



Rizzetta & Company

Sterling Hill Community Development District

Board of Supervisors' Regular Meeting August 19, 2021

**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	Chairman
	Sandra Manuele	Vice Chairman
	Rich Massa	Assistant Secretary
	Nancy Feliu	Assistant Secretary
	Vacant	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 – Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Ave, Suite 200, Tampa, Florida 33614
www.sterlinghillcdd.org

August 12, 2021

**Board of Supervisors
Sterling Hill Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Thursday, August 19, 2021 at 6:30 p.m.** at the Sterling Hill North 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 Barrington/Phase 4
 2. Discussion on HA5 Project
 - C. Field Operations Manager
 1. Review of Field Inspection Report for June & July 2021.....Tab 1
 - D. Amenity Management
 1. Review of June & July Amenity Report.....Tab 2
 - E. District Manager
 1. Presentation of June Financial Statement.....Tab 3
- 5. BUSINESS ITEMS**
 - A. Public Hearing on Fiscal Year 2021/2022 Final Budget
 1. Consideration of Resolution 2021-04, Adopting Fiscal Year 2021/2022 Final Budget.....Tab 4
 - B. Public Hearing on Fiscal Year 2021/2022 Special Assessments
 1. Consideration of Resolution 2021-05, Imposing Special Assessments and Certifying an Assessment Roll.....Tab 5
 - C. Consideration of Resolution 2021-06, Setting the Meeting Schedule for Fiscal Year 2021/2022.....Tab 6
 - D. Consideration of RASI 2nd Addendum to Amenity Contract.....Tab 7
 - E. Consideration of CLM Proposal to Install a Hedge Across from Barrington.....Tab 8
 - F. Consideration of CLM Proposal for Irrigation Repair.....Tab 9

- G. Consideration of CES Proposal for Yearly Maintenance of the Splash Pad UV System.....Tab 10
- H. Consideration of LaRocca Proposals for Pickleball Court and Landscape Improvements to Splash Pad Area.....Tab 11
- I. Consideration of Resume for Open Seat.....Tab 12
- 6. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors Regular Meeting held on June 17, 2021.....Tab 13
 - B. Consideration of Operation and Maintenance Expenditures for June 2021.....Tab 14
- 7. AUDIENCE COMMENTS**
- 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

Tab 3

Tab 4

RESOLUTION 2021-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager submitted, prior to June 15th, to the Board of Supervisors (“**Board**”) of the Sterling Hill Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

WHEREAS, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

WHEREAS, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

WHEREAS, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. Budget

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2020-2021 and/or revised projections for fiscal year 2021-2022.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the

Sterling Hill Community Development District for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022”.

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

Section 2. Appropriations. There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2021, and ending September 30, 2022, the sum of \$_____, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$_____
Total Reserve Fund	\$_____
Total Debt Service Funds	\$_____
Total All Funds*	\$_____

*Not inclusive of any collection costs or early payment discounts.

Section 3. Budget Amendments. Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

Section 4. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 19, 2021.

Attested By:

**Sterling Hill
Community Development District**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: FY 2021-2022 Adopted Budget

Exhibit A

Tab 5

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Sterling Hill Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

WHEREAS, the District is located in Hernando County, Florida (“**County**”);

WHEREAS, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2021-2022 attached hereto as **Exhibit A** (“**FY 2021-2022 Budget**”) and incorporated as a material part of this Resolution by this reference;

WHEREAS, the District must obtain sufficient funds to provide for the activities described in the FY 2021-2022 Budget;

WHEREAS, the provision of the activities described in the FY 2021-2022 Budget is a benefit to lands within the District;

WHEREAS, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

WHEREAS, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

WHEREAS, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

WHEREAS, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

WHEREAS, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel’s portion of the FY 2021-2022 Budget (“**O&M Assessments**”);

WHEREAS, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments (“**Debt Assessments**”) in the amounts shown in the FY 2021-2022 Budget;

WHEREAS, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (“**Assessment Roll**”);

WHEREAS, it is in the best interests of the District to certify a portion of the Assessment Roll on the parcels designated in the Assessment Roll to the Tax Collector pursuant to the Uniform Method and to directly collect a portion of the Assessment Roll on the parcels designated in the Assessment Roll through the direct collection method pursuant to Chapter 190, Florida Statutes; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. Benefit from Activities and O&M Assessments. The provision of the activities described in the FY 2021-2022 Budget confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2021-2022 Budget and in the Assessment Roll.

Section 2. O&M Assessments Imposition. Pursuant to Chapter 190, Florida Statutes and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2021-2022 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

Section 3. Collection and Enforcement of District Assessments.

- a. **Uniform Method for certain Debt Assessments and certain O&M Assessments.** The collection of the Debt Assessments and O&M Assessments on certain lands designated for collection using the Uniform Method as described in the Assessment Roll, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.
- b. **Direct Bill for Certain Debt Assessments.**
 - i. The Debt Assessments on undeveloped and unplatted lands will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
 - ii. Debt Assessments directly collected by the District are due in full on December 1, 2021; provided, however, that, to the extent permitted by law, the Debt

Assessments due may be paid in several partial, deferred payments and according to the following schedule:

1. 50% due no later than December 1, 2021
 2. 25% due no later than February 1, 2022
 3. 25% due no later than May 1, 2022
- iii. In the event that a Debt Assessment payment is not made in accordance with the schedule stated above, the whole Debt Assessment – including any remaining partial or deferred payments for Fiscal Year 2021-2022 as well as any future installments of the Debt Assessment – shall immediately become due and payable. Such Debt Assessment shall accrue interest (at the applicable rate of any bonds or other debt instruments secured by the Debt Assessment), statutory penalties in the amount of 1% per month, and all costs of collection and enforcement. Such Debt Assessment shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement.
- iv. In the event a Debt Assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, Florida Statutes or other applicable law to collect and enforce the whole assessment, as set forth herein.

c. Direct Bill for Certain O&M Assessments.

- i. The O&M Assessments on certain lands (as designated for direct collection in the Assessment Roll) will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
- ii. O&M Assessments directly collected by the District are due in full on December 1, 2021; provided, however, that, to the extent permitted by law, the O&M Assessments due may be paid in several partial, deferred payments and according to the following schedule:
 1. 50% due no later than December 1, 2021
 2. 25% due no later than February 1, 2022
 3. 25% due no later than April 1, 2022
- iii. In the event that an O&M Assessment payment is not made in accordance with the schedule stated above, the whole O&M Assessment may immediately become due and payable. Such O&M Assessment shall accrue statutory penalties in the amount of 1% per month and all costs of collection and enforcement. Such O&M Assessment shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties and costs of collection and enforcement.

- d. Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

Section 4. Certification of Assessment Roll. The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

Section 5. Assessment Roll Amendment. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

Section 6. Assessment Challenges. The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

Section 7. Procedural Irregularities. Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

Section 8. Severability. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

Section 9. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 19, 2021.

Attested By:

**Sterling Hill
Community Development District**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: FY 2021-2022 Budget

Exhibit A

Tab 6

RESOLUTION 2021-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF STERLING HILL
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME
AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF
SUPERVISORS OF THE DISTRICT FOR THE FISCAL YEAR 2021/2022,
AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Sterling Hill Community Development District (“**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 District’s Board of Supervisors (“**Board**”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit “A”.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Hernando County, a schedule of the District’s regular meetings.

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

PASSED AND ADOPTED THIS 19th DAY OF AUGUST 2021.

ATTEST:

**STERLING HILL COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By:_____

Its: Chairman

EXHIBIT “A”
BOARD OF SUPERVISORS MEETING DATES
STERLING HILL COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022

October 21, 2021

November 18, 2021 *

December 16, 2021

January 20, 2022 *

February 17, 2022

March 17, 2022

April 21, 2022

May 19, 2022*

June 16, 2022

July 21, 2022

August 18, 2022 *

September 15, 2022

The meetings will convene at 9:00 a.m. (* except for the months of November, January, May, and August when they will commence at 6:30 p.m.) at the Sterling Hill North Clubhouse, located at 4411 Sterling Hill Boulevard, Spring Hill, FL 34609.

