



Rizzetta & Company

Sterling Hill Community Development District

Board of Supervisors' Regular Meeting February 17, 2022

**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
	Michael Gebala	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

February 10, 2022

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

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Thursday, February 17, 2022 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 final agenda for this meeting:

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. HA5 Update
 2. Discussion of Forthcoming Developments
 - C. Field Operations Manager
 1. Review of Field Inspection Report..... Tab 1
 2. Juniper's Response to Inspection..... USC
 3. Consideration of Juniper Proposals..... Tab 2
 - D. Amenity Management
 1. Review of Amenity Report..... Tab 3
 - E. District Manager
 1. Review of District Manager Report..... Tab 4
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors
Regular Meeting held on January 20, 2022 Tab 5
- 6. AUDIENCE COMMENTS**
- 7. SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 994-1001.

Sincerely,
Matthew Huber
Matthew Huber
Regional District Manager

Tab 1

STERLING HILL

FIELD INSPECTION REPORT



January 31, 2022
Rizzetta & Company
John R. Toborg – Manager, Field Services



Rizzetta & Company
Professionals in Community Management

Summary, North Park, Arborglades

General Updates, Recent & Upcoming Maintenance Events

- During the month of March, all Bahia turf shall receive an application of 3388 lbs. (68 – 50 lb. bags) of 9-0-24 fertilizer with a pre-emergent herbicide. Additionally, all ornamentals shall receive an application of 2050 lbs. (41 – 50 lb. bags) of 8-10-10 fertilizer. And finally, all palms shall receive an application of 2050 lbs. (41 – 50 lb. bags) of 8-2-12+4Mg fertilizer.
- CLM to notify me and clubhouse staff at least five days prior to each application and check into the clubhouse on the day of application so on-site staff can verify quantities and type of fertilizer.
- I've been notified by Juniper that the mulch will commence 2-14-22. Juniper needs to ensure the edges of beds adjacent to sidewalks, particularly where there is a slope, there is a 4" x 12" bevel to help hold in mulch.
- Palm trimming shall commence the second week of February.

The following are action items for Juniper to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Orange** is for staff. **Bold & underlined is info. or questions for the BOS.**

1. **Please be patient and tolerant with the amount of freeze damage. This unattractive material should stay in place until threat of freezing weather has passed.**
2. Having said that above, I still would like Juniper to take approximately one (1) foot of dead material off the Dw. Firebush on the median to the left leaving North Park. This is strictly for visibility purposes. (Pic 2)
3. **Provide a date as to when Louis Peters' Live Oak tree will be replaced.**
4. The Dw. India Hawthorn at Arborglades has red spots on the leaves, a lead-up to Entomosporium. Juniper to treat accordingly.
5. I feel since we've lost so much Anise between Arborglades and Edgemere in the past, as it dies, we should replace it with 3 Gal., FULL Sweet Viburnum. (Pic 5)



Edgemere, North Park, Brightstone Place, Brackenwood

6. Juniper to properly remove a broken limb from a tree between Edgemere and North Park. (Pic 6)



7. Hand pull tall weeds from the Hawthorn on the median between Edgemere and Brightstone Place.
8. Juniper to provide a schedule in this response outlying the dates of demolition, irrigation retrofitting and turf replacement on the medians from Elgin to Glenburne entrance and Amersham Isles/Brackenwood entrances.
9. Clean up the beds underneath the large Crape Myrtles along the fence line on the back side of Amersham Isles. They are littered with a lot of broken branches.
10. Juniper to provide a date as to when ALL broken irrigation valve boxes/lids will be replaced. Some have, many haven't.
11. As boxes have been replaced, Juniper needs to return at the proper time and replace the Bahia turf surrounding them.
12. When is the remaining Aztec Grass leading up to the south intersection on the Amersham Isles corner going to be removed?
13. The annual beds were not built up and elevated during this last rotation as they should have been per spec.

14. Eradicate a small-leaved weed in the plant beds in front of the signs on the Glenburne corner of the north intersection.
15. Much of the Petite Salmon Oleander at Barrington got hit by the freeze. Variegated Confederate Jasmine was also hit pretty good.
16. It appears a couple of the Ribbon Palms at Barrington have begun to push out new growth. Where we used to have three that I felt needed replaced, I feel we now have only one and it is on the rear median behind the gates. (Pic 16)



17. Remove scraggly Dw. India Hawthorn between the lift station on south SH Blvd. and Covey Run.
18. Juniper will need to replace the Purple Queens that were installed at Haverhill and froze. Juniper was instructed not to install plants until after threats of freezing weather has passed.



Tab 2



Proposal

Proposal No.: 145163

Proposed Date: 02/08/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	Ligustrum Replacement witt Crape

This Proposal is for The Rear Island at Edgemere , Replace Ligustrum with 45G Muskogee Crape Myrtle .

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
ME: Landscape Enhancements					\$1,237.39
Muskogee Crape Myrtle, Multi, 10-12' x 5-6', 4" cal, MUL - 45G	1.00	45g	\$579.86	\$579.86	
Pine Bark, 03CF bag - 03CF	2.00	03CF	\$11.77	\$23.53	
Heavy Equipment Hours	2.00	1	\$125.00	\$250.00	
Maintenance Division Labor	8.00	HR	\$48.00	\$384.00	
				Total:	\$1,237.39

Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

Standard Warranty: Juniper agrees to warranty irrigation, drainage and lighting for 1 year, trees and palms for 6 months, shrubs and ground cover for 3 months, and sod for 30 days. This warranty is subject to and specifically limited by the following:

Warranty is not valid on relocated material, annuals and any existing irrigation, drainage and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damage caused by others. Failure of water or power source not caused by Juniper will void warranty. The above identified warranty periods commence upon the date of completion of all items included in this proposal. Standard Warranty does not modify or supersede any previously written agreement. Juniper is not responsible for damage to non-located underground.

Residential Agreement: Any and all jobs \$500.00 and below will require Juniper Landscaping to collect full payment before any work will begin. Any and all jobs \$500.00 and above will require a 50% deposit before any work will begin. Any and all balance will be due upon job completion in full, unless otherwise noted in writing. All work will be performed in a workman like manner in accordance to said proposal. Any additional work added to original proposal will require written approval, may require additional deposits and will be due on completion with any remaining balances owed.

DUE TO THE NATURE OF MATERIAL COST VOLATILITY, WE ARE CURRENTLY HOLDING PRICING FOR THIRTY (30) DAYS FROM PROPOSAL DATE

_____ Signature (Owner/Property Manager)	_____ Date
_____ Printed Name (Owner/Property Manager)	
_____ Signature - Representative	_____ Date

Blank



Proposal

Proposal No.: 145182

Proposed Date: 02/08/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	Amersham Pump Area drip.

This proposal is to reroute the drip above ground to PVC underground to prevent damage .Item # 3 in the January Report

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Irrigation Enhancement					\$322.86
Misc Fittings - up to 1"	8.00	EA	\$2.86	\$22.86	
Maintenance Division Labor	4.00	HR	\$75.00	\$300.00	
Total:					\$322.86

Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

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_____ Signature (Owner/Property Manager)	_____ Date
_____ Printed Name (Owner/Property Manager)	
_____ Signature - Representative	_____ Date

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Proposal

Proposal No.: 146033

Proposed Date: 02/08/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	Anise Replacement

Replace damaged Anise with Yellow Anise hit by car . Elgin at Glenburne Wall .

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
ME: Landscape Enhancements					\$643.75
Florida Anise, 07 gallon - 07G	4.00	07g	\$53.33	\$213.32	
Maintenance Division Labor	8.00	HR	\$48.00	\$384.00	
Pine Bark, 03CF bag - 03CF	4.00	03CF	\$11.61	\$46.43	
				Total:	\$643.75

Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

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_____ Signature (Owner/Property Manager)	_____ Date
_____ Printed Name (Owner/Property Manager)	
_____ Signature - Representative	_____ Date

Blank



Proposal

Proposal No.: 146037

Proposed Date: 02/08/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	Junction Box Brackenwood

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
ME: Landscape Enhancements					\$565.28
Pineapple Guava, 03 gallon - 03G	13.00	03g	\$23.33	\$303.31	
Maintenance Division Labor	4.00	HR	\$48.00	\$192.00	
Pine Bark, 03CF bag - 03CF	6.00	03CF	\$11.66	\$69.97	
				Total:	\$565.28

Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

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_____ Signature (Owner/Property Manager)	_____ Date
_____ Printed Name (Owner/Property Manager)	
_____ Signature - Representative	_____ Date

Tab 3

Operations Report – January 2022

Sterling Hill CDD

Phone: 352-686-5161 • Email: sterlinghillclub@live.com

Clubhouse Manager: Jason Pond



Clubhouse Maintenance and Improvements

- Monthly carpet and floor cleaning by Apex.
- Professionally cleaned mat flooring in north and south fitness centers and billiard room.
- North and south pool awnings were professionally cleaned.
- Rented a lift and replaced out lights on basketball and tennis courts.
- Trimmed back tree limbs at both courts and away from street lights at north clubhouse.
- Touch up painted wainscoting in north fitness center.
- Pressure washed sidewalks near courts at north clubhouse.
- Installed two new nets at basketball court,
- Installed chain and employee only sign at splash pad pump walkway area.
- Cleaned north and south clubhouse roof soffits.
- Pressure washed south clubhouse playground equipment.

Gate Report

- Mandalay Place and Arborglades call box stopped working. Turned off and cycled power, all working properly at this time.
- Upgraded all the cellular controllers at each of the village entrances due to 3G being turned off.

Private Event Rentals

North Clubhouse:

01/16/22 – Birthday Party

South Clubhouse:

No rentals in January

Field Maintenance

- Trash clean-up in the DRA's, wooded areas, and trash and debris clean up along Sterling Hill Blvd.
- Took down and cleaned up all the Christmas lights at clubhouses and main entrances.
- Cleaned and painted over graffiti on barrier wall in Brackenwood.
- Cleaned curbing at entrance of Brightstone and Arborglades.
- Replaced out six faulty up lights at village entrances.
- Installed replacement street signs around community, a total of 40 signs.



Rizzetta & Company

Tab 4



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** March 24, 2022 at 9:00 a.m.
- **FY 2020-2021 Audit Completion Deadline:** March 2022
- **Next Election:** November 8, 2022
 - Seats 1 – Sandra Manuele, 2 – Christina Miller, & 3 – Richard Massa

District Manager's Report

February 17

2022

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FINANCIAL SUMMARY

12/31/2021 -

General Fund Cash &
Investment Balance:

\$1,650,161

Reserve Fund Cash &
Investment Balance:

\$1,038,902

Debt Service Fund Investment
Balance:

\$904,491

**Total Cash and Investment
Balances:**

\$3,593,554

General Fund Expense Variance: \$70,125

**Under
Budget**



Rizzetta & Company

Sterling Hill Community Development District

**Financial Statements
(Unaudited)**

December 31, 2021

Prepared by: Rizzetta & Company, Inc.

sterlinghillcdd.org
rizzetta.com

Sterling Hill Community Development District

Balance Sheet

As of 12/31/2021

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Governmental Funds	General Fixed Assets Account Group	General Long-Term Debt Account Group
Assets						
Cash In Bank	1,268,529	0	0	1,268,529	0	0
Investments	381,632	0	904,491	1,286,124	0	0
Investments - Reserves	0	1,038,902	0	1,038,902	0	0
Accounts Receivable	96,983	128,562	118,415	343,960	0	0
Allowance for Uncollectable Accounts	0	0	0	0	0	0
Prepaid Expenses	0	0	0	0	0	0
Deposits	30,663	0	0	30,663	0	0
Due From Other Funds	0	0	0	0	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	27,219,590	0
Total Assets	<u>1,777,808</u>	<u>1,167,464</u>	<u>1,022,906</u>	<u>3,968,177</u>	<u>27,219,590</u>	<u>13,630,000</u>
Liabilities						
Accounts Payable	26,152	0	0	26,152	0	0
Sales Tax Payable	0	0	0	0	0	0
Accrued Expenses Payable	395	0	0	395	0	0
Due To Other Funds	0	0	0	0	0	0
Deferred Revenue	760	0	0	760	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
Total Liabilities	<u>27,307</u>	<u>0</u>	<u>5,155,000</u>	<u>5,182,307</u>	<u>0</u>	<u>13,630,000</u>
Fund Equity And Other Credits						
Beginning Fund Balance	627,841	1,038,876	(4,522,974)	(2,856,257)	27,219,590	0
Net Change in Fund Balance	<u>1,122,659</u>	<u>128,588</u>	<u>390,880</u>	<u>1,642,127</u>	<u>0</u>	<u>0</u>
Total Fund Equity And Other Credits	<u>1,750,500</u>	<u>1,167,464</u>	<u>(4,132,094)</u>	<u>(1,214,130)</u>	<u>27,219,590</u>	<u>0</u>
Total Liabilities And Fund Equity	<u>1,777,808</u>	<u>1,167,464</u>	<u>1,022,906</u>	<u>3,968,177</u>	<u>27,219,590</u>	<u>13,630,000</u>

See Notes to Unaudited Financial Statements

Sterling Hill Community Development District

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2021 Through 12/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Revenues					
Interest Earnings					
Interest Earnings	0	0	12	12	0.00%
Special Assessments					
Tax Roll	1,357,157	1,357,157	1,393,889	36,732	(2.70)%
Other Miscellaneous Revenues					
Miscellaneous	0	0	2,606	2,606	0.00%
RV & Boat Storage Rental	20,000	5,000	18,841	13,841	5.79%
Insurance Proceeds	0	0	20,253	20,253	0.00%
Total Revenues	1,377,157	1,362,157	1,435,600	73,443	(4.24)%
Expenditures					
Legislative					
Supervisor Fees	13,000	3,250	3,000	250	76.92%
Financial & Administrative					
Administrative Services	8,727	2,182	2,182	0	75.00%
District Management	34,629	8,657	8,657	0	75.00%
District Engineer	12,000	3,000	1,895	1,105	84.20%
Disclosure Report	2,000	0	0	0	100.00%
Tax Collector/Property Appraiser Fees	2,750	2,750	2,675	75	2.74%
Assessment Roll	5,093	5,093	5,093	0	0.00%
Financial & Revenue Collections	5,093	1,273	1,273	0	74.99%
Accounting Services	19,400	4,850	4,850	0	74.99%
Auditing Services	3,865	0	0	0	100.00%
Arbitrage Rebate Calculation	1,000	1,000	500	500	50.00%
Public Officials Liability Insurance	3,850	3,850	3,673	177	4.59%
Legal Advertising	800	200	0	200	100.00%
Dues, Licenses & Fees	750	175	175	0	76.66%
Website Hosting, Maintenance, Backup	3,500	1,986	1,838	149	47.50%
Legal Counsel					
District Counsel	20,000	5,000	3,394	1,606	83.03%
Law Enforcement					
Deputy	35,000	8,750	5,820	2,930	83.37%
Security Operations					
Security Monitoring & Maintenance	14,000	3,500	732	2,768	94.77%
Electric Utility Services					

Sterling Hill Community Development District

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2021 Through 12/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Utility Services	50,000	12,500	10,757	1,743	78.48%
Street Lights	75,000	18,750	16,188	2,562	78.41%
Garbage/Solid Waste Control Services					
Garbage - Recreational Facility	6,500	1,625	1,394	231	78.55%
Water-Sewer Combination Services					
Utility Services	7,000	1,750	1,855	(105)	73.50%
Stormwater Control					
Dry Retention Pond Repair	3,000	750	0	750	100.00%
Other Physical Environment					
General Liability Insurance	5,500	5,500	5,199	301	5.47%
Property Insurance	31,000	31,000	30,142	858	2.76%
Entry & Walls Maintenance	7,000	1,750	518	1,232	92.60%
Landscape Maintenance	249,000	62,250	62,125	125	75.05%
Irrigation Repairs	25,000	6,250	1,777	4,473	92.89%
Landscape - Mulch	70,000	17,500	0	17,500	100.00%
Landscape - Annual Color	2,400	600	600	0	75.00%
Fire Ant Treatment	1,500	375	285	90	81.00%
Landscape Replacement Plants, Shrubs, Trees	30,000	7,500	5,725	1,775	80.91%
Sod Replacement	20,000	5,000	0	5,000	100.00%
Field Services	8,400	2,100	1,950	150	76.78%
Holiday Decorations	3,000	3,000	2,480	520	17.33%
Road & Street Facilities					
Gate Phone	6,000	1,500	1,540	(40)	74.33%
Gate Facility Maintenance	30,000	7,500	29,142	(21,642)	2.86%
Sidewalk Repair & Maintenance	20,000	5,000	0	5,000	100.00%
Street Sign Repair & Replacement	1,500	375	2,121	(1,746)	(41.37)%
Pressure Washing Curbing and Sidewalks	8,000	2,000	0	2,000	100.00%
Parks & Recreation					
Management Contract	342,500	85,625	70,786	14,839	79.33%
Pest Control	0	0	450	(450)	0.00%
Facility Maintenance & Repair	35,000	8,750	4,196	4,554	88.01%
Telephone, Fax, Internet	8,000	2,000	2,504	(504)	68.70%
Office Supplies	3,500	875	237	638	93.22%
Furniture Repair/Replacement	2,000	500	808	(308)	59.57%
Vehicle Maintenance	4,500	1,125	1,305	(180)	71.00%

See Notes to Unaudited Financial Statements

Sterling Hill Community Development District

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2021 Through 12/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Pool Service Contract - Supplies & Repairs	37,500	9,375	11,289	(1,914)	69.89%
Playground Equipment & Maintenance	7,000	1,750	0	1,750	100.00%
Athletic/Park Court/Field Repairs	3,500	875	0	875	100.00%
Miscellaneous Expense	6,000	1,500	173	1,327	97.11%
Wildlife Management Services	3,000	750	0	750	100.00%
Fitness Equipment Maintenance & Repair	2,500	625	330	295	86.80%
Special Events					
Special Events	3,000	750	1,311	(561)	56.29%
Contingency					
Capital Outlay	73,900	18,475	0	18,475	100.00%
Total Expenditures	<u>1,377,157</u>	<u>383,066</u>	<u>312,941</u>	<u>70,125</u>	<u>77.28%</u>
Excess Of Revenues Over (Under) Expenditures	<u>0</u>	<u>979,091</u>	<u>1,122,659</u>	<u>143,568</u>	<u>0.00%</u>
Exc. of Rev/Other Sources Over/(Under) Expend/Other Uses	<u>0</u>	<u>979,091</u>	<u>1,122,659</u>	<u>143,568</u>	<u>0.00%</u>
Fund Balance, Beginning of Period	0	0	627,841	627,841	0.00%
Fund Balance, End of Period	<u><u>0</u></u>	<u><u>979,091</u></u>	<u><u>1,750,500</u></u>	<u><u>771,410</u></u>	<u><u>0.00%</u></u>

See Notes to Unaudited Financial Statements

Sterling Hill Community Development District

Statement of Revenues and Expenditures

Reserve Fund - 005

From 10/1/2021 Through 12/31/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percent Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	26	26	0.00%
Special Assessments				
Tax Roll	128,562	128,562	0	0.00%
Total Revenues	128,562	128,588	26	0.02%
Expenditures				
Contingency				
Road Reserve	95,382	0	95,382	100.00%
Asset Replacement Reserve	33,180	0	33,180	100.00%
Total Expenditures	128,562	0	128,562	100.00%
Excess Of Revenues Over (Under) Expenditures	0	128,588	128,588	0.00%
Exc. of Rev/Other Sources Over/(Under) Expend/Other Uses	0	128,588	128,588	0.00%
Fund Balance, Beginning of Period	0	1,038,876	1,038,876	0.00%
Fund Balance, End of Period	0	1,167,464	1,167,464	0.00%

Sterling Hill Community Development District

Statement of Revenues and Expenditures

Debt Service Fund--Series 2003 - 200

From 10/1/2021 Through 12/31/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percent Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	15	15	0.00%
Special Assessments				
Tax Roll	790,519	799,309	8,790	1.11%
Total Revenues	790,519	799,323	8,804	1.11%
Expenditures				
Legal Counsel				
Bond Counsel	0	336	(336)	0.00%
Debt Service				
Interest	390,519	408,108	(17,588)	(4.50)%
Principal	400,000	0	400,000	100.00%
Total Expenditures	790,519	408,443	382,076	48.33%
Excess Of Revenues Over (Under) Expenditures	0	390,880	390,880	0.00%
Exc. of Rev/Other Sources Over/(Under) Expend/Other Uses	0	390,880	390,880	0.00%
Fund Balance, Beginning of Period	0	(4,522,974)	(4,522,974)	0.00%
Fund Balance, End of Period	0	(4,132,094)	(4,132,094)	0.00%

Sterling Hill CDD
Investment Summary
December 31, 2021

<u>Account</u>	<u>Investment</u>	<u>Balance as of</u> <u>December 31, 2021</u>
SunTrust	Business Money Market	\$ 10,001
The Bank of Tampa	Business Money Market	5,762
The Bank of Tampa ICS: Operating		
TriState Capital Bank	Business Money Market	117,517
Israel Discount Bank of New York	Business Money Market	248,352
Total General Fund Investments		\$ 381,632
The Bank of Tampa ICS Road Reserve		
Pacific Western Bank	Business Money Market	\$ 27,647
Park National Bank	Business Money Market	248,352
TriState Capital Bank	Business Money Market	130,834
United Bank	Business Money Market	248,352
	Subtotal	655,185
The Bank of Tampa ICS Asset Replacement Reserve		
NexBank	Business Money Market	248,352
Pacific Western Bank	Business Money Market	135,365
	Subtotal	383,717
Total Reserve Fund Investments		\$ 1,038,902
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	701,522
US Bank Series 2003 Prepayment A	US Bank Money Market Account-Managed	55,212
Total Debt Service Fund Investments		\$ 904,491

Sterling Hill Community Development District

Summary A/R Ledger

001 - General Fund

From 12/1/2021 Through 12/31/2021

Invoice Date	Customer Name	Invoice Number	Current Balance
10/1/2021	Hernando County Tax Collector	FY21-22	96,983.37
		Total 001 - General Fund	96,983.37

Sterling Hill Community Development District

Summary A/R Ledger

005 - Reserve Fund

From 12/1/2021 Through 12/31/2021

<u>Invoice Date</u>	<u>Customer Name</u>	<u>Invoice Number</u>	<u>Current Balance</u>
10/1/2021	Hernando County Tax Collector	FY21-22	<u>128,562.00</u>
		Total 005 - Reserve Fund	128,562.00

Sterling Hill Community Development District

Summary A/R Ledger

200 - Debt Service Fund--Series 2003

From 12/1/2021 Through 12/31/2021

Invoice Date	Customer Name	Invoice Number	Current Balance
10/1/2021	Hernando County Tax Collector	FY21-22	118,414.54
		Total 200 - Debt Service Fund--Series 2003	118,414.54
Report Balance			343,959.91

Sterling Hill Community Development District

Aged Payables by Invoice Date

Aging Date - 12/1/2021

001 - General Fund

From 12/1/2021 Through 12/31/2021

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
Bright House Networks	12/21/2021	090269301122121	4411 Sterling Hill Blvd AHMS 12/21	661.95
Withlacoochee River Electric Cooperative, Inc.	12/22/2021	2118959 12/21	Public Lighting & Poles 12/21	692.56
Withlacoochee River Electric Cooperative, Inc.	12/22/2021	2161145 12/21	3750 Sterling Hill Blvd B Well 12/21	97.19
Withlacoochee River Electric Cooperative, Inc.	12/22/2021	2161146 12/21	13043 Golden Line Ave Gate 12/21	43.05
Withlacoochee River Electric Cooperative, Inc.	12/22/2021	Electric Summary Billing 12/21	Withlacoochee Electric Summary Billing 12/21	9,676.61
Rizzetta Amenity Services, Inc.	12/23/2021	INV00000000009403	Personnel 12/23/21	11,287.17
Robert Saliva	12/23/2021	Southern Phone Summary 12/21	Southern Phone Summary 12/21	513.40
Benjamin Witherell	12/25/2021	70169	Off Duty Patrol 12/21	90.00
Thomas Castiglione	12/27/2021	TC122721	Off Duty Patrol 12/21	480.00
Jesse Fletcher	12/27/2021	70197	Off Duty Patrol 12/21	90.00
Straley Robin Vericker	12/29/2021	20847	General/Monthly Legal Services 12/21	1,653.75
Fitrev, Inc.	12/30/2021	24615	Quarterly Preventative Maintenance 12/21	95.00
Fitrev, Inc.	12/30/2021	24617	Quarterly Preventative Maintenance 12/21	235.00
Florida Department of Revenue	12/31/2021	37-8015579013-3 12/21	Sales & Use Tax 12/21	341.79
Jessica Lynn Hemley	1/2/2022	70241	Off Duty Patrol 12/21	90.00
Robert Saliva	1/4/2022	10517	Gate Repairs - Mandalay 12/21	105.00
Report Total				26,152.47

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

Balance Sheet

1. Trust statement activity has been recorded through 12/31/21.
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 December 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 – Payment Terms

6. Payment terms for landowner assessments are (a) defined in the FY21-22 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

Summary A/R Ledger - Subsequent Collections

7. Reserve Fund - Payment for invoice FY21-22 in the amount of \$71,078.72 was received in January 2022.
8. Debt Service Fund - Payment for invoice FY21-22 in the amount of \$37,317.35 was received in January 2022.

Blank



Quarterly Compliance Audit Report

Sterling Hill

Date: December 2021 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

Table of Contents

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

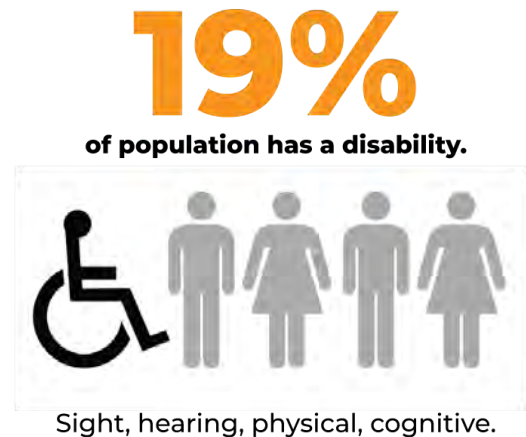
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

Tab 5

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, January 20, 2022 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	Board Supervisor, Chairman
Sandra Manuele	Board Supervisor, Vice Chairman
Nancy Feliu	Board Supervisor, Assistant Secretary
Rich Massa	Board Supervisor, Assistant Secretary <i>(via conference call)</i>
Michael Gebala	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	Regional District Manager, Rizzetta & Company, Inc.
Jayna Cooper	District Manager, Rizzetta & Company, Inc.
John Toborg	Field Services Manager, Rizzetta & Company, Inc.
Stephen Brletic	DE, JMT Engineering <i>(Via conference call)</i>
Vivek Babbar	DC, Straley, Robin, Vericker <i>(Via conference call)</i>
Jason Pond	Clubhouse Manager
Craig Bramlett	Representative, Juniper Landscape <i>(Via conference call)</i>

Audience	Present
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FIRST ORDER OF BUSINESS**Call to Order**

Mrs. Cooper called the meeting to order at 6:38 p.m. and noted that there were audience members present.

SECOND ORDER OF BUSINESS**Audience Comments on Agenda
Items**

No comments.

THIRD ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Mr. Babbar informed the Board he is monitoring the legislative session and will keep the Board apprised of any pertinent updates.

Mr. Babbar informed the Board that Holbrook Asphalt's schedule is delayed. The warranty work will be completed within the next six weeks.

B. District Engineer Report

Mr. Brletic informed the Board that as of the meeting date, there were no red flags with the permitting. The boat storage pre-application meeting with Hernando County is scheduled for February 10.

Mr. Brletic discussed the notice that was sent regarding the new development at the south end of Sterling Hill Blvd. and stated that he can make a public records request for any documents regarding this development so far. He will attend the informational Zoom meeting on January 26 and will update the Board at the February meeting.

Mr. Pond suggested that the Board consider installing swipe cards for the tennis courts, playgrounds, and dog park in advance of the start of the development.

Mr. Huber recommended that Board members attend the Zoom meeting as residents of Sterling Hill, not as CDD representatives, if they have questions or concerns about the new development.

C. Field Operations Manager

Mr. Toborg reviewed the field inspection report and answered Board members' questions. He will look into options to replace Louis Peter's memorial oak and present them to the Board for consideration.

Mr. Bramlett stated that the sabal palm between Edgemere and the north clubhouse was removed on Monday, January 17. He stated that his crew will take care of the maintenance of the inside of the Barrington fence on Monday, January 24.

D. Amenity Management

Mr. Pond presented the Year in Review to the Board.

Mr. Pond updated the Board that he had been contacted by a representative from the Food Truck Collective, which schedules food trucks to come to the clubhouse at no cost to the District. He is working on getting more information about it and will keep the Board informed.

Mr. Pond informed the Board that he will be attending a free event showcasing different clubhouse entertainment on January 31. He will update the Board on ideas for vendors and events at the February meeting.

Mr. Pond presented two proposals to upgrade the cellular controllers at each gated entrance due to the 3G sunset in February and answered Board members' questions.

On a motion from Mr. Gebala, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the Southern Automated Access Services proposal for \$9,720.00 for the Sterling Hill Community Development District.

Mr. Pond presented a proposal for pool furniture replacement at the North and South clubhouses.

On a motion from Ms. Manuele, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved the Horizon Casual estimates for the North clubhouse for \$2,390.28 and South Clubhouse for \$1,608.24 for the Sterling Hill Community Development District.

Mr. Pond presented a proposal for awning cleaning at both clubhouses.

On a motion from Ms. Feliu, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the Awnclean proposal for the North and South clubhouse for \$2,400.00 for the Sterling Hill Community Development District.

E. District Manager

Mrs. Cooper presented the December District Manager Report.

Mrs. Cooper reminded the Board that the next regular meeting of the Board of Supervisors will be held on February 17, 2022 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 Minutes of Board of Supervisors Regular Meeting held on December 16, 2021

On a motion from Ms. Miller, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors meeting held on December 16, 2021 as presented for the Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

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

On a motion from Mr. Gebala, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for December 2021 in the amount of \$108,649.62 for the Sterling Hill Community Development District.

SIXTH ORDER OF BUSINESS

Audience Comments

No comments.

SEVENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Feliu requested that Mr. Pond plan another movie night event after the success of the holiday event in December.

EIGHTH ORDER OF BUSINESS

Adjournment

On a motion from Ms. Miller, seconded by Ms. Feliu, with all in favor, the Board of Supervisors adjourned the meeting at 7:37 p.m. for the Sterling Hill Community Development District.

Assistant Secretary

Chairman/Vice Chairman



Southern Automated Access Services, Inc

P.O. Box 46535

Tampa, FL 33646

Estimate

Date	Estimate#
1/11/2022	1644

Name / Address
Sterling Hill CDD 4411 Sterlinghill Blvd Spring Hill, FL 34609

Description	Qty	Cost	Total
This estimate is to upgrade the cellular controllers at each gated entrance due to the 3G sunset in February. 3G will be turned off on February 22, 2022. The cellular data will no longer function at that time.			
Door King Cellular control board.	10	867.00	8,670.00
Hourly Tech Charge	10	105.00	1,050.00
Estimate valid for 30 days.		Total	\$9,720.00

Please sign and return if acceptable

Signature

Christina Miller 01/20/2022
Christina Miller, Chair
Sterling Hill CDD

Phone #
813-714-1430

E-mail
saasgates@gmail.com

Horizon Casual, Inc
P.O Box 1000
Ocala, FL 34478
(352) 622-6852
www.horizoncasual.com



Estimate

ADDRESS

Sterling Hill CDD
Contry Road 572
Spring Hill, FL 34606

SHIP TO

Sterling Hill CDD
Clubhouse
4250 Sterling Hill Blvd
Spring Hill, FL 34609

ESTIMATE # 4282

DATE 01/10/2022

SALES REP

Maria

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
		South Club House		
10	1202	Biscayne Strap Chaise Lounge- 14" Seat Height	141.00	1,410.00T
1	1109	Biscayne Strap Dining Chair	78.00	78.00T
1	Colors	Frame- 201 White	0.00	0.00
		Vinyl - 202 Vanilla with Accents 204 Saffron 2nd, 3rd, 4th Top		
		204 Saffron 2nd & 3rd Bottom		
1	ETA	CURRENT LEAD TIME FOR SHIPPING: 18-20 WEEKS PLEASE NOTE: Due to the pandemic, raw material shortages, warehouse and freight staffing shortages, all delivery dates are tentative. We appreciate your business and understanding.	0.00	0.00T

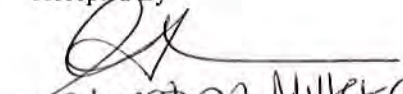
To Process your order, Please, sign and date the bottom of the estimate and return via email. Thank you for your business!

All claims must be made within five days after receipt of goods, and claims for loss or damage in transit must be filed at once with carrier. We hold a shipping receipt in good order and accept no liability. If merchandise is damaged in transit and so received, you are responsible for securing proper notation of such damage from your local freight agent in order to secure settlement. Title of shipment passes to you upon delivery to, properly receipted by, transportation carrier. We are not responsible for delays in transit and our terms are not to be affected by such delays. Merchandise returned without written authorization will be refused. Goods listed herein remain property of Horizon Casual Inc. until invoice is paid.

SUBTOTAL	1,488.00
DISCOUNT 2%	-29.76
TAX	0.00
SHIPPING	150.00
TOTAL	\$1,608.24

Accepted By

Accepted Date


Christina Milley, Chairman
Sterling Hill CDD

01/20/2022

Horizon Casual, Inc
P.O Box 1000
Ocala, FL 34478
(352) 622-6852
www.horizoncasual.com



Estimate

ADDRESS

Sterling Hill CDD
Contry Road 572
Spring Hill, FL 34606

SHIP TO

Sterling Hill CDD
Clubhouse
4411 Sterling Hill Blvd
Spring Hill, FL 34609
352-686-5161

ESTIMATE # 4281

DATE 01/10/2022

SALES REP

Maria

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
		North Club House		
12	1202	Biscayne Strap Chaise Lounge- 14" Seat Height	141.00	1,692.00T
4	1109	Biscayne Strap Dining Chair	78.00	312.00T
2	1803ALMD	18" Aluminum Deco Top Side Table	141.00	282.00T
1	Colors	Frame-201 White	0.00	0.00
		Vinyl - 230 Seafoam with Accents 2nd & 4th 232 Adobe 3rd 237		
		Putty Top Only		
		Table Top Pattern - F- Boardwalk		
1	ETA	CURRENT LEAD TIME FOR SHIPPING: 18-20 WEEKS PLEASE NOTE: Due to the pandemic, raw material shortages, warehouse and freight staffing shortages, all delivery dates are tentative. We appreciate your business and understanding.	0.00	0.00T

To Process your order, Please, sign and date the bottom of the estimate and return via email. Thank you for your business!

All claims must be made within five days after receipt of goods, and claims for loss or damage in transit must be filed at once with carrier. We hold a shipping receipt in good order and accept no liability. If merchandise is damaged in transit and so received, you are responsible for securing proper notation of such damage from your local freight agent in order to secure settlement. Title of shipment passes to you upon delivery to, properly receipted by, transportation carrier. We are not responsible for delays in transit and our terms are not to be affected by such delays. Merchandise returned without written authorization will be refused. Goods listed herein remain property of Horizon Casual Inc. until invoice is paid.

SUBTOTAL	2,286.00
DISCOUNT 2%	-45.72
TAX	0.00
SHIPPING	150.00
TOTAL	\$2,390.28

Accepted By

Christina Miller, chairman
Sterling Hill CDD

Accepted Date

01/20/2022

PH: (813) 258-9344
TOLL FREE: 1-800-458-6588
www.awnclean.com
501 N. Newport Ave.
Tampa, FL 33606



Date: 1/19/22
Proposed By: Sariah Dyke
Quote# 36199
Proposal# 20237

Proposal and Contract for Services

Submitted to:

Sterling Hill

4411/4250 Sterling Hill Blvd

Spring Hill, FL 34609

Phone: 352-686-5161

Fax:

Attn: Jason Pond

Job Name / Address / Location:

Sterling Hill - Awning Cleaning

4411/4250 Sterling Hill Blvd

Spring Hill, FL 34609

Awncclean USA, Inc. proposes to clean and seal the awnings for Sterling Hill located at 4411/4250 Sterling Hill Blvd, Spring Hill, FL.

Awning Cleaning & Sealing:

Our professionally trained crews will hand wash the interior and exterior surfaces of the awnings with manufacturer-approved cleaners, soft sponges and low water pressure. Affected windows will be thoroughly rinsed to remove any overspray though some spotting may remain due to minerals in the water.

Awnings come with factory applied sealers but as they age, this diminishes. Awncclean's cleaning process include an application of a protective sealer to help slow fading, minimize the impact of airborne pollutants and enhance water repellency. The sealer has UV protection and helps protect the material against damage caused by mildew, pollution acids, sun damage, bird droppings and tree sap. We strongly recommend putting these awnings on a regular cleaning program to protect your investment and extend the beauty and lifespan of the material.

****Please note that this is a standard awning cleaning and sealer process, not a restoration. Awnings may have existing permanent staining, fading, tears and frame damage. Awncclean is not responsible for existing permanent damage.*

JOB SPECIFICATIONS:

Our price to perform this service:

Initial Hand Cleaning & Sealing of Awnings

\$2,400 initial_____

Acceptance of Contract- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made to Awncclean Diversified Services within thirty (30) days of the service/work being completed unless otherwise specified (above). If legal action should become necessary enforce the terms of this agreement or collect any amount payable hereunder, Customer shall be responsible for Awncclean Diversified Services reasonable attorney's fees and legal costs. Interest at the rate of 1.5% per month (18% per annum) will be charged on any past due accounts.

We appreciate the opportunity to provide you with a quote. Awncclean has been serving Florida since 1989. We look forward to working with you to keep your property looking clean and beautiful. Awncclean Diversified Services is a Drug-Free Workplace and an equal opportunity employer.

Authorized Signature:

Print Name & Title:

Christina Miller, Chairman
Sterling Hill COO

Note: This Contract may be withdrawn if not accepted within 90 days

Date of Acceptance:

01/20/2022