

**MINUTES OF MEETING**

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

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Sterling Hill Community Development District was held on **Thursday, January 28, 2016 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>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Frances Krause	<b>Board Supervisor, Assistant Secretary</b>
Cassi Harbuck	<b>Board Supervisor, Assistant Secretary</b>
Louis Peters	<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>
John Toborg	<b>Field Operations Manager, RASI</b>
Jason Pond	<b>Amenity Management</b>
Berlinda Serrano	<b>District Coordinator, Rizzetta &amp; Company, Inc.</b>

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

Mr. Fischer called the meeting to order and performed the roll call confirming a quorum for the meeting. He asked all those in attendance to stand and recite the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

It was noted that there were no audience in attendance for this meeting.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Audit  
Committee Meeting on December 17,  
2015**

<p>On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee meeting held on December 17, 2015, as presented, for Sterling Hill Community Development District.</p>
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**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting on December 17, 2015**

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meetings held on December 12, 2015, as presented, for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for December 2015**

A brief discussion ensued regarding the invoice for Luke Brothers and the disparity between the water bills between the North and South clubhouses. It was stated that two leaking pipes were discovered, so this should remedy the situation.

On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors accepted the operation and maintenance expenditures for December (\$91,674.60), as presented, for Sterling Hill Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal for Painting Monuments**

Mr. Pond reviewed the proposal from T.R. Painting Services in the amount of \$2,500 to repaint the monuments at the village entrances.

On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors approved the proposal from T.R. Painting Services in the amount of \$2,500 to clean, repair, and paint the monuments at the entrances to the eleven villages within Sterling Hill Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Contract with Sunrise Landscaping for Landscape Maintenance Services**

Mr. Fischer stated that Sunrise has been on site and has started making the necessary improvements. Mr. Toborg reviewed the contract for landscape maintenance services highlighting the scope of service with Sunrise Landscape based on the proposal they submitted last June. He stated that Sunrise has agreed to honor the pricing in that proposal (\$188,973.00). Mr. Fischer stated that the District will have the funds to cover the increased cost as it will be obtaining back taxes on the property that closed recently.

Mr. Toborg stated that Sunrise will be scheduling a meeting with Mr. Pond to meet the whole crew and do an inspection of the property.

On a Motion by Ms. Manuele, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved the agreement with Sunrise Landscaping in the amount of \$188,973.00 for landscape maintenance services Sterling Hill Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Fence Proposal to  
Divide Basketball Courts in Half**

Mr. Pond explained his reasoning for making the request to install a fence to divide the basketball courts and a brief discussion ensued with opposing opinions being expressed by the Board. The possibility of limiting the use of the courts to residents only, limiting the number of guests allowed, or increasing the age of the residents able to bring guests were put forward. A motion was made to change the age to stated that residents below the age of 19 cannot bring in guests. District Counsel recommended that he research the legality of such a policy. The motion failed for lack of a second.

Discussion ensued regarding the age for using the gym without a parent.

On a Motion by Ms. Krause, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors approved allowing residents 16 (no guest) and over to use the fitness center without adult supervision, for Sterling Hill Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Second Addendum to  
RASI Contract**

Mr. Fischer explained that the addendum removes the contract for pool maintenance from the jurisdiction of RASI and puts the control of the contract back in the hands of the District. The possibility of hiring an employee to handle the pool maintenance rather than hiring an outside firm was discussed.

On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors approved the Second Addendum to the RASI Contract for Sterling Hill Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposals for Pool  
Maintenance**

Mr. Fischer recommended that the Board approve the contract with Sunrise Pool (\$1,850/month) until such time as an individual can be hired as there is a 30-day cancellation clause. Staff will research any savings that would be afforded should the District take on the responsibility for pool maintenance.

On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors approved the Sunrise Pool Contract for Sterling Hill Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Vericker updated the Board on the status of the 100 lots included in the Brown foreclosure and the 58 lots that were purchased by DR Horton.

Mr. Vericker reviewed the request put forwarded by Lerner Real Estate Advisors relative to the undeveloped land and three years of deferred assessments. The Board indicated that it was not interested in accepting this proposal as the assessments are not being paid on those lots now.

B. District Engineer

Not present.

C. Field Operations Manager

It was noted that there was no report this month due to the change in vendors.

D. Amenity Management

Mr. Pond discussed the year in review and presented various proposals to pressure wash the sidewalks and curbing. The proposals were tabled until it can be determined if the new employee might be able to handle some of the work load.

Mr. Pond informed the Board that Mr. Dory was promoted by Rizzetta and will be a clubhouse manager at another District and discussed the movement of existing employees and new hires as a result of the changes.

Mr. Pond reviewed a packet put together by Fitrev to address the equipment and layout for the new fitness center based on information he provided them. He stated that the equipment all carries a five-year warranty. A brief discussion ensued. A request was made to see what the cost would be to add an additional core machine. Mr. Pond confirmed that the cost is within the overall budget for the project that was previously approved by the Board.

Mr. Pond stated that there will be additional room in the new center for a pool table, etc. to provide older kids and adults with another activity. The Board authorized him to move forward with this.

E. District Manager

There were no questions on the financial statement that was included in the agenda book.

Mr. Fischer reminded the Board that the next regular meeting is scheduled for February 25, 2016 at 8:30 a.m. and reviewed the items that the Board asked to have brought to the meeting.

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**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

Mr. Peters requested that the Board be provided with an employee pay scale for RASI key employees, so that the Board can make an informed decision on whether it should be allocating more funds to cover raises and help with the retention of employees.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors adjourned the meeting at 9:57 a.m. for Sterling Hill Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman