



Rizzetta & Company

Sterling Hill Community Development District

**Board of Supervisors' Meeting
June 18, 2020**

**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 Rich Massa Nancy Felio	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

June 10, 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, June 18, 2020 at 9:00 a.m.** via conference call pursuant to Governor DeSantis' executive Order 20-69 (as extended by Executive Order 20-112). 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
 - C. Field Operations Manager
 1. Review of Field Inspection Report.....Tab 1
 2. Consideration of CLM's Proposals.....Tab 2
 - D. Amenity Management
 1. Review of Monthly ReportTab 3
 2. Consideration of Various Proposals.....Tab 4
 - E. District Manager
 1. Review of Financial Statements..... Tab 5
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on May 21, 2020Tab 6
 - B. Consideration of Operation and Maintenance Expenditures for April 2020Tab 7
- 6. BUSINESS ITEMS**
 - A. Consideration of Plat ApprovalTab 8
 - B. Consideration of Bus Stop EnhancementTab 9
- 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, May 21, 2020 at 6:32 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-112.

Present via teleconference call and constituting a quorum:

Christina Miller	Board Supervisor, Chairman
Sandra Manuele	Board Supervisor, Vice Chairman
Michael Dimos	Board Supervisor, Assistant Secretary
Nancy Feliu	Board Supervisor, Assistant Secretary
Richard Massa	Board Supervisor, Assistant Secretary

Also present via conference call 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.
Jason Pond	Clubhouse Manager
	Representatives, Various Landscape Companies

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

47 **A. District Counsel**

48 Ms. Schalter presented and reviewed the Splash Pad settlement documents.
49

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors ratified the Splash Pad Settlement Agreement after District Counsel revises it for Sterling Hill Community Development District.

50
51 **B. District Engineer**

52 Mr. Brletic gave the Board an update on the pavement project. He stated that he
53 had walked the property with Whitaker Contracting.

54
55 **C. Field Services Manager**

56 Mr. Toborg presented and reviewed the Field Inspection Report for May 2020.
57 He gave the Board updates on the landscape maintenance.

58
59 Ms. Montagna presented CLM's proposal #300036 for Bahia sod. The Board
60 decided to table this proposal for now.

61
62 Ms. Montagna presented the First Addendum to the Landscape and Irrigation
63 Maintenance contract.
64

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors ratified the First Addendum to the Landscape and Irrigation Maintenance Contract with Capitol Land Management for Sterling Hill Community Development District.

65
66 **D. Amenity Management**

67 Mr. Pond presented and reviewed his March through May 2020 Operations
68 Report. He stated that the pool opening went well.

69
70 Mr. Pond presented proposals for retention area repair. It was stated that this
71 item had already been taken care of.

72
73 Mr. Pond presented a proposal form Hoopers sidewalk repairs.
74

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors ratified Hoopers' proposal for sidewalk repairs (\$17,460.00) for Sterling Hill Community Development District.

75
76 **E. District Management**

77 Ms. Montagna presented the financial statements dated March 31, 2020.

78
79 Ms. Montagna reminded the Board that their next meeting was scheduled for
80 June 18, 2020 at 9:00 a.m.
81

82 Ms. Montagna announced that there were 2,640 registered voters in the District
83 as of April 15, 2020.

84
85 Ms. Montagna presented the audit for fiscal year ended September 30, 2019. A
86 brief discussion ensued.
87

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors accepted the audit for fiscal year ended 9-30-19 for Sterling Hill Community Development District.

88
89 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the**
90 **Board of Supervisors' Meeting on**
91 **February 12, 2020**
92

93 Ms. Montagna presented the minutes of the Board of Supervisors' meeting held
94 on February 12, 2020. There were no changes made to the meeting minutes.
95

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 February 12, 2020 as presented for Sterling Hill Community Development District.

96
97 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**
98 **Maintenance Expenditures for**
99 **February and March 2020**
100

101 Ms. Montagna presented the Operation and Maintenance Expenditures for
102 February and March 2020.
103

On a Motion by Ms. Manuele, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for February (\$127,081.66) and March 2020 (\$103,051.41) for Sterling Hill Community Development District.

104
105 **SIXTH ORDER OF BUSINESS** **Review and Ranking of Proposals**
106 **Received for Landscape and**
107 **Irrigation Maintenance**
108

109 Mr. Toborg reviewed the RFP process with the Board. He presented and
110 reviewed the landscape maintenance proposals. The Board ranked the proposals as
111 follows:
112

- 113 1. Capital Land Management
- 114 2. Landscape Maintenance Professionals
- 115 3. Brightview
- 116 4. ASI Landscape Management

- 117 5. Red Tree Landscape Systems
- 118 6. Trimac Outdoor
- 119 7. Sunrise Landcare
- 120

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors authorized District staff to enter into contract negotiations with Capitol Land Management as the number one ranked proposer for Sterling Hill Community Development District.

121
122 **SEVENTH ORDER OF BUSINESS** **Ratification of Finalized Streetlight**
123 **Agreement for Phase 4**
124

125 Ms. Montagna presented the finalized Streetlight Agreement for Phase 4.
126

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors ratified the finalized Streetlight Agreement for Phase 4 for Sterling Hill Community Development District.

127
128 **EIGHTH ORDER OF BUSINESS** **Consideration of Plat Approval for**
129 **Phase 4**
130

131 Ms. Montagna presented the Plat for Phase 4. The Board requested to table this
132 item until the June meeting as they would like a representative from RIPA to call into the
133 meeting to go over the Plat with them.
134

135 **NINTH ORDER OF BUSINESS** **Consideration of Proposals for Bus**
136 **Stop Enhancement**
137

138 Ms. Montagna presented the proposals for the bus stop enhancement. The
139 Board decided to table this item until their June meeting.
140

141 **TENTH ORDER OF BUSINESS** **Ratification of Resolution 2020-02,**
142 **Designating Signatories**
143

144 Ms. Montagna presented Resolution 2020-02, Designating Signatories.
145

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors ratified Resolution 2020-02, Designating Signatories for Sterling Hill Community Development District.

146
147 **ELEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-03,**
148 **Re-designating the District's**
149 **Secretary**
150

151 Ms. Montagna presented Resolution 2020-03, Re-designating the District's
152 Secretary.
153

On a Motion by Ms. Manuele, seconded by Ms. Miller, with all in favor, the Board of Supervisors ratified Resolution 2020-03, Re-designating the District's Secretary for Sterling Hill Community Development District.

154
155 **TWELFTH ORDER OF BUSINESS** **Presentation of Fiscal Year 2020/2021**
156 **Proposed Budget**
157

158 Ms. Montagna presented and reviewed the proposed budget for Fiscal Year
159 2020/2021. A discussion ensued. The Board decided to table the proposed budget and
160 hold a special meeting on June 8th at 5:00 p.m. to review the budget and to discuss the
161 re-opening of the District's facilities.
162

163 **THIRTEENTH ORDER OF BUSINESS** **Consideration of resolution 2020-03,**
164 **Approving Fiscal Year 2020/2021**
165 **Proposed Budget and Setting the**
166 **Hearing on the Final Budget**
167

168 This item was tabled until the special meeting on June 8, 2020.
169

170 **FOURTEENTH ORDER OF BUSINESS** **Discussion Regarding the Re-**
171 **Opening of the District's Facilities**
172

173 This item was tabled until the special meeting on June 8, 2020.
174

175 **FIFTEENTH ORDER OF BUSINESS** **Supervisor Requests and Audience**
176 **Comments**
177

178 Ms. Montagna asked if there were any audience comments. A comment was
179 entertained regarding the meeting minutes.
180

181 Ms. Montagna asked if there were any Supervisor requests. Ms. Manuele made
182 a motion to allow the HOA to hold their meetings in the clubhouse.
183

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with four in favor and one opposed, Christina Miller, the Board of Supervisors approved allowing the HOA to hold their meetings in the clubhouse with a waiver to be given to Jason Pond for Sterling Hill Community Development District.

