



Rizzetta & Company

# **Sterling Hill Community Development District**

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**Board of Supervisors'  
Regular Meeting  
October 21, 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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October 19, 2021

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

**REVISED AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Thursday, October 21, 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 October 2021.....Tab 1
  - D. Amenity Management
    1. Review of September Amenity Report.....Tab 2
  - E. Irrigation Report – CLM .....Tab 3
  - F. District Manager
    1. Presentation of September District Manager Report.....Tab 4
    2. Review of August 2021 Financial Statement.....Tab 5
- 5. BUSINESS ITEMS**
  - A. Ratification of EGIS Renewal Proposal.....Tab 6
  - B. Consideration of CLM Landscape Enhancement Proposals...Tab 7
  - C. Consideration of Shore Commercial Services Pool Maintenance Contract.....Tab 8
- 6. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors Continued Meeting held on August 31, 2021.....Tab 9
  - B. Consideration of Minutes of the Board of Supervisors Regular Meeting held on September 16, 2021.....Tab 10
  - C. Consideration of Operation and Maintenance Expenditures for August 2021.....Tab 11

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 9

**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 continued meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Thursday, August 31, 2021, at 4:30 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</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Nancy Feliu	<b>Board Supervisor, Assistant Secretary</b>
Micheal Gebala	<b>Board Supervisor, Assistant Secretary</b>
Rich Massa	<b>Board Supervisor, Assistant Secretary (via conf. call)</b>

Also present were:

Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Company, Inc</b>
Daryl Adams	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Jason Pond	<b>Clubhouse Manager</b>
Josh Burton	<b>Representative, CLM</b>

Audience	<b>Not Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

The Board opened the continued CDD meeting at 4:30 p.m. and Mr. Matthew Huber noted that there were no audience members in attendance.

**SECOND ORDER OF BUSINESS**

**Management Fees**

The Board wanted to share thoughts with management on the following topics, full time employees receiving 401K, revamping of website, parking, Article #4 HOA docs, and resident pool parties.

Ms. Manuele discussed fulltime employees receiving 401K benefits.

46 Mr. Pond raised discussion point of no partnership and Mr. Massa raised the point of  
47 transparency. Topics to be further discussed.

48  
49 Mr. Messa raised the following topics RASI Fiscal Year 10/2022 as CDD.

- 50  
51 **A.** Website revamp, suggesting we get a one-time cost estimate, receiving a  
52 credit of \$100.00 for 7-9 months  
53 **B.** Crediting RA fee to \$342,500.00  
54 **C.** Website change July 29, 2022 pool party should be August 29, 2022.  
55 **D.** The October Meeting is listed twice.  
56 **E.** Opened discussion of Chairman & Vice Chairman position.

57  
58 Topics to be further discussed at next meeting.

59  
60 Ms. Manuele raised discussion regarding parking. Article # 4 HOA documents Item  
61 F. The Board requested that Vivek Babbar review.

62  
63 Ms. Feliu discussed amending of past minutes.

64  
65 The Board agreed to pay all Board Supervisors attendees for the Continued  
66 meeting.

67  
68 **THIRD ORDER OF BUSINESS**

**Adjournment**

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70  
71  
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73  
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On a motion from Ms. Manuele, seconded by Ms. Miller, the Board of Supervisors approved to adjourn the meeting at 6:11 p.m. for Sterling Hill Community Development District.
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\_\_\_\_\_  
Assistant Secretary

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

# Tab 10

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Thursday, September 16, 2021, at 9:00 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	<b>Board Supervisor, Chairman</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Nancy Feliu	<b>Board Supervisor, Assistant Secretary</b>
Rich Massa	<b>Board Supervisor, Assistant Secretary (Via conference call)</b>
Michael Gebala	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Company, Inc.</b>
Daryl Adams	<b>District Manager, Rizzetta &amp; Company, Inc</b>
Jayna Cooper	<b>District Manager, Rizzetta &amp; Company, Inc</b>
Vivek Babbar	<b>District Counsel, Straley Robin &amp; Vericker (Via conference call)</b>
Stephen Brletic	<b>DE, JMT Engineering (Via conference call)</b>
John Toborg	<b>Field Services Manager, Rizzetta</b>
Scott Brizendine	<b>Vice President of Operations, Rizzetta &amp; Company, Inc.</b>
Jason Pond	<b>Clubhouse Manager</b>
Craig Bramlett	<b>Representative, CLM</b>
Josh Burton	<b>Representative, CLM</b>
Gregg Gruhl	<b>RASI</b>

Audience Present

**FIRST ORDER OF BUSINESS**

**Call to Order**

The Board opened the regular CDD meeting at 9:00 a.m. and Mr. Matthew Huber noted that there were audience members in attendance.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda  
Items**

There were no comments by audience members on agenda items.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No report.

