



Rizzetta & Company

# **Sterling Hill Community Development District**

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**Board of Supervisors'  
Regular Meeting  
September 16, 2021**

**District Office:  
5844 Old Pasco Road, Suite 100  
Pasco, Florida 33544  
813.933.5571**

**[www.sterlinghillcdd.org](http://www.sterlinghillcdd.org)**

# **STERLING HILL COMMUNITY DEVELOPMENT DISTRICT**

Sterling Hill North Clubhouse, 4411 Sterling Hill Blvd., Spring Hill, FL 34609

<b>Board of Supervisors</b>	Christina Miller Sandra Manuele Rich Massa Nancy Feliu Michael Gebala	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Counsel</b>	Vivek Babbar	Straley Robin & Vericker
<b>District Engineer</b>	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](http://www.sterlinghillcdd.org)

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September 9, 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, September 16, 2021 at 9:00 a.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
  - C. Field Operations Manager
    1. Review of Field Inspection Report for September 2021 (**under separate cover**)
  - D. Amenity Management
    1. Review of August Amenity Report.....Tab 1
  - E. District Manager
    1. Presentation of July Financial Statement.....Tab 2
- 5. BUSINESS ITEMS**
  - A. Consideration of RASI 2<sup>nd</sup> Addendum to Contract.....Tab 3
  - B. Consideration of CLM Annual Change Out Proposal.....Tab 4
  - C. Public Hearing on Access Card User Fees for Recreational Facilities
    1. Consideration of Resolution 2021-07, Adoption of Access Card User Fees for Recreational Facilities.....Tab 5
- 6. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors Regular Meeting held on August 19, 2021.....Tab 6
  - B. Consideration of Minutes of the Board of Supervisors Continued Meeting held on August 31, 2021.....Tab 7
  - C. Consideration of Operation and Maintenance Expenditures for July 2021.....Tab 8

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 1

## Operations Report – August 2021

Sterling Hill CDD  
Phone: 352-686-5161 • Email: sterlinghillclub@live.com  
Clubhouse Manager: Jason Pond



### Clubhouse Maintenance and Improvements

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- Monthly carpet and floor cleaning by Apex.
- Cleaned all pool chairs and tables at north and south clubhouses.
- Touch up painted pool columns around the north pool.
- Cleaned sun shades at north clubhouse pool.
- Repaired a roof leak in north clubhouse party room area.
- Cleaned back pavilion sidewalk.
- Replaced kant slam at splash pad at south clubhouse.
- Repainted north clubhouse front doors.
- Installed new hand sanitation stations at north and south clubhouses.
- Weeded around pool decks and splash pad area.

### Gate Report

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- Replaced a bad fuse at storage lot gate operator, and fixed mismatch master code issue.
- Replaced out keypad at Windance gate.

### Private Event Rentals

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#### North Clubhouse:

08/01/21 – Bible Study  
08/08/21 – Gender Reveal  
08/14/21 – Baby Shower  
08/29/21 – Community Pool Party

#### South Clubhouse:

08/01/21 – Bridal Shower  
08/07/21 – Birthday Party  
08/08/21 – Sweet 16  
08/14/21 – Birthday Party  
08/21/21 – Birthday Party  
08/22/21 – Birthday Party  
08/28/21 – Birthday Party

### Field Maintenance

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- Trash clean-up in the DRA's, wooded areas, and trash and debris clean up along Sterling Hill Blvd.
- Replaced missing pvc caps on three rail fences along Sterling Hill Blvd.
- Cut back trees at entrance of south clubhouse.
- Repaired Covey Run main entrance sign.



Rizzetta & Company

## **Tab 2**



Rizzetta & Company

# **Sterling Hill Community Development District**

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**Financial Statements  
(Unaudited)**

**July 31, 2021**

**Prepared by: Rizzetta & Company, Inc.**

[sterlinghillcdd.org](http://sterlinghillcdd.org)  
[rizzetta.com](http://rizzetta.com)



