



Rizzetta & Company

Sterling Hill Community Development District

**Board of Supervisors' Meeting
October 15, 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

October 7, 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, October 15, 2020 at 9:00 a.m.** to be held via conference call pursuant to Governor DeSantis' Executive Order 20-193 as extended by Executive Order 20-246. 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 Report.....Tab 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 September 17, 2020.....Tab 5
 - B. Consideration of Operation and Maintenance Expenditures for August 2020.....Tab 6
- 6. BUSINESS ITEMS**
 - a. Ratification of District's Insurance Renewal.....Tab 7
- 7. SUPERVISOR REQUESTS**
- 8. 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, September 17, 2020 at 9:00 a.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-179 as extended by Executive Order 20-193.

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
Aimee Brandon	District Manager, Rizzetta & Company, Inc.
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. There were no audience comments put forth at this time.

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THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Babbar stated that he did not have a report for the Board at this time.

B. District Engineer

Mr. Brletic gave the Board an update on the paving project. He stated that he needs to meet with John Toborg regarding the Phase 4 acceptance. Mr. Brletic stated that the gates and landscape will be done the last week of September. He stated that Mr. Toborg needs review the areas with him.

Mr. Brletic gave the Board an update on the HA5. He stated that it has neem working for the last couple months. Mr. Brletic indicated that he needed the following items: a logistics plan, phasing, notice, staging and a full plan. Ms. Manuele will work with Mr. Brletic with the plan and be the point person.

C. Field Services Manager

Mr. Huber presented Mr. Toborg's Field Inspection Report. He stated that annuals will be installed and that most items in red on the report have been completed. Mr. Huber stated that plant separation and weed control are still ongoing.

Ms. Feliu stated that the trees are overgrown and need to be cut back on Amersham, Glenburne and Dunwoody. Ms. Miller commented that the landscaper was doing a good job on the weed control.

D. Amenity Management

Mr. Pond presented and reviewed his report for August 2020. He stated that residents are happy with the bus stop pavilions. Mr. Pond notified the Board that the North Clubhouse will not be a polling place in November as it will be shifted to a high school. He said that letters will be sent out and a sign will be posted at the Clubhouse on election day.

Mr. Pond gave the Board an update on Egis Insurance's site visit and review of items for the District's insurance renewal.

Mr. Pond Presented a proposal from Murphy's Sod & Landscaping for the installation of ADA Certified Mulch.

<p>On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the proposal from Murphy's Sod & Landscaping for the installation of ADA Certified Mulch for North and South Playgrounds (\$6,320.00) for Sterling Hill Community Development District.</p>
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88 Mr. Massa stated that someone had made donuts in some areas on Sterling Hill
89 Blvd. He asked if the cameras picked up the incident.

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91 Mr. Pond presented a proposal from Superior Sealers for 3 areas in the north
92 clubhouse and 2 areas in the south clubhouse. The Board requested that Mr.
93 Pond obtain additional proposals for the work and approved a not to exceed
94 amount for the work.

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On a Motion by Mr. Dimos, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$1,950.00 for the paver work for 3 areas in the north clubhouse and 2 areas in the south clubhouse for Sterling Hill Community Development District.

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97 **E. District Management**

98 Mr. Huber presented the financial statements dated July 31, 2020.

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100 Mr. Huber reminded the Board that their next meeting was scheduled for October
101 15, 2020 at 9:00 a.m. Mr. Huber stated that he would review the District's
102 insurance renewal with proposed updates (\$32,679 versus \$46,542).

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104 **FOURTH ORDER OF BUSINESS**

105 **Consideration of Minutes of the**
106 **Board of Supervisors' Meeting held**
107 **on August 20, 2020**

108 Mr. Huber presented the minutes of the Board of Supervisors' meeting held on
109 August 20, 2020. There were corrections made to line #80 and line #80.

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On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on August 20, 2020 as amended for Sterling Hill Community Development District.

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112 **FIFTH ORDER OF BUSINESS**

113 **Consideration of Operation and**
114 **Maintenance Expenditures for July**
115 **2020**

116 Mr. Huber presented the Operation and Maintenance Expenditures for July 2020.

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On a Motion by Ms. Miller, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for July 2020 (\$94,444.88) for Sterling Hill Community Development District.

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119 **SIXTH ORDER OF BUSINESS**

120 **Consideration of Proposals for**
121 **Playground Options**

122 Mr. Pond presented and reviewed the proposals from Swing Set Mall for
123 Playground Options. A discussion ensued regarding the location for the playground
124 equipment and removal of sand boxes. The Board stated that they would like to look at
125 other options, so they tabled this item until their October meeting.

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127 **SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience
Comments**

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130 Mr. Huber asked if there were any audience comments. The Board entertained
131 an audience member comment regarding CLM and Mr. Pond doing a good job.

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133 Mr. Huber asked if there were any Supervisor Requests. Ms. Feliu asked if the
134 HOA meeting could be held at the clubhouse. Mr. Huber stated that they could as long
135 as they sign a waiver. A discussion ensued regarding holding the next meeting via
136 teleconference or in person. Mr. Huber stated that the notice sent to the newspaper
137 provided for the Board to meet either way and that we were waiting to see if the
138 Governor extended his Executive Order regarding teleconference meetings.

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140 **EIGHTH ORDER OF BUSINESS**

Adjournment

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

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On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors adjourned the meeting at 10:21 a.m. for Sterling Hill Community Development District.

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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 August 2020 For Board Approval

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

The total items being presented: **\$49,942.95**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	006226	051149801080320	North Clubhouse Cable 08/20	\$ 224.44
Bright House Networks	006226	051150701080320	South Clubhouse Cable 08/20	\$ 232.43
Bright House Networks	006223	065067801072820	4411 Sterling Hill Blvd Office 08/20	\$ 241.09
Capital Land Management	006230	208950	Irrigation Repairs 08/20	\$ 745.00
Capital Land Management	006227	208975	Bahia Fertilization Applied 06/20	\$ 2,800.00
Capital Land Management	006230	208979	Irrigation Repairs 08/20	\$ 480.00
Christina Miller	006235	CM082020	Board Of Supervisors Meeting 08/20/20	\$ 200.00
DCSI Inc.	006213	27390	North Clubhouse Service 07/20	\$ 105.00
DCSI Inc.	006213	27392	North Clubhouse Service Call 07/20	\$ 299.00
DCSI Inc.	006213	27393	South Clubhouse Service Call 07/20	\$ 105.00
DCSI Inc.	006213	27395	North Clubhouse Access Cards 07/20	\$ 738.00
DCSI Inc.	006231	27464	CCTV Gate Warranty 08/20	\$ 406.89
Florida Department of Revenue	006228	37-8015579013-3 07/20	Sales & Use Tax 07/20	\$ 278.59
Hernando County Utilities	006214	SS00001-00 07/20	North Clubhouse Water Bill 07/20	\$ 683.36

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 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	006214	SS00013-00 07/20	South Clubhouse Water Bill 07/20	\$ 250.59
Michael Dimos, Jr.	006232	MD082020	Board Of Supervisors Meeting 08/20/20	\$ 200.00
Nancy E Feliu	006236	NF082020	Board Of Supervisors Meeting 08/20/20	\$ 200.00
Panzner's Tree Service, Inc.	006215	3909	Remove Dead Pine Trees 07/20	\$ 725.00
Richard P. Massa Jr.	006234	RM082020	Board Of Supervisors Meeting 08/20/20	\$ 200.00
Rizzetta & Company, Inc.	006216	INV0000051795	District Management Fees 08/20	\$ 6,405.84
Rizzetta Amenity Services, Inc.	006229	.INV00000000007773	Amenity Management Services 08/20	\$ 10,476.61
Rizzetta Amenity Services, Inc.	006229	INV00000000007836	Out Of Pocket Expenses 07/20	\$ 111.25
Rizzetta Technology Services	006217	INV0000006124	Website Hosting Services 08/20	\$ 100.00
Robert Saliva	006218	8222	Replaced circuit board 07/20	\$ 1,839.00
Robert Saliva	006218	8223	Gate Repairs - Brightstone 07/20	\$ 95.00
Robert Saliva	006224	8245	Gate Repairs - Brackenwood 07/20	\$ 488.00
Robert Saliva	006238	8246	Chamberlain Passport Wiegand Receiver 08/20	\$ 2,751.00
Robert Saliva	006238	8335	Gate Repairs - Mandalay 08/20	\$ 95.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Saliva	006238	Southern Phone Summary 08/20	Southern Phone Summary 08/20	\$ 459.45
Sandra Manuele	006233	SM082020	Board Of Supervisors Meeting 08/20/20	\$ 200.00
Shore Commercial Services, Inc	006237	213306	Installed Pool Chemical Feeder 08/20	\$ 2,160.00
Sterling Hill CDD	CD530	CD530	Debit Card Replenishment	\$ 798.99
Sterling Hill CDD	CD530	CD530	Debit Card Replenishment	\$ 1,639.14
Sterling Hill CDD	CD531	CD531	Debit Card Replenishment	\$ 515.02
Straley Robin Vericker	006219	18670	General/Monthly Legal Services 07/20	\$ 1,837.50
Times Publishing Company	006225	0000089075 07/29/20	Acct # 107011 Legal Advertising 07/20	\$ 97.50
Times Publishing Company	006220	0000089085 07/22/20	Acct # 107011 Legal Advertising 07/20	\$ 368.00
Waste Management Inc. of Florida	006221	0551988-1568-4	Waste Disposal Services South Clubhouse 08/20	\$ 187.61
Waste Management Inc. of Florida	006221	0552132-1568-8	Waste Disposal Services North Clubhouse 08/20	\$ 187.61
Withlacoochee River Electric Cooperative, Inc.	006222	Electric Summary Billing 07/20	Withlacoochee Electric Summary Billing 07/20	<u>\$ 10,016.04</u>
Report Total				<u>\$ 49,942.95</u>

Tab 3