



Rizzetta & Company

Sterling Hill Community Development District

**Board of Supervisors' Meeting
July 16, 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

July 8, 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, July 16, 2020 at 9:00 a.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-150). 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
 - E. District Manager
 1. Review of Financial Statements.....Tab 4
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Emergency Meeting held on May 18, 2020.....Tab 5
 - B. Consideration of Minutes of the Board of Supervisors' Special Meeting held on June 8, 2020.....Tab 6
 - C. Consideration of Minutes of the Board of Supervisors' Meeting held on June 18, 2020.....Tab 7
 - D. Consideration of Operation and Maintenance Expenditures for May 2020.....Tab 8
- 6. BUSINESS ITEMS**
 - A. Consideration of Resolution 2020-05, Re-Designating an Assistant Secretary.....Tab 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,

Matthew Huber

Matthew Huber
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 **emergency** meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Monday, May 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.

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
Rich Massa	Board Supervisor, Assistant Secretary

Also present via teleconference call were:

Angel Montagna	District Manager, Rizzetta & Company, Inc.
Kristen Schalter	District Counsel, Straley Robin & Vericker

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 **Discussion Regarding the Re-Opening of the District's Facilities**

Ms. Montagna opened the floor for a discussion regarding the re-opening of the District's facilities. The Board discussed the clubhouse remaining closed. They also discussed opening the pool on a first come, first serve allowing 49 people in the north pool and 43 in the south pool. The hours would be 10:00 a.m. to 7:30 p.m. No food will be allowed in the pool. No guests will be allowed, residents only. Flotation devices will be for children or infants only. The Board made the following decisions:

- Staff will monitor and sanitize during the day
- Staff temps will be taken
- Splash Pad will remain closed

- 47 • Fitness Center will remain closed
- 48 • Tennis Courts will open
- 49 • Basketball Court will remain closed
- 50 • Playground will remain closed
- 51 • Volleyball will open
- 52 • Dog Park will open
- 53 • Billiards will remain closed

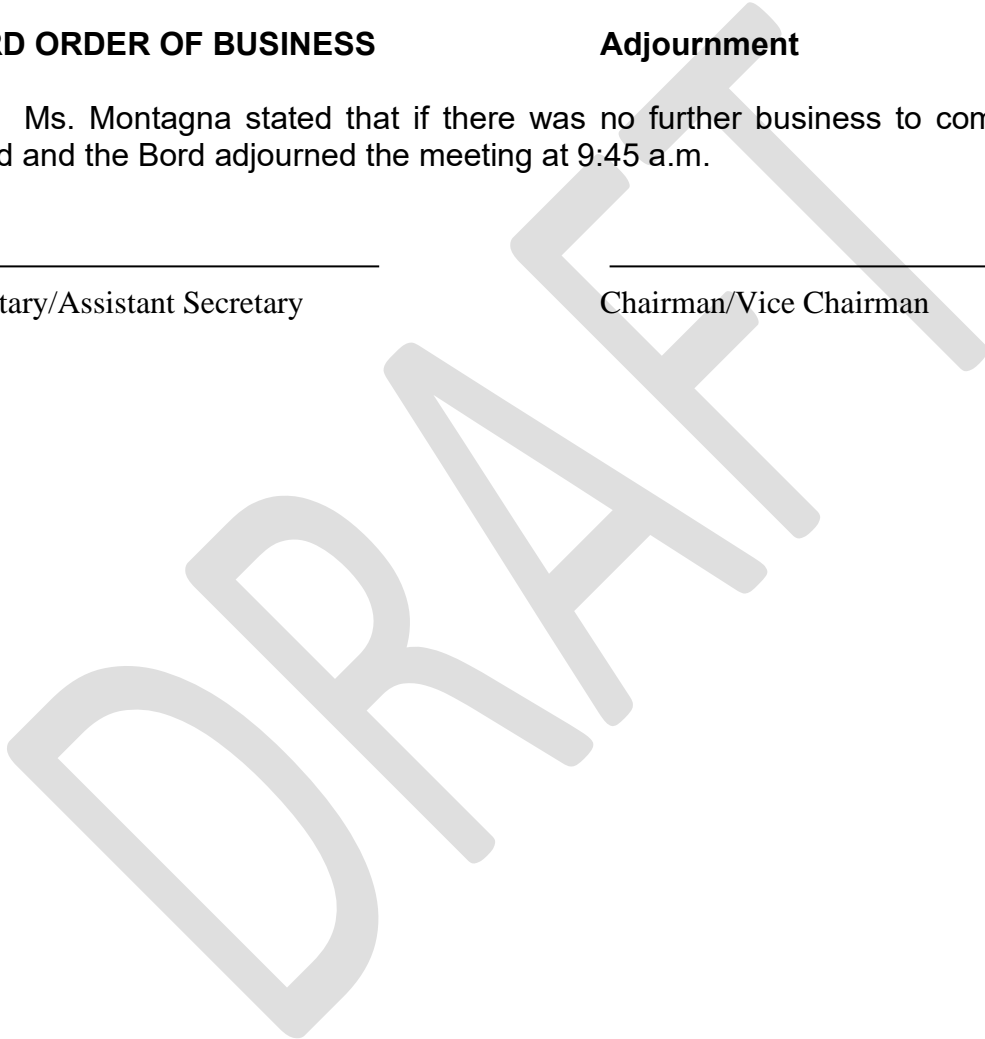
54
55 **THIRD ORDER OF BUSINESS**

Adjournment

56
57 Ms. Montagna stated that if there was no further business to come before the
58 Board and the Board adjourned the meeting at 9:45 a.m.

59
60
61 _____
62 Secretary/Assistant Secretary

_____ Chairman/Vice Chairman



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 **special** meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Monday, June 8, 2020 at 5:01 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
Rich Massa	Board Supervisor, Assistant Secretary

Also present via teleconference call were:

Angel Montagna	District Manager, Rizzetta & Company, Inc.
Kristen Schalter	District Counsel, Straley Robin & Vericker
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

Discussion Regarding the Re-Opening of the District's Facilities

Mr. Pond will draft a Phase 2 Re-Opening Plan as discussed and present it to the Board for any revisions.

THIRD ORDER OF BUSINESS

Presentation of Fiscal Year 2020/2021 Proposed Budget

46 Ms. Montagna presented the proposed budget and reviewed the line items of the
47 budget. A discussion ensued regarding the budget items.

48
49 **FOURTH ORDER OF BUSINESS** **Ratification of Resolution 2020-04,**
50 **Approving Fiscal Year 2020/2021**
51 **Proposed Budget and Setting the**
52 **Public Hearing on the Final Budget**
53

54 Ms. Montagna presented Resolution 2020-04, Approving Fiscal Year 2020/2021
55 Proposed Budget and Setting the Public Hearing on the Final Budget.
56

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Resolution 2020-04, Approving Fiscal Year 2020/2021 Proposed Budget (\$1,425,070.00) and Setting the Public Hearing on the Final Budget (August 20, 2020 at 6:30 p.m.) for Sterling Hill Community Development District.

57
58 **FIFTH ORDER OF BUSINESS** **Adjournment**
59

60 Ms. Montagna stated that if there was no further business to come before the
61 Board then a motion to adjourn would be in order.
62

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors adjourned the meeting at 6:29 p.m. for Sterling Hill Community Development District.

63
64
65 _____
66 Secretary/Assistant Secretary Chairman/Vice Chairman

Tab 3

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, 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.

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
Jason Chambrot	Representative, Capitol Land Management
Craig Bramlett	Representative, Capitol Land Management

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 informed the Board that she was leaving her current law firm and would be resigning as the District's counsel.

Ms. Schalter and Lori from RIPA spoke about Barrington, Phase 4. A discussion ensued.

B. District Engineer

Mr. Brletic gave the Board an update on the HA5 paving project. He stated that the residents would need to be given plenty of notice before the paving starts. The residents will also need to be informed that if they damage the new paving that they will be responsible to pay to have it repaired.

C. Field Services Manager

Mr. Toborg presented and reviewed the Field Inspection Report dated May 26, 2020. He gave the Board updates on the landscape maintenance. A discussion ensued regarding mowing behind homes.

Ms. Montagna presented CLM's proposals #300358 and #300392 to the Board. Proposal # 300392 was under separate cover and attached as Exhibit "A".

On a Motion by Ms. Feliu, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved CLM's proposals for #300358 for Lantana (\$893.42) and #300392 for annuals (\$800.00) for Sterling Hill Community Development District.

D. Amenity Management

Mr. Pond presented and reviewed his report for May 2020.

Mr. Pond presented a proposal from Murphy's Sod & Landscaping.

On a Motion by Mr. Dimos, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved Murphy's Sod & Landscaping Proposal for sod in all declining areas (\$25,200.00) for Sterling Hill Community Development District.

E. District Management

Ms. Montagna presented the financial statements dated April 30, 2020.

Ms. Montagna reminded the Board that their next meeting was scheduled for July 16, 2020 at 9:00 a.m. and the Board would be adopting their final budget at their August 20, 2020 meeting at 6:30 p.m.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting on May 21, 2020

87 Ms. Montagna presented the minutes of the Board of Supervisors' meeting held
88 on May 21, 2020. There were no changes made to the meeting minutes.
89

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 May 21, 2020 as presented for Sterling Hill Community Development District.

90
91 **FIFTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for April
2020**

92
93
94
95 Ms. Montagna presented the Operation and Maintenance Expenditures for April
96 2020.
97

On a Motion by Ms. Manuele, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for April 2020 (\$110,920.64) for Sterling Hill Community Development District.

98
99 **SIXTH ORDER OF BUSINESS**

**Consideration of Plat Approval for
Phase 4**

100
101
102 A brief discussion ensued. The Board decided that approval of the Plat by the
103 Board was not necessary.
104

105 **SEVENTH ORDER OF BUSINESS**

**Consideration of Bus Stop
Enhancement**

106
107
108 Ms. Montagna presented the proposals for the bus stop enhancement. A
109 discussion ensued.
110

On a Motion by Mr. Dimos, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approved West Coast Aluminum of Florida's proposal for the bus stop enhancement (\$6,000.00) for Sterling Hill Community Development District.

111
112 **EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience
Comments**

113
114
115 Ms. Montagna asked if there were any audience comments. There were no
116 audience comments put forth at this time.
117

118 Mr. Dimos spoke about the 4x4 being up and running.
119

120 **NINTH ORDER OF BUSINESS**

Adjournment

121

122 Ms. Montagna stated that if there was no further business to come before the
123 Board than a motion to adjourn would be in order.
124

On a Motion by Mr. Dimos, seconded by Ms. Feliu, with all in favor, the Board of Supervisors adjourned the meeting at 10:18 a.m. for Sterling Hill Community Development District.

125
126
127
128
129

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Exhibit A



Proposal For

Rizzetta - Sterling Hill CDD

Sterling Hill CDD
5844 Old Pasco Road, Ste. 100
Wesley Chapel, FL 33544

main: 813-944-1001
jtoborg@rizzetta.com

Location

4231 Maplehurst way
Spring Hill, FL 34609

Rizzetta - Sterling Hill CDD

Terms
Net 15

ITEM DESCRIPTION	QUANTITY	AMOUNT
1) Annuals Flower Change Outs Change out of Annuals every quarter with 4" size annuals	400 ea	\$ 800.00

Client Notes

Remove all existing annuals in beds, two at southeast entrance, four at either side of street light (Elgin and Sterling Hill Blvd) entrances, one at South clubhouse entrance and one at North clubhouse.

SPREAD BOLSTER AND 14-14-14 ON TOP BEFORE PLANTING.

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date (15) days of completion, are subject to late fees. All Trees, Palms, Plants and Turf are warrantied for (30) days once installed. Theft and Vandalism is not warrantied. No warranty applies to Mother Nature events such as but not limited to, freeze, drought, flood, winds, ect. are not warrantied. No warranty applies to mechanical failure such as but not limited to irrigation systems, wells and ect. unless Contractor is found negligent. Unwanted grassy weeds in turf cannot be warrantied to be fully prevented such as but not limited to, Torpedo, Carpet, Crab, Goose, Bermuda and ect.

SUBTOTAL	\$ 800.00
TOTAL	\$ 800.00
DUE DATE	06/16/2020

Signature

x

Date:

Please sign here to accept the terms and conditions

Tab 4

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures May 2020 For Board Approval

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

The total items being presented: **\$90,960.87**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 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	006127	5275	North & South Clubhouse Carpet Cleaning Services 05/20	\$ 705.00
Bayonet Plumbing, Heating & A/C, LLC	006128	20553512	Installed 5 UV Light Air Purifiers 05/20	\$ 2,000.00
Bright House Networks	006120	051149801050420	North Clubhouse Cable 05/20	\$ 162.23
Bright House Networks	006120	051150701050420	South Clubhouse Cable 05/20	\$ 295.36
Bright House Networks	006120	065067801042820	4411 Sterling Hill Blvd Office 05/20	\$ 241.09
Capital Land Management	006129	208167	General Landscape Maintenance 05/20	\$ 15,000.00
Capital Land Management	006129	208187	Irrigation Repairs 05/20	\$ 292.00
Christina Miller	006141	CM051820	Board Of Supervisors Meeting 05/18/20	\$ 200.00
Christina Miller	006141	CM052120	Board Of Supervisors Meeting 05/21/20	\$ 200.00
City Electric Supply Co.	006121	LOL/132635	Lighting Supplies 04/20	\$ 395.24
City Electric Supply Co.	006121	LOL/132734	Lighting Supplies 04/20	\$ 456.00
DCSI Inc.	006137	27103	CCTV Gate Warranty 05/20	\$ 406.89
Erin Perez	006133	051320-Perez	Rental Cancellation 05/20	\$ 60.00
Florida Department of Revenue	006130	37-8015579013-3 04/20	Sales & Use Tax 04/20	\$ 112.34

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hernando County Utilities	006116	SS00001-00 04/20	North Clubhouse Water Bill 04/20	\$ 258.96
Hernando County Utilities	006116	SS00013-00 04/20	South Clubhouse Water Bill 04/20	\$ 207.07
Hoopers Concrete & Block	006131	1434	Electrical Repairs 05/20	\$ 1,240.00
Johnson, Mirmiran, & Thompson, Inc.	006122	17-153898	Engineering Services 02/20	\$ 1,675.00
Johnson, Mirmiran, & Thompson, Inc.	006122	18-155862	Engineering Services 03/20	\$ 185.00
LaRocca Contracting Services, Inc.	006123	0010 Final	Balance Due Stabilization & Pump Work For Splash Pad 04/20	\$ 16,663.00
Michael Dimos, Jr.	006138	MD051820	Board Of Supervisors Meeting 05/18/20	\$ 200.00
Michael Dimos, Jr.	006138	MD052120	Board Of Supervisors Meeting 05/21/20	\$ 200.00
Nancy E Feliu	006142	NF051820	Board Of Supervisors Meeting 05/18/20	\$ 200.00
Nancy E Feliu	006142	NF052120	Board Of Supervisors Meeting 05/21/20	\$ 200.00
Outsmart Pest Management, Inc.	006132	26571	Pest Control Treatment North Clubhouse 04/20	\$ 75.00
Outsmart Pest Management, Inc.	006132	26572	Pest Control Treatment South Clubhouse 04/20	\$ 75.00
Outsmart Pest Management, Inc.	006132	26573	Bi-Annual Fire Ant Treatment South Clubhouse 04/20	\$ 285.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Outsmart Pest Management, Inc.	006132	26858	North Clubhouse Pest Control Treatment 05/20	\$ 75.00
Outsmart Pest Management, Inc.	006132	26859	South Clubhouse Pest Control Treatment 05/20	\$ 75.00
Richard P. Massa Jr.	006140	RM051820	Board Of Supervisors Meeting 05/18/20	\$ 200.00
Richard P. Massa Jr.	006140	RM052120	Board Of Supervisors Meeting 05/21/20	\$ 200.00
Rios Company International Inc	006124	3201	Signs (2) No Dumping & Vending Machine 04/20	\$ 75.00
Rios Company International Inc	006143	3202	Sign - Pool Rules 05/20	\$ 140.00
Rizzetta & Company, Inc.	006117	INV0000049294	District Management Fees 05/20	\$ 6,405.84
Rizzetta Amenity Services, Inc.	006134	INV00000000007493	Amenity Management Services 05/20	\$ 8,158.82
Rizzetta Amenity Services, Inc.	006134	INV00000000007524	Out Of Pocket Expenses 04/20	\$ 50.00
Rizzetta Technology Services	006118	INV0000005821	Website Hosting Services 05/20	\$ 100.00
Robert Saliva	006125	7806	Gate Repairs - Arborglades 04/20	\$ 646.00
Robert Saliva	006125	7815	Extra Circuit Boards & Chips due to COVID-19 04/20	\$ 9,744.00
Robert Saliva	006125	7827	Gate Repairs - Amersham 05/20	\$ 585.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Saliva	006125	7840	Gate Repairs - Clubhouse 05/20	\$ 350.00
Sandra Manuele	006139	SM051820	Board Of Supervisors Meeting 05/18/20	\$ 200.00
Sandra Manuele	006139	SM052120	Board Of Supervisors Meeting 05/21/20	\$ 200.00
Shore Commercial Services, Inc	006135	210933	Pool Maintenance North Clubhouse 05/20	\$ 2,185.00
Signature Privacy Walls of Florida, Inc.	006136	767	Repair/Clean/Repaint 11 Monument Signs 05/20	\$ 6,050.00
Sterling Hill CDD	CD523	CD523	Debit Card Replenishment	\$ 920.77
Sterling Hill CDD	CD524	CD524	Replenish Debit Card	\$ 2,158.60
Thomas Castiglione	006115	TC033120	Off Duty Patrol 03/04/20-03/05/20	\$ 240.00
Waste Management Inc. of Florida	006126	0525742-1568-8	Waste Disposal Services South Clubhouse 05/20	\$ 323.72
Waste Management Inc. of Florida	006126	0525889-1568-7	Waste Disposal Services North Clubhouse 05/20	\$ 266.86
Withlacoochee River Electric Cooperative, Inc.	006119	Electric Summary Billing 04/20	Withlacoochee Electric Summary Billing 04/20	<u>\$ 9,621.08</u>
Report Total				<u>\$ 90,960.87</u>

Tab 5

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF STERLING HILL DEVELOPMENT DISTRICT APPOINTING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, 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 now desires to appoint an Assistant Secretary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF STERLING HILL COMMUNITY DEVELOPMENT DISTRICT 1:

Section 1. _____ is appointed as Assistant Secretary.

Section 2. This Resolution shall not supersede any appointments made by the Board other than specified in Section 1.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2020.

**STERLING HILL COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY