

**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 22, 2015 at 8:30 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>
Louis Peters	<b>Board Supervisor, Assistant Secretary</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Cassi Harbuck	<b>Board Supervisor, Assistant Secretary</b>
Frances Krause	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Clif Fischer	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley &amp; Robin</b> <i>(via speakerphone)</i>
Tonja Stewart	<b>District Engineer, Stantec Consulting Services</b> <i>(via speakerphone)</i>
John Toborg	<b>Field Operations Manager, RASI</b>
Jason Pond	<b>Amenity Management</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

Ms. Miller called the meeting to order and Mr. Fischer performed the roll call confirming a quorum for the meeting.

Ms. Miller asked all those in attendance to stand and recite the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience comments put forward at this time.

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**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meetings on September 10, and September 24, 2015**

A minor revision was requested to line 156 on the minutes from the meeting on September 10, 2015.

On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meetings held on September 10, 2015 and September 24, 2015 as discussed for Sterling Hill Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for August and September 2015**

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors accepted the operation and maintenance expenditures for August (\$81,985.30) and September (\$127,336.34) as presented for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Series 2006 Arbitrage Rebate Report Dated June 30, 2015**

Mr. Fischer stated that the report reflects that there was no arbitrage liability at this time.

On a Motion by Ms. Manuele, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors accepted the Series 2006 Arbitrage Rebate Report dated June 30, 2015 for Sterling Hill Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Establishing an Audit Committee and Scheduling Meetings**

Mr. Fischer informed the Board that the current contract for auditing services expires with the completion of the audit for Fiscal Year 2014/2015 and recommended that they begin the process of selecting a firm for the next three years. He reviewed the process and the following Board action was taken:

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors appointed themselves to serve as the Audit Committee and authorized Staff to submit the required notices for the Audit Committee meetings for Sterling Hill Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Painting  
Road Side Walls**

It was stated that this was included in the agenda packet purely as a reminder to the Board and residents that the work will be beginning soon as the Board approved the proposals during the budget process. A brief discussion ensued.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for  
Construction of New Fitness Center**

Mr. Pond reviewed the various proposals for the new fitness center to include construction of the building and the fitness equipment. A lengthy discussion ensued regarding timing, funding, the size of the AC unit, use of the current facility, hours of operation, and the need to have the District Engineer review the plans and for the design schematic to be posted at the clubhouse for resident review.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the proposal from Sunrise Homes in the amount of \$138,700 for construction of the new fitness center pending review of the proposal by District Engineer for Sterling Hill Community Development District.

The Board asked for additional information on the fitness equipment before making a decision regarding which proposal to go with.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposals for Security  
System for New Fitness Center**

The Board indicated that it would like to wait to select a security system at later date.

**TENTH ORSER OF BUSINESS**

**Consideration of Insurance Endorsement  
for RV Park**

Mr. Fischer explained that upon review of the RV Park the insurance company is asking for a slight increase to the premium of \$168.00

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the insurance endorsement for the RV Park totaling \$168.00 for Sterling Hill Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Vericker discussed the status of the sale of the 54 lots and responded to questions regarding the sale of a lot by the SPE and the lot in Dunwoody that is in the foreclosure process.

B. District Engineer

No report.

C. Field Operations Manager

Mr. Toborg provided a brief overview of his monthly report and issues with obtaining timelines for the completion of specific projects. He responded to Board questions regarding the care of Bahia grass.

Mr. Toborg reviewed the proposals from Luke Brothers, explaining the reasoning for completing the projects at this time. A request was made to obtain a second proposal for the regrading and sod install proposal in the amount of \$4,320.

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$4,320 to regrade and sod the two lots in Windance for Sterling Hill Community Development District.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the proposal of the annuals from Luke Brothers in the amount of \$1,000 for Sterling Hill Community Development District.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved proposal for the seasonal install of Poinsettias in the amount of \$1,500 for Sterling Hill Community Development District.

D. Amenity Management

Mr. Pond informed the Board that he believes the billing issues with AT&T have been resolved and they will be refunding the overcharges that have been paid. He also stated that the pressure washing of the median and sidewalks has started.

Mr. Pond responded to questions regarding the length of time that it has taken to get the gate repaired at Brackenwood and the possibility of having the vendor stock parts so this does not continue to occur. The Board asked that Mr. Pond contact the vendor to discuss this possibility.

Ms. Manuele requested that new swings be installed at the South Park.

E. District Manager

A brief discussion ensued regarding concerns with the Monthly Financial Summary (MFS) report included in the agenda packet and the following Board action taken:

On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors authorized Staff to remove the MFS from the agenda packets and replace it with a copy of the monthly financial statements for Sterling Hill Community Development District.

Mr. Fischer reminded the Board that the next meeting is scheduled for November 19, 2015 at 6:30 p.m.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Mr. Peters expressed concern with whether or not background checks are completed on renters within Windance and a request made that they become part of the Master HOA so that all communities can have a standard set of regulations. Mr. Fischer stated that he will speak with the HOA Manager regarding this matter.

Audience comments were entertained regarding whether the CDD would approve the purchase of two adjoining lots for the purpose of building one home in the center of both lots. Mr. Vericker stated that from an architectural standpoint it would be up to the HOA. However, the property owner would still be required to pay the assessments on both lots. Discussion ensued regarding whether the County would have any issues with this or not.

In response to a question regarding the repair of some broken pipes in particular areas of the community, it was stated that the County would be responsible to repair them. The Board requested Mr. Pond contact the County to ask that they complete an inspection of the community and make the necessary repairs.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Manuele, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors adjourned the meeting at 9:46 a.m. for Sterling Hill Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman