Sterling Hill
Community Development District

Board of Supervisors’ Meeting
January 16, 2020

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

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  

January 8, 2020

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Thursday, January 16, 2020 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**  
   A. Presentation of Louis Peters Memorial
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  
      3. Update on Pond J Work  
      4. Update on Drainage Work  
   C. Field Operations Manager  
      1. Review of Field Inspection Report…………………….Tab 1  
   D. Amenity Management  
      1. Review of Monthly Report…………………………….Tab 2  
   E. District Manager  
      1. Review of Financial Statements………………………..Tab 3  
5. **BUSINESS ADMINISTRATION**  
   A. Consideration of Minutes of the Board of Supervisors’ Meeting held on December 19, 2019……………………………..Tab 4  
   B. Consideration of Operation and Maintenance Expenditures for December 2019……………………………………………Tab 5  
6. **BUSINESS ITEMS**  
   None  
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
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 19, 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
John Toborg    Field Service Manager, Rizzetta & Company, Inc.
Jason Pond    Clubhouse Manager
Matt Howell    Representative, CLM

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. No comments were put forth at this time.

THIRD ORDER OF BUSINESS     Staff Reports

A. District Counsel
Ms. Schalter gave the Board updates on agreements for the pond work and drainage. She also stated the qualifications for new candidates.

B. District Engineer
Ms. Montagna presented and reviewed the Engineer's Report.

C. Field Services Manager
Mr. Toborg presented and reviewed the Field Inspection Report dated November 26, 2019. Attached as (Exhibit “A”).

Mr. Toborg presented the landscaper’s response to the inspection report and proposals from CLM for landscape improvements. Attached as (Exhibit “B”). The Board approved the following proposals:

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved CLM’s proposal #32 for Blue Plumbago and Purple Queen ($700.00) for Sterling Hill Community Development District.

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved CLM’s proposal #33 for Dwarf Asian Jasmine ($240.00) for Sterling Hill Community Development District.

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved CLM’s proposal #36 for Live Oak Memorial ($1,328.00) and a plaque for Supervisor Peters ($190.00) for Sterling Hill Community Development District.

D. Amenity Management
Mr. Pond presented and reviewed his report for November 2019. Attached as (Exhibit “C”).

E. District Management
Ms. Montagna presented the financial statements dated October 31, 2019.

Ms. Montagna reminded the Board that their next meeting was scheduled for January 16, 2020 at 6:30 p.m.

FOURTH ORDER OF BUSINESS

Ms. Montagna presented the minutes of the Board of Supervisors’ meeting held on November 21, 2019. There were no changes to the meeting minutes.
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 November 21, 2019 as presented for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for November 2019


On a Motion by Ms. Miller, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for November 2019 ($72,490.74) for Sterling Hill Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of a Board Supervisor Replacement

Ms. Montagna presented the resumes that she had received for the vacant seat on the Board and one that came after the agenda was sent out. Attached as (Exhibit “D”. The Board reviewed the resumes from Emilie Arcidiacono, Jimmy Lee, Nancy Feliu, and Rama Rowtie. A discussion ensued. Ms. Manuele made a motion to appoint Nancy Feliu to the vacant seat. Mr. Massa seconded it and the motion failed. Mr. Massa made a motion to appoint Rama Rowtie to the vacant seat. There wasn’t a second put forth and the motion failed.

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors appointed Nancy Feliu to vacant seat #5 on the Board of Supervisors for Sterling Hill Community Development District.

SEVENTH ORDER OF BUSINESS

Administer Oath of Office to Newly Appointed Supervisor

Ms. Montagna, a Notary Public in the State of Florida administered the Oath of Office to Nancy Feliu. Ms. Feliu swore and affirmed to the oath and executed the oath. Ms. Feliu chose to receive compensation for meeting attendance.

EIGHTH ORDER OF BUSINESS

Review of Form 1 and Sunshine Amendment

Ms. Montagna gave Mr. Lee the new Board Supervisor packet. Ms. Schalter briefly reviewed the Form 1 and Sunshine Amendment.
NINTH ORDER OF BUSINESS  
Consideration of Resolution 2020-01, Designating Officers of the District

Ms. Montagna presented and reviewed Resolution 2020-01, Designating Officers of the District. The Board decided to leave the officers as they currently are.

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved Resolution 2020-01, Designating Officers of the District as follows: Christina Miller – Chairman, Sandra Manuele – Vice Chairman, and Richard Massa, Michael Dimos, Nancy Feliu and Angel Montagna as Assistant Secretaries for Sterling Hill Community Development District.

TENTH ORDER OF BUSINESS  
Supervisor Requests and Audience Comments

Ms. Montagna asked if there were any audience comments. There were no comments put forth.

Ms. Montagna asked if there were any Supervisor requests.

Mr. Dimos stated that the latch was broken on the north side of the playground.

ELEVENTH 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. Dimos, seconded by Mr. Massa, with all in favor, the Board of Supervisors adjourned the meeting at 10:19 a.m. for Sterling Hill Community Development District.
Exhibit A
STERLING HILL

FIELD INSPECTION REPORT

November 26, 2019
Rizzetta & Company
John R Toborg – Sr. Field Services Manager
Summary, Elgin SE End, Arboglades, Edgemere

General Updates, Recent & Upcoming Maintenance Events

- The next fertilization event is not until March.
- The lift is scheduled to be brought to Sterling Hill and the palm trimming will be completed within two weeks afterwards. Tree lifting will be started in early January.
- CLM to schedule NOW for the trimming of all Crapes after threat of frost has passed as well as the removal of ALL Spanish and Ball Mosses on Crapes and other small trees and up to 15' of all other trees in the community.
- The first week of December is the commencement of mulch installation.
- During the course of this inspection, Trees, Inc. were roughly trimming all trees under the power lines.
- Staff was going to look into a large, black flexible pipe lying in the CDD-maintained area behind the Brackenwood corner of the north intersection. This needs to be moved or preferably buried.
- Ornamental grasses and Juniper were being sprayed during the course of this inspection.
- Carissa Holly replacement at Amersham Isles median will also take place during this current landscape installation project scheduled the day of this inspection and the next.
- Beginning November 1st, common areas are being mowed every other week. Crews, however, are still required to be on site weekly for other non-mowing events such as detailing, trimming, clean-up, pruning, etc.

The following are action items for Capital Land Management (CLM) 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. Orange is for staff. Bold & underlined is info. Or questions for the BOS.

1. As mentioned above, another company (sub to the Utility) was cutting trees very roughly during our inspection. Several blunt cuts were made to Pines which may stress the tree and attract Pine borers. (Pic 1)

2. Much of the Oleander along Elgin is now defoliated. Was this not treated for caterpillar reported last month?

3. Lower the Dw. Firebush by app. 1' on the median at the south intersection.

4. There is an issue with an irrigation valve between Arboglades and Edgemere. It is scheduled to be repaired and brought back to its original condition the week after this inspection.

5. I’ve asked CLM to expose the drip tubing in the Walter’s Viburnum leading up to Edgemere to ensure it is functioning properly. This tubing is old and WV’s prefer evenly moist soil & may not be getting it. (Pic 5>
6. There are some brown spots on the Anise along the wall of the outbound lanes at Edgemere. Diagnose and treat accordingly.

7. Continue to separate the Dw. Asian Jasmine from other plants at Edgemere.

8. Remove tall material at the outfall structures in the large DRA in Brightstone Place.

9. Hand remove the straw-colored dead grassy weed growth from the Brackenwood inbound side.

10. As mentioned in the summary, this large, flexible pipe needs to be either moved or buried. It is in the square tract behind the monument at the Brackenwood corner at the north intersection. (Pic 10)

11. Remove scraggly Walter's Viburnum on the SH Blvd. median between Brackenwood and the north intersection. (Pic 11)

12. This area needs to be cleaned up by Staff. Also we've contacted the builder to come back and remove their signs they left behind when they vacated. This is behind the monument at the Amersham Isles corner of the north intersection. (Pic 12)

13. Keep the Dwarf Asian Jasmine from creeping up the Crape Myrtles along the 3-rail along SH Blvd. at the triangular lawn at the Amersham Isles corner.

14. Inspect the Feijoa at the 3-rail/wall transition at the triangular lawn area. It is thinning and may contain a fungus. Treat accordingly.
Leybourne Loop, Amersham Isles Back Side, Elgin, Glenburne

15. I've asked CLM to include two trees along the Leybourne Loop conservation area in Amersham Isle. Although these trees were not planted by the CDD, they are in CDD-maintained areas and need to be lifted. (see below)

16. When will the 6-7 Sweet Viburnum be replaced behind the 3-rail across SH Blvd. from Brightstone Place? These died when irrigation was down for an extended period.

17. After the Chickasaw Plum blooms have spent in the spring, CLM will cut these plants to the ground and we will see what generates. Currently, these are encroaching into the sidewalk on the back side of Amersham Isles leading to Arboglades. (see below)

18. Many irrigation valve box lids are sitting at an angle on top of the box waiting to be damaged by mowers.

19. The drip tubing also needs to be exposed along the Elgin wall heading north from the south intersection. These plants are also failing and it may be due to old, non-operating drip tubing. (Pic 19)

20. CLM to provide a date when ALL ornamental grasses will be cut to a low mound.

21. Check the area in front of the monument on the Glenburne corner of the north intersection for an irrigation issue. Silt is always covering the sidewalk.

22. Remove all dead material form the plants as well as all other landscape debris from the beds leading into Glenburne.

23. Has the cause of this dieback along SH. Blvd. past Glenburne been identified? (Pic 23)
24. Approaching the Pyracantha hedge leading to Mandalay Place from Glenburne, remove a large section of scraggly plants.

25. Remove dead Bottlebrush from the median between Mandalay Place and the South Park. Remove weeds from the Dwarf Firebush and remove any remaining Ixora.

26. Remove stink vine from the Haverhill wall on the center rear median.

27. Inspect the thinning on the Golden Dewdrop between Haverhill and Windance. If this is insect related, treat accordingly.

28. Getting closer to Windance, there are also thinning Feijoa.

29. Eradicate grassy weeds in the Confederate Jasmine on the Windance median.

30. Inspect the thinning Walter’s Viburnum on the Windance median. It too, is beginning to thin.

31. It is unclear why, but there are 6-7 Pine trees on the east side of SH Blvd. between the dead end and Dunwoody that within the last month have died. There has been property clearing that has taken place at the end of SH Blvd., which may have stressed trees that give off pheromones that attract Pine borers, however, that process is usually not this fast. It also could be from a past high wind or drought event. (Pics 31a, b, c>, d & e>>) UPDATE: There are as many as (12).

32. The clearing company has placed their construction barricades inside the county ROW. This does not allow CLM to maintain this area. (Pic 31a & b>)

33. Remove stink vine and other climbing vines from the Juniper on the inbound side of Covey Run.

34. Going into spring, reduce Jatropha at the South Park sign wall by 2/3’s.

35. Continue to gradually reduce the Loropetalum and Feijoa down in front of the South Park Clubhouse
36. Check some silt runoff at the end of the South Park parking lot. Make sure there is not an irrigation break in this location.

37. Make sure that when Sabal fronds, seed pods, or flower stalks fall, they are removed and disposed of.

38. Diagnose the dieback in the Dwarf Asian Jasmine in front of the Dunwoody sign wall on the outbound side. Treat accordingly. I hope this is not from herbicide overspray. (Pic 38>)

39. There are more thinning Golden Dewdrop along the wall north of Dunwoody.
1. CLM to provide a proposal to eradicate and remove what is left of Bahia turf in the ROW between Glenburne and Mandalay Place starting at a Junction Box #4370/street light pole #5143 3370 and continuing toward Mandalay Place to about half way between the Pedestrian Crossing sign and the next Junction Box. Install new Bahia turf. New turf shall be “cut in” at all curbing and sidewalks. This work can be completed in the spring. (Pic 1)

2. CLM to provide a proposal to fill in the bare spot of Blue Plumbago with 3 Gal., FULL plants. The other two bare beds are to be filled in with Purple Queen, Setcreasea pallida, 1 Gal., FULL plants on 18” centers. (Pic 2)

3. CLM to provide a proposal to install (25) 1 Gal., FULL Dw. Asian Jasmine on either side of Windance at the pedestrian gates to fill in bare areas.

4. CLM to provide a proposal to completely remove up to (12) dead Pine trees from the end of SH Blvd. at Windance up to the South Park/Dunwoody area. Proposal should include stump grinding and complete disposal off site. This is in conjunction with Item 31.

5. CLM to provide a proposal to eradicate and remove what is left of Bahia turf in the ROW past Dunwoody starting past Dunwoody and extending to just beyond street light 5146 3373 (approximately the location of the curb inlet.) Install new Bahia turf. New turf shall be “cut in” at all curbing and sidewalks. This work can be completed in the spring.
Exhibit B
STERLING HILL

FIELD INSPECTION REPORT

November 26, 2019
Rizzetta & Company
John R Toborg – Sr. Field Services Manager
Summary, Elgin SE End, Arbogrades, Edgemere

General Updates, Recent & Upcoming Maintenance Events

- The next fertilization event is not until March.
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- The first week of December is the commencement of mulch installation.
- During the course of this inspection, Trees, Inc. were roughly trimming all trees under the power lines.
- Staff was going to look into a large, black flexible pipe lying in the CDD-maintained area behind the Brackenwood corner of the north intersection. This needs to be moved or preferably buried.
- Ornamental grasses and Juniper were being sprayed during the course of this inspection.
- Carissa Holly replacement at Amersham Isles median will also take place during this current landscape installation project scheduled the day of this inspection and the next.
- Beginning November 1st, common areas are being mowed every other week. Crews, however, are still required to be on site weekly for other non-mowing events such as detailing, trimming, clean-up, pruning, etc.

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2. Much of the Oleander along Elgin is now defoliated. Was this not treated for caterpillar reported last month? Was treated on Nov. 26th.

3. Lower the Dw. Firebush by app. 1’ on the median at the south intersection. Be completed on 1/7

4. There is an issue with an irrigation valve between Arbogrades and Edgemere. It is scheduled to be repaired and brought back to its original condition the week after this inspection. Completed

5. I've asked CLM to expose the drip tubing in the Walter's Viburnum leading up to Edgemere to ensure it is functioning properly. This tubing is old and WV's prefer evenly moist soil & may not be getting it. (Pic 5+) Be completed on next irrigation inspection
6. There are some brown spots on the Anise along the wall of the outbound lanes at Edgemere. Diagnose and treat accordingly. Has been sent F&P

7. Continue to separate the Dw. Asian Jasmine from other plants at Edgemere. Will continue working on these

8. Remove tall material at the outfall structures in the large DRA in Brightstone Place. Be completed on 1/7

9. Hand remove the straw-colored dead grassy weed growth from the Brackenwood inbound side. Be completed on 1/7

10. As mentioned in the summary, this large, flexible pipe needs to be either moved or buried. It is in the square tract behind the monument at the Brackenwood corner at the north intersection. (Pic 10)

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13. Keep the Dwarf Asian Jasmine from creeping up the Crape Myrtles along the 3-rail along SH Blvd. at the triangular lawn at the Amersham Isles corner. Be completed on 1/7

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15. I've asked CLM to include two trees along the Leybourne Loop conservation area in Amersham Isle. Although these trees were not planted by the CDD, they are in CDD-maintained areas and need to be lifted. (see below)

16. When will the 6-7 Sweet Viburnum be replaced behind the 3-rail across SH Blvd. from Brightstone Place? These died when irrigation was down for an extended period. Be completed by 12/24

17. After the Chickasaw Plum blooms have spent in the spring, CLM will cut these plants to the ground and we will see what generates. Currently, these are encroaching into the sidewalk on the back side of Amersham Isles leading to Arboglades. (see below)

18. Many irrigation valve box lids are sitting at an angle on top of the box waiting to be damaged by mowers. Will have irrigation team check into this valve boxes

19. The drip tubing also needs to be exposed along the Elgin wall heading north from the south intersection. These plants are also falling and it may be due to old, non-operating drip tubing. (Pic 19) Will have irrigation team

20. CLM to provide a date when ALL ornamental grasses will be cut to a low mound.

21. Check the area in front of the monument on the Glenburne corner of the north intersection for an irrigation issue. Silt is always covering the sidewalk. Will have irrigation team check into this

22. Remove all dead material form the plants as well as all other landscape debris from the beds leading into Glenburne. Be completed on 1/7

23. Has the cause of this dieback along SH. Blvd. past Glenburne been identified? (Pic 23) waiting on report to come back
24. Approaching the Pyracantha hedge leading to Mandalay Place from Glenburne, remove a large section of scraggly plants. Be completed on 1/7

25. Remove dead Bottlebrush from the median between Mandalay Place and the South Park. Remove weeds from the Dwarf Firebush and remove any remaining Ixora. Be completed on 1/7

26. Remove stink vine from the Haverhill wall on the center rear median. Be completed on 1/7

27. Inspect the thinning on the Golden Dewdrop between Haverhill and Windance. If this is insect related, treat accordingly. Has been sent F&P

28. Getting closer to Windance, there are also thinning Feijoa. Has been sent F&P

29. Eradicate grassy weeds in the Confederate Jasmine on the Windance median. Be completed on 1/7

30. Inspect the thinning Walter’s Viburnum on the Windance median. It too, is beginning to thin. Has been sent F&P

31. It is unclear why, but there are 6-7 Pine trees on the east side of SH Blvd. between the dead end and Dunwoody that within the last month have died. There has been property clearing that has taken place at the end of SH Blvd., which may have stressed trees that give off pheromones that attract Pine borers, however, that process is usually not this fast. It also could be from a past high wind or drought event. (Pics 31a, b, c>, d & e>>) UPDATE: There are as many as (12).

32. The clearing company has placed their construction barricades inside the county ROW. This does not allow CLM to maintain this area. (Pic 31a & b>)

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34. Going into spring, reduce Jatropha at the South Park sign wall by 2/3’s.

35. Continue to gradually reduce the Loropetalum and Feijoa down in front of the South Park Clubhouse. Will continuing doing this
36. Check some silt runoff at the end of the South Park parking lot. Make sure there is not an irrigation break in this location. Will have irrigation team check into this issue.

37. Make sure that when Sabal fronds, seed pods, or flower stalks fall, they are removed and disposed of. Will get with crew regarding this.

38. Diagnose the dieback in the Dwarf Asian Jasmine in front of the Dunwoody sign wall on the outbound side. Treat accordingly. I hope this is not from herbicide overspray. (Pic 38>) Has been sent F&P

39. There are more thinning Golden Dewdrop along the wall north of Dunwoody. Has been sent F&P.
Proposals

1. CLM to provide a proposal to eradicate and remove what is left of Bahia turf in the ROW between Glenburne and Mandalay Place starting at a Junction Box #4370/street light pole #5143 3370 and continuing toward Mandalay Place to about half way between the Pedestrian Crossing sign and the next Junction Box. Install new Bahia turf. New turf shall be "cut in" at all curbing and sidewalks. This work can be completed in the spring. (Pic 1)

2. CLM to provide a proposal to fill in the bare spot of Blue Plumbago with 3 Gal., FULL plants. The other two bare beds are to be filled in with Purple Queen, *Scaevola pallida*, 1 Gal., FULL plants on 18" centers. (Pic 2)

3. CLM to provide a proposal to install (25) 1 Gal., FULL Dw. Asian Jasmine on either side of Windance at the pedestrian gates to fill in bare areas.

4. CLM to provide a proposal to completely remove up to (12) dead Pine trees from the end of SH Blvd. at Windance up to the South Park/Dunwoody area. Proposal should include stump grinding and complete disposal off site. This is in conjunction with Item 31.

5. CLM to provide a proposal to eradicate and remove what is left of Bahia turf in the ROW past Dunwoody starting past Dunwoody and extending to just beyond street light 5146 3373 (approximately the location of the curb inlet.) Install new Bahia turf. New turf shall be "cut in" at all curbing and sidewalks. This work can be completed in the spring.
DATE: December 16, 2019

PROPERTY: Sterling Hills CDD
4404 Sterling hills Blvd.
Spring hill, FL

SCOPE OF WORK: Sod Proposal between Glenburne and Mandalay Place

Proposal to eradicate and remove what is left of Bahia turf in the ROW between Glenburne and Mandalay Place starting at a Junction Box #4370/street light pole #5143 3370 and continuing toward Mandalay Place to about halfway between the Pedestrian Crossing sign and the next Junction Box. Install new Bahia turf. New turf shall be “cut in” at all curbing and sidewalks. This work can be completed in the spring.

- Prep 2000 sq. ft.
- Install 2000 sq. ft. of Bahia

Grand Total $2,000.

Payment due within 15 days of completion of the above proposed work.
If there are any questions, please contact me at your earliest convenience.
An acceptance of this proposal within 30 days shall constitute a contract between us. Beyond 30 days, the above prices are subject to review.

Date of Acceptance ___________________ Estimated By:

__________________                        Matt Howell
Signature                     Signature
DATE: December 16, 2019

PROPERTY: Sterling Hills CDD
4404 Sterling Hills Blvd.
Spring hill, FL

SCOPE OF WORK:

CLM to provide a proposal to fill in the bare spot of Blue Plumbago with 3 Gal, FULL plants. The other two bare beds are to be filled in with Purple Queen, Setcreasea pallida, 1 Gal., FULL plants on 18” centers.

