Manager</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**

**Announcement Regarding Vacant Seat**

Ms. Montagna stated that Richard Massa's seat was vacant. The Board stated that they would like to appoint Richard Massa to vacant seat #3.

49

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors appointed Richard Massa to seat #3 for Sterling Hill Community Development District.

50

51 Ms. Montagna, a notary public in the State of Florida administered the oath of office to  
52 Christina Miller, Sandra Manuele and Richard Massa. Ms. Miller, Ms. Manuele and Mr. Massa  
53 all swore and affirmed to the oath and executed the oath of office.

54

55 Ms. Montagna asked the Supervisors if they elected to receive compensation for meeting  
56 attendance. Ms. Miller, Ms. Manuele and Mr. Massa all elected to receive compensation for  
57 meeting attendance.

58

59 **FOURTH ORDER OF BUSINESS**

**Review of Form 1 and Sunshine Law  
Requirements**

60

61

62 Mr. Vericker briefly reviewed the Form 1, Financial Statement and the Sunshine Law  
63 Requirements.

64

65 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-02,  
Designating Officers of the District**

66

67

68 Ms. Montagna presented Resolution 2019-02, Designating Officers of the District.

69

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Resolution 2019-02, Designating Officers of the District as follows: Christina Miller – Chairman, Sandra Manuele – Vice Chairman, Richard Massa, Michael Dimos and Louis Peters – Assistant Secretaries for Sterling Hill Community Development District.

70

71 **SIXTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of  
Supervisors' Meeting on November 15,  
2018**

72

73

74

75 Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on  
76 November 15, 2018. There were no changes to the meeting minutes.

77

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on November 15, 2018 as presented for Sterling Hill Community Development District.

78

79 **SEVENTH ORDER OF BUSINESS**

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

80

81

82

83 Ms. Montagna stated that the November operation and maintenance expenditures were  
84 not completed in time for the meeting. She stated that she would have both the November and  
85 December operation and maintenance expenditures to present to the Board at their January  
86 meeting.

87  
88 **EIGHTH ORDER OF BUSINESS** **Consideration of First Addendum to**  
89 **District Services Contract**

90  
91 Ms. Montagna presented and reviewed the first addendum to the District Services contract.  
92

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

93  
94 **NINTH ORDER OF BUSINESS** **Discussion Regarding Splash Pad Invoices**

95  
96 Ms. Montagna presented and reviewed the splash pad invoices. A discussion ensued.  
97

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved obtaining a revised splash pad contract to show Engineer costs taken out for their January meeting for Sterling Hill Community Development District.

98  
99 **TENTH ORDER OF BUSINESS** **Staff Reports**

100  
101 **A. District Counsel**  
102 No report.

103  
104 **B. District Engineer**  
105 Mr. Brletic reviewed his Engineer's Report dated December 6, 2018. Attached as (Exhibit  
106 "A"). He gave the Board an update on the splash pad. A discussion ensued. Mr. Brletic gave  
107 a report on the road project. Another discussion ensued.

108  
109 **C. Field Operations Manager**  
110 Mr. Toborg Reviewed his Field Inspection Report dated November 30, 2018. Attached as  
111 (Exhibit "B"). A discussion ensued. Mr. Toborg will provide proposals for the January  
112 meeting agenda.

113  
114 **D. Amenity Management**  
115 Mr. Pond presented and reviewed his report for November 2018. Attached as (Exhibit  
116 "C"). He updated the Board on all ongoing projects.

117  
118 **E. District Management**  
119 Ms. Montagna presented the financial statements dated October 31, 2018.

120  
121 Ms. Montagna reminded the Board that their next meeting was scheduled for January 17,  
122 2019 at 6:30 p.m.



123 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests and Audience**  
124 **Comments**

125  
126 Ms. Montagna asked if there were any Supervisor Requests. There were none put forth.

127  
128 The Board entertained an audience comment regarding the road project.

129  
130 **TWELFTH ORDER OF BUSINESS** **Adjournment**

131  
132 Ms. Montagna stated that if there was no further business to come before the Board than  
133 a motion to adjourn would be in order.

134

On a Motion by Mr. Massa, seconded by Ms. Miller, with all in favor, the Board of Supervisors adjourned the meeting at 9:25 a.m. for Sterling Hill Community Development District.

135

136

137

138

139

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman