



Rizzetta & Company

# **Sterling Hill Community Development District**

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**Board of Supervisors' Meeting  
February 20, 2020**

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

[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 Rich Massa Nancy Feliu	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Angel Montagna	Rizzetta & Company, Inc.
<b>District Counsel</b>	Kristen Schalter	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)

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February 12, 2020

**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 20, 2020 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 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
    3. Update on Pond J Work
    4. Update on Drainage Work
  - C. Field Operations Manager
    1. Review of Field Inspection Report.....Tab 1
    2. Consideration of CLM’s Proposals.....Tab 2
    3. Consideration of Proposals for Sod.....Tab 3
  - D. Amenity Management
    1. Review of Monthly Report..... Tab 4
    2. Consideration of Various Proposals.....Tab 5
  - E. District Manager
    1. Review of Financial Statements.....Tab 6
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors’ Meeting held on January 16, 2020.....Tab 7
  - B. Consideration of Operation and Maintenance Expenditures for January 2020.....Tab 8
- 6. BUSINESS ITEMS**
  - A. Discussion Regarding CLM’s Non-Renewal of Landscape Contract.....Tab 9
  - B. Discussion Regarding Hagwood Case
- 7. AUDIENCE COMMENTS ON OTHER ITEMS**
- 8. SUPERVISOR REQUESTS**
- 9. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,  
*Angel Montagna*  
Angel Montagna  
District Manager

cc: Kristen Schalter, Straley & Robin, PA  
Stephen Brletic, JMT Engineering

# Tab 1

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Thursday, January 16, 2020 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	<b>Board Supervisor, Chairman</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Michael Dimos	<b>Board Supervisor, Assistant Secretary</b>
Richard Massa	<b>Board Supervisor, Assistant Secretary</b>
Nancy Feliu	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Angel Montagna	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kristen Schalter	<b>District Counsel, Straley Robin &amp; Vericker</b>
John Toborg	<b>Field Service Manager, Rizzetta &amp; Company, Inc.</b>
Jason Pond	<b>Clubhouse Manager</b>
Matt Howell	<b>Representative, CLM</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.

Everyone stepped outside for the presentation of Louis Peters' memorial.

**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 reviewed speeding signs brought up by residents. A discussion ensued regarding signage. Mr. Pond will call regarding a speed trailer. Mr. Pond will also write an article for the HOA newsletter.

**B. District Engineer**

Mr. Schalter wasn't present at the meeting Ms. Montagna presented his Engineer's Report.

There was no update to give on the pavement project.

Ms. Montagna gave the Board an update on the splash pad. She stated that the drainage work will be started on Monday and after the drainage work is complete then an inspection can take place.

Mr. Pond gave the board an update on Pond J work.

Mr. Pond gave the Board an update on the Drainage Work.

**C. Field Services Manager**

Mr. Toborg presented and reviewed the Field Inspection Report dated December 27, 2019. He gave the Board updates on the landscape maintenance.

He presented a landscape proposal for Sterling Hill Blvd.

On a Motion by Ms. Miller, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the landscape proposal for Sterling Hill Blvd. (\$168.00) for Sterling Hill Community Development District.

On a Motion by Ms. Miller, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved allowing John Toborg to approve invoices for landscape maintenance as needed for Sterling Hill Community Development District.

It was stated that the mulch needs to be looked at as there is not enough of it.

**D. Amenity Management**

Mr. Pond presented and reviewed his 2019 Year in Review report.

**E. District Management**

Ms. Montagna presented the financial statements dated November 30, 2019.

Ms. Montagna reminded the Board that their next meeting was scheduled for February 20, 2020 at 9:00 a.m.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Meeting on  
December 19, 2019**

Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on December 19, 2019. There was a change made to line 114 of 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 19, 2019 as amended for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

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

Ms. Montagna presented the Operation and Maintenance Expenditures for December 2019. A discussion ensued regarding US Bank.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for December 2019 (\$92,378.27) for Sterling Hill Community Development District.

**SIXTH 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 discussed a casino night package.

Ms. Manuele would like to re-visit the bus stop issues regarding shading and ants. Mr. Pond will investigate it.

**SEVENTH 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. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors adjourned the meeting at 7:31 p.m. for Sterling Hill Community Development District.



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

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

DRAFT

## **Tab 2**



# STERLING HILL

## COMMUNITY DEVELOPMENT DISTRICT

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

### **Operations and Maintenance Expenditures January 2020 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being **\$135,362.98**  
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*

Nancy Feliu  
*Supervisor*

Angel Montagna  
*District Manager*

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Anthony Musto	005947	63052	Off Duty Patrol 01/20/20	\$ 90.00
Apex Floor & Furniture Care	005938	5170	North & South Clubhouse Carpet & Vinyl Tile 01/20	\$ 160.00
Brett F. Croft	005875	62567	Off Duty Patrol 12/15/19	\$ 90.00
Brett F. Croft	005875	62607	Off Duty Patrol 12/18/19	\$ 90.00
Brett F. Croft	005913	62861	Off Duty Patrol 01/06/20	\$ 90.00
Bright House Networks	005912	051149801010320	North Clubhouse Cable 01/20	\$ 287.49
Bright House Networks	005912	051150701010320	South Clubhouse Cable 01/20	\$ 263.75
Bright House Networks	005893	065067801122819	4411 Sterling Hill Blvd Office 01/20	\$ 235.60
Capital Land Management	005895	207337	Fall Mulch Install 12/19	\$ 42,550.00
Capital Land Management	005939	207424	General Landscape Maintenance 01/20	\$ 15,000.00
Capital Land Management	005939	207465	Installed Jasmine at Gate 01/20	\$ 1,568.00
Chelsea Reid	005904	62734	Off Duty Patrol 12/26/19	\$ 90.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Chelsea Reid	005951	62997	Off Duty Patrol 01/17/20	\$ 120.00
Chris Croft	005914	62823	Off Duty Patrol 01/04/20	\$ 120.00
Christina Miller	005886	CM121919	Board Of Supervisors Meeting 12/19/19	\$ 200.00
Christina Miller	005946	CM010220	Board Of Supervisors Meeting 01/02/20	\$ 200.00
City Electric Supply Co.	005896	680175	Lighting Supplies 10/19	\$ 518.18
DCSI Inc.	005897	26504	Quarterly Monitoring Fitness Center 12/19	\$ 128.97
DCSI Inc.	005897	26516	CCTV Gate Warranty 12/19	\$ 406.89
DCSI Inc.	005915	26597	Monitoring & Cellular Backup - South Clubhouse 01/20	\$ 128.97
DCSI Inc.	005915	26599	Monitoring & Cellular Backup - North Clubhouse 01/20	\$ 128.97
DCSI Inc.	005940	26641	CCTV Gate Warranty 01/20	\$ 406.89
Derek Origon	005887	62547	Off Duty Patrol 12/14/19	\$ 120.00
Derik Deso	005877	62518	Off Duty Patrol 12/11/19	\$ 90.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Derik Deso	005877	62597	Off Duty Patrol 12/17/19	\$ 90.00
Derik Deso	005898	62689	Off Duty Patrol 12/23/19	\$ 90.00
Derik Deso	005916	62805	Off Duty Patrol 01/02/20	\$ 90.00
Dustin Mormando	005902	62778	Off Duty Patrol 12/29/19	\$ 90.00
Edward Brandhuber	005911	62846	Off Duty Patrol 01/05/20	\$ 90.00
Evan Weston	005957	63075	Off Duty Patrol 01/21/20	\$ 90.00
Florida Department of Revenue	005918	37-8015579013-3 12/19	Sales & Use Tax 12/19	\$ 255.55
Francis Ritchie	005905	62762	Off Duty Patrol 12/28/19	\$ 120.00
Francis Ritchie	005933	62869	Off Duty Patrol 01/07/20	\$ 90.00
Hernando County Utilities	005900	SS00001-00 12/19	North Clubhouse Water Bill 12/19	\$ 175.64
Hernando County Utilities	005900	SS00013-00 12/19	South Clubhouse Water Bill 12/19	\$ 139.02
Jack Evans	005879	62549	Off Duty Patrol 12/13/19	\$ 120.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jack Evans	005942	62964	Off Duty Patrol 01/14/20	\$ 90.00
James Bard	005926	62892	Off Duty Patrol 01/10/20	\$ 120.00
John Fremer	005881	62622	Off Duty Patrol 12/19/19	\$ 90.00
John Fremer	005929	62880	Off Duty Patrol 01/08/20	\$ 90.00
Johnny Felicione	005917	0004739	Inspection & Set Up Pocket Gophers 12/19	\$ 600.00
Johnny Felicione	005943	0004748	Trapping & Removal of 3 Pocket Gophers 01/20	\$ 300.00
Johnson, Mirmiran, & Thompson, Inc.	005901	15-148626	Engineering Services 11/19	\$ 1,295.00
Joseph Schneider	005906	62708	Off Duty Patrol 12/25/19	\$ 90.00
Joseph Schneider	005906	62793	Off Duty Patrol 12/31/19	\$ 90.00
Joseph Schneider	005935	62952	Off Duty Patrol 01/12/20	\$ 90.00
Kyle Wilson	005930	62887	Off Duty Patrol 01/09/20	\$ 90.00
Launcie Newkirk	005949	63060	Off Duty Patrol 01/18/20	\$ 120.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Marijean Van Syckle	005956	63040	Off Duty Patrol 01/19/20	\$ 90.00
Michael Dimos, Jr.	005878	MD121919	Board Of Supervisors Meeting 12/19/19	\$ 200.00
Michael Dimos, Jr.	005941	MD010220	Board Of Supervisors Meeting 01/02/20	\$ 200.00
Michael Renczkowski	005952	62981	Off Duty Patrol 01/15/20	\$ 90.00
Murphy's Landscaping & Sod, LLC	005903	6397	Repair Dirt Patches 08/19	\$ 2,040.00
Murphy's Landscaping & Sod, LLC	005903	6553	Installed ADA Mulch 11/19	\$ 6,880.00
Murray E Foradas Jr.	005880	62675	Off Duty Patrol 12/22/19	\$ 90.00
Nancy E Feliu	005948	NF010220	Board Of Supervisors Meeting 01/02/20	\$ 200.00
Norman E. Burburan	005894	62746	Off Duty Patrol 12/27/19	\$ 120.00
Outsmart Pest Management, Inc.	005950	25850	North Clubhouse Pest Control Treatment 01/20	\$ 75.00
Outsmart Pest Management, Inc.	005950	25851	South Clubhouse Pest Control Treatment 01/20	\$ 75.00
Panzners's Tree Service, Inc.	005919	2590	Remove 12 Pine Trees 12/19	\$ 1,080.00



# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Richard P. Massa Jr.	005885	RM121819	Board Of Supervisors Meeting 12/19/19	\$ 200.00
Richard P. Massa Jr.	005945	RM010220	Board Of Supervisors Meeting 01/02/20	\$ 200.00
Rizzetta & Company, Inc.	005888	INV0000045880	District Management Fees 01/20	\$ 6,405.84
Rizzetta & Company, Inc.	005932	INV0000046420	Dissemination Agent Fee FY 19/20	\$ 2,000.00
Rizzetta Amenity Services, Inc.	005889	INV00000000006973	Amenity Management Services Payroll 12/19	\$ 9,287.24
Rizzetta Amenity Services, Inc.	005920	INV00000000007004	Amenity Management Services Payroll 01/20	\$ 11,489.33
Rizzetta Amenity Services, Inc.	005920	INV00000000007033	Out Of Pocket Expenses 12/19	\$ 50.00
Rizzetta Technology Services	005921	INV0000004971	Website Hosting Services 12/19	\$ 100.00
Rizzetta Technology Services	005934	INV0000005416	Website Hosting Services 01/20	\$ 100.00
Robert Saliva	005923	7273	Gate Repairs - Glenburne 01/20	\$ 95.00
Robert Saliva	005937	7287	Gate Repairs - Glenburne 01/20	\$ 685.00
Robert Saliva	005937	7288	Gates Locked - Edgemere 01/20	\$ 95.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Saliva	005937	7289	Gate Repairs - Ammersham 01/20	\$ 47.50
Robert Saliva	005937	7290	Gate Repairs - Mandalay 01/20	\$ 47.50
Robert Saliva	005937	7291	Gate Repairs - Dunwoody 01/20	\$ 120.50
Robert Saliva	005937	7292	Gate Repairs - Haverhill 01/20	\$ 47.50
Robert Saliva	005890	Southern Phone Summary 12/19	Southern Phone Summary 12/19	\$ 459.45
Robert Spears	005891	62525	Off Duty Patrol 12/12/19	\$ 90.00
Robert Spears	005908	62798	Off Duty Patrol 01/01/20	\$ 90.00
Robert Spears	005954	62986	Off Duty Patrol 01/16/20	\$ 90.00
Sandra Manuele	005884	SM121919	Board Of Supervisors Meeting 12/19/19	\$ 200.00
Sandra Manuele	005944	SM010220	Board Of Supervisors Meeting 01/02/20	\$ 200.00
Sean McDonough	005931	62910	Off Duty Patrol 01/11/20	\$ 120.00
Shane Derryberry	005876	62588	Off Duty Patrol 12/16/19	\$ 90.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Shawn Duval	005899	62789	Off Duty Patrol 12/30/19	\$ 90.00
Shawn Duval	005928	62958	Off Duty Patrol 01/13/20	\$ 90.00
Shore Commercial Services, Inc	005907	203844	Pool Repairs - Tile 06/19	\$ 36.00
Shore Commercial Services, Inc	005907	204424	Installed Ladder Step 07/19	\$ 196.42
Shore Commercial Services, Inc	005907	208117	Delivered Black Algae 11/19	\$ 200.00
Shore Commercial Services, Inc	005907	208233	Replaced Pump Motor and Seals 12/19	\$ 2,107.00
Shore Commercial Services, Inc	005953	208387	Pool Maintenance North Clubhouse 01/20	\$ 1,785.00
Shore Commercial Services, Inc	005922	208610	Replaced Breaker 01/20	\$ 120.00
Shumaker, Loop & Kendrick. LLP	005936	000769265	Legal Services for the Hagwood Case 12/19	\$ 826.00
Sterling Hill CDD	CD513	CD513	Debit Card Replenishment	\$ 1,530.67
Sterling Hill CDD	CD514	CD514	Debit Card Replenishment	\$ 3,257.59
Straley Robin Vericker	005909	17774	General/Monthly Legal Services 12/19	\$ 2,625.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	005955	17895	General/Monthly Legal Services 01/20	\$ 483.10
Thomas Castiglione	005927	TC011720	Off Duty Patrol 01/08/20-01/17/20	\$ 480.00
Thomas Castiglione	005874	TC120619	Off Duty Patrol 11/22/19-12/06/19	\$ 480.00
Thomas Castiglione	005874	TC122019	Off Duty Patrol 12/11/19-12/20/19	\$ 480.00
Troy Scott Hyler	005883	62676	Off Duty Patrol 12/20/19	\$ 120.00
Waste Management Inc. of Florida	005910	0493633-1568-7	Waste Disposal Services South Clubhouse 01/20	\$ 292.38
Waste Management Inc. of Florida	005910	0493784-1568-8	Waste Disposal Services North Clubhouse 01/20	\$ 276.11
Willam Harper	005882	62644	Off Duty Patrol 12/21/19	\$ 120.00
William Harsanyi III	005925	62819	Off Duty Patrol 01/03/20	\$ 120.00
Withlacoochee River Electric Cooperative, Inc.	005892	Electric Summary Billing 12/19	Withlacoochee Electric Summary Billing 12/19	<u>\$ 8,608.93</u>
<b>Report Total</b>				<b><u>\$ 135,362.98</u></b>