**Please note that because of the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such meetings may be held telephonically, virtually, or at another location in the event the above location is not available. Please check the District’s website for the latest information: <https://www.sterlinghill.org/>.*

Tab 7

SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL AMENITY SERVICES

This Second Addendum to the Contract for Professional Amenity Services (this **"Second Addendum"**), is made and entered into as of the 1st day of October 2021 (the **"Effective Date"**), by and between Sterling Hill Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Hernando County, Florida (the **"District"**), and Rizzetta Amenity Services, Inc., a Florida corporation (the **"Consultant"**).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional Amenity Services dated April 1, 2016 (the **"Contract"**), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend Exhibit B of the Fees and Expenses section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit B attached.

The amended Exhibit B is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Second Addendum as of the Effective Date.

Rizzetta & Company, Inc.

By: _____
William J. Rizzetta, President

**Sterling Hill
Community Development District**

By: _____
Chairman of the Board of Supervisors



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

**EXHIBIT B
SCHEDULE OF FEES**

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2021 to September 30, 2022.**

PERSONNEL:

Full Time Personnel (40 hours per week)

- Director of Operations
- Assistant Clubhouse Manager
- General Facility Maintenance Supervisor

Part Time Personnel (Totaling 190 hours per week)

- Maintenance Staff
- Clubhouse Attendants

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 322,491.
General Management and Oversight ⁽²⁾	\$ 24,000.
Total Annual Cost:	\$ 346,491.

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

Tab 8



Proposal #371

Date: 6/22/2021

PO #

Customer:

John Toborg
Rizzetta
9428 Camden Field Parkway
Riverview, FL 33578

Property:

Sterling Hill CDD
4411 Sterling Hill Blvd
Spring Hill, FL 34609

Sterling Hill Wall Hedge

Hedge install across from Barrington .

Services Billed Upon Completion

Description of Services	Frequency	Cost per Occ.	Annual Cost
Plant/Palm/Tree Installation		\$1,842.29	\$1,842.29

By _____

Craig Bramblett

Date 6/22/2021 _____

Capital Land Management

By _____

Date _____

Sterling Hill CDD

Plant/Palm/Tree Installation

All work will be completed as proposed and/or in accordance with plan design unless change orders are agreed upon in writing. All Trees, Palms, Plants and Turf are warranted for thirty (30) days once installed. It is neither implied nor understood that any plant that is transplanted shall be warranted or survival guaranteed. Theft and Vandalism is not warranted. No warranty applies to events caused by Mother Nature such as but not limited to, freeze, drought, flood, winds, natural disasters, ect. No warranty applies to mechanical failure such as but not limited to irrigation systems, wells or other sources of water unless Contractor is found negligent. Grassy weeds in turf such as, but not limited to Torpedo, Carpet, Crab, Goose, Bermuda, ect. cannot be warranted or fully prevented. Balances not paid by the due date are subject to late fees.

Tab 9



Property:

Sterling Hill CDD
4411 Sterling Hill Blvd
Spring Hill, FL 34609

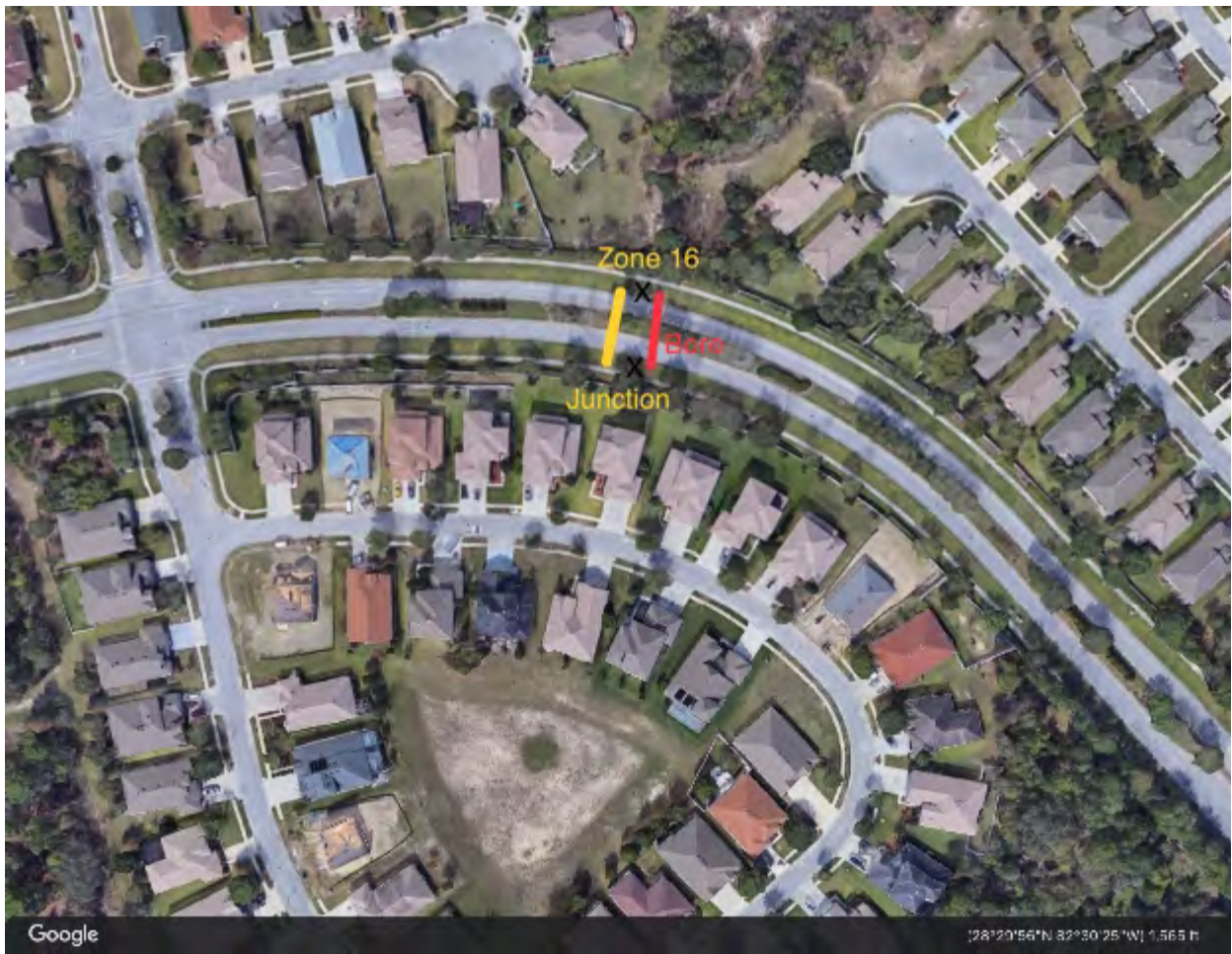
Proposal #455

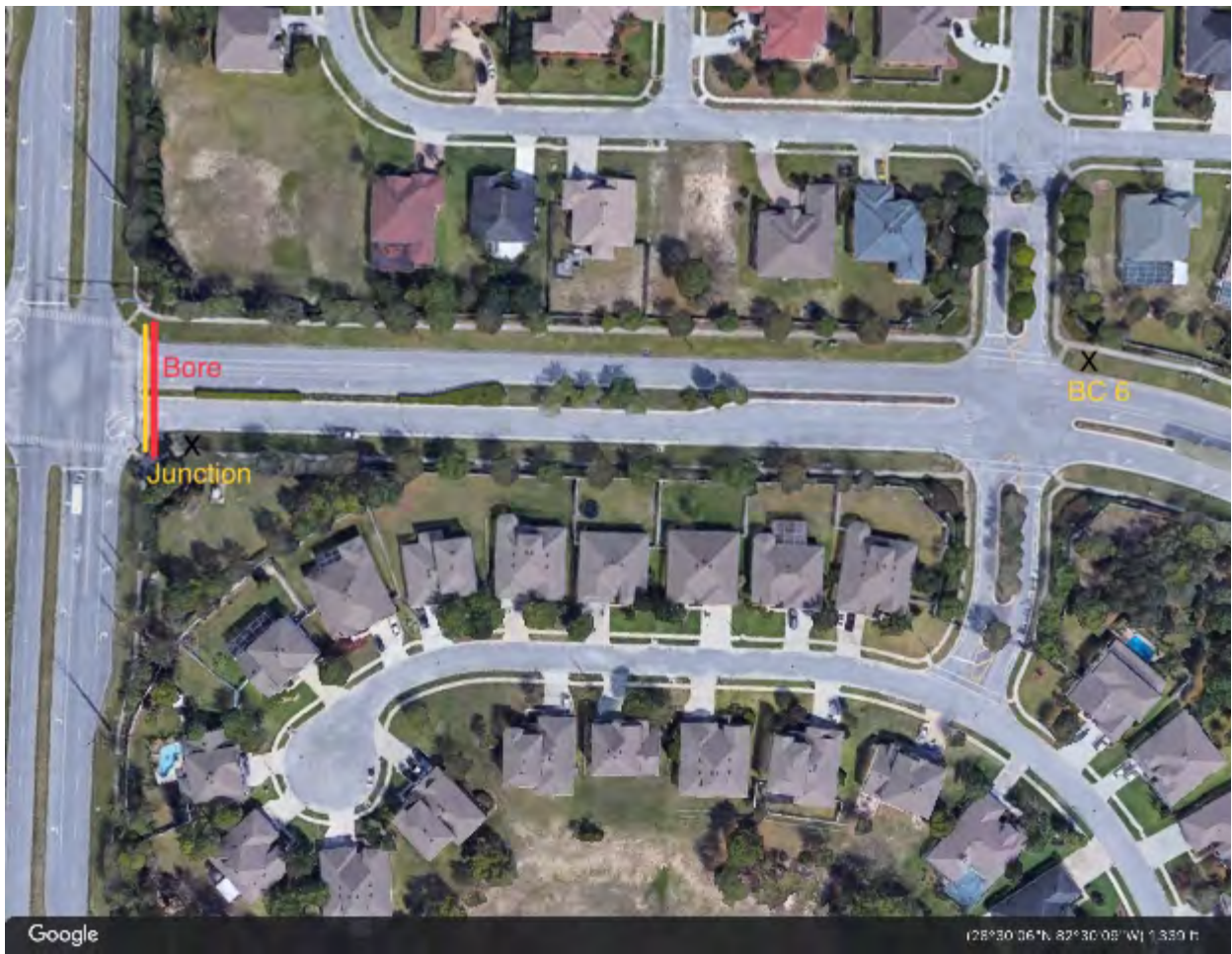
Date: 7/15/2021

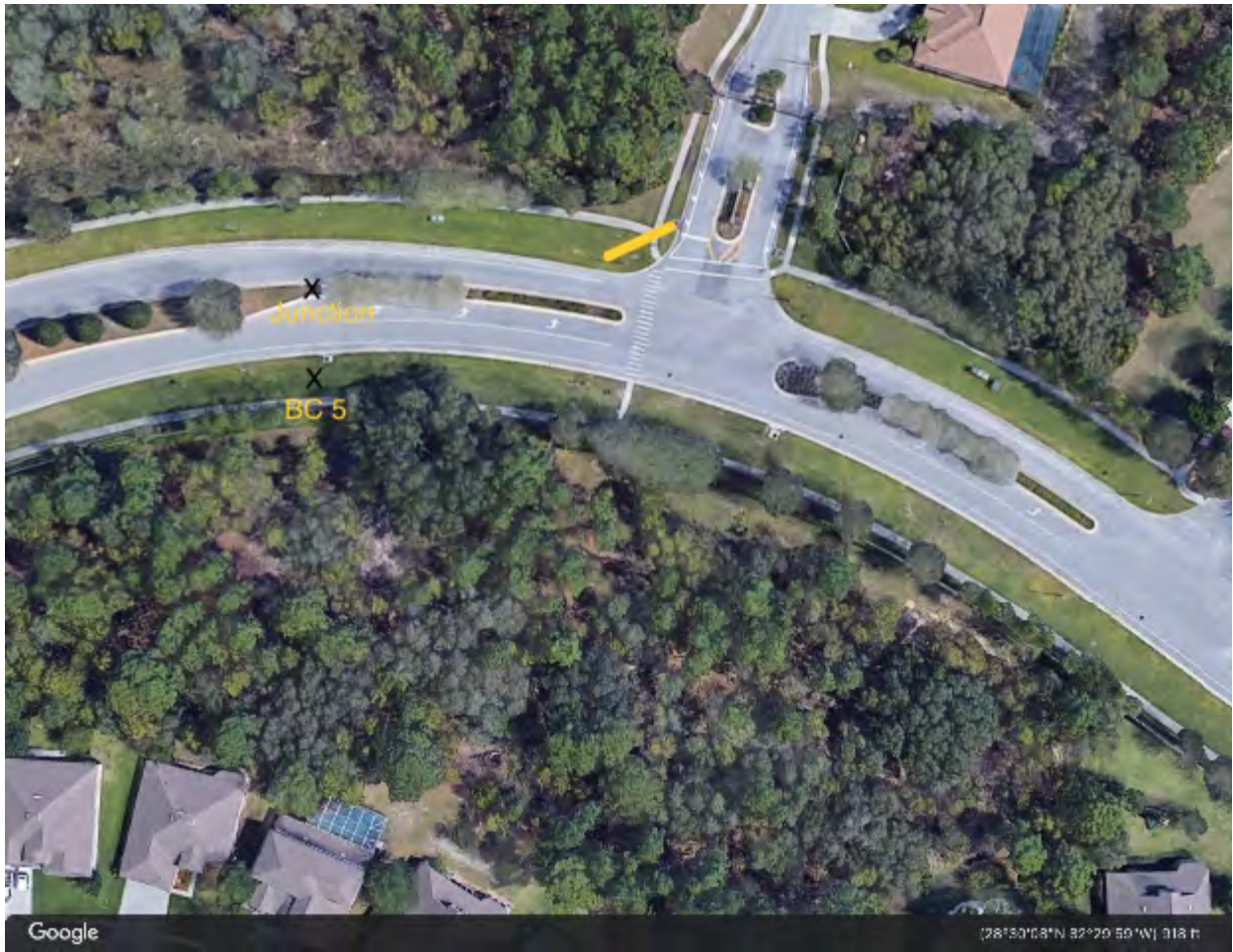
PO #

Sterling Hill May / June Diagnosis











Irrigation Repair / Wire

Clock A BC 1 - Wire loses signal after it crosses Sterling Hills Blvd. Dig up the wire where the signal is lost after it crosses the road from the valve. Locate wire in the junction box on the exit side of Arbor Glades entrance using one of the open wires in the clock. Run 1000 ft of 14 gauge wire between them going under one sidewalk. Replace Hunter Solenoid and rewire at the valve. 1000 ft 14 gauge wire, Hunter Solenoid, 4 Drycons BC 2 - Wire loses signal after it crosses Sterling Hills Blvd. Dig up the wire where the signal is lost after it crosses the road from the valve. Locate wire in the junction box on the exit side of Arbor Glades entrance using one of the open wires in the clock. Run 1200 ft of 14 gauge wire between them going under one sidewalk. Replace Hunter Solenoid and rewire at the valve. 1200 ft 14 gauge wire, Hunter Solenoid, 4 Drycons Clock C Needs a new Hunter Pro C. 12 Zones. Zone 8 - new Hunter solenoid Clock D BC 1 - on zone 28, now works. BC 2 - on zone 27, now works. BC 3 - on zone 17, needs new irritrol solenoid. BC 4 - on zone 26, needs new irritrol solenoid BC 5 - on clock C Wire goes bad before the valve at brightstone pl on the exit side. Dig up the wire near the road before the signal is lost. Dig up the wire after the valve in this area where signal is lost before the entrance between the sidewalk and road. Replace wire going between these two areas and locate the wire at the clock. Repair junction in island near sewer access. Repair solenoid junctions. 50 ft of red 14 gauge wire, 5 drycons BC 6 - Need to replace wire and Hunter solenoid. Find where the wire loses signal before going underneath sterling hills blvd to the clock. Replace wire from there across the road to the round junction box between the road and sidewalk. Find the wire for one of the unused wires inside of the clock at the junction to use. Requires bore to get across the road. 150 ft 14 gauge wire, Hunter Solenoid, 4 drycons Clock E The pump is not working properly. Only running at 19 PSI. After checking this pump I found it was not running at all. Informed Craig and the property management is aware. Zone 12 - rebuild 2" irritrol valve and replace solenoid Zone 16 - replace 90 ft of wire Replace wire from the valve to the

junction box across Sterling Hills Blvd. Requires bore across Sterling Hills Blvd. 90 ft 14 gauge wire, 3 Drycons Zone 20 - new irritrol solenoid Zone 22 - new irritrol solenoid Zone 35 - worked on arrival Clock F Zone 7 - Solenoid wire cut, replaced and now works. Zone 12 - Wire is bad from a junction box to the clock. Need to replace 350 ft 14 gauge blue wire from the junction box south of the south clubhouse entrance to the clock. Repair junction across Sterling Hills Blvd from zone 12. Rewire solenoid at the valve. Requires bore across the south clubhouse entrance. 350 ft 14 gauge wire Clock G Needs to be replaced with Hunter Pro C. 14 Zones. Clock H BC 1 - on zone 16 and needs a new hunter solenoid BC 2 - on zone 22 and needs a new hunter solenoid BC 3 - on zone 15, rewired solenoid and now runs. BC 4 - on zone 20, rewired solenoid and now runs. BC 5 - on zone 14 and needs a new hunter solenoid BC 6 - on zone 23 and needs a new hunter solenoid The zone next to battery clock 6 was not wired. After rewiring the solenoid the zone now runs. Clock I Zone 7 - Pump does not run while the zone is on. Located the valve and when it is manually turned on it doesn't run anything. Zone is no longer needed.

Irrigation Repair

Items	Quantity	Unit	Price
Single Strand 14 Gauge Wire	2,840.00	ft	\$7,573.26
Hunter I-Core 600 Metal Expandable to 42 Station	1.00	ea	\$1,869.98
Hunter I-Core Module 6 Station	6.00	ea	\$1,497.39
2 Wire Gel Caps	3.00	ea	\$10.00
Glue/Primer/Teflon/Shop Supplies	1.00	ea	\$200.00
Valve Irritrol 2 Inch 200B	2.00	ea	\$1,025.06
Solenoid Irritrol	2.00	ea	\$147.07
Labor - Irrigation Services	40.00	Hr	\$2,800.00
S - Directional Bore	3.00	ea	\$9,684.90
Irrigation Repair:			\$24,807.66
PROJECT TOTAL:			\$24,807.66

Terms & Conditions

All work will be completed as proposed and/or in accordance with plan design unless change orders are agreed upon in writing. All Trees, Palms, Plants and Turf are warranted for thirty (30) days once installed. It is neither implied nor understood that any plant that is transplanted shall be warranted or survival guaranteed. Theft and Vandalism is not warranted. No warranty applies to events caused by Mother Nature such as but not limited to, freeze, drought, flood, winds, natural disasters, ect. No warranty applies to mechanical failure such as but not limited to irrigation systems, wells or other sources of water unless Contractor is found negligent. Grassy weeds in turf such as, but not limited to Torpedo, Carpet, Crab, Goose, Bermuda, ect. cannot be warranted or fully prevented. Balances not paid by the due date are subject to late fees.

By _____

Craig Bramblett

Date 7/15/2021

Capital Land Management

By _____

Date _____

Sterling Hill CDD

Tab 10



ESTIMATE

Sterling Hills

SAG UV Preventive Maintenance Program - Sterling Hills

Order # 194443
Date 07/27/21
Consultant Peter M Buro
WQA Matthew D Villandry
Fax #
Billing Terms Net 30

Proposed To

Connie Mastroni
Sterling Hills
4411 Sterling Hill Blvd
Spring Hill, FL 34609

Ship To

South Clubhouse
4250 Sterling Hill Blvd
Spring Hill, FL 34609

Phone:
Courier Service
UPS Ground

Fax:

Order Description

Preventive Maintenance Program on SAG UV Systems:

Model:SAG120A120PVC S/N:3647

Model:SAG480A120PVC S/N:3648

Order Items

Line Item Code	Description	Quantity	Unit Price	Item Total
PMA704 - SAG 120-APVC	SAG 120-APVC UV Annual PM Program	1	685.00	685.00

Lamps & Quartz Included

SAG Ultra-Violet Preventive Maintenance Program
Certified Preventive Maintenance Program includes:
All parts and labor necessary to replace factory-identified wearable parts.
Service includes One comprehensive site visit per year.
Chamber and component cleaning of sensors.
Inspection, testing, electronic components, and sensors.
Lamps and Quartz Sleeves are included
Manufacture anticipates replacement of lamps and sleeves every 12 months.

***These agreements will automatically renew for successive one (1) year terms thereafter (each Renewal Term). They can be canceled with a written Thirty (30) day notice prior to the end of the Term.

PMA704 - SAG 480-APVC	SAG 480-APVC UV Annual PM Program	1	1,765.00	1,765.00
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Lamps & Quartz Included

SAG Ultra-Violet Preventive Maintenance Program
Certified Preventive Maintenance Program includes:
All parts and labor necessary to replace factory-identified wearable parts.
Service includes One comprehensive site visit per year.
Chamber and component cleaning of sensors.
Inspection, testing, electronic components, and sensors.
Lamps and Quartz Sleeves are included
Manufacture anticipates replacement of lamps and sleeves every 12 months.

***These agreements will automatically renew for successive one (1) year terms thereafter (each Renewal Term). They can be canceled with a written Thirty (30) day notice prior to the end of the Term.





ESTIMATE

Sterling Hills

SAG UV Preventive Maintenance Program - Sterling Hills

Order # 194443
Date 07/27/21
Consultant Peter M Buro
WQA Matthew D Villandry
Fax #
Billing Terms Net 30

Proposed To

Connie Mastroni
Sterling Hills
4411 Sterling Hill Blvd
Spring Hill, FL 34609

Ship To

South Clubhouse
4250 Sterling Hill Blvd
Spring Hill, FL 34609

Phone:
Courier Service
UPS Ground

Fax:

CB Preventive Maintenance	Factory Preventive Maintenance Package	1	0.00	0.00
----------------------------------	---	---	------	------

CES provides specific Preventive Maintenance programs which can be combined and configured to meet your individual site needs. All plans are administered by factory certified technicians that receive on-going training and certification.

Annual contracts are available on a monthly, quarterly, semi-annual, or annual basis depending on the type of equipment and/or manufacturer guidelines. Monthly budget billing programs are flexible and affordable.

These agreements will automatically renew for successive one (1) year terms thereafter (each Renewal Term). They can be canceled with a written Thirty (30) day notice prior to the end of the Term.

Additional Information

These agreements will automatically renew for successive one (1) year terms thereafter (each Renewal Term). They can be canceled with a written Thirty (30) day notice prior to the end of the Term.

Subtotal	2,450.00
Adjustment	0.00
Total	2,450.00
Shipping	0.00
Tax	0.00
Grand Total	2,450.00
Payments	0.00

Signature

Date

We are pleased to submit the above quotation for your consideration.

1. This estimate is valid for 30 days from the above date after which the estimate may be subject to change.
 2. Freight charges are estimates only and the actual may be different at time of shipping.
 3. You may incur restocking fees if you choose to return any items included in this package to CES. Restocking fees vary per manufacturer.
 4. Any changes to this order must be made in writing to CES.
 5. Your signature above is considered your acceptance of this proposal and is subject to all terms and conditions of your credit arrangement with CES.
- THANK YOU!



Tab 11



Proposal		DATE:	7/21/2021
Rev #	0	Page	1 of 2
Bid #	1736		

Sold to:	Sterling Hills CDD	Project:	Sterling Hills Pickle Ball Courts
Address:	4411 Sterling Hill Blvd Spring Hill, FL 34609	Address:	4411 Sterling Hill Blvd Spring Hill, FL
ATTN:	Jason Pond (Sterlinghillclub@live.com)	County:	Hernando
Phone:	352-650-7402	Sales Contact	Daniel LaRocca
Fax:		Phone:	352-650-2737

Thank you for your interest in our quality products and services! Our team of experienced professionals are ready to service your project. If you have any questions, please call your sales representative shown above or our home office (352) 650-2737 for immediate assistance or email us at Daniel@LaRoccaContracting.com

This is a lump sum contract.

At no time will any order be started or scheduled for production or field work prior to credit approval by LaRocca Contracting credit department

BASE PRICE:

<u>Item:</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
1 <u>Permitting & Drawings (Drafting to Provide Layout for Pickle Ball Cts)</u>	1.00	LS	\$ 3,480.00	\$ 3,480.00
<u>Includes:</u> All Labor & Fees to Submit for Permits All Drafting / Drawings Related to the Construction of Pickle Ball Courts Only				
<u>Notes:</u> Owner to provide Survey / Site Plans of Area for LCS use / Permitting *All Final Designs to be Approved by Owner Prior to Submittals				
2a <u>Construction of Pickle Ball Courts (Approx. 50' x 85') - Creating 3 Courts</u>	1.00	LS	\$ 78,250.00	\$ 78,250.00
<u>Includes:</u> All Labor, Equipment, and Materials to Complete Work. *Includes All Mobilization of Equipment and Crew To/From Project Site *Dumpsters / Fees for Any Debris / Cleanup (As Needed) *Removal of Existing Volley Ball Courts *Sand / Netting / Poles *Removal of Shrubs / Landscaping in Build Zone (As Needed) *Grade out Project & Compact (Prep for New Concrete Pads) *Includes Forming and Pouring Concrete Pickle Ball Court *Approx. 50'x85' of Concrete (3000 PSI) *Welded Wire Mesh in Slab *Thickened Edge Footing *Smooth Trowel Slab Finish *Includes Pumping Concrete Mix from Parking Lot *Includes Pouring a Side Walk 5' Wide to the New Pickle Ball Court from Existing Sidewalk *Includes 1' Mulch Perimeter Around the Courts in the Chain Link Fence Area *Applied Painted Finish to Pickle Ball Court (3 Courts Painted) *Each Pickle Ball Court is Approx. 20'x44' *Green Perimeter Base Coat *Blue Field of Paint Coat *White Perimeter Lines *All Labor to Install the Allowances Listed Below *Free Standing Metal Benches (4 Each) *Core Drilled In Place Pickle Ball Nets (3 Sets)				
<u>Excludes:</u> Sod Replacement in Finished Yards (St Augustine) - Final Location TBD for approved access. Irrigation Repairs (If Required) Landscaping Replacement / Repairs Due to Access Requirements.				
2b <u>Allowances - Direct Cost to Owners</u>				
<u>Includes:</u> Direct Purchase Items - TBD based on final design and selections. Budget Placeholders				
	Free Standing Metal Benches	4.00	EA \$ 700.00	\$ 2,800.00
	Pickle Ball Post System w/ NET	3.00	EA \$ 2,000.00	\$ 6,000.00
3a <u>Electrical Allowance - Run Power to Lights on Property</u>	1.00	LS	\$ 9,100.00	\$ 9,100.00
<u>Includes:</u> All Labor, Equipment, and Materials to Complete Work. *Tie Into Existing Power at Walk Way Canopy by Pool / Splash Pad *Assumes Proper Breaker / Wire (TBD) *Includes all CODE Compliant Wiring *Trench Power to New Pickle Ball Courts *Install LED Lighting on Dusk Timer *Installation of 10' Poles for LED Lighting (Approx. 6 Each) *See Below for Lighting Allowance (TBD On Owner Selections)				
3b <u>Allowances - Direct Cost to Owners</u>				
<u>Includes:</u> Direct Purchase Items - TBD based on final design and selections. Budget Placeholders				
	LED Lights for Courts (Pole Mounted)	6.00	EA \$ 400.00	\$ 2,400.00



Proposal

DATE: 7/21/2021

Rev #	0	Page	2 of 2
Bid #	1736		

4	6' Black Vinyl Chainlink Fence - Installed (Approx. 262 LF)	1.00	LS	\$ 10,850.00	\$ 10,850.00
Includes: All Labor, Equipment, and Materials to Complete Work. *Perimeter of Pickle Ball Courts (Outside of Concrete Slab) - Excludes Core Drilling *Top Rail & Bottom Rail System *Includes (1) Pedestrian Door for Court Access @ Sidewalk Location *Includes all Concrete Foundations					

Contract Total \$ 109,400.00

- Notes:**
1. Mobilization Per Mutually Approved Schedules
 2. Pricing Includes All Applicable Sales Taxes. If Buyer has "Tax Exemption", All Applicable Documents Shall be Submitted Prior to Contract.
 3. LCS warrants work for up to (1) year from Completion of Work.
 4. Owner Must Provide Access for Tools / Trailers / Equipment
 5. Selected Finishes Are Subject to Industry Availability and Lead Times to Complete Work in a Timely Manner.
 6. Proposal Pricing Excludes Repairs Outside Listed Scope of Work. Any Unforeseen / Uncovered Deficiencies will be brought to Owners Attention for Coordination of Repair & Change Order.

This proposal is based on the Current FBC 2017 Codes / ASCE 7-10 Code: If there is any documentation that states otherwise, then LaRocca Contracting will need copy(s) for review.

DUMPSTERS and CONCRETE WASHOUTS to be paid for and supplied by:

LaRocca Contracting Services

PERMITS BY: LaRocca Contracting Services

STANDARD TERMS AND CONDITIONS:

If Buyer issues Agreement, this Proposal including our Terms and Conditions must be attached as an addendum.

This is a lump sum contract.

Using US Department of Labor Producer Price Index for materials and components for construction at time of contract as base, price of any job started after 180 days from contract will be increased by like percentage; not to exceed 5%. An interest rate of 1.5% / month prorated will be applied to billings past-due.

By signing below, I certify that I have read and agree to all specifications, terms, and conditions detailed on pps.1 of this Proposal.

Terms: 50% Deposits Due at Time of Contract; Remainder is Due Upon Completion.

This proposal must be executed and attached as an addendum to any additional contract for this work. This Proposal's Terms and Conditions Supersede or Override any other contractual verbiage associated with this Project. This Proposal May Be Withdrawn by Us if Not Accepted Within (30) Days of Proposal Date.

At no time will any order be started or scheduled for production or field work prior to credit approval by LaRocca Contracting Credit Dept.

Seller: LaRocca Contracting Services, Inc

Buyer: Sterling Hills CDD

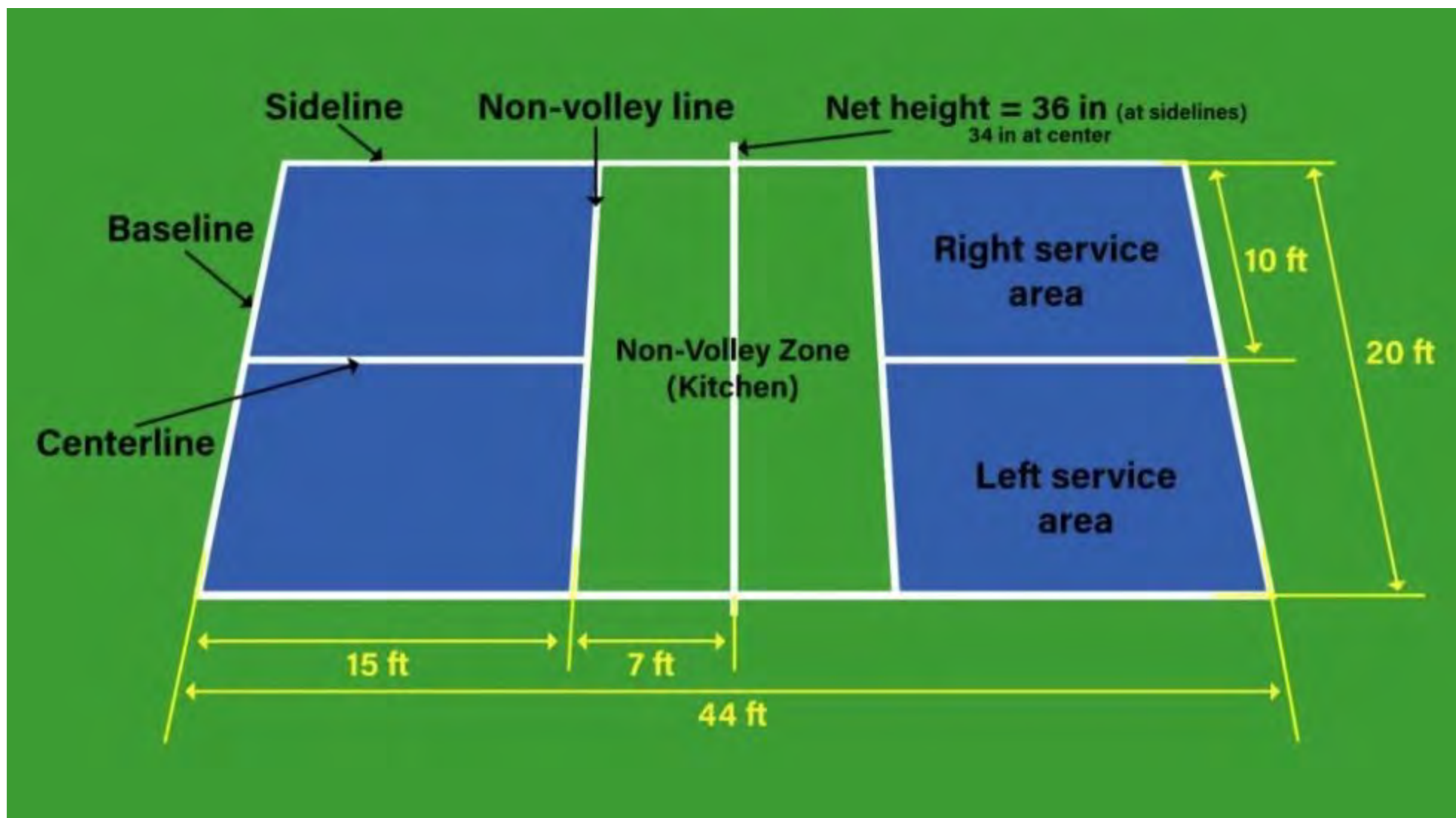
Daniel B. LaRocca - Owner

(Signature and Title)

DATE

DATE

Phone: (352) 650-2737 / Email: Daniel@LaRoccaContracting.com
3633 Commercial Way, Spring Hill, FL 34607



Blank



Proposal

DATE: 7/21/2021

Rev #	0	Page	1 of 2
Bid #	1735		

Sold to: Sterling Hills CDD
 Address: 4411 Sterling Hill Blvd
 Spring Hill, FL 34609
 ATTN: Jason Pond (Sterlinghillclub@live.com)
 Phone: 352-650-7402
 Fax:

Project: Splash Pad - Tank Landscapes
 Address: 4411 Sterling Hill Blvd
 Spring Hill, FL
 County: Hernando
 Sales Contact: Daniel LaRocca
 Phone: 352-650-2737

Thank you for your interest in our quality products and services! Our team of experienced professionals are ready to service your project. If you have any questions, please call your sales representative shown above or our home office (352) 650-2737 for immediate assistance or email us at Daniel@LaRoccaContracting.com

This is a lump sum contract.

At no time will any order be started or scheduled for production or field work prior to credit approval by LaRocca Contracting credit department

BASE PRICE:

<u>Item:</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
1 <u>Splash Pad - Landscape Improvements</u>	1.00	LS	\$ 2,928.00	\$ 2,928.00
<u>Includes:</u> All Labor, Equipment, and Materials to Complete Work. *Includes All Mobilization of Equipment and Crew To/From Project Site *Dumpsters / Fees for Any Debris / Cleanup (As Needed) *Removal of (1) Azalea Bush by Side Door *Removal of Bark Mulch from behind Reclaim Tanks *Reuse around other landscape areas near tanks for filler *Add Erosion Control Fabrics to slopes for washout *Install #57 Stone Washed Rock in removed sections / behind Reclaim Tanks *Add Rock by Reclaim tanks (Lower Level) - Fill in where light *Approx. 4 Yard Rock +/- *Add 35LF of Curb Stones / Cap Stones going out towards parking lot from Tanks *Help Mitigate pine bark / erosion (Due to Steep Incline) *Approx. 2 Courses Tall - Block / Cap				

Excludes: Sod Replacement in Finished Yards (St Augustine) - Final Location TBD for approved access.
 Irrigation Repairs (If Required)
 Landscaping Replacement / Repairs Due to Access Requirements.

Contract Total \$ 2,928.00



Proposal

DATE: 7/21/2021

Rev #	0	Page	2 of 2
Bid #	1735		

- Notes:**
1. Mobilization Per Mutually Approved Schedules
 2. Pricing Includes All Applicable Sales Taxes. If Buyer has "Tax Exemption", All Applicable Documents Shall be Submitted Prior to Contract.
 3. LCS warrants work for up to (1) year from Completion of Work.
 4. Owner Must Provide Access for Tools / Trailers / Equipment
 5. Selected Finishes Are Subject to Industry Availability and Lead Times to Complete Work in a Timely Manner.
 6. Proposal Pricing Excludes Repairs Outside Listed Scope of Work. Any Unforeseen / Uncovered Deficiencies will be brought to Owners Attention for Coordination of Repair & Change Order.

This proposal is based on the Current FBC 2017 Codes / ASCE 7-10 Code: If there is any documentation that states otherwise, then LaRocca Contracting will need copy(s) for review.

DUMPSTERS and CONCRETE WASHOUTS to be paid for and supplied by:

LaRocca Contracting Services

PERMITS BY: N/A

STANDARD TERMS AND CONDITIONS:

If Buyer issues Agreement, this Proposal including our Terms and Conditions must be attached as an addendum.

This is a lump sum contract.

Using US Department of Labor Producer Price Index for materials and components for construction at time of contract as base, price of any job started after 180 days from contract will be increased by like percentage; not to exceed 5%. An interest rate of 1.5% / month prorated will be applied to billings past-due.

By signing below, I certify that I have read and agree to all specifications, terms, and conditions detailed on pps.1 of this Proposal.

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Seller: LaRocca Contracting Services, Inc

Buyer: Sterling Hills CDD

Daniel B. LaRocca - Owner

(Signature and Title)

DATE

DATE

Phone: (352) 650-2737 / Email: Daniel@LaRoccaContracting.com
3633 Commercial Way, Spring Hill, FL 34607

Tab 12

Jimmy Lee

4687 Larkenheath Dr Spring Hill, FL 34609

Cell: 352-232-8535

LeeHJimmy@gmail.com

Professional Summary

Self-motivated, driven and problem solver offering excellent interpersonal communication, relationship management, and customer services. Demonstrate ability to organize and prioritize to accomplish task and goals.

Skills

- Execution of Sales/Transactions
- Strategic Planning
- Technology and Microsoft Office knowledge
- Financial/Accounting Planning
- Customers and Vendors Relation
- Strong Organization Skills
- Analytical and Creative Problem Solving
- Leadership

Work History

Office Support/Administrative Assistant, 08/2020 – Present

Sentry Management – New Port Richey, FL

- Providing support for Community Managers with monthly financial reports and budgets
- Successfully providing assistance to Homeowner and Condo Association boards and homeowners with their compliance and account solutions.
- Building vendors relation rapport to obtain priority service for Communities and negotiate for better terms

Licensed Real Estate Broker Associates, 09/2014 – 01/2021

Jimmy H Lee, P.A. – Spring Hill, FL

- Effectively negotiate terms with all parties and marketing for rentals and sales
- Analyze market trends for investors, landlords, sellers and buyers
- Manages AP & AR accounts for monthly reconcile statements

Management Trainee, 06/2013 – 04/2014

Enterprise Car Rental – Brooksville, FL

- Provided high quality customer service; exceeded Corporate National Standard 84% Enterprise Service Quality Index (ESQI)
- Marketing and Sales – finding new accounts and maintaining relationship with key decision makers

Route Sales Representative, 06/2012-06/2013

Frito Lays– Brooksville, FL

- Able to meet and/or exceed weekly sales plans and effectively decreasing unsalable plan
- Developed account relationships, promoted sales through special displays to increase sales
- Executed sales, ordering, inventory control, and merchandising

Facility & Water Quality Manager, 03/1994 – 03/2009

Splash Splash Waterpark – Riverhead, NY

- Implemented continuous improvement plan to increase workflow, productivity, park safety standards, and guest experience result park attendances increasingly yearly
- Responsible for purchasing and learning new technology to improve facility and water quality to ensure public safety, resulting “exceeding expectations” from the Department of Health Inspectors (locally and state) yearly
- Responsible managing financial budget and inventory control, and reduce operation costs that save on average about 1.5%

Education

Johnson and Wales University – Providence, RI

- **B.S. Business Management, 03/2001**

- **A.S. Business Administration, 05/1999**

DEAN’S List GPA 3.77/4.0 (MAGNA CUM LAUDE)

Licenses

- **Real Estate Broker Associate**

- **Community Association Manager**

Tab 13

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 17, 2021 at 9:03 a.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

Christina Miller	Board Supervisor, Chairman
Sandra Manuele	Board Supervisor, Vice Chairman
Nancy Felio	Board Supervisor, Assistant Secretary
Rich Massa	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	Regional District Manager, Rizzetta & Company, Inc.
Daryl Adams	District Manager, Rizzetta & Company, Inc
Vivek Babbar	District Counsel, Straley Robin & Vericker (via conference call)
John Toborg	Field Services Manager, Rizzetta
Scott Brizendine	Vice President of Operations, Rizzetta & Company, Inc.
Jason Pond	Clubhouse Manager
Craig Bramlett	Representative, CLM
Kelly Klukowski	RASI
Deneen Klenke	RASI
Gregg Gruhl	RASI

Audience	Not Present
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FIRST ORDER OF BUSINESS

Call to Order

The Board opened the regular CDD meeting at 9:03 a.m. and Mr. Matthew Huber noted that there were no audience members in attendance.

SECOND ORDER OF BUSINESS

**Audience Comments on Agenda
Items**

There were no audience members present.

THIRD ORDER OF BUSINESS

**Consideration of RASI Contract –
Second Addendum**

The RASI Team presented the RASI Second Addendum to the Board of Supervisors. The Board had a lengthy discussion and decided that more information was needed before any action was taken on this addendum. This item has been tabled to the July 15, 2021 meeting.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

District Counsel had no follow up items at this time.

B. District Engineer Report

The District Engineer was not present for the meeting.

Ms. Christina Miller mentioned that they were still waiting on the final grating and pond inspection from RASI before signing over the deed for Barrington Phase 4. Ms. Miller requested Mr. Huber to follow up on that and to follow up on the pedestrian gates to make sure they have the right locks on them.

Ms. Feliu asked if there was a punch list for the HA-5 project and mentioned that some of the communities have streets that look awful while others look perfect. The Board volunteered Ms. Manuele to be the liaison for this project. Mr. Huber will set up a meeting with Ms. Manuele and Mr. Brletic.

C. Field Operations Manager

The Board received the Field Operations Report from Mr. John Toborg.

Mr. Toborg went over the proposal he will be putting together to remove all plant materials in the medians with Bahia Turf.

The Board would like to see quotes from District Engineer or the County on getting a stop sign at Brackenwood Drive and Ambersham Way.

Mr. Toborg let the Board know that the Annuals will be complete at the end of the month.

Jason has received several complaints from an angry homeowner on Winddence. The complaints are not CDD responsibility they are all edges of natural areas.

Mr. Massa gave direction to CLM staff to not hesitate in taking legal action if the complaints from this resident continue. Mr. Huber suggested that CLM document these incidents moving forward and if necessary, District Counsel will send a letter to the resident.

Mr. Bramblett discussed lighting damage to the irrigation clocks on the Southside and suggests that this should be made a priority so the damage can be controlled.

D. Amenity Management

The Board received the Amenity Management Report from Mr. Jason Pond.

Mr. Pond notified the Board that the Boating and RV Paving project is set to begin July 6th through the 9th. Notices have been sent to residents notifying them of this project.

Mr. Pond gave an update on the Dog Park and informed the Board that all of the materials are in stock and work will start by the end of next week and gave an update on the Playground Equipment, letting the Board know that it has been further delayed due to Covid-19.

Mr. Pond discussed the possibility of having a Community Pool Party soon and asked for the Board's opinion. The Board had a brief discussion and agreed to allow a Community Pool Party on August 29, 2021 from 11 a.m. to 2 p.m.

Mr. Pond brought up the option to update the Rules for Clubhouse/Pool Attire. The Board agreed to change the verbiage for these rules. Mr. Huber suggested following County Guidelines at their public pools/parks.

Mr. Massa mentioned that residents have been inquiring about Pickleball. A brief discussion ensued and it was determined that the Board would like to see proposals at a future meeting.

E. District Management

The Board received the District Manager Report from Mr. Huber.

Mr. Huber reminded the Board of their next regular meeting will be held on July 15, 2021 at 9:00 a.m. He also reminded them that the August 19th meeting will be a public hearing meeting and will be held at 6:30 p.m.

Mr. Huber gave an update on the April Financial Statement. The Board had no questions.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Budget Workshop Meeting held on May 4, 2021 and Minutes for the Regular Meeting held on May 20, 2021

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

June 17, 2021 Minutes of Meeting

Page 4

The Board reviewed the Minutes of the Board of Supervisors' Budget Workshop Meeting held on May 4, 2021 and the Minutes for Regular Meeting held on May 20, 2021.

On a motion from Ms. Miller, seconded by Ms. Manuele, the Board approved the Minutes of the Board of Supervisors' Budget Workshop Meeting held on May 4, 2021 and the Minutes for Regular Meeting held on May 20, 2021 for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for May
2021**

The Board received the Operation and Maintenance Expenditures for May 2021 in the amount of \$94,363.35.

On a motion from Ms. Feliu, seconded by Mr. Massa, the Board approved to ratify the invoices from the O&M Expenditures for May 2021 in the amount of \$94,363.35 for Sterling Hill Community Development District.

SIXTH ORDER OF BUSINESS

Supervisor Requests

Ms. Feliu requested to have a discussion of changing the Website Host company.

Ms. Miller is still waiting for documentation for Streetlight Bonds. Mr. Huber will follow up with EGIS.

Ms. Manuele asked Mr. Pond if the pool company had mentioned anything about a shortage in powder or chemicals.

Mr. Huber mentioned to the Board the possibility of promoting the on-site staff member to a general manager position. There will be future discussion on this matter at a later date.

SEVENTH ORDER OF BUSINESS

Adjournment

On a motion from Mr. Massa, seconded by Ms. Manuele, the Board approved to adjourn the meeting at 10:30 a.m. for Sterling Hill Community Development District.

Assistant Secretary

Chairman/Vice Chairman

Tab 14

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · 813-994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614

www.sterlinghillcdd.org

Operation and Maintenance Expenditures June 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2021 through June 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$164,020.74**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Apex Floor & Furniture Care	6689	5542	North & South Clubhouse Carpet & Tile Cleaning Services 06/21	\$ 160.00
Apex Floor & Furniture Care	6675	5549	Extract & Flush Out Coke from Carpet - North Clubhouse 06/21	\$ 50.00
Austin Velez	6683	67882	Off Duty Patrol 06/21	\$ 90.00
Brett F. Croft	6655	67733	Off Duty Patrol 05/21	\$ 90.00
Brett F. Croft	6677	67872	Off Duty Patrol 06/21	\$ 90.00
Bright House Networks	6652	90269301052121	4411 Sterling Hill Blvd AHMS 05/21	\$ 626.95
Bright House Networks	6690	90269301062121	4411 Sterling Hill Blvd AHMS 06/21	\$ 661.95
Bruce E. Nichols	6700	68035	Off Duty Patrol 06/21	\$ 90.00
Capital Land Management	6653	211102	Install Jasmine Plants 05/21	\$ 1,057.00
Capital Land Management	6653	211104	Install Arboricola Trinettes 05/21	\$ 460.77
Capital Land Management	6653	211105	Install Pringles Podocarpus 05/21	\$ 1,628.17
Capital Land Management	6653	211106	Remove Arboricolos & Install Pringles Podocarpus 05/21	\$ 896.54

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Capital Land Management	6653	211107	Irrigation Repairs 05/21	\$ 1,106.83
Capital Land Management	6691	211157	General Landscape Maintenance 06/21	\$ 17,870.00
Capital Land Management	6691	211245	Fertilization Application 06/21	\$ 6,689.00
Chris Croft	6692	68055	Off Duty Patrol 06/21	\$ 90.00
Christina Miller	6659	CM052021	Board Of Supervisors Meeting 05/20/21	\$ 200.00
Christina Miller	6698	CM061721	Board Of Supervisors Meeting 06/17/21	\$ 200.00
City Electric Supply Co.	6654	LOL/149432	Street Lighting Supplies 05/21	\$ 418.00
Dakota Hadsell	6686	67954	Off Duty Patrol 06/21	\$ 90.00
David Martin	6681	67877	Off Duty Patrol 06/21	\$ 90.00
DCSI Inc.	6678	28638	Quarterly Monitoring Fitness Center 06/21	\$ 128.97
Derek Origon	6701	68015	Off Duty Patrol 06/21	\$ 90.00
Derek Origon	6701	68058	Off Duty Patrol 06/21	\$ 90.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Edward Brandhuber	6651	67735	Off Duty Patrol 05/21	\$ 90.00
Edward Brandhuber	6684	67949	Off Duty Patrol 06/21	\$ 90.00
Egis Insurance Advisors, LLC	6693	13275	TECO Bond 06/22/21-06/22/22	\$ 532.80
Fitrev, Inc.	6656	23270	Fitness Equipment Repairs & Parts 05/21	\$ 217.00
Fitrev, Inc.	6679	23371	Quarterly Preventative Maintenance 06/21	\$ 235.00
Fitrev, Inc.	6679	23372	Quarterly Preventative Maintenance 06/21	\$ 95.00
Florida Department of Revenue	6680	37-8015579013-3 05/21	Sales & Use Tax 05/21	\$ 169.85
Hernando County Utilities	6668	SS00001-00 05/21	North Clubhouse Water Bill 05/21	\$ 474.28
Hernando County Utilities	6694	SS00001-00 06/21	North Clubhouse Water Bill 06/21	\$ 799.60
Hernando County Utilities	6668	SS00013-00 05/21	South Clubhouse Water Bill 05/21	\$ 301.53
Hernando County Utilities	6694	SS00013-00 06/21	South Clubhouse Water Bill 06/21	\$ 361.02
Johnson, Mirmiran, & Thompson, Inc.	6695	31-174689	Engineering Services 05/21	\$ 740.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Joshua Twitty	6665	67747	Off Duty Patrol 05/21	\$ 90.00
Katelyn Mascitelli	6687	67955	Off Duty Patrol 06/21	\$ 90.00
LaRocca Contracting Services, Inc.	6669	00010 Final	Sod Replacement in Windance 06/21	\$ 14,756.00
Nancy E Feliu	6661	NF052021	Board Of Supervisors Meeting 05/20/21	\$ 200.00
Nancy E Feliu	6699	NF061721	Board Of Supervisors Meeting 06/17/21	\$ 200.00
Norman E. Burburan	6666	67811	Off Duty Patrol 05/21	\$ 90.00
Norman E. Burburan	6685	67943	Off Duty Patrol 06/21	\$ 90.00
Outsmart Pest Management, Inc.	6702	30312	Pest Control Treatment North Clubhouse 06/21	\$ 75.00
Outsmart Pest Management, Inc.	6702	30313	Pest Control Treatment South Clubhouse 06/21	\$ 75.00
Richard P. Massa Jr.	6658	RM052021	Board Of Supervisors Meeting 05/20/21	\$ 200.00
Richard P. Massa Jr.	6697	RM061721	Board Of Supervisors Meeting 06/17/21	\$ 200.00
Rizzetta & Company, Inc.	6662	INV0000058966	District Management Fees 06/21	\$ 6,478.92

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta Amenity Services, Inc.	6670	INV00000000008814	Amenity Management Services 05/21	\$ 9,258.23
Rizzetta Amenity Services, Inc.	6682	INV00000000008838	Out Of Pocket Expenses 05/21	\$ 50.00
Rizzetta Amenity Services, Inc.	6688	INV00000000008859	Amenity Management Services 06/21	\$ 11,703.20
Rizzetta Amenity Services, Inc.	6703	INV00000000008883	Amenity Management Services 06/21	\$ 9,724.09
Rizzetta Technology Services	6671	INV0000007605	Website Hosting Services 06/21	\$ 100.00
Robert Saliva	6663	9509	Gate Repairs - Haverhill 05/21	\$ 105.00
Robert Saliva	6663	9510	Gate Repairs - Edgemere 05/21	\$ 105.00
Robert Saliva	6706	9623	Gate Repairs - Dunwoody 06/21	\$ 105.00
Robert Saliva	6706	9632	Gate Repairs - Mandalay 06/21	\$ 105.00
Robert Saliva	6706	9638	Gate Repairs - Glenburne 06/21	\$ 2,245.00
Robert Saliva	6706	9639	Gate Repairs - Haverhill 06/21	\$ 2,350.00
Robert Saliva	6706	9656	Gate Repairs - Amersham 06/21	\$ 105.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Robert Saliva	6663	Southern Phone Summary 05/21	Southern Phone Summary 05/21	\$ 543.40
Sandra Manuele	6657	SM052021	Board Of Supervisors Meeting 05/20/21	\$ 200.00
Sandra Manuele	6696	SM061721	Board Of Supervisors Meeting 06/17/21	\$ 200.00
Sasha Muhammad	6660	67742	Off Duty Patrol 05/21	\$ 90.00
Shaun Duval	6667	67838	Off Duty Patrol 06/21	\$ 90.00
Shaun Duval	6667	67839	Off Duty Patrol 06/21	\$ 90.00
Shore Commercial Services, Inc	6704	219744	Replace Filter Cartridge & Diffuser North Clubhouse 06/21	\$ 173.45
Shore Commercial Services, Inc	6704	219794	Replace Shaft Seal North Clubhouse 06/21	\$ 90.00
Shore Commercial Services, Inc	6704	219892	Service Call-Tighten Hand Rail South Clubhouse 06/21	\$ 130.00
Signature Privacy Walls of Florida, Inc.	6705	958	Entry Wall Panel Replacement 06/21	\$ 15,200.00
Sterling Hill CDD	CD548	CD548	Replenish Debit Card	\$ 2,763.50
Sterling Hill CDD	CD547	CD547	Debit Card Replenishment	\$ 2,927.14

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Straley Robin Vericker	6664	19873	General/Monthly Legal Services 05/21	\$ 691.00
Superior Sealers LLC	6707	INV-13	50% Deposit -RV/Boat Lot Paving & Stripping 05/21	\$ 24,930.00
Thomas Castiglione	6676	TC053121	Off Duty Patrol 05/21	\$ 360.00
Waste Management Inc. of Florida	6672	0653239-1568-9	Waste Disposal Services South Clubhouse 06/21	\$ 231.19
Waste Management Inc. of Florida	6672	0653377-1568-7	Waste Disposal Services North Clubhouse 06/21	\$ 196.91
Withlacoochee River Electric Cooperative, Inc.	6674	2118959 05/21	Public Lighting & Poles 05/21	\$ 372.26
Withlacoochee River Electric Cooperative, Inc.	6708	2118959 06/21	Public Lighting & Poles 06/21	\$ 372.26
Withlacoochee River Electric Cooperative, Inc.	6674	2161145 05/21	3750 Sterling Hill Blvd 05/21	\$ 101.52
Withlacoochee River Electric Cooperative, Inc.	6708	2161145 06/21	3750 Sterling Hill Blvd 06/21	\$ 115.58
Withlacoochee River Electric Cooperative, Inc.	6674	2161146 05/21	13043 Golden Line Ave 05/21	\$ 41.79
Withlacoochee River Electric Cooperative, Inc.	6708	2161146 06/21	13043 Golden Line Ave 06/21	\$ 41.88
Withlacoochee River Electric Cooperative, Inc.	6673	Electric Summary Billing 05/21	Withlacoochee Electric Summary Billing 05/21	\$ 9,085.97

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2021 Through June 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Withlacoochee River Electric Cooperative, Inc.	6708	Electric Summary Billing 06/21	Withlacoochee Electric Summary Billing 06/21	\$ 9,412.19
Report Total				<u>\$ 164,020.74</u>