



Rizzetta & Company

# **Sterling Hill Community Development District**

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## **Board of Supervisors' Meeting January 12, 2026**

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

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

## **STERLING HILL COMMUNITY DEVELOPMENT DISTRICT**

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

|                             |  |  |
|-----------------------------|--|--|
| <b>Board of Supervisors</b> | Christina Miller<br>Sandra Manuele<br>Nancy Felio<br>Michael Gebala<br>Darrin Bagnuolo | Chairman<br>Vice Chairman<br>Assistant Secretary<br>Assistant Secretary<br>Assistant Secretary |
| <b>District Manager</b>     | Daryl Adams  | Rizzetta & Company, Inc.   |
| <b>District Counsel</b>     | Lauren Gentry  | Kilinski/Van Wyk   |
| <b>District Engineer</b>    | Stephen Brletic  | BDI Engineering  |

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

# STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001

Mailing Address – 3434 Colwell Ave, Suite 200, Tampa, Florida 33614

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

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

January 6, 2026

## Agenda

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Tuesday, January 12, 2026, at 10:00 a.m.** at the Sterling Hill North Clubhouse, located at 4411 Sterling Hill Boulevard, Spring Hill, FL 34609. The following is the tentative 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 Engineer
  - B. Landscape
    1. Review of Landscape Inspection Report (Under Separate Cover)
    2. Discussion of Mulch Proposals (Under Separate Cover)
    3. Consideration of Juniper's Irrigation Repair Proposal.....Tab 1
  - C. District Counsel
  - D. Amenity Management
    1. Review of Amenity Report (Under Separate Cover)
  - E. District Manager
    1. Review of District Manager Report and Monthly Financials  
(Under Separate Cover)
- 5. BUSINESS ITEMS**
  - A. Discussion Regarding the Buzzers In The Clubhouse
  - B. Consideration of Security Installation Services (Under Separate Cover)
  - C. Consideration of Audit Engagement Letter .....Tab 2
  - D. Consideration of the Coastline Electric Lighting Agreement .....Tab 3
  - E. Discussion of Procedures with Staff/Vendors
  - F. Discussion DRA/Signage and Trespassing Matters
  - G. Consideration of Resolution 2026-05 Adopting Amendment to  
Amenity Rules (Fitness Centers Hours)..... Tab 4
- 6. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors'  
Meeting held on November 11, 2025.....Tab 5
  - B. Consideration of Operations & Maintenance  
Expenditures for November 2025 (Under Separate Cover)
- 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,  
Darryl Adams  
District Manager

## **Tab 1**



## Proposal

**Proposal No.:** 378030

**Proposed Date:** 12/19/25

| PROPERTY:  | FOR:   |
|--|--|
| Sterling Hill CDD<br>John Toborg<br>4411 Sterling Hill Blvd<br>Spring Hill, FL 34609 | December 2025 Irrigation Repair-CH North &<br>Brightstone-Mainline |

CH North & Brightstone Place- 4" main line repair.



| ITEM   | QTY    | UOM  | TOTAL             |
|--|--------|------|-------------------|
| <b>Irrigation Renovation</b>                                     |        |      |                   |
| <b>Control Components</b>  |        |      | \$5,796.01        |
| Irrigation Tech Labor  | 55.00  | HR   |                   |
| PVC Pipe 4" - sch 40 by the foot                                 | 20.00  | FT   |                   |
| 4" Misc Fittings   | 8.00   | EA   |                   |
| Concrete 80lb Bags   | 2.00   | EA   |                   |
| Harco Ductile Iron Fitting to Pipe Style A Joint Restraint 4 in. | 4.00   | EA   |                   |
| Harco Ductile Iron IPS Repair Coupling 4 in.                     | 2.00   | EA   |                   |
| Bahia, 01 Square Foot - 01SF                                     | 100.00 | 01SF |                   |
| Potting Soil - 40 lb bag   | 10.00  | Bag  |                   |
| <b>Total:</b>  |        |      | <b>\$5,796.01</b> |



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

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

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

Residential Agreement: A deposit or payment in full will be required before any work will begin. Any and all balance will be due upon job completion in full, unless otherwise noted in writing. All work will be performed in a workman like manner in accordance to said proposal. Any additional work added to original proposal will require written approval, may require additional deposits and will be due on completion with any remaining balances owed.

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

\_\_\_\_\_  
**Signature (Owner/Property Manager)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name (Owner/Property Manager)**

\_\_\_\_\_  
**Signature - Representative**

\_\_\_\_\_  
**Date**

## **Tab 2**





# 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

November 12, 2025

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 Berger, Toombs, Elam, Gaines & Frank CPAs PL ("we") audit Sterling Hill Community Development District's, (the "District"), governmental activities and each major fund as of and for the year ending September 30, 2025, which collectively comprise the District's 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, 2025, 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") and *Government Auditing Standards* issued by the Comptroller General of the United States ("GAS") will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the 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 controls.

## **The Responsibilities of the Auditor**

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

1. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's system of internal control, 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



Sterling Hill Community Development District  
November 12, 2025  
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2. Consider the entity's system of internal control 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;
3. 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; and
4. 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 controls, 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 and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will also communicate to the Board (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants ("AICPA") and GAS.

### **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;



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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.

Management is responsible for the required supplementary information ("RSI") which accounting principles generally accepted in the United States of America ("U.S. GAAP") require to be presented to supplement the basic financial statements.

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

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

1. For the preparation and fair presentation of the financial statements in accordance with U.S. GAAP;
2. To evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. 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. Information relevant to the preparation and fair presentation of the financial statements, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
  - c. Additional information that we may request from management for the purpose of the audit; and



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- 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 Engagement 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 the District's financial statements. Our report will be addressed to the Board of Supervisors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgement, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the District's financial statements, we will also issue the following reports:

1. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
2. Auditor General Management Letter, if applicable; and
3. Report on Compliance with Section 218.415, Florida Statutes, if applicable.



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## **Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's 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 by District personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with a designated individual, serving on behalf of management. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

## **Non-audit Services**

In connection with our audit, you have requested us to perform the following non-audit services:

1. Assistance in drafting the District's financial statements in accordance with accounting principles generally accepted in the United States of America, based on information provided by the District. While we will assist in drafting the financial statements, management retains responsibility for the financial statements, including their fair presentation, the selection and application of accounting principles, the accuracy and completeness of the underlying financial information, and for reviewing, approving, and accepting the financial statements prior to their issuance. Management is also responsible for establishing and maintaining effective internal controls relevant to the financial reporting process.

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the District, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The District has agreed to designate an individual, serving on behalf of management, who possesses suitable skill, knowledge, and experience, and who understands the non-audit services to be performed and described above sufficiently to oversee them. Accordingly, the management of the District agrees to the following:

1. The District will designate a qualified individual, serving in a management capacity, who possesses suitable skill, knowledge, and experience to oversee the services;
2. The designated individual will assume all management responsibilities for the subject matter and scope of the non-audit service described above;



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3. The District will evaluate the adequacy and results of the services performed; and
4. The District accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the District's management or those charged with governance of the objectives of the non-audit services, the services to be performed, the District's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit services. We believe this Engagement Letter documents that understanding.

### **Other Relevant Information**

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

### **Fees and Costs**

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. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2025 will not exceed \$3,985 unless the scope of the engagement is changed, the assistance which the 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. Our fee and the timely completion of our work are based on anticipated cooperation from District personnel, timely responses to our inquiries, timely completion and delivery of client assistance requests, timely communication of all significant accounting and financial reporting matters, and the assumption that no unexpected circumstances will be encountered during the engagement. All other provisions of this letter will survive any fee adjustment.

### **Use and Ownership; Access to Audit Documentation**

The Audit Documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank. For the purposes of this Engagement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of Berger, Toombs, Elam, Gaines, & Frank's audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by Berger, Toombs, Elam, Gaines, & Frank for the District under this Engagement Letter, or any documents belonging to the District or furnished to Berger, Toombs, Elam, Gaines, & Frank by the District.



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Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Berger, Toombs, Elam, Gaines, & Frank policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access and Release Letter substantially in Berger, Toombs, Elam, Gaines, & Frank's form. Berger, Toombs, Elam, Gaines, & Frank reserves the right to decline a successor auditor's request to review our Audit Documentation.

In the event we 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 the District, the 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.

#### **Indemnification, Limitation of Liability, and Claim Resolution**

Because we will rely on the District and its management and Board of Supervisors to discharge the foregoing responsibilities, the District agrees to indemnify, holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, directors, and employees from all third-party claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the District's management.

The District and Berger, Toombs, Elam, Gaines & Frank agree that no claim arising out of, from, or relating to the services rendered pursuant to this engagement letter shall be filed more than two years after the date of the audit report issued by Berger, Toombs, Elam, Gaines & Frank or the date of this engagement letter if no report has been issued. To the fullest extent permitted by Florida law, our firm shall not be liable for any loss of profits, business interruption, or other consequential, incidental, or punitive damages. In all circumstances, the total liability for any claim arising from this engagement will not exceed the total amount of the fees paid by the District to Berger, Toombs, Elam, Gaines & Frank under this engagement letter. Notwithstanding the foregoing, nothing in this limitation of liability provision shall, or shall be interpreted or construed to, relieve the District of its payment obligations to Berger, Toombs, Elam, Gaines & Frank under this Engagement Letter.

#### **Confidentiality**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of the 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. The 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 the District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.





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November 12, 2025  
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### **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, upon request, we will provide you with 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 non-financial 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 destroyed in accordance with our record retention policies.

### **Termination**

Either party hereto may terminate this Engagement Letter for any reason upon fifteen (15) days' prior written notice to the other party. In the event the District terminates this engagement, the District will pay us for all services rendered, expenses incurred, and noncancelable commitments made by us on the District's behalf through the effective date of termination.

Either party may terminate this Engagement Letter upon written notice if: (i) circumstances arise that in its judgment cause its continued performance to result in a violation of law, a regulatory requirement, applicable professional or ethical standards, or in the case of Berger, Toombs, Elam, Gaines, & Frank, our client acceptance or retention standards; or (ii) if the other party is placed on a Sanctioned List, or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List.

Neither Berger, Toombs, Elam, Gaines & Frank nor the District shall be responsible for any delay or failure in its performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics, or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At the District's option, the District may terminate this Engagement Letter where our services are delayed more than 120 days; however, the District is not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Engagement Letter.

The parties agree that those provisions of this Engagement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Engagement Letter.



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## **Miscellaneous**

We may mention your name and provide a general description of the engagement in our client lists and marketing materials.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Engagement Letter. The District shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States. The District shall not knowingly cause Berger, Toombs, Elam, Gaines & Frank to violate any sanctions applicable to Berger, Toombs, Elam, Gaines & Frank. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury and the U.S. State Department.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

## **Governing Law**

This Engagement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Engagement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Florida, without regard to its conflict of law principles, and applicable U.S. federal law.

## **Entire Agreement**

This Engagement Letter constitutes the entire agreement between Berger, Toombs, Elam, Gaines & Frank and the District, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Engagement Letter including any separate nondisclosure agreement executed between the parties.

If any term or provision of this Engagement 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.

This Engagement Letter may be amended or modified only by a written instrument executed by both parties.



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### Electronic Signatures and Counterparts

This Engagement Letter may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which taken together will constitute one and the same instrument. Each party agrees that any electronic signature of a party to this Engagement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid and have the same force and effect as a manual signature.

### Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms contained herein. Each party and its signatory below represent that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein.

Please sign and return this letter to indicate your acknowledgment of, and agreement with, the terms of this Engagement Letter.

Sincerely,

*Berger Toombs Elam  
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK  
CERTIFIED PUBLIC ACCOUNTANTS PL

Maritza Stonebraker, CPA

Confirmed on behalf of the addressee:

Sign: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



6815 Dairy Road  
Zephyrhills, FL 33542

813.788.2155  
[BodinePerry.com](http://BodinePerry.com)

### Report on the Firm's System of Quality Control

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

November 30, 2022

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, 2022. 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](http://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, 2022, 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, PLC, has received a peer review rating of *pass*.



Bodine Perry

(BERGER\_REPORT22)

**ADDENDUM TO ENGAGEMENT LETTER  
STERLING HILL COMMUNITY DEVELOPMENT DISTRICT  
DATED NOVEMBER 12, 2025**

**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:** \_\_\_\_\_

**District: Sterling Hill Community  
Development District**

**Title: Director**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date: November 12, 2025**

**Date:** \_\_\_\_\_

## **Tab 3**



# AGREEMENT FOR LIGHTING SERVICES

## Coastline Electric, Inc.

Licensed & Insured – State of Florida  
License # EC-0002969

---

Prepared For: Sterling Hill CDD  
Project Address: 4250 Sterling Hill Blvd.  
Prepared By: Will McNeal,  
Date: 11.26.25

### Scope of Work

- >To run a dedicated 120v20a circuit (approximately 100 yards) and install (6) exterior post lights along rear walkway to new pavilion area.
- >Contractor responsible for all trenching and cementing of base for each light.
- > Pricing includes labor and estimated material cost.

### Pricing Estimate/Terms

Total Estimated Job Cost:

**\$5,780.00 (Five Thousand Seven Hundred Eighty Dollars and 00/100)**

50% Due upon acceptance \$2,890.00 (Two Thousand Eight Hundred Ninety Dollars and 00/100);  
balance due upon completion.

**Make all checks payable to: "Coastline Electric, Inc."**

ALL EXTRAS TO BE PAID BY OWNER. \*\*NOTE\*\*

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifics will be executed only upon written change orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or any delays beyond our control. Owner is responsible to carry all necessary insurance. Our workers are covered by our Workers Compensation Insurance.

Acceptance: The above prices, specifications and conditions are satisfactory and hereby accepted. You are hereby authorized to do the work as specified herein. Payment will be made as outlined above. If a default is made in payment under this contract, and if such default is not made good within 10 days of date due, the entire sum and interest shall at once become payable without notice. I/We hereby unconditionally guarantee payment in full by the customer identified in the above proposal in accordance with the terms thereof. In the event of non-payment by the customer, for whatever reason, which includes, but is not limited to bankruptcy of business or personal. Furthermore, I/We are jointly, personally, directly, unconditionally and severely liable for all such payment obligations including principal, service charges, interest, cost of collections, and attorney's fees.

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*[Signature page to Agreement for Lighting Services]*

**COASTLINE ELECTRIC, INC.**

**STERLING HILL COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

## ADDENDUM TO THE AGREEMENT FOR LIGHTING SERVICES

**Agreement:** Agreement for Lighting Services  
**Contractor:** Coastline Electric, Inc.  
18401 US Hwy 19, Hudson, Florida 34667  
**District:** Sterling Hill Community Development District

The following provisions govern the Agreement referenced above:

1. Effective Date. The Agreement shall be deemed effective as of the date of the full execution of the Agreement and this Addendum.
2. Duties.
  - a. Contractor agrees, as an independent contractor, to undertake the work described in the Agreement in a neat and professional manner reasonably acceptable to the District, in accordance with the highest industry standards, and in compliance with all applicable federal, state, and local laws, regulations, ordinances, and building codes.
  - b. Contractor shall use reasonable care in performing the services and shall be responsible for any harm of any kind to persons or property resulting from Contractor's actions or inactions.
  - c. In addition to any warranties provided in the Agreement, the Contractor warrants to the District that all materials furnished under the Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the work, nor final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or work, and such responsibility shall survive completion of the work and final payment. If any of the materials or work are found to be defective, deficient or not in accordance with the Agreement, Contractor shall correct, remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District .
  - d. All permits or licenses necessary for the Contractor to perform under the Agreement shall be obtained and paid for by the Contractor.

3. Insurance.

- a. The Contractor, and any subcontractor performing the work described in the Agreement, shall maintain throughout the term of the Agreement the following insurance:
    - i. Workers' Compensation Insurance in accordance with the laws of the State of Florida.
    - ii. Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries and property damage, with limits of not less than \$1,000,000 combined single limit, including Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operations.
    - iii. Automobile Liability Insurance covering any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed, with limits of not less than \$1,000,000 combined single limit for bodily injury and property damage liability.
  - b. The District and its officers, agents, staff, and representatives shall be named as additional insured parties on the Commercial General Liability and Automobile Liability policies. The Contractor shall furnish the District with a Certificate of Insurance evidencing compliance with this requirement prior to commencing work under the Agreement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, shall be considered primary and non-contributory with respect to the additional insureds, and shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the additional insureds.
  - c. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.
4. Compensation. For the Services identified in the Addendum, the District shall pay Contractor a total of **Five Thousand Seven Hundred Eighty Dollars and Zero Cents (\$5,780.00)** ("Total Payment"). An initial deposit of **Two Thousand Eight Hundred Ninety Dollars and Zero Cents (\$2,890.00)** shall be invoiced prior to the commencement of the Services for the Contractor to purchase materials necessary for the Services. The remainder of the Total Payment, in the amount of **Two Thousand Eight Hundred Ninety**

**Dollars and Zero Cents (\$2,890.00)** shall be invoiced upon the completion of the Services and acceptance by the District of the work. The Total Payment includes all equipment, materials, permits and labor necessary to complete the Services as described in this Agreement and in **Composite Exhibit A**. This compensation includes all parts, materials, and labor necessary to complete the work as described in the Agreement and this Addendum. Compensation under the Agreement shall be paid by the District to Contractor in accordance with the Local Government Prompt Payment Act, as set forth in sections 218.70 *et seq.* of the Florida Statutes.

5. Additional Work; Change Orders. In the event that any change orders are needed for additional work under the Agreement, the District agrees to pay the Contractor in accordance with the unit prices identified in the Agreement. Contractor shall provide such documentation as the District may reasonably require to verify the amounts invoiced for any additional work performed.
6. Indemnification. Contractor shall defend, indemnify and hold harmless the District, and the District's officers, staff, representatives, and agents, from any and all liabilities, damages, claims, losses, costs, or harm of any kind, including, but not limited to, reasonable attorney's fees, to the extent caused by any acts or omissions of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of the Agreement. The obligations under this paragraph shall be limited to no more than \$2,000,000.00, which amount Contractor agrees bears a reasonable commercial relationship to the Agreement. Nothing in this Section is intended to waive or alter any other remedies that the District may have as against the Contractor.
7. Limitations on Governmental Liability. Contractor further agrees that nothing in the Agreement between the parties shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, *Florida Statutes*, or other statute.
8. Termination. The agreement may be terminated immediately by the District for cause, or upon thirty (30) days' written notice by either party for any or no reason. Contractor shall not be entitled to lost profits or any other damages of any kind resulting from any termination by the District, provided however that Contractor shall be entitled to payment for any work provided through the effective date of termination, subject to any offsets.
9. Public Records. The Contractor understands and agrees that all documents of any kind provided to the District in connection with the Agreement may be public records, and, accordingly, the Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Darryl Adams ("Public Records Custodian")**. Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or

confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement's term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-994-1001, DARRYL@RIZZETTA.COM, OR 3434 COLWELL AVE., SUITE 200, TAMPA, FL 33614.**

10. Assignment. Neither the District nor the Contractor may assign the Agreement or any monies to become due hereunder without the prior written approval of the other.
11. Liens and Claims. Notwithstanding any other language in the Agreement, the parties agree that lien rights are not available under Florida law because the District is a governmental entity. That said, the District represents that it has sufficient funds on hand to pay any amounts due pursuant to the terms of the Agreement and this Addendum.
12. Controlling Law and Venue. In the event that either party is required to enforce the Agreement, as amended by this Addendum, by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The Agreement, as amended, and the provisions contained in the Agreement and this Addendum shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any legal actions regarding the Agreement or this Addendum shall be Hernando County, Florida.
13. Claims for Construction Defects. To the extent that any of the services described herein and in the Agreement are classified as construction services, **CLAIMS FOR CONSTRUCTION DEFECTS ARE NOT SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.** *The District expressly reserves all rights and remedies available under Florida law with respect to construction defect claims.*
14. E-Verify. The Contractor shall comply with and perform all applicable provisions of section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute,

Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated section 448.091, *Florida Statutes*. By entering into the Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of the Agreement.

15. Scrutinized Companies Statement. In accordance with section 287.135, *Florida Statutes*, Contractor represents that in entering into the Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or the Scrutinized Companies that Boycott Israel List created pursuant to sections 215.4725 and 215.473, *Florida Statutes*, and in the event such status changes, Contractor shall immediately notify the District. If Contractor is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate the Agreement.
16. Anti-Human Trafficking Requirements. Contractor certifies, by acceptance of the Agreement, that neither it nor its principals utilize coercion for labor or services as defined in section 787.06, *Florida Statutes*. Contractor affirms that it previously executed an affidavit in compliance with section 787.06(13), *Florida Statutes*.
17. Addendum Controls. The Agreement, as amended by this Addendum, shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of the Agreement. To the extent any of the provisions of this Addendum are in conflict with the provisions of the Agreement, this Addendum controls. The Agreement shall not be effective without this addendum executed by the parties.



*[Signature page to Addendum to Agreement for Lighting Services]*

**COASTLIEN ELECTRIC, INC.**

**STERLING HILL COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**ANTI-HUMAN TRAFFICKING AFFIDAVIT**

I, \_\_\_\_\_, as \_\_\_\_\_, on behalf of Coastline Electric, Inc., a Florida corporation (the "Contractor"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Contractor.
  2. The Contractor does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.
  3. More particularly, the Contractor does not participate in any of the following actions:
    - (a) Using or threatening to use physical force against any person;
    - (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
    - (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
    - (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
    - (e) Causing or threatening to cause financial harm to any person;
    - (f) Enticing or luring any person by fraud or deceit; or
- Consideration of Junior's Irrigation Repair Proposal  
(g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

Date: \_\_\_\_\_, 2025

FURTHER AFFIANT SAYETH NAUGHT.

**COASTLINE ELECTRIC, INC.,**

a Florida corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me ☐ physical presence or ☐ remote notarization by \_\_\_\_\_, as \_\_\_\_\_, of Coastline Electric, Inc., who is ☐ personally known to me or ☐ who produced \_\_\_\_\_ as identification this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

(Notary Seal)

## Tab 4

**RESOLUTION 2026-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN AMENDMENT TO THE AMENITY RULES AND RATES OF THE DISTRICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District’s Board of Supervisors (“Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules, rates, charges and fees; and

**WHEREAS**, the Board accordingly finds that it is in the best interest of the District to adopt by resolution an amendment to the *Amenity Policies and Rates* as set forth at **Exhibit A** (“Amendment”), which relate to use of the District’s amenity facilities and other District-owned property, for immediate use and application.

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

**SECTION 1.** The above stated recitals are true and correct and are hereby incorporated herein by reference.

**SECTION 2.** The Amendment attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution as necessary for the conduct of District business. Portions of the *Amenity Policies and Rates* which are not addressed in this Resolution remain in full force and effect. The amended *Amenity Policies and Rates* shall remain in full force and effect until such time as the Board may amend or replace them.

**SECTION 3.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12th day of January 2026.

**ATTEST:**

**STERLING HILL COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Amendment to Rules and Rates

**EXHIBIT A**  
**Amendment to Rules and Rates**

*The following policies for the fitness centers  
are proposed amendments to the Amenity Policies and Rates.*

**FITNESS CENTER**

*For all emergencies, call 911.*

- (1) The Fitness Centers Hours are as follows, unless posted otherwise by Staff:
  - North Fitness Center: 5:00 AM – 10:00 PM; 7 days a week.
  - South Fitness Center (Clubhouse): 8:00 AM – 9:00 PM; 7 days a weekInterior lights will shut off automatically at 10pm, and alarm will activate.
- (2) Fitness center is for Patrons only, unless special permission is granted for guests.
- (3) Age Requirements:
  - Users must be 16 years of age or older to use fitness center without parent or legal guardian.
  - Children ages 13-15 must be accompanied by a parent or legal guardian who remains present at all times.
  - No one under the age of 13 is permitted in the fitness center. No exceptions!
  - Patrons age 18 or older may request one-day approval for guests from manager.
  - Age verification in the form of picture ID or birth certificate may be required any time by staff.
- (4) The facilities are under video surveillance. All activities are being recorded 24 hours a day.
- (5) In case of an emergency dial 911
- (6) You must have your Access Card to gain access.
- (7) No Tailgating - You may not open the fitness center doors for someone without an Access Card. If you do so you may be asked to leave, have your access suspended, or access terminated completely.
- (8) There is a 25-minute time limit on the fitness equipment when others are waiting.
- (9) All concerns, equipment malfunctions, damaged equipment and/or maintenance should be reported to clubhouse staff.
- (10) Use of the facility is at your own risk. Please use caution when exercising.
- (11) No dropping weights, emotional outbursts, or loud grunting while working out. Respect others.
- (12) No loud or offensive language or behavior.
- (13) No radio or music from cell phones or other devices. Headphones or ear buds are permitted.
- (14) All personal items must be kept off the workout floor.
- (15) Keep the facility clean. Put weights back where they belong, and pick up after yourself.
- (16) Fitness machines and equipment must be wiped down after each use with wipes or spray provided.
- (17) No loitering, drug use, smoking, electronic smoking devices, or alcohol of any kind is permitted in the fitness center facility.
- (18) Do not deface or destroy any property within the fitness center to include walls, floors, equipment, and restrooms. You will be responsible for the cost of repair.

- (19)** Proper workout attire is mandatory. Closed toe athletic shoes, athletic shorts or pants, and shirt required. No sandals, flip-flops, boots, dress shoes, jeans or street clothes permitted.
- (20)** Proper hygiene is required. You must wear clean clothes and avoid inappropriate body odor, strong perfumes, or cologne.
- (21)** Please use all fitness equipment properly and in a safe manner.
- (22)** Water or other sports drinks must be contained in non-breakable spill proof containers.
- (23)** No outside food is permitted.
- (24)** Animals are prohibited in the fitness center.

**EXHIBIT A**  
**Amendment to Rules and Rates**

*The following policies for the fitness centers  
are proposed amendments to the Amenity Policies and Rates.*

**Fitness Center**

*For all emergencies, call 911.*

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  - North Fitness Center: 5:00 AM – 10:00 PM; 7 days a week.
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- (2) Fitness center is for Patrons only, unless special permission is granted for guests.
- (3) Age Requirements:
  - Users must be 16 years of age or older to use fitness center without parent or legal guardian.
  - Children ages 13-15 must be accompanied by a parent or legal guardian who remains present at all times.
  - No one under the age of 13 is permitted in the fitness center. No exceptions!
  - Patrons age 18 or older may request one-day approval for guests from manager.
  - Age verification in the form of picture ID or birth certificate may be required any time by staff.
- (4) The facilities are under video surveillance. All activities are being recorded 24 hours a day.
- (5) In case of an emergency dial 911
- (6) You must have your Access Card to gain access.
- (7) No Tailgating - You may not open the fitness center doors for someone without an Access Card. If you do so you may be asked to leave, have your access suspended, or access terminated completely.
- (8) There is a 25-minute time limit on the fitness equipment when others are waiting.
- (9) All concerns, equipment malfunctions, damaged equipment and/or maintenance should be reported to clubhouse staff.
- (10) Use of the facility is at your own risk. Please use caution when exercising.
- (11) No dropping weights, emotional outbursts, or loud grunting while working out. Respect others.
- (12) No loud or offensive language or behavior.
- (13) No radio or music from cell phones or other devices. Headphones or ear buds are permitted.
- (14) All personal items must be kept off the workout floor.
- (15) Keep the facility clean. Put weights back where they belong, and pick up after yourself.
- (16) Fitness machines and equipment must be wiped down after each use with wipes or spray provided.
- (17) No loitering, drug use, smoking, electronic smoking devices, or alcohol of any kind is permitted in the fitness center facility.



- (18) Do not deface or destroy any property within the fitness center to include walls, floors, equipment, and restrooms. You will be responsible for the cost of repair.
- (19) Proper workout attire is mandatory. Closed toe athletic shoes, athletic shorts or pants, and shirt required. No sandals, flip-flops, boots, dress shoes, jeans or street clothes permitted.
- (20) Proper hygiene is required. You must wear clean clothes and avoid inappropriate body odor, strong perfumes, or cologne.
- (21) Please use all fitness equipment properly and in a safe manner.
- (22) Water or other sports drinks must be contained in non-breakable spill proof containers.
- (23) No outside food is permitted.
- (24) Animals are prohibited in the fitness center.

## **Tab 5**

**MINUTES OF MEETING**

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

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Tuesday, December 9, 2025, at 10:00 a.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

|                  |  |
|------------------|--|
| Christina Miller | <b>Board Supervisor, Chairman</b>            |
| Sandra Manuele   | <b>Board Supervisor, Vice Chairman</b>       |
| Darrin Bagnuolo  | <b>Board Supervisor, Assistant Secretary</b> |
| Nancy Feliu      | <b>Board Supervisor, Assistant Secretary</b> |
| Michael Gebala   | <b>Board Supervisor, Assistant Secretary</b> |

Also present were:

|                   |   |
|-------------------|---|
| Darryl Adams      | <b>District Manager, Rizzetta</b>                               |
| Lauren Gentry     | <b>District Counsel, Kilinski/Van Wyk</b> (Via Conference Call) |
| Lindsay Moczynski | <b>District Counsel, Kilinski/Van Wyk</b> (Via Conference Call) |
| Stephen Brietic   | <b>District Engineer, BDI Engineering</b>                       |
| Jason Pond        | <b>Clubhouse Manager</b>  |
| Connie Mastroni   | <b>Asst. Clubhouse Manager</b>                                  |
| Jorge Ledesma     | <b>Account Manager, Juniper</b>                                 |
| Jayme Atchley     | <b>Regional Manager, Juniper</b>                                |
| John Toborg       | <b>Landscape Inspection Manager, Rizzetta</b>                   |
| Haily Pryor       | <b>Landscape Inspection Specialist, Rizzetta</b>                |

Audience      **Present**

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

Mr. Adams called the meeting to order at 10:00 a.m.

**SECOND ORDER OF BUSINESS****Pledge of Allegiance**

Those in attendance recited the Pledge of Allegiance.

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

Residents raised concerns about open house signs, and the Board responded that open

house signs are not permitted.

#### **FOURTH ORDER OF BUSINESS**

#### **STAFF REPORTS**

##### **A. District Engineer**

Mr. Brletic stated that the pickleball work is still ongoing and that additional updates will be provided as the week progresses. The Board requested that Mr. Adams not approve the final pickleball payment until Board approval is received.

##### **B. Landscape Report**

###### **1. Review of Landscape Inspection Report**

Mr. Toborg went over his report.

##### **C. District Counsel**

On a motion from Mr. Bagnuolo, seconded by Ms. Manuele, with 1 in favor (Darrin Bagnuolo) and 4 opposed (Christina Miller; Sandra Manuele; Nancy Feliu; Michael Gebala), the Board of Supervisors approved to retract the vending machine license agreement with Connie and have Connie's vending machines removed from property, for the Sterling Hill Community Development District.

##### **D. Amenity Management Report**

The Board reviewed the Report.

On a motion from Ms. Feliu, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the Holiday Party in the amount of \$700, for the Sterling Hill Community Development District.

###### **1. Consideration of Linear Card Reader Systems Proposals**

On a motion from Mr. Gebala, seconded by Mr. Bagnuolo, with all in favor, the Board of Supervisors moving forward with the DCSI Access Control Proposal in the amount of \$39,889, for the Sterling Hill Community Development District.

On a motion from Mr. Gebala, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved additional lighting for the sidewalks to courts and the activity area in the amount of \$5,780. District Counsel will provide the agreement for the Sterling Hill Community Development District.

##### **E. District Manager**

###### **1. Review of District Manager Report and Monthly Financials**

Mr. Adams reviewed his report and monthly financials. He also reminded the Board that the next meeting is scheduled for January 13, 2026, at 10:00 a.m.

#### **FIFTH ORDER OF BUSINESS**

#### **BUSINESS ITEMS**

##### **A. Consideration of Resolution 2026-03; Setting Public**

##### **Hearing on Amended Rules of Procedures**

On a motion from Ms. Manuele, seconded by Mr. Gebala, with all in favor, the Board of Supervisors approved the Resolution 2026-03; Setting Public Hearing on Amended Rules of Procedures, for the Sterling Hill Community Development District.

**B. Consideration of Resolution 2026-04; Re-Setting Public Hearing on Parking and Towing Policies**

The Board determined not to move forward.

**SIXTH ORDER OF BUSINESS**

**BUSINESS ADMINISTRATION**

**A. Consideration of Minutes of Board of Supervisors' Meeting held on November 11, 2025**

The Board requested edits on the following lines:

- Line 28 - Stephen's business is no longer JMT. It should say BDI
- Line 32 - Lindsey Maczynski was VIA Conference call
- Line 52 - Should say Mr. Gebala (not Ms.)
- Line 55 - Should say southside "gym"
- Line 68 - I don't think the word "damage" is correct. It should say "NTE \$12,500 to regrade, add sprinklers and sod"
- Line 97 - The correction from last month's minutes should say Lindsey was via conference call
- Line 56 – Policy not agreed upon
- Line 53 – As amended instead
- Line 115 – PM not AM
- Line 105 – Mr. not Ms.

On a motion from Mr. Bagnuolo, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on November 11, 2025, as amended, for the Sterling Hill Community Development District.

**B. Ratification of Operations & Maintenance Expenditures for October 2025**

The Board inquired about the credit, and District Counsel will investigate the matter.

On a motion from Ms. Gebala, seconded by Ms. Manuele, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenses for October 2025 (\$ 321,871.84), as discussed, for the Sterling Hill Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

No comments presented at this time.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Feliu requested a discussion alarm buzzer in the clubhouse.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a motion from Mr. Bagnuolo, seconded by Ms. Gebala, with all in favor, the Board of Supervisors adjourned the meeting at 12:41 p.m. for the Sterling Hill Community Development District.

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Assistant Secretary

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Chairman/Vice Chairman

DRAFT