



Rizzetta & Company

Sterling Hill Community Development District

**Board of Supervisors'
Regular Meeting
November 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
	Nancy Felio	Assistant Secretary
	Michael Gebala	Assistant Secretary
	Darrin Bagnuolo	Assistant Secretary
District Manager	Jayna Cooper	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

November 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, November 17, 2022 at 9:30 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
 - C.** Landscape Inspection Manager
 1. Review of Landscape Inspection Report..... Tab 1
 2. Juniper's Response to the October Landscape Report Tab 2
 3. Consideration of Juniper Proposals Tab 3
 4. Ratification of Juniper Proposal for Clock B & H Repairs Tab 4
 - D.** Amenity Management
 1. Review of Clubhouse Manager Report..... Tab 5
 2. Consideration of Clubhouse Roofing Proposals Tab 6
 3. Consideration of Pool Chair Replacement Proposal..... Tab 7
 4. Consideration of Playground Gate and Fence Proposals Tab 8
 - E.** District Manager
 1. Review of District Manager's Report Tab 9
- 5. BUSINESS ITEMS**
 - A.** Ratification of FY 2021-2022 Audit Engagement Letter Tab 10
- 6. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on October 20, 2022..... Tab 11
 - B.** Consideration of Operations & Maintenance Expenditures for September 2022..... Tab 12
- 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) 994-1001.

Sincerely,
Jayna Cooper
Jayna Cooper
Regional District Manager

Tab 1

STERLING HILL

LANDSCAPE INSPECTION REPORT



October 27, 2022
Rizzetta & Company
John R. Toborg – Division Manager
Landscape Inspection Services



Rizzetta & Company
Professionals in Community Management

Summary, SE Corner Elgin, North Park

General Updates, Recent & Upcoming Maintenance Events

- During the month of November, all Palms shall receive an application of 2050 lbs. (41 – 50 lb. bags) of 8-2-12+4Mg fertilizer. **I do not believe this 2050 lbs. includes those palms in Barrington. However, Juniper's bid form for the addendum did not break out the palm fertilizer quantity. How much additional fertilizer will be required for the Barrington Palms?**
- **There are no fertilization events in December**
- Juniper to notify STAFF and Landscape Specialist at least one week prior to the application being scheduled. Then on the day of application, Juniper is to notify staff so that staff can verify quantity and fertilizer types and write how many bags have been delivered, what it is being used for and date it on the label. This will need to be sent to me for verification.
- Throughout this inspection, it was noted a very large amount of browning Juniper. Juniper (the company) needs to diagnose this cause and treat accordingly. Has this plant been tested for twig blight? The symptoms do not match those of Spider Mites.

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. There remain two breaks in the drip lines adjacent to the North Park pool deck by the gym. These cuts are in a bed of Liriope & Loropetalum. (Pic 1)



2. Maintain the Simpson's Stopper surrounding the storage facility to the top of the chain link.
3. Spot treat clover in the Lilyturf in front of the North Park clubhouse.

4. Hand pull weeds in the Loropetalum beds at the SE end of Elgin. Maintain a straight edge on the bed line. (Pic 4)



5. By what date will all palms be trimmed?
6. Trim the Star Jasmine tighter near the 35 MPH sign at the school entrance on Elgin.

Arborglades, Edgemere, Brackenwood

7. Treat broadleaf weeds in the Bahia turf from the south intersection to the Arborglades entrance and beyond. There is a pretty good stand of Bahia here – let's not allow weeds to take over.
8. Continue to work on the delineation between the Dwarf Asian Jasmine and any other plants surrounding it. Arborglades was once started but it has been allowed to grow in again.
9. Juniper to hand pull dead growth in the Simpson's Stoppers along the wall leaving Arborglades and heading to Edgemere. This is to allow sun to penetrate and encourage new growth. Apply fungicides, if warranted. (Pic 9)
12. Going into spring, Juniper to provide a date as to when all ornamental grasses will be cut to a low mound.
13. Reduce the height of the Texas Sage and Dw. Firebush on the SHBlvd. medians on either side of Brightstone Place.
14. Treat the thinning Dw. India Hawthorn underneath the last cluster of Crape Myrtles leading to Brackenwood.
15. **All Azaleas have been removed from the Brackenwood median. New install was to have been completed the week of Oct. 24th. The date of this inspection was Thursday the 27th It has not been completed.**



10. Has Juniper been able to pinpoint and identify a fungus that is slowly killing this bed of Yellow Anise between Arborglades and Edgemere? Although we are replacing Anise with Sweet Viburnum as they die, I would like to stop the cause of this decline. (Pic 10>)
11. Juniper to also look at the Anise adjacent to the pedestrian gate on the inbound side of Edgemere. It, too, is thinning. Also, on the Edgemere rear median, Dwarf India Hawthorn continues to thin. Has this cause been ID'd and treated? Chili Thrip? Entomosporium? (Pic 11>)



Brackenwood, Amersham Isles, SHBlvd. @ Arborglades

16. Is Juniper continuing to monitor and treat the thinning Tree Ligustrum behind the Brackenwood outbound monument? Cut down Loropetalum that is appearing over the same monument. This looks out of place. (Pic 16)



17. STAFF has completed the sod installation adjacent to a sidewalk drop-off at the corner of Greystone & Brackenwood. Personally, I think it's a little rough. (Pic 17)



18. Leading up to the Amersham Isles entrance from the north intersection, eradicate stink vine from the last bed of Loropetalum.
19. Turf has recently been replaced at Amersham Isles. Heat from cars sitting here is already killing it. We need to implement "NO PARKING". (Pic 19>)

20. Why was this bare spot of Variegated Confederate Jasmine not filled in yet? I thought we were receiving infills recently. (Pic 20)



21. Leaving Amersham Isles and heading toward North Park, about approaching the Brightstone Place entrance, there is another damaged irrigation valve box that needs to be replaced.
22. Cut the first Chickasaw Plum heading south on SHBlvd. on the back side of Amersham Isles. (Pic 22>)
23. Before any installation takes place in the bed across from the Arborglades entrance, I would like this bed to be raked out as mulch and debris have built up over the years. We need to get this back down to the grade of the >



Elgin Alcove, North Intersection, Mandalay Place

sidewalk. (Pic 23)



28. Replace microjet nozzles on the Glenburne median.



24. There are a couple completely cut drip lines in the Elgin Alcove. (Pic 24>)

25. Re-sodding of several eroded areas on DRA banks has commenced and looks much better. (Pic 25>)



29. Twenty-five new Blue Daze were installed on the rear tip of the Mandalay Place median.

26. I've asked Juniper (the company) to remove any remaining Juniper (the plant) in front of the main monument on the Amersham Isles corner. This bed also needs to be weeded. (Pic 26>)

27. Hand pull tall weeds (Cupid's Shaving Brush) in front of the main monument, Glenburne corner.



Haverhill, Barrington, SHBlvd. South

30. Remove dead Hawthorns in front of the Haverhill inbound sign monument.

31. There remains a dead Pine on the southbound lanes side of the SHBlvd. median between Haverhill & Windance. I was informed by STAFF all dead trees had been removed. (Pic 31)



32. A large bed of Hawthorn needs to be removed from the SHBlvd. median between Haverhill and Windance. (Pic 32)



33. There remains another dead Pine on the north side of the lift station across from Windance. (Pic 33>)

34. Is Juniper regularly monitoring the Dw. India Hawthorn on the median between Windance & Barrington. This remains on the decline and was once a stellar bed!

35. There remains more dead/dying Hawthorn on the median leading into Barrington.

36. The reply to the issue of problem turf at the Barrington entrance was "pest control on schedule". Please provide dates in the future – not just for pest control but all other aspects of maintenance. (Pic 36)



37. I see spray stakes in the Drift Rose beds inside Barrington, but I do not see any in the turf where there remains a large quantity of Spurge, Nutsedge & Goose Grass.

38. Juniper to provide the frequency and duration of irrigation in the lawn behind the mail kiosks inside Barrington.

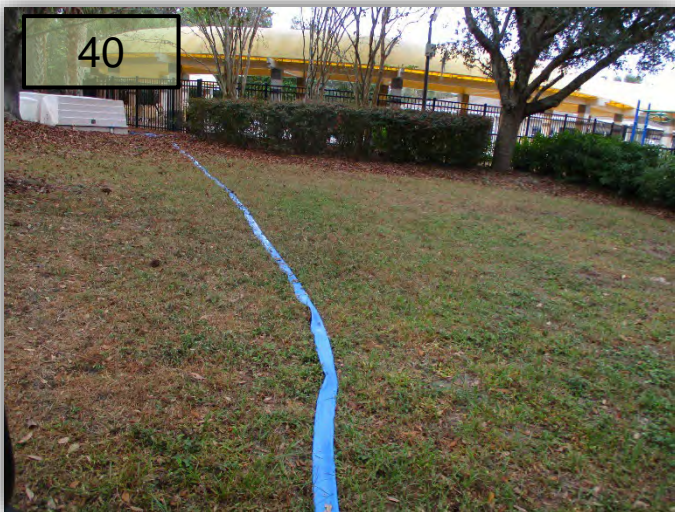


South Park, Dunwoody

39. Juniper needs to bring in fill dirt and new Bahia turf to restore an old irrigation repair to its original state in the SHBlvd. east ROW leading to Covey Run from the south. (Pic 39)



40. Please do not drain chlorinated water into the turf at South Park. (Pic 40)



41. Why is the turf on either side of Dunwoody off-color and dry looking?

Proposals

1. Juniper to provide a proposal to fill in the bare spots of Dw. Firebush “firefly compacta” on the SHBlvd. median outside Arborglades.
2. Juniper to provide a proposal to install 3 Gal., FULL, Trailing Lantana, *Lantana montevidensis*, on 24” centers on the tip of the median at Dunwoody. Juniper must ensure 100% coverage of irrigation. A conversion to spray heads here is not out of the question. (Pic 2)



3. There is a new dead Sabal Pal approaching the north intersection from the Dunwoody entrance. Juniper and STAFF to provide a proposal for its removal – flush cut. (Pic 3)



Tab 2

STERLING HILL

LANDSCAPE INSPECTION REPORT



October 11, 2022
Rizzetta & Company
John R. Toborg – Division Manager
Landscape Inspection Services



Rizzetta & Company
Professionals in Community Management

Summary, SE Corner Elgin, North Park

General Updates, Recent & Upcoming Maintenance Events

- During the month of November, all Palms shall receive an application of 2050 lbs. (41 – 50 lb. bags) of 8-2-12+4Mg fertilizer. **I do not believe this 2050 lbs. includes those palms in Barrington. However, Juniper's bid form for the addendum did not break out the palm fertilizer quantity. How much additional fertilizer will be required for the Barrington Palms?**
- Juniper to notify STAFF and Landscape Specialist at least one week prior to the application being scheduled. Then on the day of application, Juniper is to notify staff so that staff can verify quantity and fertilizer types and write how many bags have been delivered, what it is being used for and date it on the label. This will need to be sent to me for verification.
- **Beginning November 1, mowing of common areas (green on the exhibit) along roadways. Parks, cul-de-sacs, entrances, etc. goes to an every-other-week schedule. All natural area perimeters and DRA's and other incidental tracts (orange on the exhibit) goes to a once-a-month schedule. Maintenance exhibit is shown on the last page of this report. This schedule is for mowing ONLY. Juniper is still required to be on site weekly for other non-mowing duties such as detailing, weeding, pruning, lifting, etc.**

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. Star Jasmine needs to be tamed along the Elgin wall towards the southeastern corner of the property.

2. Louis Peters' memorial tree ring is not being maintained. Not only does the water saucer not exist anymore (and it needs to be rebuilt), but the entire thing is becoming overrun with weeds and grass. There is no mulch. Keep mulch at least 12" away from the trunk.

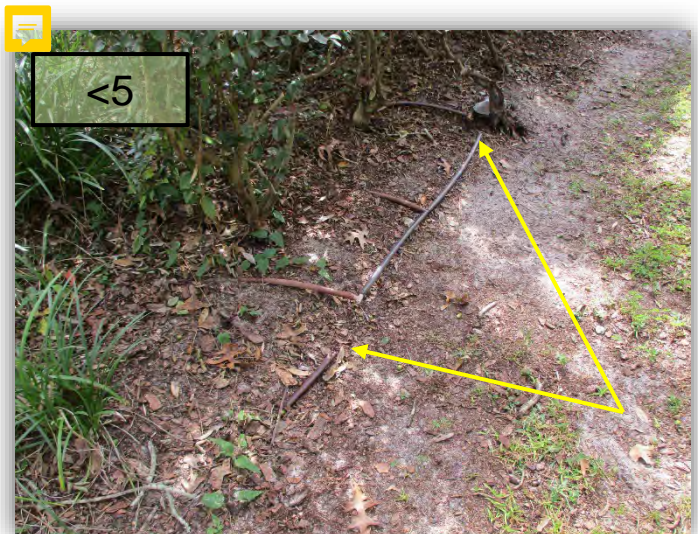
3. Remove a dead Arboricola at the front left corner of the North Park clubhouse.

4. Check the browning Fakahatchee Grasses leading into the tennis courts for Spider Mites. Treat accordingly.

5. On the back side of the pool deck near the corner of the gym, there is a completely severed drip line. (Pic 5>)

6. These Dw. Firebush on the Sterling Hill Blvd. (SHBlvd.) median between North Park and Edgemere need to be brought down and maintained another 6" lower. **UPDATE: Crews were on site at this median later in the day reducing the heights.**

7. Trim Loropetalum at North Park sign wall.



SHBlvd. at South Intersection, Arborglades, Edgemere

8. Approaching the southern end of the SHBlvd. median at Elgin, there are a lot of weeds in the beds.

9. By what date will all palms on the property be trimmed?

10. When trees are lifted, particularly along walls and fences, the back sides also need to be lifted.

11. The proposal for the tip of the SHBlvd. median outside Arborglades was to have included the "fill-in" of Dw. Firebush. This was further communicated to Juniper staff. This still has not been completed. This bed is also weedy and there is a cut drip line. (Pics 11a & b)



12. Remove all volunteers on the Arborglades entrance median.

13. Cut the failing Sandankwa Viburnum to the ground along the wall after leaving Arborglades and heading toward Edgemere. Has anything been diagnosed in these plants? (Pic 13)



14. Just past the area mentioned above, where we are transitioning from Yellow Anise to Sweet Viburnum, newly planted Viburnum are in moderate wilt condition. I assume irrigation duration and frequency wasn't adjusted for these plants? This seems to occur every time new plants are installed. These plants need to be replaced immediately. There are also established Viburnum in this vicinity in moderate wilt condition. (Pic 14)



Arboglades to Edgemere, Brightstone Place

15. After the Red-Tip Photinias were pruned, was a preventative fungicide applied?

16. Check the Dw. India Hawthorn for leaf spot & chili thrip (both present) under the last bed of Crape Myrtles before getting to Edgemere from the south. They are also [present on the Edgemere rear median. Treat accordingly.

17. Delineation was started at Edgemere, however, now the beds are co-mingling again. There needs to be a complete break between the Dw. Asian Jasmine and all other beds. (Pic 17)



18. Leaving Brightstone Place and heading to Brackenwood, remove scraggly Dw. India Hawthorn under 2 beds of five (5) Crape Myrtles. Delineate all plant beds at the Brackenwood entrance. (Pic 18)



19. Nothing has been replaced at the Brackenwood entrance where the wrong variety of Azaleas were planted (leaving gaps in the patterns) and now have died due to lack of water. This needs to be remedied immediately. (Pics 19a, b, c & d)

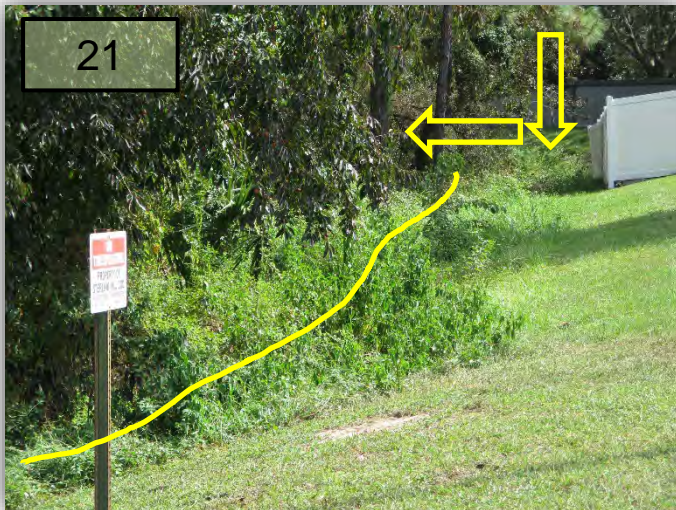


Brackenwood, SHBlvd. To Elgin

20. Neither the warranty replacement Pentas nor the warranty replacement Lantana and Dwarf Jasmine have been installed yet either in front of each sign wall and at the tip of the median at Brackenwood. (Pic 20)



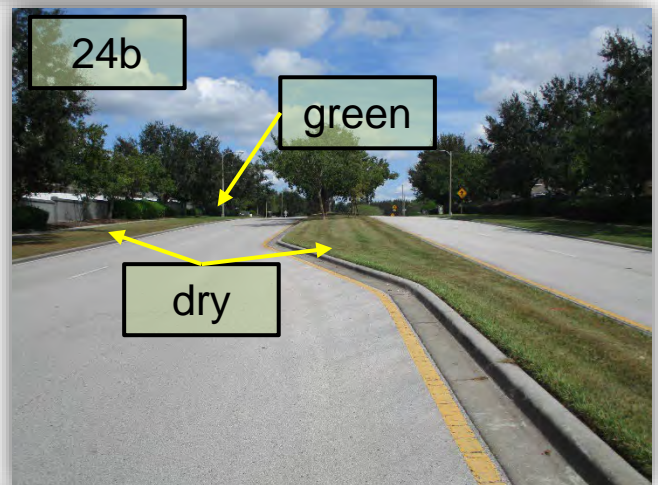
21. Crews are still not maintaining the sideyard tract adjacent to the last house on the SE side of Autumnwind Ct. cul-de-sac. This tract extends from the cul-de-sac then alongside the house to the wall on SHBlvd. and then down to Brightstone Place. The tree line is creeping up into the mowed turf area and the tract beside the house is not being mowed. (Pic 21 & below right)



22. Cut off a synthetic strap still tied around the trunk of a Leyland Cypress behind the wall on the Brackenwood corner of the north intersection. Properly cut a broken Crape Myrtle branch on the Elgin side of this corner.

23. Is Juniper treating the previously reported thinning Tree Ligustrum on the left side of the outbound Brackenwood sign wall?