**Sterling Hill Community Development District**

Balance Sheet

As of 7/31/2021

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Governmental Funds	General Fixed Assets Account Group	General Long-Term Debt Account Group
<b>Assets</b>						
Cash In Bank	215,985	0	0	215,985	0	0
Investments	621,929	0	610,997	1,232,926	0	0
Investments - Reserves	0	1,093,533	0	1,093,533	0	0
Accounts Receivable	26,423	0	0	26,423	0	0
Allowance for Uncollectable Accounts	(26,423)	0	0	(26,423)	0	0
Prepaid Expenses	355	0	0	355	0	0
Deposits	30,663	0	0	30,663	0	0
Due From Other Funds	54,675	0	21,018	75,693	0	0
Amount Available - Debt Service	0	0	0	0	0	0
Amount To Be Provided-Debt Service	0	0	0	0	0	13,630,000
Fixed Assets	0	0	0	0	27,209,856	0
<b>Total Assets</b>	<b>923,607</b>	<b>1,093,533</b>	<b>632,015</b>	<b>2,649,154</b>	<b>27,209,856</b>	<b>13,630,000</b>
<b>Liabilities</b>						
Accounts Payable	74,832	0	0	74,832	0	0
Sales Tax Payable	0	0	0	0	0	0
Accrued Expenses Payable	3,685	0	0	3,685	0	0
Due To Other Funds	21,018	54,675	0	75,693	0	0
Deferred Revenue	12,434	0	0	12,434	0	0
Debt Service Obligations - Current	0	0	5,155,000	5,155,000	0	0
Revenue Bonds Payable-Long-term	0	0	0	0	0	13,630,000
<b>Total Liabilities</b>	<b>111,969</b>	<b>54,675</b>	<b>5,155,000</b>	<b>5,321,644</b>	<b>0</b>	<b>13,630,000</b>
<b>Fund Equity And Other Credits</b>						
Beginning Fund Balance	472,200	965,421	(4,120,559)	(2,682,937)	27,209,856	0
Net Change in Fund Balance	339,437	73,436	(402,426)	10,447	0	0
<b>Total Fund Equity And Other Credits</b>	<b>811,637</b>	<b>1,038,858</b>	<b>(4,522,985)</b>	<b>(2,672,490)</b>	<b>27,209,856</b>	<b>0</b>
<b>Total Liabilities And Fund Equity</b>	<b>923,607</b>	<b>1,093,533</b>	<b>632,015</b>	<b>2,649,154</b>	<b>27,209,856</b>	<b>13,630,000</b>

See Notes to Unaudited Financial Statements

**Sterling Hill Community Development District**

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2020 Through 7/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
<b>Revenues</b>					
Interest Earnings					
Interest Earnings	0	0	75	75	0.00%
Special Assessments					
Tax Roll	1,191,520	1,191,520	1,215,455	23,936	(2.00)%
Off Roll	89,576	89,576	89,576	0	0.00%
Other Miscellaneous Revenues					
Miscellaneous	0	0	41,522	41,522	0.00%
RV & Boat Storage Rental	20,000	16,667	19,531	2,865	2.34%
<b>Total Revenues</b>	<b>1,301,096</b>	<b>1,297,763</b>	<b>1,366,160</b>	<b>68,397</b>	<b>(5.00)%</b>
<b>Expenditures</b>					
Legislative					
Supervisor Fees	13,000	10,833	9,000	1,833	30.76%
Financial & Administrative					
Administrative Services	8,997	7,498	7,498	0	16.66%
District Management	35,700	29,750	29,750	0	16.66%
District Engineer	10,000	8,333	12,638	(4,304)	(26.37)%
Disclosure Report	2,000	2,000	2,000	0	0.00%
Tax Collector Fees	2,750	2,750	2,524	226	8.21%
Assessment Roll	5,250	5,250	5,250	0	0.00%
Financial & Revenue Collections	5,250	4,375	4,375	0	16.66%
Accounting Services	20,000	16,667	16,667	0	16.66%
Auditing Services	4,500	4,500	4,500	0	0.00%
Arbitrage Rebate Calculation	1,000	1,000	1,000	0	0.00%
Public Officials Liability	3,664	3,664	3,498	166	4.53%
Insurance					
Legal Advertising	750	625	819	(194)	(9.13)%
Dues, Licenses & Fees	750	750	874	(124)	(16.48)%
Website Hosting, Maintenance, Backup	3,500	3,168	2,538	631	27.50%
Legal Counsel					
District Counsel	20,000	16,667	11,543	5,124	42.28%
Litigation Services	18,500	15,417	626	14,791	96.61%
Law Enforcement					
Deputy	34,300	28,583	26,640	1,943	22.33%
Security Operations					
Security Monitoring & Maintenance	15,000	12,500	9,088	3,412	39.41%
Electric Utility Services					

**Sterling Hill Community Development District**

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2020 Through 7/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Utility Services	55,000	45,833	37,782	8,051	31.30%
Street Lights	67,500	56,250	58,566	(2,316)	13.23%
Garbage/Solid Waste Control Services					
Garbage - Recreational Facility	6,500	5,417	4,042	1,375	37.81%
Water-Sewer Combination Services					
Utility Services	5,000	4,167	6,828	(2,662)	(36.56)%
Stormwater Control					
Dry Retention Pond Repair	3,000	2,500	0	2,500	100.00%
Other Physical Environment					
General Liability Insurance	5,187	5,187	4,036	1,151	22.19%
Property Insurance	23,706	23,706	29,466	(5,760)	(24.29)%
Entry & Walls Maintenance	13,500	11,250	16,950	(5,700)	(25.55)%
Landscape Maintenance	222,960	185,800	177,169	8,631	20.53%
Irrigation Repairs	50,000	41,667	9,391	32,276	81.21%
Landscape - Mulch	63,250	52,708	48,870	3,838	22.73%
Landscape - Annual Color	2,400	2,000	0	2,000	100.00%
Fire Ant Treatment	2,500	2,083	855	1,228	65.80%
Landscape Replacement Plants, Shrubs, Trees	20,000	16,667	69,418	(52,751)	(247.08)%
Sod Replacement	6,000	5,000	1,950	3,050	67.50%
Field Services	8,400	7,000	6,500	500	22.61%
Holiday Decorations	2,250	2,250	2,403	(153)	(6.80)%
Road & Street Facilities					
Gate Phone	6,000	5,000	5,229	(229)	12.85%
Gate Facility Maintenance	30,200	25,167	21,491	3,676	28.83%
Sidewalk Repair & Maintenance	10,000	8,333	12,985	(4,652)	(29.85)%
Street Light/Decorative Light Maintenance	2,050	1,708	1,179	530	42.50%
Street Sign Repair & Replacement	3,000	2,500	974	1,526	67.52%
Pressure Washing Curbs and Sidewalk	10,000	8,333	6,213	2,121	37.87%
Parks & Recreation					
Management Contract	290,782	242,318	230,877	11,441	20.60%
Facility Maintenance & Repair	30,000	25,000	28,058	(3,058)	6.47%
Telephone, Fax, Internet	8,000	6,667	5,926	741	25.93%
Office Supplies	3,000	2,500	2,265	235	24.48%
Furniture Repair/Replacement	4,000	3,333	0	3,333	100.00%
Vehicle Maintenance	3,500	2,917	4,060	(1,143)	(16.00)%

See Notes to Unaudited Financial Statements

**Sterling Hill Community Development District**

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2020 Through 7/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Pool Service Contract - Supplies & Repairs	30,000	25,000	27,079	(2,079)	9.73%
Playground Equipment & Maintenance	7,000	5,833	5,456	377	22.05%
Athletic/Park Court/Field Repairs	3,500	2,917	1,035	1,882	70.43%
Miscellaneous Expense	4,000	3,333	2,297	1,036	42.57%
Wildlife Management Services	3,000	2,500	950	1,550	68.33%
Fitness Equipment Maintenance & Repair	2,500	2,083	3,367	(1,283)	(34.66)%
Special Events					
Special Events	3,000	2,500	0	2,500	100.00%
Contingency					
Capital Outlay	85,500	71,250	42,234	29,016	50.60%
Total Expenditures	<u>1,301,096</u>	<u>1,093,007</u>	<u>1,026,723</u>	<u>66,284</u>	<u>21.09%</u>
Excess Of Revenues Over (Under) Expenditures	0	204,755	339,437	134,681	0.00%
Exc. of Rev/Other Sources Over/(Under) Expend/Other Uses	0	204,755	339,437	134,681	0.00%
Fund Balance, Beginning of Period	0	0	472,200	472,200	0.00%
Fund Balance, End of Period	<u>0</u>	<u>204,755</u>	<u>811,637</u>	<u>606,882</u>	<u>0.00%</u>

**Sterling Hill Community Development District**

Statement of Revenues and Expenditures

Reserve Fund - 005

From 10/1/2020 Through 7/31/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percent Remaining
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	137	137	0.00%
Special Assessments				
Tax Roll	127,974	127,974	0	0.00%
<b>Total Revenues</b>	<u>127,974</u>	<u>128,111</u>	<u>137</u>	<u>0.11%</u>
<b>Expenditures</b>				
Contingency				
Road Reserve	95,382	54,675	40,707	42.67%
Asset Replacement Reserve	32,592	0	32,592	100.00%
<b>Total Expenditures</b>	<u>127,974</u>	<u>54,675</u>	<u>73,299</u>	<u>57.28%</u>
<b>Excess Revenues Over (Under) Expenditures</b>	<u>0</u>	<u>73,436</u>	<u>73,436</u>	<u>0.00%</u>
<b>Excess of Rev./Other Sources Over/(Under) Expend./Other Uses</b>	<u>0</u>	<u>73,436</u>	<u>73,436</u>	<u>0.00%</u>
<b>Fund Balance, Beginning of Period</b>	0	965,421	965,421	0.00%
<b>Fund Balance, End of Period</b>	<u><u>0</u></u>	<u><u>1,038,858</u></u>	<u><u>1,038,858</u></u>	<u><u>0.00%</u></u>

**Sterling Hill Community Development District**

Statement of Revenues and Expenditures

Debt Service Fund--Series 2003 - 200

From 10/1/2020 Through 7/31/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percent Remaining
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	52	52	0.00%
Special Assessments				
Tax Roll	790,519	804,861	14,341	1.81%
<b>Total Revenues</b>	<u>790,519</u>	<u>804,912</u>	<u>14,393</u>	<u>1.82%</u>
<b>Expenditures</b>				
Financial & Administrative				
Trustees Fees	0	15,846	(15,846)	0.00%
Legal Counsel				
Bond Counsel	0	278	(278)	0.00%
Debt Service				
Interest	415,519	816,215	(400,696)	(96.43)%
Principal	375,000	375,000	0	0.00%
<b>Total Expenditures</b>	<u>790,519</u>	<u>1,207,339</u>	<u>(416,819)</u>	<u>(52.73)%</u>
<b>Excess Revenues Over (Under) Expenditures</b>	<u>0</u>	<u>(402,426)</u>	<u>(402,426)</u>	<u>0.00%</u>
<b>Excess of Rev./Other Sources Over/(Under) Expend./Other Uses</b>	<u>0</u>	<u>(402,426)</u>	<u>(402,426)</u>	<u>0.00%</u>
<b>Fund Balance, Beginning of Period</b>	0	(4,120,559)	(4,120,559)	0.00%
<b>Fund Balance, End of Period</b>	<u>0</u>	<u>(4,522,985)</u>	<u>(4,522,985)</u>	<u>0.00%</u>

**Sterling Hill CDD  
Investment Summary  
July 31, 2021**

<u>Account</u>	<u>Investment</u>	<u>Balance as of July 31, 2021</u>
SunTrust	Business Money Market	\$ 10,001
The Bank of Tampa	Business Money Market	246,074
The Bank of Tampa ICS:		
Israel Discount Bank of New York	Business Money Market	248,352
TriState Capital Bank	Business Money Market	61,467
United Bank	Business Money Market	56,035
	<b>Total General Fund Investments</b>	<b>\$ 621,929</b>
The Bank of Tampa ICS Road Reserve		
Lakeland Bank	Business Money Market	\$ 1
Merchants Bank of Indiana	Business Money Market	248,352
Park National Bank	Business Money Market	248,352
TriState Capital Bank	Business Money Market	20,810
United Bank	Business Money Market	192,317
	Subtotal	709,832
The Bank of Tampa ICS Asset Replacement Reserve		
Lakeland Bank	Business Money Market	1
NexBank	Business Money Market	248,352
TriState Capital Bank	Business Money Market	135,348
	Subtotal	383,701
	<b>Total Reserve Fund Investments</b>	<b>\$ 1,093,533</b>
US Bank Series 2003 Reserve A	US Bank Money Market Account-Managed	\$ 147,061
US Bank Series 2003 Reserve B	US Bank Money Market Account-Managed	692
US Bank Series 2003 Prepayment B	US Bank Money Market Account-Managed	4
US Bank Series 2003 Revenue	US Bank Money Market Account-Managed	408,028
US Bank Series 2003 Prepayment A	US Bank Money Market Account-Managed	55,212
	<b>Total Debt Service Fund Investments</b>	<b>\$ 610,997</b>

**Sterling Hill Community Development District**

Summary A/R Ledger

001 - General Fund

From 7/1/2021 Through 7/31/2021

<u>Invoice Date</u>	<u>Customer Name</u>	<u>Invoice Number</u>	<u>Current Balance</u>
10/1/2015	Sterling Hills, Inc.	655-16-01	<u>26,423.35</u>
		Total 001 - General Fund	<u>26,423.35</u>
Report Balance			<u><u>26,423.35</u></u>



**Sterling Hill Community Development District**

Aged Payables by Invoice Date

Aging Date - 7/1/2021

001 - General Fund

From 7/1/2021 Through 7/31/2021

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
Capital Land Management	7/1/2021	211317	General Landscape Maintenance 07/21	17,870.00
Shore Commercial Services, Inc	7/1/2021	219971	Pool Maintenance North Clubhouse 07/21	2,185.00
Capital Land Management	7/2/2021	211339	Seasonal Annual Change Out 07/21	800.00
Robert Saliva	7/13/2021	9768	Gate Repairs - Arborglades 07/21	1,150.00
Outsmart Pest Management, Inc.	7/15/2021	30592	Pest Control Treatment North Clubhouse 07/21	75.00
Outsmart Pest Management, Inc.	7/15/2021	30593	Pest Control Treatment South Clubhouse 07/21	75.00
Times Publishing Company	7/21/2021	0000170989 07/21/21	Acct # 107011 Legal Advertising 07/21	420.00
Bright House Networks	7/22/2021	090269301072221	4411 Sterling Hill Blvd AHMS 07/21	661.95
Rizzetta Amenity Services, Inc.	7/23/2021	INV00000000008951	Amenity Management Services 07/21	8,839.68
Hernando County Utilities	7/23/2021	SS00001-00 07/21	North Clubhouse Water Bill 07/21	709.24
Hernando County Utilities	7/23/2021	SS00013-00 07/21	South Clubhouse Water Bill 07/21	263.88
Capital Land Management	7/23/2021	211384	Remove Roses and Install Plants & Mulch 07/21	1,836.13
Cory Hauenstein	7/23/2021	68349	Off Duty Patrol 07/21	90.00
Withlacoochee River Electric Cooperative, Inc.	7/23/2021	2118959 07/21	Public Lighting & Poles 07/21	373.70
Withlacoochee River Electric Cooperative, Inc.	7/23/2021	2161145 07/21	3750 Sterling Hill Blvd 07/21	111.97
Withlacoochee River Electric Cooperative, Inc.	7/23/2021	2161146 07/21	13043 Golden Line Ave 07/21	42.69
Withlacoochee River Electric Cooperative, Inc.	7/23/2021	Electric Summary Billing 07/21	Withlacoochee Electric Summary Billing 07/21	9,590.76
Benjamin Witherell	7/24/2021	68360	Off Duty Patrol 07/21	90.00
Benjamin Witherell	7/25/2021	68361	Off Duty Patrol 07/21	90.00
Murphy's Landscaping & Sod, LLC	7/26/2021	072621	Resod Areas in Windance Village 07/21	1,000.00
Panzner's Tree Service, Inc.	7/28/2021	6009	Remove 20 Marked Trees 07/21	2,600.00
Times Publishing Company	7/28/2021	0000170997 07/28/21	Acct # 107011 Legal Advertising 07/21	90.70
Brett F. Croft	7/30/2021	68397	Off Duty Patrol 07/21	90.00
Brett F. Croft	7/31/2021	68409	Off Duty Patrol 07/21	90.00

**Sterling Hill Community Development District**

Aged Payables by Invoice Date

Aging Date - 7/1/2021

001 - General Fund

From 7/1/2021 Through 7/31/2021

<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Current Balance</u>
Florida Department of Revenue	7/31/2021	37-8015579013-3 07/21	Sales & Use Tax 07/21	580.91
Shaun Duval	7/31/2021	68399	Off Duty Patrol 07/21	90.00
Superior Sealers LLC	7/31/2021	INV-13 Balance	Remaining Balance -RV/Boat Lot Paving & Stripping 07/21	24,930.00
Straley Robin Vericker	8/3/2021	20151	General/Monthly Legal Services 07/21	85.50
Report Total				<hr/> 74,832.11 <hr/> <hr/>

**Sterling Hill Community Development District**  
**Notes to Unaudited Financial Statements**  
**July 31, 2021**

**Balance Sheet**

1. Trust statement activity has been recorded through 07/31/21.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.
4. Debt Service Obligations – Current, represents scheduled Series 2003 Debt Service principal payments that were not made November 2010 through May 2021.
5. The District utilized funds from the Debt Service Reserve Fund for the November 2012 – November 2015 Series 2003 Bond payments.

**Summary A/R Ledger**

6. Payment terms for landowner assessments are (a) defined in the FY20-21 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

## **Tab 3**

**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.**

**Sterling Hill  
Community Development District**

By: \_\_\_\_\_  
William J. Rizzetta, President

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

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

**(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 4**



**Property:**  
 Sterling Hill CDD  
 4411 Sterling Hill Blvd  
 Spring Hill, FL 34609

**Proposal #841**  
**Date: 9/7/2021**  
 PO #

**Annual Flower Changeout**

**Annual Flower Changeout**

Fall Mix .

**S - Annuals**

Items	Quantity	Unit	Price
S - Season Annuals	300.00	ea	\$600.00
<b>S - Annuals:</b>			<b>\$600.00</b>
<b>PROJECT TOTAL:</b>			<b>\$600.00</b>



## 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 9/7/2021

**Capital Land Management**

By \_\_\_\_\_

Date \_\_\_\_\_

**Sterling Hill CDD**

## **Tab 5**

**RESOLUTION 2021-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT ADOPTING ACCESS CARD USER FEES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Sterling Hill Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, the District owns, maintains, and operates certain recreational facilities;

**WHEREAS**, the Board of Supervisors of the District (the “**Board**”) is authorized by Sections 190.011(15) and 190.035, Florida Statutes, to establish policies and adopt rate and fee schedules for its recreational facilities;

**WHEREAS**, the Board held a noticed public hearing on September 16, 2021 to receive public comment on the proposed “**Access Card User Fee**”;

**WHEREAS**, the proposed Access Card User Fee is meant to provide for efficient and effective District operations, and ensuring the costs of purchasing, registering, and issuing access cards for the District’s recreational facilities are borne in a fair manner for all patrons of such facilities; and

**WHEREAS**, after hearing and considering public comment, the Board has determined that the Access Card User Fee should be adopted.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

1. **Adoption**. The Board hereby adopts the Access Card User Fee of \$15 per access card for first cards or for replacement cards. The use of the District’s recreational facilities and the access cards are subject to the District’s adopted policies.
2. **Conflicts**. All District resolutions or parts thereof or other adopted policies in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
3. **Severability**. If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.
4. **Effective Date**. This Resolution shall become effective upon adoption.

**Passed and adopted on September 16, 2021.**

**Attest:**

**Sterling Hill  
Community Development District**

\_\_\_\_\_  
Matthew Huber  
Assistant Secretary

\_\_\_\_\_  
Christina Miller  
Chair of the Board of Supervisors

## **Tab 6**

**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 19, 2021 at 6:30 p.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

Christina Miller	<b>Board Supervisor, Chairman (via conference call)</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Nancy Feliu	<b>Board Supervisor, Assistant Secretary</b>
Rich Massa	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Company, Inc</b>
Vivek Babbar	<b>District Counsel, Straley Robin &amp; Vericker</b>
John Toborg	<b>Field Services Manager, Rizzetta</b>
Jason Pond	<b>Clubhouse Manager</b>
Craig Bramlett	<b>Representative, CLM (via conference call)</b>
Josh	<b>Representative, CLM</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

The Board opened the regular CDD meeting at 6:30 p.m. and Mr. Matthew Huber noted that there were no audience members in attendance.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda  
Items**

The Board heard several audience comments including the following: soliciting, maintenance costs and parking on sidewalk/streets.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

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**A. District Counsel**

The Board received an update from Mr. Babbar on the letter that was sent regarding ATV's on CDD Property. The Board had no questions at this time.

**B. District Engineer Report**

The Board received an update on the Barrington/Phase 4 Repairs and the HA5 Project.

Mr. Steve White updated the Board on the HA5 project and informed them about the warranty work being done sometime in October.

There was a brief discussion regarding stop signs on Sterling Hill Blvd, it was determined that this would be a county matter.

**C. Field Operations Manager**

Mr. John Toborg update the Board with the August Field Inspection Report.

Mr. Toborg briefly discuss the "eyebrow" cul-de-sacs and informed the Board that the developer did not call for any irrigation in these cul-de-sacs which is why there is only Bahia turf in those areas. Mr. Toborg asked Mr. Bramblett for a proposal for new Bahia turf in the areas that are worn down.

Ms. Cunningham reminded Mr. Bramblett to have his crew mow the center medians behind the gates and to trim the landscape that is growing over the sidewalks.

The Board moved Business Item E, CLM Proposal to Install Hedges Across from Barrington, up in the meeting.

Mr. Toborg suggested changing the plants from 37, 3-gallon Box Wood plants to 37, 3-gallon sweet viburnum plants. The Board agreed to approve the CLM Proposal in the amount of \$1,842.29 and changing the plants from Box Wood to Sweet Viburnum.

<p>On a motion from Mr. Massa, seconded by Ms. Feliu, the Board approved the CLM Proposal to Install Hedges along the Winddance Wall in the amount of \$1,842.29, changing from Box Wood to Sweet Viburnum, for Sterling Hill Community Development District.</p>
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Mr. Toborg discussed Business Item F, CLM Irrigation Repair Proposal, and informed the Board that this proposal is being put on hold as he would like to have CLM provide a proposal with a two-wire system vs one wire system.



123 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2021-04,**  
124 **Adopting Fiscal Year 2021/2022 Final**  
125 **Budget**  
126

127 Mr. Huber presented Resolution 2021-04, Adopting Fiscal Year 2021/2022 Final  
128 Budget.  
129

On a Motion by Ms. Feliu, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2021-04, Adopting Fiscal Year Final Budget for Sterling Hill Community Development District.

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131 **SIXTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year**  
132 **2021/2022 Special Assessments**  
133

134 Mr. Huber asked for a motion to open the public hearing.  
135

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 2021/2022 Special Assessments for Sterling Hill Community Development District.

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137 There were no comments put forth regarding the fiscal year 2021/2022 special  
138 assessments.  
139

140 Mr. Huber asked for a motion to close the public hearing.  
141

On a Motion by Mr. Massa, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2021/2022 Special Assessments for Sterling Hill Community Development District.

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143 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2021-05,**  
144 **Imposing Special Assessments and**  
145 **Certifying an Assessment Roll**  
146

147 Mr. Huber presented Resolution 2021-05, Imposing Special Assessments and  
148 Certifying an Assessment Roll.  
149

On a Motion by Ms. Feliu, seconded by Mr. Massa, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2021-05, Imposing Special Assessments and Certifying an Assessment Roll for Sterling Hill Community Development District.

150



151 **EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2021-06,**  
152 **Setting the Meeting Schedule for**  
153 **Fiscal Year 2021/2022**  
154

155 Mr. Huber presented and reviewed Resolution 2021-06, Setting the Meeting  
156 Schedule for Fiscal Year 2021/2022.  
157

On a Motion by Ms. Feliu, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2021-06, Setting the Meeting Schedule for Fiscal Year 2021/2022 as presented for Sterling Hill Community Development District.

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159 **NINTH ORDER OF BUSINESS** **Consideration of Resumes for Open**  
160 **Seat**  
161

162 The Board reviewed Mr. Jimmy Lee's resume and heard interest from audience  
163 members, Ms. Laura Clark and Mr. Michael Gebala. Each candidate spoke to the Board  
164 to share their interests on running for Board Supervisor. After a lengthy discussion, the  
165 Board appointed Michael Gebala to Seat 4 for the Sterling Hill CDD Board of  
166 Supervisors.  
167

On a motion from Mr. Massa, seconded by Ms. Manuele, the Board appointed Mr. Michael Gebala to Seat 4 for Sterling Hill Community Development District.

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169 **TENTH ORDER OF BUSINESS** **Consideration of RASI Second**  
170 **Addendum to Amenity Contract**  
171

172 The Board reviewed the RASI Second Addendum and agreed to table this item  
173 to the next regular Board meeting.  
174

175 **ELEVENTH ORDER OF BUSINESS** **Consideration of CES Proposal for**  
176 **Yearly Maintenance of the Splash**  
177 **Pad UV System**  
178  
179

On a motion from Ms. Manuele, seconded by Ms. Feliu, the Board approved the CES Proposal for Yearly Maintenance of the Splash Pad UV System in the amount of \$2,450.00 for Sterling Hill Community Development District.

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**TWELFTH ORDER OF BUSINESS**

**Consideration of LaRocca Proposals  
for Pickleball Court & Landscape  
Improvements to Splash Pad**

Mr. Pond presented the LaRocca proposal for Pickleball Courts in the amount of \$109,400.00 and the proposal for Landscape Improvements to the Splash Pad in the amount of \$2,928.

After a lengthy discussion, the Board requested Mr. Pond to trim the scope of the Pickleball Court Proposal and provide other proposals for consideration later.

Ms. Manuele made a motion to approve the Landscape Improvements, NTE \$2,928, and requested Mr. Pond to provide more proposals for consideration.

On a motion from Ms. Manuele, seconded by Mr. Gebala, the Board approves the Landscape Improvements to the Splash Pad, NTE \$2,928 and requested Mr. Pond to provide more proposals for consideration for Sterling Hill Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Meeting held  
on June 17, 2021**

The Board discussed the Minutes of the Board of Supervisors' Meeting held on June 17, 2021. The Board requested several line items be changed on the June 17, 2021 meeting minutes.

On a motion from Ms. Manuele, seconded by Mr. Massa, the Board approved the Minutes of the Board of Supervisors' Meeting that was held on June 17, 2021, as amended, for Sterling Hill Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

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

The Board received the Operation and Maintenance Expenditures for June 2021 in the amount of \$164,020.74.

On a motion from Ms. Feliu, seconded by Ms. Manuele, the Board approved to ratify the invoices from the O&M Expenditures for June 2021 in the amount of \$164,020.74 for Sterling Hill Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Feliu asked the Board if they were ok with Mr. Slushy parking at Sterling Hill. Mr. Pond will approach the Mr. Slushy truck the next time they are on premise and will request liability insurance listing Sterling Hill as an additional insured.

Ms. Miller would like to schedule a workshop to discuss underlying issue with management fees and switching Board positions.

The Board discussed and agreed to continue the current meeting to the August 31, 2021 at 4:30 p.m.

**SIXTEENTH ORDER OF BUSINESS**

**Continuance**

On a motion from Mr. Gebala, seconded by Ms. Manuele, the Board continued the meeting to August 31, 2021 at 4:30 p.m. for Sterling Hill Community Development District.

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 7

# STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

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

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

[www.sterlinghillcdd.org](http://www.sterlinghillcdd.org)

## **Operation and Maintenance Expenditures July 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2021 through July 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:       **\$32,814.44**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Apex Floor & Furniture Care	6724	5570	North & South Clubhouse Carpet & Tile Cleaning Services 07/21	\$ 160.00
Brett F. Croft	6715	68172	Off Duty Patrol 07/21	\$ 90.00
Brett F. Croft	6715	68189	Off Duty Patrol 07/21	\$ 90.00
Brett F. Croft	6726	68303	Off Duty Patrol 07/21	\$ 90.00
Capital Land Management	6725	211375	Install Knockout Roses and Remove Juniper 07/21	\$ 373.33
Chris Croft	6716	68195	Off Duty Patrol 07/21	\$ 90.00
Cory Hauenstein	6740	68091	Off Duty Patrol 06/21	\$ 90.00
DCSI Inc.	6717	28717	Monitoring & Cellular Backup - South Clubhouse 07/21	\$ 128.97
DCSI Inc.	6717	28718	Monitoring & Cellular Backup - North Clubhouse 07/21	\$ 128.97
DCSI Inc.	6727	28762	Service Call Camera Systems 07/21	\$ 345.00
DCSI Inc.	6727	28763	Service Call Camera System 07/21	\$ 415.00
Derek Origon	6710	68105	Off Duty Patrol 06/21	\$ 90.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Derek Origon	6710	68106	Off Duty Patrol 06/21	\$ 90.00
Derek Origon	6735	68246	Off Duty Patrol 07/21	\$ 90.00
Derek Origon	6735	68253	Off Duty Patrol 07/21	\$ 285.00
Fitrev, Inc.	6718	22811	Quarterly Preventative Maintenance 03/21	\$ 95.00
Florida Department of Revenue	6719	37-8015579013-3 06/21	Sales & Use Tax 06/21	\$ 328.18
Gaetano Saverino	6722	68235	Off Duty Patrol 07/21	\$ 285.00
Jesse Fletcher	6729	68259	Off Duty Patrol 07/21	\$ 90.00
Jessica Lynn Hemley	6730	68269	Off Duty Patrol 07/21	\$ 90.00
Johnson, Mirmiran, & Thompson, Inc.	6731	32-176350	Engineering Services 06/21	\$ 1,830.00
Kyle Wilson	6732	68240	Off Duty Patrol 07/21	\$ 285.00
LLS Tax Solutions, Inc.	6733	2336	Arbitrage Rebate Calculation Series 2003A/2003B PE 09/30/20	\$ 500.00
Michael Renczkowski	6712	68099	Off Duty Patrol 06/21	\$ 90.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Michael Renczkowski	6720	68197	Off Duty Patrol 07/21	\$ 90.00
Rizzetta & Company, Inc.	6711	INV0000059417	District Management Fees 07/21	\$ 6,478.92
Rizzetta Amenity Services, Inc.	6721	INV00000000008907	Out Of Pocket Expenses 06/21	\$ 112.25
Rizzetta Amenity Services, Inc.	6721	INV00000000008928	Amenity Management Services 07/21	\$ 11,420.34
Rizzetta Technology Services	6713	INV0000007739	Website Hosting Services 07/21	\$ 100.00
Robert Saliva	6737	9758	Gate Repairs - Brightstone 07/21	\$ 210.00
Robert Saliva	6737	9759	Gate Repairs - Brightstone 07/21	\$ 158.26
Robert Saliva	6737	9760	Gate Repairs - Covey Run 07/21	\$ 105.00
Robert Saliva	6737	9765	Gate Repairs - Covey Run 07/21	\$ 105.00
Robert Saliva	6723	Southern Phone Summary 06/21	Southern Phone Summary 06/21	\$ 513.40
Sasha Muhammad	6734	68296	Off Duty Patrol 07/21	\$ 90.00
Shaun Duval	6728	68247	Off Duty Patrol 07/21	\$ 90.00



# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sterling Hill CDD	CD550	CD550	Debit Card Replenishment	\$ 1,083.02
Straley Robin Vericker	6738	20021	General/Monthly Legal Services 06/21	\$ 1,389.00
Superior Sealers LLC	6739	INV-14	Numbering Stalls In RV/Boat Lot 07/21	\$ 615.00
Superior Sealers LLC	6739	INV-15	Asphalt & Materials 07/21	\$ 3,650.00
Waste Management Inc. of Florida	6714	0659034-1568-8	Waste Disposal Services South Clubhouse 07/21	\$ 231.74
Waste Management Inc. of Florida	6714	0659171-1568-8	Waste Disposal Services North Clubhouse 07/21	<u>\$ 223.06</u>
<b>Report Total</b>				<b><u>\$ 32,814.44</u></b>