184 A comment was made regarding tubing laying on top of the mulch.
185
186
187
188
189

190 **SIXTEENTH ORDER OF BUSINESS**

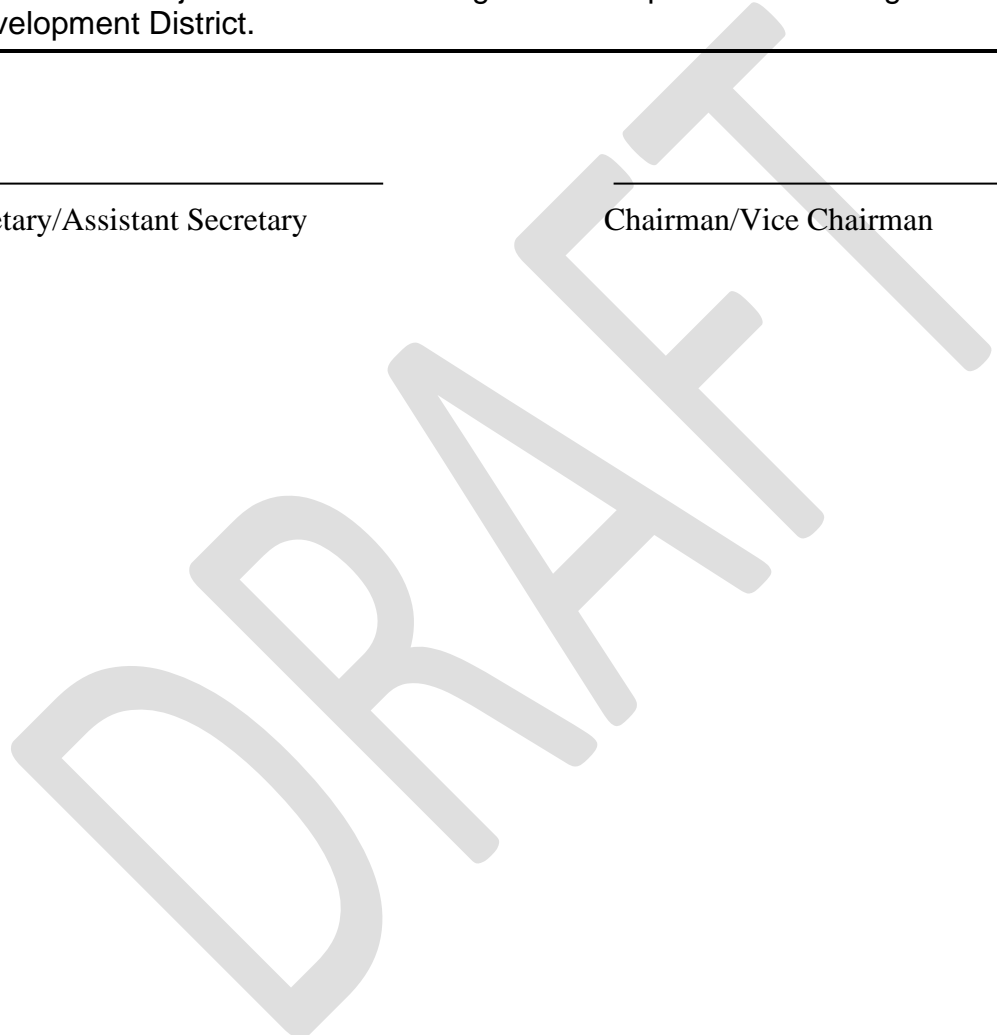
Adjournment

191
192 Ms. Montagna stated that if there was no further business to come before the
193 Board than a motion to adjourn would be in order.
194

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors adjourned the meeting at 7:54 p.m. for Sterling Hill Community Development District.

195
196
197
198 _____
199 Secretary/Assistant Secretary

_____ Chairman/Vice Chairman



Tab 2

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$110,920.64**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Apex Floor & Furniture Care	006108	5264	North & South Clubhouse Carpet & Vinyl Tile 04/20	\$ 160.00
Baker Well Drilling Inc.	006080	2020039	Replaced Sub & Mag Starter 03/20	\$ 6,800.00
Beach Lake Sprinkler Corp	006103	1052-F044343	Sprinkler Repairs 04/20	\$ 620.00
Billy Lummus	006083	032420-Lummus	Refund for Reservation Fee 03/20	\$ 60.00
Bright House Networks	006099	051149801040320	North Clubhouse Cable 04/20	\$ 292.49
Bright House Networks	006099	051150701040320	South Clubhouse Cable 04/20	\$ 268.75
Bright House Networks	006091	065067801032820	4411 Sterling Hill Blvd Office 04/20	\$ 241.09
Capital Land Management	006092	207844	Irrigation Repairs 03/20	\$ 760.00
Capital Land Management	006109	207937	General Landscape Maintenance 04/20	\$ 15,000.00
Capital Land Management	006109	208058	Bahia Fertilization 04/20	\$ 2,800.00
Capital Land Management	006109	208060	Spring Annuals 04/20	\$ 800.00
DCSI Inc.	006100	26957	Monitoring & Cellular Backup - South Clubhouse 04/20	\$ 128.97
DCSI Inc.	006100	26958	Monitoring & Cellular Backup - North Clubhouse 04/20	\$ 128.97

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
DCSI Inc.	006110	26991	CCTV Gate Warranty 04/20	\$ 406.89
DCSI Inc.	006110	27008	Reconfigured Cameras 04/20	\$ 735.00
Diana Gisonni	006082	032420-Gisonni	Refund for Reservation Fee 03/20	\$ 60.00
Fitrev, Inc.	006093	20434-1	Balance Due on Fitness Equipment 03/20	\$ 4,190.49
Fitrev, Inc.	006104	20768	Gym Equipment 04/20	\$ 1,250.00
Florida Department of Revenue	006101	37-8015579013-3 03/20	Sales & Use Tax 03/20	\$ 156.20
Hernando County Utilities	006094	SS00001-00 03/20	North Clubhouse Water Bill 03/20	\$ 335.28
Hernando County Utilities	006094	SS00013-00 03/20	South Clubhouse Water Bill 03/20	\$ 240.52
Hoopers Concrete & Block	006111	1411	Concrete Sidewalk 04/20	\$ 17,460.00
Hoopers Concrete & Block	006111	1422	Installation of Bike Rack 04/20	\$ 1,150.00
Hoopers Concrete & Block	006111	1427	Roof Repairs 04/20	\$ 800.00
Hubert Maitland	006084	032420-Maitland	Refund for Reservation Fee 03/20	\$ 60.00
Jacqueline Whitehurst	006090	032420-Whitehurst	Refund for Reservation Fee 03/20	\$ 120.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Joseph McClellan	006085	63857	Off Duty Patrol 03/18/20	\$ 90.00
Lilia Donis	006081	032420-Donis	Refund for Reservation Fee 03/20	\$ 60.00
McDermitt Davis & Company, LLC	006095	44567	Audit Services for FYE 09/30/19	\$ 4,400.00
Rizzetta & Company, Inc.	006086	INV0000048159	District Management Fees 04/20	\$ 6,405.84
Rizzetta Amenity Services, Inc.	006096	INV00000000007325	Amenity Management Services Payroll 04/20	\$ 11,143.37
Rizzetta Amenity Services, Inc.	006106	INV00000000007402	Out Of Pocket Expenses 03/20	\$ 50.00
Rizzetta Amenity Services, Inc.	006106	INV00000000007430	Amenity Management Services Payroll 04/20	\$ 9,677.15
Rizzetta Technology Services	006087	INV0000005718	Website Hosting Services 04/20	\$ 100.00
Robert Saliva	006097	7689	Gate Repairs - Finials 04/20	\$ 189.50
Robert Saliva	006113	Southern Phone Summary 04/20	Southern Phone Summary 04/20	\$ 459.45
Shore Commercial Services, Inc	006112	210310	Pool Maintenance North Clubhouse 04/20	\$ 2,185.00
Shore Commercial Services, Inc	006107	210650	Replaced Pump 04/20	\$ 150.00
Sterling Hill CDD	CD519	CD519	Debit Card Replenishment	\$ 1,303.21

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sterling Hill CDD	CD520	CD520	Debit Card Replenishment	\$ 1,249.49
Sterling Hill CDD	CD522	CD522	Debit Card Replenishment	\$ 1,806.43
Sterling Hill CDD	CD541	CD541	Debit Card Replenishment	\$ 1,782.45
Straley Robin Vericker	006088	18103	General/Monthly Legal Services 03/20	\$ 2,125.00
Straley Robin Vericker	006114	18211	General/Monthly Legal Services 04/20	\$ 1,734.95
Waste Management Inc. of Florida	006102	0520662-1568-3	Waste Disposal Services South Clubhouse 04/20	\$ 327.27
Waste Management Inc. of Florida	006102	0520810-1568-8	Waste Disposal Services North Clubhouse 04/20	\$ 882.19
Welch Tennis Courts, Inc.	006089	3605	Court Patching & Repair 03/20	\$ 725.00
Withlacoochee River Electric Cooperative, Inc.	006098	Electric Summary Billing 03/20	Withlacoochee Electric Summary Billing 03/20	<u>\$ 9,049.69</u>
Report Total				<u>\$ 110,920.64</u>