- Install (8) 3 gallon Blue Plumbago
- Install (90) 1 gallon Purple Queen

Grand Total $700.

Payment due within 15 days of completion of the above proposed work.
If there are any questions, please contact me at your earliest convenience.
An acceptance of this proposal within 30 days shall constitute a contract between us.
Beyond 30 days, the above prices are subject to review.

Date of Acceptance ________________________ Estimated By:

______________________________ Matt Howell
Signature

Signature
DATE: December 16, 2019

PROPERTY: Sterling Hills CDD
4404 Sterling hills Blvd
Spring hill, FL

SCOPE OF WORK: Windance

  proposal to install (25) 1 Gal., FULL Dw. Asian Jasmine on either side of Windance at the pedestrian gates to fill in bare areas.

  • Install (25) 1 gallon dwarf Asian Jasmine

Grand Total $240.

Payment due within 15 days of completion of the above proposed work.
If there are any questions, please contact me at your earliest convenience.
An acceptance of this proposal within 30 days shall constitute a contract between us.
Beyond 30 days, the above prices are subject to review.

Date of Acceptance ___________________________ Estimated By:

______________________________
Signature

Matt Howell
Signature
DATE: December 16, 2019

PROPERTY: Sterling Hills CDD
4404 Sterling hills Blvd.
Spring Hill, FL

SCOPE OF WORK: Pine Tree removal

CLM to provide a proposal to completely remove up to (12) dead Pine trees from the end of SH Blvd. at Windance up to the South Park/Dunwoody area. Proposal should include stump grinding and complete disposal off site. This is in conjunction with Item 31.

Grand Total $4,800

Payment due within 15 days of completion of the above proposed work.
If there are any questions, please contact me at your earliest convenience.
An acceptance of this proposal within 30 days shall constitute a contract between us.
Beyond 30 days, the above prices are subject to review.

Date of Acceptance ______________________     Estimated By: ______________________

______________________________
Signature

______________________________
Signature

9830 Yawn Road
Dade City, FL 33525

WWW.CAPITALLAND.NET
DATE: December 16, 2019

PROPERTY: Sterling Hills CDD
4404 Sterling hills Blvd.
Spring hills, FL

SCOPE OF WORK: Dunwoody sod replacement

CLM to provide a proposal to eradicate and remove what is left of Bahia turf in the ROW past Dunwoody starting past Dunwoody and extending to just beyond street light 5146 3373 (approximately the location of the curb inlet.) Install new Bahia turf. New turf shall be "cut in" at all curbing and sidewalks. This work can be completed in the spring.

- Prep 5100 sq. ft. of turf
- Install 5100 sq. ft. of Bahia

Grand Total $5,100.

Payment due within 15 days of completion of the above proposed work.
If there are any questions, please contact me at your earliest convenience.
An acceptance of this proposal within 30 days shall constitute a contract between us.
Beyond 30 days, the above prices are subject to review.

Date of Acceptance ________________________ Estimated By:

______________________________               ________________________
Signature                          Signature

9830 Yawn Road
Dade City, FL 33525

WWW.CAPITALLAND.NET
DATE: December 17, 2019

PROPERTY: Sterling Hills CDD
4404 Sterling hills Blvd.
Spring Hill, FL

SCOPE OF WORK: Memorial Oak tree

- Install a 3" Cal. Live Oak in front of the gym area.

Grand Total $1,328.

Payment due within 15 days of completion of the above proposed work.
If there are any questions, please contact me at your earliest convenience.
An acceptance of this proposal within 30 days shall constitute a contract between us.
Beyond 30 days, the above prices are subject to review.

Date of Acceptance ___________________________ Estimated By:

___________________________
Signature

Matt Howell
Signature
Exhibit C
Clubhouse Manager: Jason Pond
Email: sterlinghillclub@live.com

Clubhouse Maintenance and Improvements

- Monthly carpet and floor cleaning by Apex.
- Pressure washed south clubhouse front pavilion areas.
- New ADA compliant mulch at north and south clubhouses.
- Decorated both clubhouses for Christmas.

Gate Report

- Replaced Mandalay liftmaster plug in detectors at the exit.
- Replaced both boards at Arborglades gate.
- Bad circuit board and encounter at Brackenwood, was replaced at entrance.
- Dunwoody photo eyes had to be adjusted and power cycled.

Private Event Rentals

<table>
<thead>
<tr>
<th>North Clubhouse:</th>
<th>South Clubhouse:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/02/19 – Baby Shower</td>
<td>11/02/19 – Baby Shower</td>
</tr>
<tr>
<td>11/03/19 – Birthday Party</td>
<td>11/09/19 – Birthday Party</td>
</tr>
<tr>
<td>11/09/19 – Little Chef’s Cooking Class</td>
<td>11/10/19 – Birthday Party</td>
</tr>
<tr>
<td>11/16/19 – Birthday Party</td>
<td>11/23/19 – Baby Shower</td>
</tr>
<tr>
<td>11/23/19 - Meeting</td>
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</tbody>
</table>

Field Maintenance

- Trash clean-up in the DRA's, wooded areas, and trash and debris clean up along Sterling Hill Blvd.
- Pressure washed Sterling Hill logos at all village entrances along with blocks on monuments.
- Installed garland on all gates and decorated main entrances with Christmas lights.
- Checked and replaced any bad up lighting at village entrances and checked dusk till dawn sensors.

Prepared by: Rizzetta Amenity Services, Inc.
From: Angel Montagna  
Sent: Monday, December 16, 2019 2:43 PM  
To: Dawn Valley  
Subject: FW: Sterling Hill CDD BOS Meeting - December 19, 2019 - Final Digital Agenda

Print Stephens email for his report for Sterling Hill

Please and thank you

Angel Montagna  
District Manager  

Rizzetta & Company  
12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: 813.933.5571  
amontagna@rizzetta.com

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From: Breltic, Stephen <SBreltic@jmt.com>  
Sent: Monday, December 16, 2019 1:07 PM  
To: Angel Montagna <AMontagna@rizzetta.com>  
Subject: RE: Sterling Hill CDD BOS Meeting - December 19, 2019 - Final Digital Agenda

Hi Angel,

I did not plan to attend the Sterling Hill meeting on Thursday since I have very little to update. We are basically in the same spot as we were at the last meeting when it comes to both the splash pad drainage project and the pond maintenance projects. Those projects are anticipated to begin as soon as the agreements with the contractor are finalized. Jason notified me that the contractor is ready to go ASAP. If you need me, you can always reach me on my cell if something comes up at the meeting. Thanks!

Johnson, Mirmiran & Thompson, Inc.
Exhibit D
Can you send this to the Board and let this person know the meeting is tomorrow and they can attend.
Thank you

Sent from my iPhone

Begin forwarded message:

From: "Rto3rd." <armada785@gmail.com>
Date: December 18, 2019 at 3:53:27 PM EST
To: Angel Montagna <AMontagna@rizzetta.com>, rama rowtie <armada785@gmail.com>
Subject: intrested in cdd seat at sterlinghill

Greetings, To whom it may concern,
   My name is Rama R Rowtie, I reside at 4223 Bramblewood loop (Covey Run) and I currently serve the community of sterling hill. I would like to inform you I am interested serving the CDD and ask to be considered for the vacant seat on the CDD. I can be reached at 352 777 0582 Please feel free to contact me, thank you for your time and consideration. sincerely R Rowtie.
Rama R Rowtie (Bobby)
4223 Bramblewood loop
Spring Hill, Florida 34609
(352) 777-0582
armada785@gmail.com

Objective: to obtain a position that will enable me to better enhance my career better utilize my skills.

Skills
Microsoft Office, 2000, Windows 98, Windows X; Basic Accounting, SOS TECHNOLOGIES – Blood borne Pathogen Program, CPR A, Heart saver, and Emergency Response Training

Education
TAMPA TECHNICAL INSTITUTE-Associates Degree Electronics, Deans list, Directors list
NATIONAL INSTITUTE FOR FINANCIAL EDUCATION – Certified Credit Counselor

Experience
September 6, 2002 - to Present
Self-Employed, Consultant, Repair and maintain computers, for Pasco No Fault, Private clients, Installation of software, hardware. Providing excellent customer service.

June 6, 2001 - September 2, 2002 - Lighthouse Credit Foundation, Inc. – Credit Counseling.
Worked with clients gathering and researching information regarding Credit cards, Loans, etc., then entering client’s information into the database.
Supervisory position that includes training new personnel, monitoring other employees and reporting to the Senior Supervisor.

August 2000 – May 2001 K Mart Corporation – Loss Control Associate, Automotive/Hardware, Pantry Department Manager.
Investigate internal and external thefts make apprehension when necessary. Then as department manager I monitored inventory ordered stock pulled freight – stocked shelves, cashier, customer service,

April 1996 – May 1999 THE ROCKFELLER GROUP
Responsibilities – Assets Protection, on site inspection Vehicles entering Rockefeller Center properties loading areas (for Explosive Devices, Checking Manifest/monitor deliveries) and operating Truck LW Elevators. Control Board Operator.

May 1995 – March 1996 COMMAND SECURITY CORPORATION
Responsibilities Included: On site supervision for security Personnel scheduling of work shifts with dispatcher, and weekly payroll.

Reference: Furnished upon request
Tab 2
Operations and Maintenance Expenditures  
December 2019  
For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: $92,378.27

Approval of Expenditures:

________________________________________
Chairperson

______  Vice Chairperson

______  Assistant Secretary
### Sterling Hill Community Development District

#### Paid Operation & Maintenance Expenditures

**December 1, 2019 Through December 31, 2019**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Invoice Amount</th>
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<td>North Clubhouse Cable 12/19</td>
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<td>Chelsea Reid</td>
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<td>Chris Croft</td>
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<tr>
<td>Christina Miller</td>
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<td>CM112119</td>
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<td>David Martin</td>
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<td>DCSI Inc.</td>
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<td>005863</td>
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</table>
Sterling Hill Community Development District
Paid Operation & Maintenance Expenditures
December 1, 2019 Through December 31, 2019

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<td>Derik Deso</td>
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<td>005864</td>
<td>37-8015579013-3</td>
<td>Sales &amp; Use Tax 11/19</td>
<td>$ 131.08</td>
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<td>$ 998.20</td>
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<td>01568501-2019</td>
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<td>SS00013-00</td>
<td>South Clubhouse Water Bill 11/19</td>
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<td>17857</td>
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<td>Jeffrey Lamondra</td>
<td>005824</td>
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<td>Off Duty Patrol 11/07/19</td>
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</table>
## Sterling Hill Community Development District

### Paid Operation & Maintenance Expenditures

**December 1, 2019 Through December 31, 2019**

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<tr>
<td>Jesse Fletcher</td>
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<td>John Fremer</td>
<td>005821</td>
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<td>John Fremer</td>
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<td>Jonathan Mathis</td>
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## Sterling Hill Community Development District

### Paid Operation & Maintenance Expenditures

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<tr>
<td>Richard P. Massa Jr.</td>
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## Sterling Hill Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

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<tr>
<th>Vendor Name</th>
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<td>Scott Fredricksen</td>
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<td>Sean McDonough</td>
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</table>
# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Check Number</th>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Bank</td>
<td>005838</td>
<td>11202019</td>
<td>Trustee Fees Series 2003B 11/19</td>
<td>$15,985.00</td>
</tr>
<tr>
<td>Waste Management Inc. of Florida</td>
<td>005857</td>
<td>0487641-1568-8</td>
<td>Waste Disposal Services South Clubhouse 12/19</td>
<td>$292.73</td>
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<td>Waste Management Inc. of Florida</td>
<td>005857</td>
<td>0487792-1568-9</td>
<td>Waste Disposal Services North Clubhouse 12/19</td>
<td>$276.45</td>
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<tr>
<td>Willam Harper</td>
<td>005822</td>
<td>62050</td>
<td>Off Duty Patrol 11/10/19</td>
<td>$90.00</td>
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<tr>
<td>William Cooper</td>
<td>005816</td>
<td>62025</td>
<td>Off Duty Patrol 11/09/19</td>
<td>$120.00</td>
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<td>William Harsanyi III</td>
<td>005858</td>
<td>62284</td>
<td>Off Duty Patrol 11/22/19</td>
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<tr>
<td>Withlacoochee River Electric</td>
<td>005839</td>
<td>Electric Summary</td>
<td>Withlacoochee Electric Summary Billing 11/19</td>
<td>$9,130.98</td>
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<td>Cooperative, Inc.</td>
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<td>Billing 11/19</td>
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**Report Total**

$92,378.27