24. I called in what I thought may be a problem with the irrigation system that waters the SHBlvd. median between Amersham Isles/Brackenwood entrances and Elgin as well as the SHBlvd. ROW on the Brackenwood side. There is a marked difference in the color of the Bahia. The Bahia on the median is new. What was the outcome of the investigation? (Pics 24a & b)



Brackenwood/Amersham North Intersection

25. Hand pull weeds from the main sign monument beds on the Brackenwood corner of the north intersection. (Pic 25)



remain dirt. What will Juniper do to remediate this issue. We've not received a response. (Pics 28a, b & c)



26. The Silverthorn hedge along the wall in the triangular lawn on the Amersham Isles (AI) corner of the north intersection needs to be trimmed and have vines removed, the bed line defined and weeded.



27. The Sweet Viburnum have still not been planted behind the low wave wall on the AI corner of the north intersection. When will this be completed? (Pic 27)



28. The District received no remediation for the prohibited application of RoundUp surrounding the majority of electrical junction boxes, streetlights, traffic signage and other structures throughout the community. Now these killed off areas are filled with weeds or



29. Why are the Lime Sizzler Dw. Firebush at the AI entrance in wilt condition? The newly installed Blue Daze at the AI median tip as well as new plants on the median are also in wilt condition or are already dead. Dead plants need to be replaced immediately under warranty. (Pics 29a & b)



30. Create a more significant “terraced” effect on the outbound side of the AI entrance along the wall.

31. What is the duration and frequency of the irrigation at ALL of the AI entrance including both medians? Nothing is thriving here.

32. Approximately 100' past the end of the AI wall heading to North Park, there is a sliced drip line between the sidewalk and 3-rail. (Pic 32>)

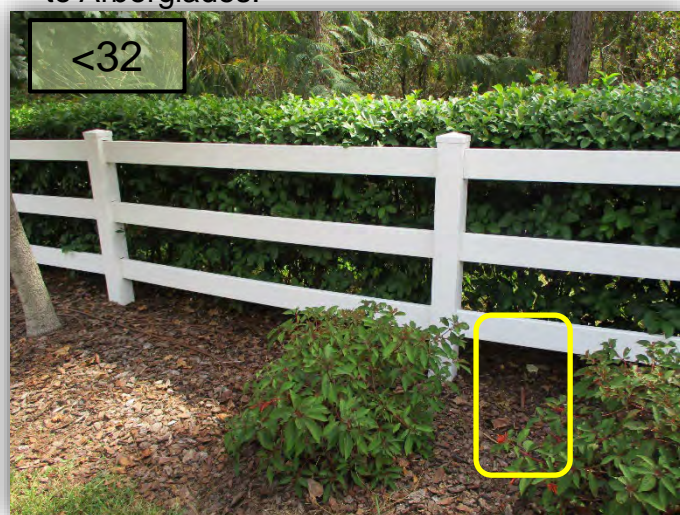
33. Allow the Sweet Viburnum behind the 3-rail on the back side of AI across from Brightstone Place to grow taller than the hedge in front of the 3-rail (6').

34. I also called this in from the field – what appears to be a couple cuts or breaks in an irrigation line between the sidewalk and 3-rail along the back side of AI across from Brightstone Place. (Pic 34)



35. Towards the southern leg of the 3-rail on the back side of AI, remove more scraggly Dw. India Hawthorn under Crape Myrtles. (Pic 35>)

36. There are still at least two damaged irrigation valve boxes/lids in the ground in the SHBlvd. ROW along the southern leg behind AI leading to Arborglades.



Amersham Isles Backside, Elgin, Brackenwood/Elgin Wall

37. Trim the Loropetalum leading to the south intersection, AI corner. **There is also still a dead one in place adjacent to the last Oak before the signage. Aztec grass was supposed to have been pulled from these beds. These beds are also weedy.**

38. Hand pull the dead weeds in the raised planter of the Elgin alcove. The Pringles Podocarpus still need to be tipped. (Pic 38)



39. Crews cannot leave trimmed debris behind. **There were several areas like this one along Elgin and elsewhere. (Pic 39>)**

40. Pull the remaining Dw. India Hawthorn from beneath the last grouping of Crape Myrtle before getting to the north intersection from the south.

41. There are three (3) newly installed Feijoa that need to be replaced immediately under warranty. These are on the Elgin side of the Brackenwood wall leading up to the large junction box. (Pics 41a & b)



Glenburne Corner North Intersection, Mandalay Place, SHBlvd. South

42. There may also be some broken drip lines or irrigation pipes at the third Oak before getting to the Glenburne corner of the north intersection. Make any necessary repairs. This is near a pedestrian crossing sign. (Pic 42)



43. Remove the scraggly Gold Mound at the landscape lights at the columns on the Glenburne median. (Pic 43)



44. Completely remove "sticks" on the inbound side of Glenburne entrance behind the sidewalk. Old Hawthorn?

45. Leaving Glenburne and heading toward Mandalay Place, delineate the Dw. Asian Jasmine from the Dw. India Hawthorn under a grouping of Crape Myrtles.

46. Pentas at the rear tip of the Mandalay Place median are in sever wilt and need to be replaced immediately. (Pic 46)



47. I feel the Texas Sage on the SHBlvd. median leaving Mandalay Place and more plants toward the South Park end of the median need to be lowered even more.

48. **This irrigation repair between Mandalay Place and Haverhill is very delinquent in being brought back to its original condition. This extends back to when the mulch was installed. (Pic 48)**



49. The ornamental grasses, Better John Bottlebrush and Dw. Firebush need to be lowered more on the SHBlvd. median between South Park and Covey Run. (Pic 49>)

Haverhill, Windance, SHBlvd. South Medians, Windance

50. Is Juniper treating the thinning Tree Ligustrum on the inbound side of Haverhill? Remove water shoots.

established plant material throughout the entire community is in moderate to severe wilt.

51. Hand pull weeds from the Juniper on the Haverhill median tip. Pull the stink vine from the Hawthorn on the back side of the Haverhill gate. Check the Hawthorn for Entomosporium. Treat accordingly.

54. On the SHBlvd. median between Haverhill and Windance, there is a large bed of failing Dw. India Hawthorn and Loropetalum. These need to be removed. There is also a pretty good bed of Simpson's Stopper that can remain. (Pic 54a & b)

52. Why were only some of the ornamental grasses on the SHBlvd. median past Haverhill cut? The entire bed needs to be. That was the request. Is Juniper waiting for the Muhlygrasses to bloom? (Pic 52)



53. The Golden Dewdrop along the wall between Haverhill and Windance is in wilt condition. Juniper needs to provide the frequency and duration of the irrigation zones. Too much

55. Tree Ligustrum at Windance need to be tipped. They are finally outgrowing the flat-topped butcher they received several months back under the direction of a previous account manager.

56. Pull out the dead material from the Walter's Viburnum at the Windance keypad. Do these require a fungicide treatment?



Windance, Barrington

57. Make sure the Dw. India Hawthorn on the SHBlvd. median leaving Windance and heading south gets thoroughly looked at every month and treated accordingly. This plant used to be extremely full and healthy. It has begun to decline in the past few months and should be inspected for chili thrips and Entomosporium regularly.

58. Hand pull all weed sin the median leading to the Barrington entrance.

59. The Sweet Viburnum (newly planted) at the end of the Windance wall is also in moderate to severe wilt. **This bed was never expanded to 6' with hedge in the center as requested.** (Pic 59)



60. Do we need more spray on the Fakahatchee Grasses at Barrington? Although they've been cut and flushed out new growth, there is still a lot of brown? (Pic 60>)

61. Remove water shoots to the ground on an Oak along the PVC fence extending past the Barrington entrance.

62. Turf has now almost completely failed in the Barrington entrance ROWs. Has Juniper inspected this to diagnose anything? (Pic 62>)

63. There is yellowing and leaf spotting on the Dw. India Hawthorn along both sides of the Barrington entrance.

64. Spot treat weeds in the ROW turf behind the Barrington gates. Improve on hard edging.

65. Turf in the "problem" triangular lawns behind the Barrington mail kiosks is folding and appears to be extremely dry. What is the irrigation duration and frequency here?

66. Most Drift Roses are not thriving in the beds adjacent to the Barrington mail kiosks. Has Juniper recommended anything to improve these? I have requested a proposal for the application of Black Kow.



Barrington, SHBlvd. South

67. Some Petite Salmon Oleander are being eaten by the Oleander Caterpillar in the beds adjacent to the mail kiosks. Treat accordingly.

68. The newly installed tract leading to the SE corner pond needs to be included in the mow schedule. (Pic 68)



69. Beyond the newly installed tract leading to the SE pond, the perimeter fence is not being line trimmed as required. (Pic 69)



70. Is this water stress or chinch bug damage at the corner of Autumn Amber and Golden Lime? Diagnose and treat accordingly. (Pic 70>)

71. Check the irrigation on the back side of the black aluminum fence on the outbound side of the Barrington entrance. Viburnum is uneven.

72. Has this dead Pine been added to the list of tree removals. It is on the SHBlvd., median between Windance and Covey Run. (Pic 72)




73. This repair approaching Covey Run from the south has been there for a long time. (Pic 73)



Covey Run, South Park, SH Blvd. South, Elgin

74. Tip the Tree Ligustrum at Covey Run.

-  75. Yellow Anise and Loropetalum also need to be lowered at Covey Run. They are approaching the top of the wall and the Tree Ligs. (Pic 75)



76. I'd like Juniper to maintain this tract in the same manner as the south end of Beaumont Loop is maintained in Mandalay Place – a little closer to the tree line and between trees where possible. (Pic 76)



77. Hand pull weeds from the Juniper on the outbound side of Covey Run.

78. Where the trail starts toward the back side of South Park near the bike racks, the scraggly Juniper and Hawthorn can be removed.

79. Remove remaining Liriope from the rear median at Dunwoody. **The Mexican Petunia on the back side of the Dunwoody rear median is in moderate wilt.**

80. Hand pull weeds from the ornamental grasses behind the short walls on either side of Dunwoody entrance.

81. **Gold Mound along the wall past Dunwoody is in moderate wilt condition.**

82. This entire tree (both limbs) approaching the north intersection Dunwoody corner needs to be flush cut. One overhangs the sidewalk the other is on the fence. (Pic 82)



83. **Perhaps the school could be required to construct a turn lane? (Pic 83)**



Maintenance Exhibit



Tab 3



Proposal

Proposal No.: 181537

Proposed Date: 10/19/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	FIR 8/29/22 Windance entrance item 1

FIR #1 Juniper landscaping proposes to remove Juniper along road way near side walk with Bahia turf.





We will also fill in Juniper with the same variety to fill in the bare spots



Stromanthe will be installed under ligustrum.



ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Plant Material					\$2,486.57
Maintenance Division Labor	20.00	HR	\$55.00	\$1,100.00	
Bahia, 01 Square Foot - 01SF	400.00	01SF	\$1.33	\$533.30	
Parsonii Juniper, 03 gallon - 03G	13.00	03g	\$16.67	\$216.65	
stromanthe	12.00	03g	\$26.67	\$319.98	
Pine Bark, 03CF bag - 03CF	25.00	03CF	\$12.67	\$316.64	
Irrigation Enhancement					\$510.71
Irrigation Repairs and Upgrades	3.00	HR	\$75.00	\$225.00	
Misc Irrigation Parts	1.00	EA	\$285.71	\$285.71	
Fuel Surcharge 3.0%					\$89.92
Fuel Surcharge	2997.28	EA	\$0.03	\$89.92	
				Total:	\$3,087.20

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:

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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.: 181548

Proposed Date: 10/19/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	FIR #2 8/29/22 WIndance pedestrian gates

Item 2 Juniper to provide a proposal to fill in the bare spots in the Dw. Asian Jasmine on both sides of the ROW of Windance at the pedestrian gates between sidewalk and curb using 1 Gal., FULL plants on 18" centers. (3 Gal., Full would be preferable @ 24" centers). Proposal shall include the installation of 3 Gal., FULL Pittosporum tobira on 24" centers in the bare areas of the corners behind the sidewalks at the pedestrian gates.



ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Plant Material					\$2,468.21
Maintenance Division Labor	15.00	HR	\$55.00	\$825.00	
Green Pittosporum, 03 gallon - 03G	56.00	03g	\$18.33	\$1,026.59	

Minima Jasmine, 01 gallon - 01G	45.00	01g	\$6.67	\$299.98	
Pine Bark, 03CF bag - 03CF	25.00	03CF	\$12.67	\$316.64	
Irrigation Enhancement					\$292.86
Irrigation Repairs and Upgrades	2.00	HR	\$75.00	\$150.00	
Misc Irrigation Parts	1.00	EA	\$142.86	\$142.86	
Fuel Surcharge 3.0%					\$82.83
Fuel Surcharge	2761.07	EA	\$0.03	\$82.83	
				Total:	\$2,843.90

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Signature (Owner/Property Manager)

Date

Printed Name (Owner/Property Manager)

Signature - Representative

Date

Blank



Proposal

Proposal No.: 183158

Proposed Date: 10/19/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	FIR #3 8/29/22Barrington Entrance Black Kow

Juniper to provide a proposal to provide a ½" layer of Black Kow over all Drift Rose beds at the Barrington entrance as well as those inside the Barrington gates. Roses THRIVE on organic matter. Organic matter does decompose over time and there will be future applications of this material required. However, we can use the reaction to the first application to decide if we would like to continue with applications or replace the plant.

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Plant Material					\$5,558.10
Maintenance Division Labor	40.00	HR	\$55.00	\$2,200.00	
Black Kow	155.00	EA	\$21.67	\$3,358.10	
Fuel Surcharge 3.0%					\$166.74
Fuel Surcharge	5558.10	EA	\$0.03	\$166.74	
				Total:	\$5,724.84

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:

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

Blank



Proposal

Proposal No.: 183913

Proposed Date: 10/19/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	FIR #4 8/29/22 Dunwoody Entrance Black Kow

Juniper to provide a proposal to provide a ½" layer of Black Kow over all Drift Rose beds at the Dunwoody entrance. Roses THRIVE on organic matter. Organic matter does decompose over time and there will be future applications of this material required. However, we can use the reaction to the first application to decide if we would like to continue with applications or replace the plant.

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Plant Material					\$873.30
Maintenance Division Labor	8.00	HR	\$55.00	\$440.00	
Black Kow	20.00	EA	\$21.67	\$433.30	
Fuel Surcharge 3.0%					\$26.20
Fuel Surcharge	873.30	EA	\$0.03	\$26.20	
				Total:	\$899.50

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

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Proposal

Proposal No.: 183149

Proposed Date: 10/19/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	FIR #5 8/29/22 Elgin Medians

Juniper to provide a proposal to install, if available, Lantana camara "Bloomify Red", Lantana camara 'UF-1013A-2A' on 18" centers, triangular spacing on the two tips of the SHBlvd. medians at Elgin north. This is a patented, sterile variety of Lantana. (\$\$) Proposal shall include the removal of the existing Blue Daze and Arboricola. (Pic 5 and below)





ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Plant Material					\$3,239.38
Maintenance Division Labor	20.00	HR	\$55.00	\$1,100.00	
Bloomify Red Lantana	160.00	EA	\$11.67	\$1,866.54	
Pine Bark, 03CF bag - 03CF	18.00	03CF	\$15.16	\$272.84	
Fuel Surcharge 3.0%					\$97.18
Fuel Surcharge	3239.38	EA	\$0.03	\$97.18	
				Total:	\$3,336.56

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.: 183133

Proposed Date: 10/19/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	FIR 10/11/22 #11a Fill In Dw.firebush

Juniper will like to propose new install on Dw.Firebush at the SHBlvd median outside of Arborglades to fill in the bare spots

Item #11 on report 10/11/22

We will also fix cut drip lines

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Plant Material					\$689.99
Maintenance Division Labor	8.00	HR	\$55.00	\$440.00	
Dwarf Firebush, 03 gallon - 03G	15.00	03g	\$16.67	\$249.99	
Irrigation Enhancement					\$17.14
cut drip line	2.00	01CY	\$8.57	\$17.14	
Fuel Surcharge 3.0%					\$21.21
Fuel Surcharge	707.13	EA	\$0.03	\$21.21	
				Total:	\$728.34

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.: 186418

Proposed Date: 11/02/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	Q4-December annuals change out

December annual change out Q4

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Plant Material					\$750.00
S-flower install Q4	300.00	EA	\$2.50	\$750.00	
Fuel Surcharge 3.0%					\$22.50
Fuel Surcharge	750.00	EA	\$0.03	\$22.50	
				Total:	\$772.50

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

Dusty Miller



Red Petunias



White Snaps



Tab 4



Proposal

Proposal No.: 185973

Proposed Date: 10/31/22

PROPERTY:	FOR:
Sterling Hill CDD John Toborg 4411 Sterling Hill Blvd Spring Hill, FL 34609	Clock B & H Diagnosis and repairs

Tech was out to troubleshoot and got serval zones up and running, the below repairs are still needed.

Clock B

Zone 24- while wire tracking, I lost signal. I did some walking along the blvd and Found a BC that could be the zone. It run drip and the battery clock is not working. Need New battery clock

Clock H

Zone 13- hunter AC solenoid

Zone 14- hunter AC Solenoid

Zone 15- hunter AC solenoid

Zone 16- hunter AC solenoid

ITEM	QTY	UOM	UNIT PRICE	EXT. PRICE	TOTAL
Control Components					\$1,097.19
Hunter NODE Bluetooth Controller 1 Station with DC Latching Solenoid Battery Powered	1.00	EA	\$262.51	\$262.51	
Hunter AC Solenoid Assembly 24 VAC	4.00	EA	\$21.17	\$84.68	

Maintenance Division Labor	10.00	HR	\$75.00	\$750.00	
Fuel Surcharge 3.0%					\$32.92
Fuel Surcharge	1097.19	EA	\$0.03	\$32.92	
				Total:	\$1,130.11

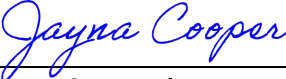
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 <hr/> Signature (Owner/Property Manager) Jayna Cooper <hr/> Printed Name (Owner/Property Manager)	11-04-2022 <hr/> Date
<hr/> Signature - Representative	<hr/> Date

Tab 5

Operations Report – October 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.
- Painted swing set chains on the playground.
- Repainted south clubhouse entrance doors.
- Repainted doghouse pillars leading into north fitness center.
- Installed new Miami Beach play structure at south playground.
- Touch up painted in north fitness center.

Gate Report

- Installed new lit key pad and A to Z buttons at Edgemere.
- Replaced batteries in Arborglades exit island side, and installed new lit key pad.
- Replaced batteries in exit island side on Mandalay gate, and installed new lit key pad.
- Replaced power harness and circuit board at Haverhill.
- Replaced batteries in entrance operators at Covey Run and installed new lit key pad.
- Replaced batteries in both exit operators and the entrance of Dunwoody.
- Installed new lit keypad and A to Z buttons at Glenburne.

Private Event Rentals

North Clubhouse:

10/08/22 – Birthday Party
10/15/22 – HOA Fall Festival

South Clubhouse:

10/02/22 – Birthday Party
10/08/22 – Birthday Party
10/09/22 – Birthday Party
10/15/22 – Birthday Party
10/16/22 – Birthday Party
10/22/22 – Birthday Party

Field Maintenance

- Trash clean-up in the DRA's, wooded areas, and trash and debris clean up along Sterling Hill Blvd.
- Greased all village entrance gates.
- Touch up painted gates at Amersham Isle and brackenwood.
- Trimmed trees back along sidewalk from Windance heading towards Glenburne.
- Removed old playground equipment and took it to the dump.



Rizzetta & Company

Tab 6

PROTECH

ROOFING SERVICES, LLC

Florida License No. CCC1330964

PROPOSAL

October 20th, 2022

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

PROJECT: Roof Replacement at above address (SHINGLE)
Estimator: Joseph Mignoli (352) 601-0799

SCOPE OF WORK:

Remove existing roof and underlayment at property. Replace up to two (2) sheets of damaged wood decking - if additional wood decking replacement is needed, there will be a charge of \$80.00 per additional sheet of plywood. Includes 30 ft of fascia replacement. Refasten deck to current Florida Code with 8D decking nails. Install new **double-layer of synthetic** underlayment. Install drip edge metal along perimeter. Install metal and peel and stick in valleys and wall flashings. Install new **30-year limited lifetime dimensional shingles** on property, using 6 nails per shingle (130 mph wind code). Includes new roof vents. Includes all new applicable roof accessories, i.e. GRV's and lead boots. Includes 3 off ridge vents.

INCLUDES: 10-year Contractor's Guarantee. Standard 10-year limited lifetime Manufacturer's Warranty. Price includes tax.
Permit & disposal fees. Includes 2 sheets of plywood for damaged deck replacement.

EXCLUDES: Stucco, soffit, paint, downspouts, gutter, joist replacement, & solar.
Excludes powered attic vents, as we are not a licensed electrical contractor.

GRAND TOTAL OF MATERIAL & LABOR \$ 17,690
OPTIONAL: Install peel & stick underlayment in lieu of double-layer of synthetic.....+\$ 590

Signature: _____ --> _____ (Date of Acceptance)
Print Name: _____

This bid will be honored for forty-five (45) days from proposed date. Thank you for the opportunity!
Additional cost may apply if property has more than one roof layer. Unit cost will be supplied in contract
There is a surcharge if paying by credit / debit card. Please ask sales representative for additional details.



General Liability



State Roof License



Worker's Comp

Good afternoon, Thank you for reaching out to us, we would be happy to assist you with your questions. Please see additional answers in this email.

- For the shingle quality, we are already offering the Tamko Titan XT shingle or the Owens Corning durations, which is already the highest wind rated shingle on the market and provides a life time warranty on the material. There would really be no benefit in going to any other shingle unless you decided to use a metal roof.
- In regards to BBB, we are rated an A+ and we have attached the link for you to review. On Google, we have 181 reviews with a 4.9 rating, in which we also have attached photos for you to review as well.
- There is no additional cost for ground drop. We would try to get the dumpster as close as possible and the guys will clean up from there. We always lay down tarps for tear off and run the magnet daily. We would also send another clean-up crew once the project is completed for a final clean-up and walk through
- The pipes and vents that we use are the upgraded vinal pvc solid unit. This helps resist any critters from damaging the pipes, but also, we have come to learn that the metal vents often tend to leak because of the way they are put together and just caulked on the corners, where are the vinal pvc pipes and boot are all one solid molded piece.

Please feel free to reach out if you have any further questions, we look forward to hearing back from you!

<https://www.bbb.org/us/fl/brooksville/profile/roofing-contractors/protech-roofing-services-llc-0653-90321933>

Thank you,

Cheyenne Garcia

352-601-0799

Protech Roofing Services LLC

P.O. Box 1114, Brooksville, FL 34605


2:48



Brookline, MA 01908 0000

[Get Directions](#)

 [Visit Website](#)

 [\(352\) 601-0799](tel:(352)601-0799)

Want a quote from this
business?

[Get a Quote](#)

BBB Rating & Accreditation



A+

Accredited Since: 11/22/2017

Years in Business: 6

**Customer Reviews are not used in the
calculation of BBB Rating**

[Reasons for BBB Rating](#)


Customer Reviews



Average of 12 Customer Reviews

[Read Reviews](#)

[Start a Review](#)

 bbb.org

2:48

5G 62



Protech Roofi...



INTERVIEW

SERVICES

REVIEWS

PHOTOS

ABOUT



Kathy Giljum

3 reviews · 1 photo



4 days ago

NEW

Service: Roof installation

Positive: Professionalism, Punctuality, Quality, Responsiveness

From start to finish Protech was on time and did a awesome job. Can't say enough good things about Joe, Jose and crew .



H Greenblatt

11 reviews · 1 photo



2 weeks ago

NEW

Service: Roof repair

Positive: Professionalism, Punctuality, Quality, Responsiveness, Value

We had our roof replaced. Everyone was very professional, from the initial estimate to the entire crew. The roof was finished in a timely manner and we couldn't be happier. THANK YOU!!!

2:48

5G 62



Protech Roofi...



INTERVIEW

SERVICES

REVIEWS

PHOTOS

ABOUT



Mike

2 reviews



★★★★★ 4 weeks ago

Positive: Professionalism, Punctuality, Quality, Responsiveness, Value

Thank you Joe and your crew such hard workers thanked each and everyone of them for their great hard work that they all did. Joe answered all questions we asked and was very patient so thank you Joe again and thank you Protech Roofing I recommend them very highly to anyone very reasonably priced.



Zay Marlow

3 reviews



★★★★★ a month ago

Services: Roof repair, Attic venting, Gutter repairs,
Roof damage repair, Roof repair for storm & wind damage,
Gutter installation, Attic venting installation, Roof inspection,
Skylight installation, Skylight repair, Attic venting repairs,
Roof installation, Gutter cleaning

Positive: Professionalism, Punctuality, Quality, Responsiveness,
Value

THABK YOU SO MUCH FOR YOUR SERVICE. Ten stars
all the way!!



🔒 🔍 protech roofing reviews

2:48

5G 62



Protech Roofing Services, LLC



4.9 ★★★★★ (181)

Roofing contractor in Hernando County, Florida · **Open**

INTERVIEW

SERVICES

REVIEWS

PHOTOS

ABOUT

Google review summary



4.9



(181)

Reviews

All

crew 37

estimate 18

clean 17

Blank



Bluewater Roofing Company
13856 Dunwoody Dr, Spring Hill, FL
352-428-1047

Where integrity meets roofing

Roofing Estimate

Prepared for: STERLING HILLS N. CLUBHOUSE
Prepared by: John Gordon
JOHN@BLUEWATERROOFINGCOMPANY.COM
November, 4 2022

Client Details ATTN: JASON POND
Name: STERLING HILLS N. CLUBHOUSE
Address:
Phone number: 352 686 5161
EMAIL: sterlinghillclub@live.com

Estimate Details

Description

TO TEAR OFF EXISTING SHINGLES, INSPECT FOR BAD OR ROTTEN WOOD, RENAIL ALL PLYWOOD TO CODE, DRY IN WITH NEW PEEL N STICK ICE N WATER FOR MOISTURE BARRIER, INSTALL NEW DRIP EDGE, NEW VINYL CRITTER PROOF PLUMBING STACK FLASHINGS, NEW 10" GRV PAINTED EXHAUST VENTS SO THEY WONT RUST, 3 NEW PAINTED 4' OFF RIDGE VENTS TO HELP VENT HEAT OUT OF ATTIC, INSTALL NEW 30YR ARCHITECTURAL SHINGLES AND NEW HIP N RIDGE

PRICE INCLUDES LABOR, MATERIAL, AND HAUL OFF ALL DEBRIS
JOB WILL BE KEPT CLEAN AND MAGNET RAN OVER PROPERTY TO PICK UP NAILS

TO BE PAID IN FULL UPON COMPLETION

Subtotal \$18,795.00
Deposit
Wood
Total
Balance Due

THERE ARE MORE EXPENSIVE SHINGLES AVAILABLE BUT THE 30YR ARE THE BEST VALUE FOR YOUR MONEY
NO SHINGLE HAS A NON PRO RATED WARRANTY, THE 1ST 10 YRS ARE NON PRO RATED
OUR LABOR WARRANTY IS THE LIFE OF THE MATERIAL, LIFE TIME WARRANTY
WE USE 3 DIFFERENT SHINGLE MANUFACTURES, OWENS CORNING, GAF TIMBERLINE, AND ATLAS DEPENDING ON COLOR AND AVAILABILITY
THEY ALL HAVE THE SAME WARRANTY AND ARE RATED FOR 130 MPH WIND RESISTANCE
WE WILL GIVE THE FIRST 2 SHEETS OF PLYWOOD AT NO EXTRA CHARGE, \$75 PER SHEET REPLACED AFTER THAT
ALL OTHER WOOD USED IS LISTED AT BOTTOM OF THIS PAGE

Client Signature: _____
Date: _____

THANK YOU: JOHN GORDON

FL License # CCC1331434

Insured and Bonded

A life time labor warranty against leaks due to workmanship will be attached to this estimate. The job site will be kept clean and organized throughout. A down payment of 50% will be given and final due upon completion. Any rotten or damaged shingles will be replaced at a cost of \$1.75 per sheet up to 5/8" thick. Any rotten or damaged framing or fascia will be replaced at a cost of 2x4 \$3.50 per linear ft, 2x6 \$4.00 per linear ft, 1x6 \$3.00 per linear ft, 1x8 \$4.25 per linear ft unless specified above. This estimate is good for 30 days unless otherwise specified.

Bluewater Roofing Company

5.0(9)

Website

Save

Call

Overview

Reviews

1. 
2. Google review summary

5
4
3
2
1

5.0

9 reviews

Google reviews

Sort by

Most relevant

Newest

Highest

Lowest



Sandra Harrison

Local Guide 170 reviews · 11 photos

a week ago **NEW**

I am over the moon happy with my Atlantic Blue Roof. Thank you Blue Water Roofing. You see I write the review. Thanks Jon

Like



Jerry Cook

2 reviews

11 months ago

Positive: Professionalism, Punctuality, Quality, Responsiveness, Value

After getting quotes from three local companies we went with Bluewater Roofing and were very satisfied.

The price was fair and you couldn't ask for better service. Their crew was fantastic! We had a ton of leaves all around the house and ... More

1



Garry Gordon

7 reviews

a year ago

Positive: Professionalism, Punctuality, Quality, Responsiveness, Value
Great company to work with.

1



Camille Gordon

2 reviews

a year ago

Positive: Professionalism, Punctuality, Quality, Responsiveness, Value
Great company!

Like



Mara Ferguson

3 reviews

a year ago

Service: Roof repair for storm & wind damage

Positive: Quality



Mason Rogers

a year ago



Wade Jones

a year ago

Positive: Professionalism, Punctuality, Quality, Responsiveness, Value



John Gordon

5 reviews · 1 photo

a month ago



Joy Wildman

1 review · 2 photos

a year ago

Positive: Professionalism, Punctuality, Quality, Responsiveness, Value

Tab 7

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

ESTIMATE # 4940

DATE 11/02/2022

EXPIRATION DATE 12/02/2022

SALES REP

Maria

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
1	Misc	NORTH CLUBHOUSE - MARCH 2023 DEL'Y	0.00	0.00T
4	1202	Biscayne Strap Chaise Lounge- 14" Seat Height	141.00	564.00T
24	1109	Biscayne Strap Dining Chair	82.00	1,968.00T
2	4203ALMD-H	42" Aluminum Deco Top Table w/Hole	298.00	596.00T
3	1803ALMD	18" Aluminum Deco Top Side Table	141.00	423.00T
1	Colors	Frames- Tables - #2010- White	0.00	0.00
		Vinyl- #230 - Seafoam - W/Accents #232 - Adobe		
		2nd & 4th - #237 - Putty #3rd - Top Only		
		Table Top Pattern - F - Boardwalk		

LEAD TIME: 18-20 Weeks - After Receipt of Payment

TERMS: A 2% Discount has been applied for Pre - Payment in full.

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	3,551.00
DISCOUNT 2%	-71.02
TAX	0.00
SHIPPING	250.00
TOTAL	\$3,729.98

Accepted By

Accepted Date

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

ESTIMATE # 4941

DATE 11/02/2022

EXPIRATION DATE 12/02/2022

SALES REP

Maria

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
1	Misc	SOUTH CLUBHOUSE - MARCH 2023 DEL'Y	0.00	0.00T
20	1109	Biscayne Strap Dining Chair	82.00	1,640.00T
5	4203ALMD-H	42" Aluminum Deco Top Table w/Hole	298.00	1,490.00T
1	Colors	Frames - Tables - #201 - White Vinyl - #202 - Vanilla - W/Accents - #204 - Saffron - 2nd, 3rd & 4th - Top Only #204 - 2nd & 3rd - Bottom Only Table Top Pattern - F - Boardwalk	0.00	0.00

LEAD TIME: 18-20 Weeks - After Receipt of Payment

TERMS: A 2% Discount has been applied for Pre - Payment in full.

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	3,130.00
DISCOUNT 2%	-62.60
TAX	0.00
SHIPPING	175.00
TOTAL	\$3,242.40

Accepted By

Accepted Date

Tab 8



10-21-2022

NAME	Jason Pond
ADDRESS	4411 Sterling Hill Blvd
CITY/STATE/ZIP	Spring Hill, FL 34609
PHONE	352-650-7402, 352-606-5161
EMAIL	STERLINGHILLCLUB@Live.Com

FENCE #	STYLE	HEIGHT	COLOR	POSTS	FOOTAGE
FENCE #1	EFF-20 Flush bottom 3-rail	5'	BLACK	2" x 2" x 7'	North = Gates Install South = 54 1/2' Gate
FENCE #2					
FENCE #3					

CONTOUR? WITH GROUND or LEVEL ACROSS TOP

GATES 1-5' x 4' 8" + 1-5' x 58 1/2" Actual/Size

POSTS IN CONCRETE? ☒ YES ☐ NO

GATES 1-5' x 4'

SPECIAL INSTALLATION INSTRUCTIONS:

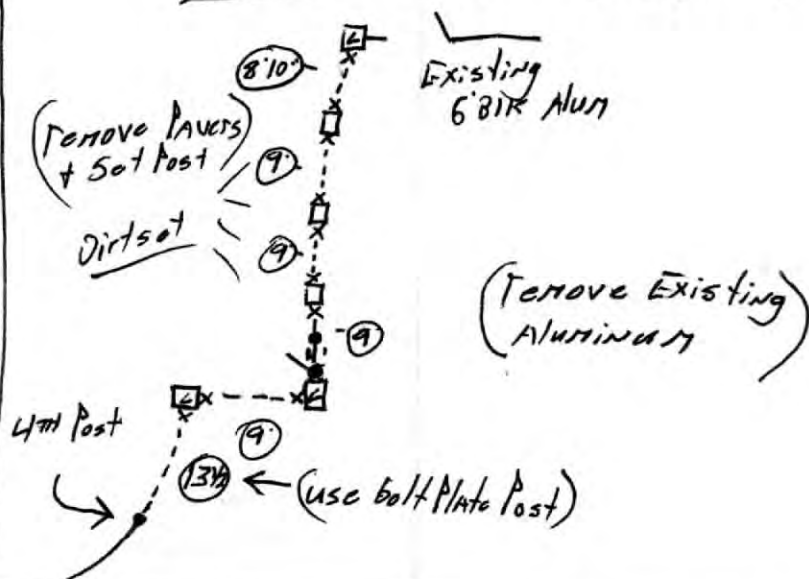
PERMIT ☐ Y ☐ N DEPOSIT ☐ Y ☐ N 10% NOC ☐ Y ☐ N SURVEY? ☐ Y ☐ N IRRIGATION? ☐ Y ☐ N HOA APPROVAL ☐ Y ☐ N

BRUSH? ☐ Y ☐ N CUST CLEARING? ☐ Y ☐ N DOGS? ☐ Y ☐ N POOL CODE? ☐ Y ☐ N LOT TYPE? corner/ waterfront/ interior/ golf course/ double frontage/ acreage Commercial Property

North Clubhouse (Playground)

Replace 2- Existing Gates
w/ Self Closers & Top Pull Magna
latches, using Bolt Plate Post

South Clubhouse (Playground)



TOTAL	ACCEPTED BY:	DATE:
-------	--------------	-------

North Clubhouse: \$2,343 / South Clubhouse: \$4,055

***SAVE 3% WHEN YOU PAY WITH CHECK, CASH OR MONEY ORDER**

CONDITIONS

Property measurements

As part of the service we will do our best to insure that if we install your property boundary lines, it will be noted though the only way to insure this is if we have an AS BUILT survey. We will guarantee proper placement within your property boundary if we are provided with a survey or the property boundary is marked 1 week prior to install date. We are not responsible for making sure you send us this information. If we have not received an AS BUILT survey or your property lines have not been marked by a survey company 1 week prior to your install date you are responsible for all placement of the installed sprinklers. We are not responsible for making sure you send us this information. Surveys can be obtained for roughly \$200-\$400 and are a good thing for you to have as a property owner if improvements are anticipated.

Spillable statement

As part of the service we will do our best to insure that if we install your property boundary lines, it will be noted though the only way to insure this is if we have an AS BUILT survey. We will guarantee proper placement within your property boundary if we are provided with a survey or the property boundary is marked 1 week prior to install date. We are not responsible for making sure you send us this information. If we have not received an AS BUILT survey or your property lines have not been marked by a survey company 1 week prior to your install date you are responsible for all placement of the installed sprinklers. We are not responsible for making sure you send us this information. Surveys can be obtained for roughly \$200-\$400 and are a good thing for you to have as a property owner if improvements are anticipated.

Site conditions (previously owned)

As part of the service we will do our best to insure that if we install your property boundary lines, it will be noted though the only way to insure this is if we have an AS BUILT survey. We will guarantee proper placement within your property boundary if we are provided with a survey or the property boundary is marked 1 week prior to install date. We are not responsible for making sure you send us this information. If we have not received an AS BUILT survey or your property lines have not been marked by a survey company 1 week prior to your install date you are responsible for all placement of the installed sprinklers. We are not responsible for making sure you send us this information. Surveys can be obtained for roughly \$200-\$400 and are a good thing for you to have as a property owner if improvements are anticipated.

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Site conditions (previously owned)

As part of the service we will do our best to insure that if we install your property boundary lines, it will be noted though the only way to insure this is if we have an AS BUILT survey. We will guarantee proper placement within your property boundary if we are provided with a survey or the property boundary is marked 1 week prior to install date. We are not responsible for making sure you send us this information. If we have not received an AS BUILT survey or your property lines have not been marked by a survey company 1 week prior to your install date you are responsible for all placement of the installed sprinklers. We are not responsible for making sure you send us this information. Surveys can be obtained for roughly \$200-\$400 and are a good thing for you to have as a property owner if improvements are anticipated.

ACCEPTANCE OF CONDITIONS

BY

DATE

Blank



Farkas Fence L.L.C
4434 Knollcrest CT Spring Hill FL, 34609
3522631598
Farkasfence@gmail.com

ESTIMATE
EST5263

DATE
11/01/2022

TOTAL
USD \$8,500.00

TO
Sterling Hill Community
Jason Pond CDD Manager
☎ 3526865161
📠 3526865209
sterlinghillclub@live.com

DESCRIPTION	RATE	QTY	AMOUNT
57 FT - 5 FT Tall Black Abigal style commercial grade aluminum fence with all posts core drilled and set directly into existing concrete with three - 4 1/2 wide single swing gates. Gate post 3 inch commercial grade. Gates set with self closing hinges and pool safety latch	\$8,500.00	1	\$8,500.00
For North and South Clubhouse projects			
TOTAL			USD \$8,500.00

Blank



In Line Fencing LLC

Lic#1262852
254 Garfield Ave
Brooksville, FL
8133821510
www.inlinefencingllc.com
inlinefencing727@gmail.com

ESTIMATE

EST0985

DATE

Aug 12, 2022

TOTAL

USD \$6,024.00

TO

Sterling Hills

sterlinghillclub@live.com

DESCRIPTION	RATE	QTY	AMOUNT
Black 5'x5' aluminum gate Self closing HD hinges Magna lockable latch	\$440.00	3	\$1,320.00
3"x3"x8' HD Aluminum Post	\$73.00	6	\$438.00
Black 5' aluminum material	\$23.00	84	\$1,932.00
Install labor Includes boring post in concrete footings.	\$1,400.00	1	\$1,400.00
Tear Out Labor	\$3.00	84	\$252.00
Permit	\$200.00	1	\$200.00
3"x9' sch40 post	\$66.00	2	\$132.00
5'x5' HD Black chainlink gate 1-5/8" frame Self closing hinges	\$350.00	1	\$350.00
TOTAL			USD \$6,024.00

Tab 9



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- ✓ **Next Regular Meeting:** December 15, 2022 at 9:00 a.m.
- ✓ **Supervisors will take new seats at December meeting. Officers will be re-designated at that time.**

District Manager's Report

November 17

2022

Collaborated with Staff on the following:

- ✓ Meritage Homes Easement Agreement
- ✓ Pool Pros Resurfacing Agreement
- ✓ HA-5 notifications to residents
- ✓ Proposals for landscape enhancements, irrigation repair, pressure washing, and pool furniture
- ✓ FY 21-22 Audit Engagement Letter

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Tab 10



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

September 25, 2022

Sterling Hill Community Development District
Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Sterling Hill Community Development District, (the "District"), which comprise governmental activities and each major fund as of and for the year ended September 30, 2022, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2022 and thereafter if mutually agreed upon by Sterling Hill Community Development District and Berger, Toombs, Elam, Gaines & Frank.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

The Responsibilities of the Auditor

We will conduct our audit in accordance with (GAAS). Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA



Sterling Hill Community Development District
September 25, 2022
Page 2

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will maintain our independence in accordance with the standards of the American Institute of Certified public Accountants.



Sterling Hill Community Development District
September 25, 2022
Page 3

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
2. For the design, implementation and maintenance of internal control relevant to the preparations of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
 - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed to allowed for the completion of the audit in accordance with the proposed timeline;



Sterling Hill Community Development District
September 25, 2022
Page 4

- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

- 1. That management has fulfilled its responsibilities as set out in the terms of this arrangement letter; and
- 2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Reporting

We will issue a written report upon completion of our audit of Sterling Hill Community Development District's financial statements. Our report will be addressed to the Board of Sterling Hill Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the of Sterling Hill Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Kaitlyn Gallant. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.



Sterling Hill Community Development District
September 25, 2022
Page 5

Fees, Costs and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2022 will not exceed \$3,865, unless the scope of the engagement is changed, the assistance which of Sterling Hill Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by of Sterling Hill Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for of Sterling Hill Community Development District, of Sterling Hill Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Sterling Hill Community Development District
September 25, 2022
Page 6

Information Security – Miscellaneous Terms

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Sterling Hill Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Sterling Hill Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Sterling Hill Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Because Berger, Toombs, Elam, Gaines & Frank will rely on Sterling Hill Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Sterling Hill Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Sterling Hill Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Sterling Hill Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this engagement letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this engagement letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Sterling Hill Community Development District
September 25, 2022
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

M. Huber District Manager

10/25/2022



Judson B. Baggett
MBA, CPA, CVA, Partner
Marci Reutimann
CPA, Partner

6815 Dairy Road
Zephyrhills, FL 33542
(813) 788-2155
(813) 782-8606

Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann & Associates, CPAs, PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA. U.S. 18161 email: jbaggett@brap.com

**ADDENDUM TO ENGAGEMENT LETTER
STERLING HILL COMMUNITY DEVELOPMENT DISTRICT
DATED SEPTEMBER 25, 2022**

Public Records. Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

**RIZZETTA & COMPANY
3434 COLWELL AVE, SUITE 200
TAMPA, FL 33614
PHONE: 813.933.5571**

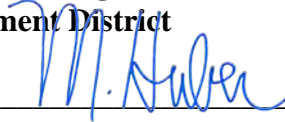
Auditor: __



Title: Director

District: Sterling Hill Community
Development District

By: _____



Title: District Manager

Date: September 25, 2022

Date: 10/25/2022

Tab 11

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, October 20, 2022 at 9:15 a.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

Christina Miller	Board Supervisor, Chairman (<i>via conference call</i>)
Sandra Manuele	Board Supervisor, Vice Chairman
Nancy Feliu	Board Supervisor, Assistant Secretary
Michael Gebala	Board Supervisor, Assistant Secretary
Darrin Bagnuolo	Board Supervisor, Assistant Secretary

Also present were:

Jayna Cooper	District Manager, Rizzetta & Company, Inc.
Daryl Adams	District Manager, Rizzetta & Company, Inc.
Matthew Huber	Regional District Manager, Rizzetta & Company, Inc.
John Toborg	Landscape Inspection Manager
Vivek Babbar	DC, Straley, Robin, Vericker (<i>Via conference call</i>)
Jason Pond	Clubhouse Manager
Angel Rivera	Juniper Landscape

Audience **Present**

FIRST ORDER OF BUSINESS**Call to Order**

Mr. Huber called the meeting to order at 9:06 p.m. and noted that there were audience members present.

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

There were no audience comments presented at this time.

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

Mr. Babbar was present and gave the Board an update on the Meritage Easement Agreement.

Mr. Babbar outlined 4 requests from the Board that Meritage Homes does not want to proceed with, which are as follows; request to raise the insurance from 1 million to 2 million, request to have speed control device on the roadways, request to have a crossing guard for school children, and the request to have an additional sign at the entrance of Kensington Place. The Board had an additional request that Meritage Homes increase the compensation to \$3,000/yr and reimburse the CDD for expenses related to this.

Mr. Bagnuolo voiced his concerns regarding the verbiage in Sections 2 and 4 of the amended agreement that Mr. Babbar has drafted. After a brief discussion, the Board agreed to leave the verbiage as is and authorized Mr. Babbar to move forward with the Meritage Agreement as discussed.

On a motion from Ms. Manuele, seconded by Mr. Gebala, with all in favor, the Board of Supervisors authorized Mr. Babbar to move forward with the Meritage Agreement, as discussed, for the Sterling Hill Community Development District.

Mr. Babbar updated the Board on the Welch Tennis Agreement. They agreed to add an addendum to include certain state requirements, which Mr. Babbar sent to them on October 19, 2022. The Board agreed to approve the agreement with Mr. Babbar's addendum included.

On a motion from Ms. Manuele, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approve the Welch Tennis agreement, to include Mr. Babbar's addendum, for the Sterling Hill Community Development District.

B. District Engineer Report

Mr. Brletic was present and gave an update on the HA5 project. The work will be done on November 7th, 8th, and 9th and notice will go out the week on October 31st.

Mr. Brletic and Mr. Pond were onsite with the County to inspect the open parcel. Mr. Brletic is still waiting of the application; the application fee is \$250.00.

The Board would like Mr. Pond to get proposals for pickleball courts and a dog park for the parcel. Mr. Pond will also look into parking.

C. Landscape Inspection Services Manager

Mr. Toborg reviewed the field inspection report.

There was a brief discussion regarding the turf along Dunwoody where parents wait in line for their children to get off the bus. Mr. Brletic will reach out to the School Board to see if this is something they can fix.

D. Amenity Management

Mr. Pond reviewed the amenity report. The Board did not have any questions.

1. Consideration of Clubhouse Roofing Proposals

The Board reviewed several proposals for clubhouse roofing, they were most interested in Bluewater Roofing in the amount of \$18,495 and Protech Roofing in the amount of \$17,690. The Board would like Mr. Pond to get more of a breakdown from Bluewater Roofing and more information on warranty and material from Protech Roofing. This item has been tabled.

Mr. Pond has reached out to several fencing companies to get proposals for the playground fence. He has not heard back from any of them. The Board asked him to reach out to Farkas Fencing to see if they can provide a proposal.

A discussion ensued regarding the Veterans Day Event and having a food truck with \$10 vouchers for the Veterans. The Board gave Mr. Pond permission to have the food truck and give Veterans a \$10 voucher and free ices.

On a motion from Ms. Feliu, seconded by Ms. Manuele, with all in favor, the Board of Supervisors authorized Mr. Pond to give out \$10 vouchers and free Ices to Veterans for the Sterling Hill Community Development District.

E. District Manager

Mr. Huber reviewed the District Manager Report & financial statements. The Board had no questions.

Mr. Huber reminded the Board that the next regular meeting of the Board of Supervisors will be held on November 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 Workshop Meeting held on September 8, 2022**

Mr. Huber presented the Minutes of the Board of Supervisors workshop meeting held on September 8, 2022.

On a motion from Ms. Manuele, seconded by Ms. Feliu, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors workshop meeting held on September 8, 2022 for the Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of Minutes of Board of Supervisors Regular Meeting held on September 15, 2022**

Mr. Huber presented the Minutes of the Board of Supervisors regular meeting held on September 15, 2022.

On a motion from Mr. Gebala, seconded by Mr. Bagnuolo, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors regular meeting held on September 15, 2022 for the Sterling Hill Community Development District.

SIXTH ORDER OF BUSINESS**Consideration of Operation & Maintenance Expenditures for August 2022**

On a motion from Ms. Manuele, seconded by Mr. Gebala, with all in favor, the Board of Supervisors ratified the operation and maintenance expenditures for August 2022 in the amount of \$130,183.95 for the Sterling Hill Community Development District.

SEVENTH ORDER OF BUSINESS**Audience Comments**

There were no audience comments presented at this time.

EIGHTH ORDER OF BUSINESS**Supervisor Requests**

During the Supervisors requests, Ms. Miller suggested moving all of the 9:00 a.m. meetings to 9:30 a.m. The Board discussed and agreed to move all 9:00 a.m. meetings to 9:30 a.m.

NINTH ORDER OF BUSINESS**Adjournment**

On a motion from Ms. Manuele, seconded by Ms. Feliu, with all in favor, the Board of Supervisors adjourned the meeting at 11:06 a.m. for the Sterling Hill Community Development District.

Assistant Secretary

Chairman/Vice Chairman

Tab 12

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

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

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

www.sterlinghillcdd.org

Operation and Maintenance Expenditures September 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$ 131,599.41**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Brandon Hoaglan	100057	083122 Hoaglan	Off Duty Patrol 08/22	\$ 240.00
Brett F. Croft	100058	73284	Off Duty Patrol 09/09/22	\$ 90.00
Brett F. Croft	100058	73297	Off Duty Patrol 09/10/22	\$ 90.00
Charter Communitcations	9082022	090269301082122 Auto Draft	4411 Sterling Hill Blvd AHMS 09/22	\$ 699.90
Christina Miller	100059	CM090822 655	Board Of Supervisors Meeting 09/08/22	\$ 200.00
Christina Miller	100071	CM091522 655	Board Of Supervisors Meeting 09/15/22	\$ 200.00
Daniel Duane Arriza	100072	73286	Off Duty Patrol 09/09/22	\$ 90.00
Darrin Bagnuolo	100060	DB090822 655	Board Of Supervisors Meeting 09/08/22	\$ 200.00
Darrin Bagnuolo	100073	DB091522 655	Board Of Supervisors Meeting 09/15/22	\$ 200.00
David Martin	100045	73125	Off Duty Patrol 08/26/2022	\$ 90.00
DCSI, Inc.	100061	29938	Quarterly Monitoring Fitness Center 09/22	\$ 128.97
Egis Insurance Advisors, LLC	100074	17034	Policy #100122639 10/01/2022-10/01/2023	\$ 43,149.00
Egis Insurance Advisors, LLC	100074	17060	Policy #100122639 10/01/2022-10/01/2023 Added a Gate	\$ 40.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Department of Revenue	100062	37-8015579013-3 08/22	Sales & Use Tax 08/22	\$ 264.27
George Cloversettle	100046	73120	Off Duty Patrol 08/26/2022	\$ 90.00
Hunter Matthew Reid	100075	73196	Off Duty Patrol 09/02/22	\$ 90.00
Jessica Lynn Hemley	100063	73225	Off Duty Patrol 09/03/22	\$ 90.00
Joseph Schneider	100047	73136	Off Duty Patrol 08/27/2022	\$ 90.00
Joseph Schneider	100047	73159	Off Duty Patrol 08/27/2022	\$ 90.00
Joshua Mitro	100064	73232	Off Duty Patrol 09/03/22	\$ 90.00
Juniper Landscaping of Florida, LLC	100054	160625	Fertilization Application 04/28/22	\$ 4,749.00
Juniper Landscaping of Florida, LLC	100054	168305	Annual Replacement at North Clubhouse 06/22	\$ 407.68
Juniper Landscaping of Florida, LLC	100054	169335	Pest Control (Labor & Materials) - 06/30/2022	\$ 175.00
Juniper Landscaping of Florida, LLC	100054	177055	Plant Material 08/22	\$ 226.60
Juniper Landscaping of Florida, LLC	100054	177056	Plant Material 08/22	\$ 107.02
Juniper Landscaping of Florida, LLC	100054	177058	Plant Material 08/22	\$ 361.29

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Juniper Landscaping of Florida, LLC	100054	177059	Plant Material 08/22	\$ 169.08
Juniper Landscaping of Florida, LLC	100070	176779	June Annual Flower Changeout 08/22	\$ 865.20
Juniper Landscaping of Florida, LLC	100070	178061	Wire Tracking at Arborglades Entrance 08/22	\$ 3,793.94
Juniper Landscaping of Florida, LLC	100080	176782	Plant Material 08/30/22	\$ 1,077.95
Juniper Landscaping of Florida, LLC	100080	177423	General Landscape Maintenance 09/22	\$ 18,509.10
Michael William Gebala	100065	MG090822 655	Board Of Supervisors Meeting 09/08/22	\$ 200.00
Michael William Gebala	100076	MG091522 655	Board Of Supervisors Meeting 09/15/22	\$ 200.00
Nancy E Feliu	100066	NF090822 655	Board Of Supervisors Meeting 09/08/22	\$ 200.00
Nancy E Feliu	100077	NF091522 655	Board Of Supervisors Meeting 09/15/22	\$ 200.00
Norman E. Burburan	100067	73191	Off Duty Patrol 09/02/22	\$ 90.00
Rizzetta & Company, Inc.	100044	INV0000070845	District Management Fees 09/22	\$ 6,404.09
Rizzetta & Company, Inc.	100050	INV0000071188	Personnel Reimbursement 09/02/22	\$ 13,627.80
Rizzetta & Company, Inc.	100078	INV0000071507	Personnel Reimbursement 09/16/22	\$ 11,639.47

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100081	INV0000071213	Out Of Pocket Expenses 08/22	\$ 50.00
Sandra Manuele	100068	SM090822 655	Board Of Supervisors Meeting 09/08/22	\$ 200.00
Sandra Manuele	100079	SM091522 655	Board Of Supervisors Meeting 09/15/22	\$ 200.00
Shore Commercial Services, Inc.	100082	225459	Pool Maintenance North Clubhouse 09/22	\$ 2,622.00
Southern Automated Access Services, LLC	100048	11652	Gate Repairs - Haverhill 08/22	\$ 105.00
Southern Automated Access Services, LLC	100048	11653	Gate Repairs - Haverhill 09/22	\$ 105.00
Southern Automated Access Services, LLC	100051	11659	Gate Service Check - All Gates 09/02/22	\$ 210.00
Southern Automated Access Services, LLC	100051	11661	Gate Repairs - Windance 08/26/22	\$ 105.00
Southern Automated Access Services, LLC	100051	11662	Gate Repairs - Haverhill 09/06/22	\$ 105.00
Southern Automated Access Services, LLC	100055	11670	Gate Repairs - Haverhill 08/22	\$ 105.00
Southern Automated Access Services, LLC	100055	11671	Gate Repairs - Storage Lot 09/22	\$ 145.00
Southern Automated Access Services, LLC	100055	11697	Gate Repairs - Installation New Cellular Board - Glenburne 09/22	\$ 1,210.00
Southern Automated Access Services, LLC	100055	11698	Gate Repairs - Installation New Cellular Board - Windance 09/22	\$ 1,210.00

Sterling Hill Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Southern Automated Access Services, LLC	100055	11699	Gate Repairs - Replaced Motor - Haverhill 09/22	\$ 1,060.00
Southern Automated Access Services, LLC	100069	11669	Service Call - Glenburne 09/22	\$ 105.00
Sterling Hill CDD	DC091322	DC091322	Debit Card Replenishment	\$ 1,814.97
Thomas Castiglione	100056	083122 Castiglione	Off Duty Patrol 08/22	\$ 480.00
Times Publishing Company	100052	0000243365 08/31/22	Acct # 107011 Legal Advertising 08/31/22	\$ 66.90
Waste Management Inc. of Florida	100049	0781119-1568-8	Waste Disposal Services North Clubhouse 09/22 Acct 63003	\$ 303.35
Waste Management Inc. of Florida	100053	0780996-1568-0	Waste Disposal Services South Clubhouse 09/22 Acct 12001	\$ 331.25
Withlacoochee River Electric Cooperative, Inc.	90922	Sterling Hill Summary of WREC 08/22 ACH	Sterling Hill Summary of WREC 08/22 ACH	<u>\$ 11,840.58</u>
Report Total				<u>\$ 131,599.41</u>