**B. District Engineer Report**

Mr. Brietic provided an update saying that they will review the warranty work in early 2022. Mr. Brietic stated that their goal is to get all areas recoated under warranty in the first part of 2022.

Mr. Pond made mention of DRA's and the fencing issue, stating the weeds are growing in the back corner.

Mr. Brietic made mention of a fence survey & ownership of the fence. To be investigated further.

**C. Field Operations Manager**

Mr. John Toborg mentions that there is a lot of detail work on the report. He would like to see a proposal with photographs of both sides of Elgin Boulevard with Glenburn and Podocarpus.

Mr. Burton and Mr. Bramlett update board on weeds and irrigation. A discussion for fall annuals

Mr. Toborg and Mr. Pond suggested a speed trailer and speed trap set up.

**D. District Manager**

Mr. Huber reminded the Board that the next regular meeting of the Board of Supervisors will be held on October 21, 2021, at 9:00 a.m. at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

**FOURTH ORDER OF BUSINESS**

**Consideration of Rizzetta Amenity  
Services Inc. Second Addendum**

On a motion from Mr. Gebala, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approved the Rizzetta Amenity Services, Inc., Second Addendum, for Sterling Hill Community Development District.

89 **FIFTH ORDER OF BUSINESS** **Public Hearing on Access Card User**  
90 **Fees for Recreation Facilities**  
91

On a motion from Ms. Manuele, seconded by Ms. Miller, with all in favor, the Board of Supervisors, approved to open the Public Hearing for Sterling Hill Community Development District.

92  
93 No public comments.  
94

On a motion from Ms. Feliu, seconded by Ms. Manuele, with all in favor, the Board of Supervisors, closed the Public Hearing for Sterling Hill Community Development District.

95 **SIXTH ORDER OF BUSINESS** **Consideration Resolution 2021-07;**  
96 **Access Card User Fees for**  
97 **Recreational Facilities**  
98  
99

On a motion from Ms. Feliu, seconded by Ms. Manuele, with all in favor, the Board of Supervisors, approved Resolution 2021-07; Access Card User Fees for Recreational Facilities for Sterling Hill Community Development District.

100 **SEVENTH ORDER OF BUSINESS** **Consideration Minutes of Board of**  
101 **Supervisors Regular Meeting held on**  
102 **August 19, 2021**  
103  
104

On a motion from Mr. Gebala, seconded by Ms. Feliu, with all in favor, the Board of Supervisors, approve the Minutes from the Board of Supervisors meeting of August 19, 201, as amended, for Sterling Hill Community Development District.

105 **EIGHTH ORDER OF BUSINESS** **Consideration of Operation and**  
106 **Maintenance Expenditures for July 2021**  
107  
108  
109

On a motion from Ms. Miller, seconded by Ms. Manuele, with all in favor, the Board of Supervisors, ratified the Operation and Maintenance Expenditures for July 2021 - \$32,814.44, for Sterling Hill Community Development District.

110 **NINTH ORDER OF BUSINESS** **Audience Comments**  
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112  
113 There were no audience comments.  
114

115 **TENTH ORDER OF BUSINESS** **Supervisor Requests**  
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117 There were no supervisor requests.

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118 **ELEVENTH ORDER OF BUSINESS**                      **Adjournment**

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On a motion from Ms. Miller seconded by Ms. Manuele, the Board of Supervisors, approved to adjourn the meeting at 10:08 a.m. for Sterling Hill Community Development District.

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

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

DRAFT

# Tab 11

# 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 August 2021 For Board Approval**

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

The total items being presented:       **\$126,175.27**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 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	006769	5583	North & South Clubhouse Carpet & Tile Cleaning Services 08/21	\$ 160.00
Benjamin Witherell	006752	68360	Off Duty Patrol 07/21	\$ 90.00
Benjamin Witherell	006752	68361	Off Duty Patrol 07/21	\$ 90.00
Benjamin Witherell	006763	68428	Off Duty Patrol 08/21	\$ 90.00
Benjamin Witherell	006782	68481	Off Duty Patrol 08/21	\$ 90.00
Brett F. Croft	006754	68397	Off Duty Patrol 07/21	\$ 90.00
Brett F. Croft	006754	68409	Off Duty Patrol 07/21	\$ 90.00
Brett F. Croft	006772	68581	Off Duty Patrol 08/21	\$ 90.00
Brett F. Croft	006772	68589	Off Duty Patrol 08/21	\$ 90.00
Bright House Networks	006741	090269301072221	4411 Sterling Hill Blvd AHMS 07/21	\$ 661.95
Capital Land Management	006742	211317	General Landscape Maintenance 07/21	\$ 17,870.00
Capital Land Management	006742	211339	Seasonal Annual Change Out 07/21	\$ 800.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Capital Land Management	006742	211384	Remove Roses and Install Plants & Mulch 07/21	\$ 1,836.13
Capital Land Management	006771	211436	General Landscape Maintenance 08/21	\$ 17,870.00
Capital Land Management	006771	211486	Irrigation Repairs 08/21	\$ 630.77
Chris Croft	006773	68579	Off Duty Patrol 08/21	\$ 90.00
Christina Miller	006789	CM081921	Board Of Supervisors Meeting 08/19/21	\$ 200.00
Commercial Energy Specialists, Inc.	006784	169680	Replaced Solenoid Valve on Splash Pad 08/21	\$ 486.96
Cory Hauenstein	006743	68349	Off Duty Patrol 07/21	\$ 90.00
Cory Hauenstein	006786	68669	Off Duty Patrol 08/21	\$ 90.00
Cory Hauenstein	006786	68672	Off Duty Patrol 08/21	\$ 90.00
David Martin	006777	68592	Off Duty Patrol 08/21	\$ 90.00
DCSI Inc.	006774	28897	OE-Clam PK 26bit Clamshell Access Cards 08/21	\$ 738.00
DCSI Inc.	006774	28898	Service Call Camera System 08/21	\$ 115.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Derek Origon	006779	68473	Off Duty Patrol 08/21	\$ 90.00
Derek Origon	006791	68686	Off Duty Patrol 08/21	\$ 90.00
DNJ Fencing LLC	006764	33-1	Fence Installation - Balance Due 08/21	\$ 1,500.00
Edward Brandhuber	006770	68455	Off Duty Patrol 08/21	\$ 90.00
Fitrev, Inc.	006775	23862	Service Call 08/21	\$ 40.00
Florida Department of Revenue	006765	37-8015579013-3 07/21	Sales & Use Tax 07/21	\$ 580.91
Hernando County Utilities	006744	SS00001-00 07/21	North Clubhouse Water Bill 07/21	\$ 709.24
Hernando County Utilities	006744	SS00013-00 07/21	South Clubhouse Water Bill 07/21	\$ 263.88
Johnson, Mirmiran, & Thompson, Inc.	006776	33-177979	Engineering Services 07/21	\$ 1,100.00
Michael A. Woodward	006794	68682	Off Duty Patrol 08/21	\$ 90.00
Michael William Gebala	006785	MG081921	Board Of Supervisors Meeting 08/19/21	\$ 200.00
Murphy's Landscaping & Sod, LLC	006745	072621	Resod Areas in Windance Village 07/21	\$ 1,000.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Nancy E Felio	006790	NF081921	Board Of Supervisors Meeting 08/19/21	\$ 200.00
Outsmart Pest Management, Inc.	006746	30592	Pest Control Treatment North Clubhouse 07/21	\$ 75.00
Outsmart Pest Management, Inc.	006746	30593	Pest Control Treatment South Clubhouse 07/21	\$ 75.00
Outsmart Pest Management, Inc.	006766	30870	Pest Control Treatment North Clubhouse 08/21	\$ 75.00
Outsmart Pest Management, Inc.	006766	30871	Pest Control Treatment South Clubhouse 08/21	\$ 75.00
Panzner's Tree Service, Inc.	006757	6009	Remove 20 Marked Trees 07/21	\$ 2,600.00
Richard P. Massa Jr.	006788	RM081921	Board Of Supervisors Meeting 08/19/21	\$ 200.00
Rizzetta & Company, Inc.	006758	INV0000060351	District Management Fees 08/21	\$ 6,478.92
Rizzetta Amenity Services, Inc.	006759	INV00000000008951	Amenity Management Services 07/21	\$ 8,839.68
Rizzetta Technology Services	006760	INV0000007825	Website Hosting Services 08/21	\$ 100.00
Robert Saliva	006748	9768	Gate Repairs - Arborglades 07/21	\$ 1,150.00
Robert Saliva	006768	9898	Gate Repairs -Storage Lot 08/21	\$ 105.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert Saliva	006781	9917	Gate Repairs -Transmitter 08/21	\$ 1,920.00
Robert Saliva	006781	9924	Gate Repairs -Storage Lot 08/21	\$ 105.00
Robert Saliva	006781	9932	Gate Repairs -Windance 08/21	\$ 105.00
Robert Saliva	006792	9993	Gate Repairs - Windance 08/21	\$ 430.00
Robert Saliva	006781	Southern Phone Summary 07/21	Southern Phone Summary 08/21	\$ 533.40
Sandra Grossi	006756	080321 - Grossi	Rental Cancellation 08/21	\$ 60.00
Sandra Manuele	006787	SM081921	Board Of Supervisors Meeting 08/19/21	\$ 200.00
Sasha Muhammad	006778	68458	Off Duty Patrol 08/21	\$ 90.00
Shaun Duval	006755	68399	Off Duty Patrol 07/21	\$ 90.00
Shore Commercial Services, Inc	006747	219971	Pool Maintenance North Clubhouse 07/21	\$ 2,185.00
Shore Commercial Services, Inc	006780	220480	Pool Maintenance North Clubhouse 08/21	\$ 2,185.00
Signature Privacy Walls of Florida, Inc.	006767	1010	Reinstall Entry Sign 0 Covey Run 08/21	\$ 750.00

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 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	CD549	CD549	Debit Card Replenishment	\$ 3,151.18
Straley Robin Vericker	006761	20151	General/Monthly Legal Services 07/21	\$ 85.50
Superior Sealers LLC	006749	INV-13 Balance	Remaining Balance -RV/Boat Lot Paving & Stripping 07/21	\$ 24,930.00
Times Publishing Company	006750	0000170989 07/21/21	Acct # 107011 Legal Advertising 07/21	\$ 420.00
Times Publishing Company	006762	0000170997 07/28/21	Acct # 107011 Legal Advertising 07/21	\$ 90.70
Waste Management Inc. of Florida	006751	0665985-1568-3	Waste Disposal Services South Clubhouse 08/21	\$ 232.39
Waste Management Inc. of Florida	006751	0666120-1568-6	Waste Disposal Services North Clubhouse 08/21	\$ 223.69
Withlacoochee River Electric Cooperative, Inc.	006753	2118959 07/21	Public Lighting & Poles 07/21	\$ 373.70
Withlacoochee River Electric Cooperative, Inc.	006793	2118959 08/21	Public Lighting & Poles 08/21	\$ 689.91
Withlacoochee River Electric Cooperative, Inc.	006753	2161145 07/21	3750 Sterling Hill Blvd 07/21	\$ 111.97
Withlacoochee River Electric Cooperative, Inc.	006793	2161145 08/21	3750 Sterling Hill Blvd 08/21	\$ 93.91
Withlacoochee River Electric Cooperative, Inc.	006753	2161146 07/21	13043 Golden Line Ave 07/21	\$ 42.69

# Sterling Hill Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 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.	006793	2161146 08/21	13043 Golden Line Ave 08/21	\$ 42.05
Withlacoochee River Electric Cooperative, Inc.	006753	Electric Summary Billing 07/21	Withlacoochee Electric Summary Billing 07/21	\$ 9,590.76
Withlacoochee River Electric Cooperative, Inc.	006793	Electric Summary Billing 08/21	Withlacoochee Electric Summary Billing 08/21	<u>\$ 9,176.98</u>
<b>Report Total</b>				<b><u>\$ 126,175.27</u></b>