



Rizzetta & Company

Sterling Hill Community Development District

**Board of Supervisors' Meeting
December 19, 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 Vacant 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

December 11, 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, December 19, 2019 at 9:00 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 (under separate cover)
 - D. Amenity Management
 1. Review of Monthly Report (under separate cover)
 2. Discussion of Memorial Options
 - E. District Manager
 1. Review of Financial Statements.....Tab 1
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on November 21, 2019.....Tab 2
 - B. Consideration of Operation and Maintenance Expenditures for November 2019.....Tab 3
- 6. BUSINESS ITEMS**
 - A. Consideration of a Board Supervisor Replacement for Seat 5.....Tab 4
 1. Administer Oath of Office to Newly Appointed Supervisor
Review of Form 1 and Form 1.....Tab 5
 - B. Consideration of Resolution 2020-01, Designating Officers of the District.....Tab 6
- 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 2

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, November 21, 2019 at 9:02 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
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
John Toborg	Field Service Manager, Rizzetta & Company, Inc. <i>(via conference call)</i>
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. Comments were entertained regarding a memorial for Louis Peters and community events.

THIRD ORDER OF BUSINESS

Staff Reports

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Murphy's proposal (\$6,880.00) for Sterling Hill Community Development District.

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A. District Counsel

Ms. Schalter gave the Board an update on the damaged roads. She stated that Phase 4 has issues. A discussion ensued.

B. District Engineer

Mr. Brletic presented and reviewed his Engineer's Report.

C. Field Services Manager

Mr. Toborg presented and reviewed the Field Inspection Report dated October 29, 2019.

Mr. Toborg presented the landscaper's response to the inspection report and proposals from CLM for landscape improvements. The Board approved the following proposals:

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved CLM's proposal for Flax Lily (\$775.50) for Sterling Hill Community Development District.

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On a Motion by Mr. Dimos, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved CLM's proposal for Flax Lily (\$346.50) for Sterling Hill Community Development District.

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On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Murphy's Sod and Landscaping's proposal for the installation of ADA certified mulch for the North and South playgrounds (\$6,880.00) for Sterling Hill Community Development District.

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D. Amenity Management

Mr. Pond presented and reviewed his report for October 2019. He also presented proposals for awning cleaning and sealing and ADA certified mulch for North and South Playgrounds.

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved Awnclean's proposal for awning cleaning and sealing (\$2,995.00) for Sterling Hill Community Development District.

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Mr. Pond will have memorial options for the December meeting.

75 **E. District Management**

76 Ms. Montagna presented the financial statements dated September 30, 2019.

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78 Ms. Montagna reminded the Board that their next meeting was scheduled for
79 December 19, 2019 at 9:00 a.m.

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81 Ms. Montagna gave the Board an update on the new ADA compliant website.

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83 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the
Board of Supervisors' Meeting on
October 17, 2019**

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

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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 October 17, 2019 as presented for Sterling Hill Community Development District.
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91 **FIFTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for
October 2019**

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95 Ms. Montagna presented the Operation and Maintenance Expenditures for
96 October 2019.

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On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for October 2019 (\$77,756.53) for Sterling Hill Community Development District.

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99 **SIXTH ORDER OF BUSINESS**

**Discussion Regarding Road Damage
at 3834 Bramblewood Loop**

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102 There was no discussion or Board action taken.

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104 **SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience
Comments**

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107 Ms. Montagna asked if there were any audience comments. An audience
108 comment was entertained regarding HOA future events and a food truck once a month.

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On a Motion by Ms. Miller, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved allowing the HOA to have an event and park a food truck on District property and scheduled with Mr. Pond and required insurance is provided for Sterling Hill Community Development District.
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STERLING HILL COMMUNITY DEVELOPMENT DISTRICT
November 21, 2019 Minutes of Meeting
Page 4

110 A resident spoke about the natural areas. Mr. Pond will inspect the area and
111 report back to the Board at the December meeting.

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113 Comments were also entertained regarding the inspection of the splash pad and
114 drainage in area being a concern and the need for re-grading. A discussion ensued
115 regarding the splash pad.

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117 A discussion ensued regarding pond repairs.

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On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved La Rocca Contracting repairing all the ponds that have issues (total of \$32,590.00) for Sterling Hill Community Development District.

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NINTH 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.

On a Motion by Mr. Massa, seconded by Ms. Manuele, 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

Tab 3



STERLING HILL

COMMUNITY DEVELOPMENT DISTRICT

5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544 - 813-994-1001 - sterlinghillcdd.org

Operations and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being **\$72,490.74**
presented:

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

Christina Miller
Chairperson

Sandra Manuele
Vice Chairperson

Richard Massa
Supervisor

Michael Dimos
Supervisor

Angel Montagna
District Manager

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Apex Floor & Furniture Care	005808	5114	North & South Clubhouse Carpet & Vinyl Tile 11/19	\$ 160.00
Brett F. Croft	005779	61722	Off Duty Patrol 10/23/19	\$ 90.00
Brett F. Croft	005779	61729	Off Duty Patrol 10/24/19	\$ 90.00
Bright House Networks	005809	051149801110319	North Clubhouse Cable 11/19	\$ 288.31
Bright House Networks	005809	051150701110319	South Clubhouse Cable 11/19	\$ 264.57
Bright House Networks	005792	065067801102819	4411 Sterling Hill Blvd Office 11/19	\$ 235.08
Capital Land Management	005793	207106	Fertilization Bahia & Ornamentals 10/19	\$ 4,000.00
Capital Land Management	005810	207107	General Landscape Maintenance 11/19	\$ 15,000.00
Capital Land Management	005810	207129	Installed Annuals 11/19	\$ 800.00
Capital Land Management	005810	207133	Remove and Replace Viburnum 11/19	\$ 785.00
Capital Land Management	005810	207134	Irrigation Repairs Clock A, B, D-F 11/19	\$ 8,075.00
Capital Land Management	005810	207135	Irrigation Repair Rain Sensor & Valve 11/19	\$ 609.00
Chris Croft	005794	61962	Off Duty Patrol 11/04/19	\$ 90.00
DCSI Inc.	005795	26335	Replace Access System Power Supply 10/19	\$ 609.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Department of Economic Opportunity	005811	74069	Special District Fee FY 19/20	\$ 175.00
Derek Origon	005785	61770	Off Duty Patrol 10/25/19	\$ 120.00
Evan Weston	005807	61936	Off Duty Patrol 11/03/19	\$ 90.00
Florida Department of Revenue	005796	37-8015579013-3 10/19	Sales & Use Tax 10/19	\$ 283.37
Hernando County Utilities	005782	SS00001-00 10/19	North Clubhouse Water Bill 10/19	\$ 364.29
Hernando County Utilities	005782	SS00013-00 10/19	South Clubhouse Water Bill 10/19	\$ 365.20
Jack Evans	005780	61857	Off Duty Patrol 10/29/19	\$ 90.00
Jesse Fletcher	005781	61812	Off Duty Patrol 10/27/19	\$ 90.00
Johnson, Mirmiran, & Thompson, Inc.	005798	13-145543	Engineering Services 09/19	\$ 3,132.50
Johnson, Mirmiran, & Thompson, Inc.	005812	14-146549	Engineering Services 10/19	\$ 685.00
Kyle Wilson	005783	61793	Off Duty Patrol 10/26/19	\$ 120.00
Little Chefs Creative Cooking	005799	02	Little Chefs Creative Cooking Event 11/19	\$ 300.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
LLS Tax Solutions, Inc.	005784	001850	Arbitrage Rebate Calculation Series 2003A/2003B PE 09/30/19	\$ 500.00
Michael Renczkowski	005786	61871	Off Duty Patrol 10/28/19	\$ 90.00
Michael Renczkowski	005802	61911	Off Duty Patrol 11/02/19	\$ 120.00
Murray E Foradas Jr.	005797	61919	Off Duty Patrol 11/01/19	\$ 120.00
Outsmart Pest Management, Inc.	005800	25344	North Clubhouse Pest Control Treatment 11/19	\$ 75.00
Outsmart Pest Management, Inc.	005800	25345	South Clubhouse Pest Control Treatment 11/19	\$ 75.00
Rizzetta & Company, Inc.	005801	INV0000044517	District Management Fees 11/19	\$ 6,405.84
Rizzetta Amenity Services, Inc.	005787	INV00000000006800	Amenity Management Services Payroll 11/19	\$ 10,727.03
Rizzetta Amenity Services, Inc.	005803	INV00000000006830	Out Of Pocket Expenses 10/19	\$ 115.75
Rizzetta Technology Services	005804	INV0000004887	Website Hosting Services 11/19	\$ 100.00
Robert Saliva	005805	7043	Gate Repairs - Mandalay 10/19	\$ 550.00
Robert Saliva	005814	7065	Gate Repairs - Arborglades 11/19	\$ 95.00
Robert Spears	005789	61874	Off Duty Patrol 10/30/19	\$ 90.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Spears	005806	61969	Off Duty Patrol 11/05/19	\$ 90.00
Shore Commercial Services, Inc	005788	206932	Replace Blue Back Wash Hose 10/19	\$ 119.30
Shore Commercial Services, Inc	005813	207142	Pool Maintenance North Clubhouse 11/19	\$ 1,700.00
Sterling Hill CDD	CD510	CD510	Debit Card Replenishment	\$ 2,843.51
Sterling Hill CDD	CD508	CD508	Debit Card Replenishment	\$ 1,773.77
Waste Management Inc. of Florida	005790	0476613-1568-0	Waste Disposal Services South Clubhouse 11/19	\$ 292.38
Waste Management Inc. of Florida	005790	0476766-1568-6	Waste Disposal Services North Clubhouse 11/19	\$ 276.11
Withlacoochee River Electric Cooperative, Inc.	005791	Electric Summary Billing 10/19	Withlacoochee Electric Summary Billing 10/19	<u>\$ 9,420.73</u>
Report Total				<u>\$ 72,490.74</u>

Tab 6

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The Sterling Hill Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hernando County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2019.

THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY