



Rizzetta & Company

Sterling Hill Community Development District

**Board of Supervisors' Meeting
September 17, 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 Feliu	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Vivek Babbar	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

September 9, 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, September 17, 2020 at 9:00 a.m.** to be held via conference call pursuant to Governor DeSantis' Executive Order 20-179 as extended by Executive Order 20-193. 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
 - D. Amenity Management
 1. Review of Monthly ReportTab 2
 2. Consideration of Clubhouse Manager's ProposalsTab 3
 - E. District Manager
 1. Review of Financial Statements.....Tab 4
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on August 20, 2020.....Tab 5
 - B. Consideration of Operation and Maintenance Expenditures for July 2020.....Tab 6
- 6. BUSINESS ITEMS**
 - A. Consideration of Proposal for Playground Options.....Tab 7
- 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: Vivek Babbar, 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, August 20, 2020 at 6:32 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 as extended by Executive Order 20-150.

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:

Matthew Huber	District Manager, Rizzetta & Company, Inc.
Vivek Babbar	District Counsel, Straley Robin & Vericker
Stephen Brletic	District Engineer, JMT Engineering
Jason Pond	Clubhouse Manager
Craig Bramlett	Representative, Capitol Land Management

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order and performed roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

**Audience Comments on Agenda
Items**

Mr. Huber asked if there were any audience comments. An audience comment was entertained regarding the public hearing for the fiscal year 2020-2021 budget.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Babbar gave the Board an update on the modifications for Phase 4. He stated that they had been approved by the County and signed and that he was just waiting for the record copy for the District's records.

B. District Engineer

Mr. Brletic stated that he is meeting with the Developer and the Chairman to review new areas from the Developer. He said that there is an area that needs sod, but he recommends not to accept until all items are closed out with all governmental agencies and the landscape plan has been addressed.

Mr. Brletic reviewed the pond on Glenburn. He stated that there the erosion mentioned by Mr. Toborg does not appear to be an issue. Mr. Brletic recommended that the area continued to be monitored by CLM and Mr. Toborg.

C. Field Services Manager

Mr. Huber informed the Board that there wasn't a Field Inspection Report this month to present to the Board as Mr. Tobor had a family emergency and wasn't able to conduct the inspection.

Mr. Huber presented CLM's proposals to the Board. The Board approved the following proposals for a total; of \$4,731.44:

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved CLM's proposals #300634 for Blue Daze (\$830.30), #300635 for Asiatic Jasmine (\$347.40), #300636 for Plant Materials to hide pump equipment (\$2,545.26), #300637 for Confederate Jasmine (\$209.48), #300638 for Landscape Enhancements (\$495.00), #300639 for removal of Pine Trees (\$152.00), and #300640 for Amersham Wall tree removal (\$152.00) for Sterling Hill Community Development District.

Ms. Miller asked if the entrance way medians' trees that are over-hanging can be lifted. CLM indicated that these trees would be trimmed as part of their ongoing lifting of the trees.

D. Amenity Management

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

Mr. Dimos inquired if the Hernando County police were patrolling the District. Mr. Pond stated that they were patrolling but stopped due to COVID-19. He stated that he will bring them back for Friday and Saturday nights and patrol the bus stops. It was mentioned that the stop sign is missing at Brackenwood. Mr. Pond stated that he has ordered the stop sign and it will be installed on Friday morning.

86 Ms. Feliu asked if more could be done for the playground. She stated that
87 something metal needs to be installed for the older kids. Mr. Pond will bring
88 proposals to the next Board meeting.
89

90 **E. District Management**

91 Mr. Huber presented the financial statements dated June 30, 2020.
92

93 Mr. Huber reminded the Board that their next meeting was scheduled for
94 September 17, 2020 at 9:00 a.m.
95

96 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the
Board of Supervisors' Meeting held
on July 16, 2020**

97
98
99
100 Mr. Huber presented the minutes of the Board of Supervisors' meeting held on
101 July 16, 2020. It was requested that on line #116, that remove be changed to replace.
102

On a Motion by Mr. Dimos, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on July 16, 2020 as amended for Sterling Hill Community Development District.

103
104 **FIFTH ORDER OF BUSINESS**

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

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106
107
108 Mr. Huber presented the Operation and Maintenance Expenditures for June
109 2020. There was a question on the \$50.00 for Mr. Pond's cell phone. Mr. Huber will
110 follow-up with Ms. Feliu on the \$2,000.00 Rizzetta Amenity Services charge.
111

On a Motion by Ms. Miller, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for June 2020 (\$87,785.91) for Sterling Hill Community Development District.

112
113 **SIXTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year
2020/2021 Final Budget**

114
115
116 Mr. Huber asked for a motion to open the public hearing.
117

On a Motion by Ms. Manuele, seconded by Mr. Massa, followed by a vote of all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2020/2021 Final Budget for Sterling Hill Community Development District.

118
119 Mr. Huber presented the fiscal year 2020/2021 final budget and reviewed it for
120 the Board. There were no audience comments put forth.
121

122 Mr. Huber asked for a motion to close the public hearing.
123

On a Motion by Mr. Dimos, seconded by Ms. Feliu, followed by a vote of all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2020/2021 Final Budget for Sterling Hill Community Development District.

124
125 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-06,**
126 **Adopting Fiscal Year 2020/2021 Final**
127 **Budget**
128

129 Mr. Huber presented Resolution 2020-06, Adopting Fiscal Year 2020/2021 Final
130 Budget.
131

On a Motion by Mr. Boutin, seconded by Mr. Dimos, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2020-06, Adopting Fiscal Year Final Budget (\$1,301,096.00) for Sterling Hill Community Development District.

132
133 **EIGHTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year**
134 **2020/2021 Special Assessments**
135

136 Mr. Huber asked for a motion to open the public hearing.
137

On a Motion by Ms. Manuele, seconded by Ms. Feliu, followed by a vote of all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2020/2021 Special Assessments for Sterling Hill Community Development District.

138
139 There were no comments put forth regarding the fiscal year 2020/2021 special
140 assessments.
141

142 Mr. Huber asked for a motion to close the public hearing.
143

On a Motion by Ms. Manuele, seconded by Ms. Feliu, followed by a vote of all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2020/2021 Special Assessments for Sterling Hill Community Development District.

144
145 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2020-07,**
146 **Imposing Special Assessments and**
147 **Certifying an Assessment Roll**
148

149 Mr. Huber presented Resolution 2020-07, Imposing Special Assessments and
150 Certifying an Assessment Roll.
151

On a Motion by Ms. Manuele, seconded by Mr. Massa, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2020-07, Imposing Special Assessments and Certifying an Assessment Roll for Sterling Hill Community Development District.

152
153 **TENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-08,**
154 **Setting the Meeting Schedule for**
155 **Fiscal Year 2020/2021**
156

157 Mr. Huber presented and reviewed Resolution 2020-08, Setting the Meeting
158 Schedule for Fiscal Year 2020/2021.
159

On a Motion by Mr. Dimos, seconded by Ms. Miller, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2020-08, Setting the Meeting Schedule for Fiscal Year 2020/2021 as presented for Sterling Hill Community Development District.

160
161 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests and Audience**
162 **Comments**
163

164 Mr. Huber asked if there were any audience comments. The Board entertained
165 an audience comment regarding the Supervisor of Elections.

166
167 Mr. Huber asked if there were any Supervisor Requests. There were no
168 Supervisor comments put forth at this time.

169
170 **TWELFTH ORDER OF BUSINESS** **Adjournment**
171

172 Mr. Huber stated that if there was no further business to come before the Board
173 than a motion to adjourn would be in order.
174

On a Motion by Ms. Manuele, seconded by Mr. Dimos, with all in favor, the Board of Supervisors adjourned the meeting at 7:38 p.m. for Sterling Hill Community Development District.

175
176
177
178 _____
179 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 July 2020 For Board Approval

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

The total items being presented: **\$94,444.88**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 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	006204	5317	North & South Clubhouse Carpet Cleaning Services 07/20	\$ 160.00
Bright House Networks	006191	051149801070320	North Clubhouse Cable 07/20	\$ 224.44
Bright House Networks	006191	051150701070320	South Clubhouse Cable 07/20	\$ 232.43
Bright House Networks	006191	065067801062820	4411 Sterling Hill Blvd Office 07/20	\$ 241.09
Capital Land Management	006175	208502	Irrigation Repairs 06/20	\$ 478.75
Capital Land Management	006182	208533	Irrigation Repairs 06/20	\$ 966.00
Capital Land Management	006205	208595	Irrigation Repairs 07/20	\$ 16,500.00
Capital Land Management	006205	208618	Seasonal Annuals 07/20	\$ 800.00
Capital Land Management	006205	208622	Install 3 Gal. Viburnum Plants 07/20	\$ 137.50
Capital Land Management	006205	208623	Install 3 Gal. Feijoa 07/20	\$ 175.97
Christina Miller	006189	CM061820	Board Of Supervisors Meeting 06/18/20	\$ 200.00
Christina Miller	006201	CM071620	Board Of Supervisors Meeting 07/16/20	\$ 200.00
DCSI Inc.	006176	27222	North Clubhouse Cameras & Alarm Re-networked 06/20	\$ 105.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
DCSI Inc.	006176	27228	CCTV Gate Warranty 06/20	\$ 406.89
DCSI Inc.	006176	27253	South Clubhouse Re-network Remote Cameras 06/20	\$ 210.00
DCSI Inc.	006192	27309	Monitoring & Cellular Backup - South Clubhouse 07/20	\$ 128.97
DCSI Inc.	006192	27310	Monitoring & Cellular Backup - North Clubhouse 07/20	\$ 128.97
DCSI Inc.	006206	27341	CCTV Gate Warranty 07/20	\$ 406.89
Florida Department of Revenue	006193	37-8015579013-3 06/20	Sales & Use Tax 06/20	\$ 631.49
Hernando County Utilities	006183	SS00001-00 06/20	North Clubhouse Water Bill 06/20	\$ 665.35
Hernando County Utilities	006183	SS00013-00 06/20	South Clubhouse Water Bill 06/20	\$ 345.63
Johnson, Mirmiran, & Thompson, Inc.	006177	20-157985	Engineering Services 05/20	\$ 1,477.50
Johnson, Mirmiran, & Thompson, Inc.	006207	21-159493	Engineering Services 06/20	\$ 185.00
LaRocca Contracting Services, Inc.	006194	0010	Final Invoice Added Rock at Splash Pad 07/20	\$ 1,570.00
Michael Dimos, Jr.	006186	MD061820	Board Of Supervisors Meeting 06/18/20	\$ 200.00
Michael Dimos, Jr.	006198	MD071620	Board Of Supervisors Meeting 07/16/20	\$ 200.00
Nancy E Feliu	006190	NF061820	Board Of Supervisors Meeting 06/18/20	\$ 200.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Nancy E Feliu	006202	NF071620	Board Of Supervisors Meeting 07/16/20	\$ 200.00
Outsmart Pest Management, Inc.	006208	27412	Pest Control Treatment North Clubhouse 07/20	\$ 75.00
Outsmart Pest Management, Inc.	006208	27413	Pest Control Treatment South Clubhouse 07/20	\$ 75.00
Richard P. Massa Jr.	006188	RM061820	Board Of Supervisors Meeting 06/18/20	\$ 200.00
Richard P. Massa Jr.	006200	RM071620	Board Of Supervisors Meeting 07/16/20	\$ 200.00
Rizzetta & Company, Inc.	006178	INV0000050784	District Management Fees 07/20	\$ 6,405.84
Rizzetta Amenity Services, Inc.	006179	.INV00000000007647	Amenity Management Services 06/20	\$ 9,742.11
Rizzetta Amenity Services, Inc.	006195	INV00000000007679	Amenity Management Services 07/20	\$ 12,270.41
Rizzetta Amenity Services, Inc.	006209	INV00000000007711	Out of Pocket Expenses 06/20	\$ 166.25
Rizzetta Amenity Services, Inc.	006209	INV00000000007741	Amenity Management Services 07/20	\$ 10,125.35
Rizzetta Technology Services	006180	INV0000006023	Website Hosting Services 07/20	\$ 100.00
Robert Saliva	006197	8123	Gate Repairs - Boat Storage 07/20	\$ 95.00
Robert Saliva	006197	8132	Gate Repairs - Mandalay 07/20	\$ 585.00
Robert Saliva	006197	8133	100 Liftmasters Passport Transmitters 07/20	\$ 1,825.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Robert Saliva	006211	8153	Replaced and Tested Remotes 07/20	\$ 578.00
Robert Saliva	006211	8215	Repaired Remotes for Boat Storage Gate 07/20	\$ 237.50
Robert Saliva	006181	Southern Phone Summary 06/20	Southern Phone Summary 06/20	\$ 459.45
Robert Saliva	006211	Southern Phone Summary 07/20	Southern Phone Summary 07/20	\$ 489.45
Sandra Manuele	006187	SM061820	Board Of Supervisors Meeting 06/18/20	\$ 200.00
Sandra Manuele	006199	SM071620	Board Of Supervisors Meeting 07/16/20	\$ 200.00
Shore Commercial Services, Inc	006203	181124	Labor for Repairing and Testing Pump 04/18	\$ 75.00
Shore Commercial Services, Inc	006210	212543	Pool Maintenance North Clubhouse 07/20	\$ 2,185.00
Shore Commercial Services, Inc	006196	212768	Installed New Stenner Pumps 07/20	\$ 1,086.00
Shore Commercial Services, Inc	006210	212956	Installed Control Box 07/20	\$ 1,380.00
Sterling Hill CDD	CR529	CR529	Debit Card Replenishment	\$ 251.56
Sterling Hill CDD	CD528	CD528	Debit Card Replenishment	\$ 1,536.34
Sterling Hill CDD	CD527	CD527	Debit Card Replenishment	\$ 709.93
Waste Management Inc. of Florida	006184	0541948-1568-1	Waste Disposal Services South Clubhouse 07/20	\$ 322.70