



# **STERLING HILL**

## **COMMUNITY DEVELOPMENT DISTRICT**

5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544 - 813-994-1001 - [sterlinghillcdd.org](http://sterlinghillcdd.org)

### **STERLING HILL COMMUNITY DEVELOPMENT DISTRICT**

### **BOARD OF SUPERVISORS MEETING OCTOBER 27, 2016**

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#### **STERLING HILL COMMUNITY DEVELOPMENT DISTRICT**

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Christina Miller  
*Chairman*

Sandra Manuele  
*Vice Chairman*

Cassi Harbuck  
*Supervisor*

Frances Krause  
*Supervisor*

Louis Peters  
*Supervisor*

Clifton Fischer  
*District Manager*

# STERLING HILL COMMUNITY DEVELOPMENT DISTRICT AGENDA OCTOBER 27, 2016 at 8:30 a.m.

At the Sterling Hill North Clubhouse, located at 4411 Sterling Hill Blvd, Spring Hill, FL 34609.

<b>District Board of Supervisors</b>	Christina Miller Sandra Manuele Cassi Harbuck Frances Krause Louis Peters	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Clifton Fischer	Rizzetta & Company, Inc.
<b>District Attorney</b>	John Vericker	Straley, Robin, & Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services Inc

**All Cellular phones and pagers must be turned off while in the clubhouse.**

**The District Agenda is comprised of six different sections:**

The regular meeting will begin promptly at **8:30 a.m.** with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 994-1001 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 994-1001, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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 • 5844 OLD PASCO ROAD • SUITE 11 • WESLEY CHAPEL, FL 33544**  
[www.sterlinghillcdd.org](http://www.sterlinghillcdd.org)

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October 19, 2016

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

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Thursday, October 27, 2016 at 8:30 a.m.** at the North Sterling Hill 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. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting on September 22, 2016.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for September 2016.....Tab 2
- 5. BUSINESS ITEMS**
  - A. Consideration of Engagement Letter for Arbitrage Services.....Tab 3
  - B. Review of SPE Financial Statements.....Tab 4
  - C. Discussion Regarding Amended Fitness Center Policies.....Tab 5
  - D. Consideration of Resolution 2017-01, Adopting Policy for Sign Placement.....Tab 6
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Field Operations Manager
    1. Presentation of Field Inspection Report.....Tab 7
  - D. Amenity Management
    1. Presentation of Monthly Report.....Tab 8
  - E. District Manager
    1. Discussion Regarding Security and Non Resident Loitering
- 7. AUDIENCE COMMENTS ON OTHER ITEMS**
- 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,

***Clifton Fischer***  
District Manager

cc: John Vericker, Straley & Robin, PA  
Tonja Stewart, Stantec Consulting Services

# Tab 1

**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, September 22, 2016 at 6:30 p.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

Christina Miller	<b>Board Supervisor, 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>
Sandra Manuele	<b>Board Supervisor, Chairman</b>

Also present were:

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

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

Mr. Fischer called the meeting to order and performed 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**

There were no audience comments put forward at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting on September 22, 2016**

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 22 2016, as presented, for Sterling Hill Community Development District.
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45 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for August  
2016**

46  
47  
48  
On a Motion by Ms. Miller, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors accepted the operation and maintenance expenditures for August (\$87,726.01) for Sterling Hill Community Development District.

49  
50 **FIFTH ORDER OF BUSINESS**

**Acceptance of Series 2006 A&B Arbitrage  
Report**

51  
52  
53 Mr. Fischer stated that there was no negative arbitrage for the Series 2006 A&B bonds.

54  
On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors accepted the Series 2006 A&B Arbitrage Report for Sterling Hill Community Development District.

55  
56 **SIXTH ORDER OF BUSINESS**

**Consideration of Dissemination  
Agreement**

57  
58  
59 Mr. Fischer explained that Prager Sealy recently decided to get out of the dissemination services business and Rizzetta has submitted a proposal to pick them up at the same cost (\$2,000 for the series 2003A and 2006A bonds). A brief discussion ensued and the following Board action taken.

60  
61  
62  
63  
On a Motion by Mr. Peters, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors accepted the Prager Sealy resignation and approved the Rizzetta & Company proposal for Dissemination Services for Sterling Hill Community Development District.

64  
65 **SEVENTH ORDER OF BUSINESS**

**Consideration of Rizzetta Professional  
Field Services Agreement**

66  
67  
68 Mr. Fischer stated that the agreement includes the pricing discussed during budget season (\$525 per month). Following a brief discussion, the Board authorized the Chairman to execute the agreement.

69  
70  
71  
On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the Rizzetta Professional Field Services Agreement for Sterling Hill Community Development District.

72  
73  
74  
75  
76

77 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-09, Re-  
Designating a Treasurer**

78  
79  
80 Mr. Fischer explained that Mr. Kennedy has tendered his resignation and Rizzetta would  
81 like to recommend that William Rizzetta be named as treasurer.  
82

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved Resolution 2016-09, appointing William Rizzetta as Treasurer for Sterling Hill Community Development District.

83  
84 **NINTH ORDER OF BUSINESS**

**Consideration of Proposals for Clubhouse  
Furniture Replacement**

85  
86  
87 Mr. Pond reviewed proposals to replace the furniture in the clubhouses and a brief  
88 discussion was held regarding what rooms the furniture was for, color schemes, and funding.  
89

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$10,000 for replacing the furniture in the activity and kitchen areas for both the North and South Clubhouse for Sterling Hill Community Development District.

90  
On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$10,000 for replacing the furniture in the lounge areas for both the North and South Clubhouse and authorized the Chairman to select the final colors for Sterling Hill Community Development District.

91  
92 **TENTH ORDER OF BUSINESS**

**Consideration of Proposal to Replace  
Gate DVRs**

93  
94  
95 Mr. Pond spoke regarding the need to replace the gate DVRs and presented a proposal for  
96 Board consideration.  
97

On a Motion by Ms. Harbuck, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the proposal from DCSI totaling \$4,939.00 to replace the gate DVRs for Sterling Hill Community Development District.

98  
99 **ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

100 A. District Counsel

101 Mr. Vericker reminded the Board to forward any and all records requests they might  
102 receive to District Management as soon as they are received. He spoke briefly on the  
103 recent foreclosure sale.

104  
105 A brief discussion was held regarding District signage, with the Board requesting that  
106 District Counsel draft a signage policy for Board review at the next meeting.  
107

108 B. District Engineer  
109 Not present.

110  
111 C. Field Services Manager  
112 Mr. Toborg reviewed his latest report and fielded questions from the Board regarding  
113 landscape matters.

114  
115 It was stated that District Management has the authority to approve the proposal to  
116 remove the three dead trees.

117  
118 D. Amenity Management  
119 Mr. Pond presented a proposal to replace the District's Maintenance vehicle and a brief  
120 discussion ensued.

121  

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 \$9,000 to replace the maintenance vehicle for Sterling Hill Community Development District.

122  
123 E. District Manager  
124 A request was made to have the SPE financial statements available to the Board at the  
125 next meeting.

126  
127 It was also stated that the District may have an opportunity to obtain a full size pool table  
128 at a very reasonable cost. Mr. Pond will keep the Board apprised of the situation.

129  
130 Mr. Fischer reminded the Board that the next meeting is scheduled for October 27, 2016  
131 at 8:30 a.m.

132  
133 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests and Audience**  
134 **Comments**

135  
136 There were no audience comments or Supervisor requests put forward at this time.

137  
138 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

139  

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors adjourned the meeting at 8:03 p.m. for Sterling Hill Community Development District.

140  
141  
142  
143  
144 \_\_\_\_\_  
145 Secretary/Assistant Secretary Chairman/Vice Chairman



# Tab 2

# Tab 3



LLS Tax Solutions  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: [liscott@llstax.com](mailto:liscott@llstax.com)

September 26, 2016

Sterling Hill Community Development District  
c/o Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614-8390

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to Sterling Hill Community Development District ("Client") for the following bond issues. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$39,000,000 Sterling Hill Community Development District Capital Improvement Revenue Bonds, Series 2003A and Series 2003B

## **SCOPE OF SERVICES**

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service ("IRS") forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

## **TAX POSITIONS AND REPORTABLE TRANSACTIONS**

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that

the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

## **PROFESSIONAL FEES AND EXPENSES**

Our professional fees for services listed above for the bond year ended September 30, 2016 is \$500, which includes reasonable out-of-pocket expenses. We will bill you upon completion of our services or on a monthly basis. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

**ACCEPTANCE**

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,  
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:  
Sterling Hill Community Development District

By: Linda L. Scott

Linda L. Scott, CPA

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

Print Name \_\_\_\_\_

Title \_\_\_\_\_

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

# Tab 4

3:46 PM  
10/13/16  
Accrual Basis

**Sterling Hill CDD Holdings LLC**  
**Balance Sheet**  
As of September 30, 2016

	<u>Sep 30, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10111 · BB&T Operating Account	106.00
Total Checking/Savings	<u>106.00</u>
Total Current Assets	<u>106.00</u>
<b>TOTAL ASSETS</b>	<u><u>106.00</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
310 · Members Equity	100.00
Net Income	6.00
Total Equity	<u>106.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>106.00</u></u>

3:48 PM  
10/13/16  
Accrual Basis

**Sterling Hill CDD Holdings LLC**  
**Profit & Loss**  
**October 2015 through September 2016**

	<u>Oct '15 - Sep 16</u>
Ordinary Income/Expense	
Expense	
51300 · Financial and Administrative	
3101 · Management Expenses	12,000.00
4902 · Dues, Subscriptions & Fees	138.75
4907 · Property Tax Expense	-6.00
..... Total 51300 · Financial and Administrative	<u>12,132.75</u>
 Total Expense	 <u>12,132.75</u>
Net Ordinary Income	-12,132.75
Other Income/Expense	
Other Income	
36600 · Other Financing Sources	
36600.2 · Bondholder Advances	12,138.75
Total 36600 · Other Financing Sources	<u>12,138.75</u>
38810 · Sale of General Asset	
0007 · Land Sale	62,163.83
Total 38810 · Sale of General Asset	<u>62,163.83</u>
Total Other Income	74,302.58
Other Expense	
58190 · Transfers Out	62,163.83
Total Other Expense	<u>62,163.83</u>
Net Other Income	<u>12,138.75</u>
Net Income	<u><u>6.00</u></u>



# Tab 5

# **Sterling Hill Fitness Center Rules & Regulations**

## **Age Requirements:**

- Sterling Hill residents only! Guests are not permitted.
- You 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.
- No one under the age of 13 is permitted in the fitness center. No exceptions!
- Age verification in the form of picture ID or birth certificate may be required anytime by staff.

## **Fitness Center Hours:**

- 5:00 AM – 10:00 PM
- Open 7 days a week.
- Staff will post when closed for Holidays and maintenance.
- Interior lights will shut off automatically at 10pm, and alarm will activate.
- All activities are being recorded 24 hours a day for safety and security purposes.

## **Rules and Regulations:**

- In case of an emergency dial 911
- You must have your Sterling Hill swipe card to gain access.
- No Tailgating - You may not open the fitness center doors for someone without a swipe card. If you do so you may be asked to leave, have your access suspended, or access terminated completely.
- All concerns, equipment malfunctions, damaged equipment and/or maintenance should be reported to clubhouse staff.
- Use of the facility is at your Own Risk. Please use caution when exercising.
- No dropping weights, emotional outbursts, or loud grunting while working out. Respect others.
- No loud or offensive language or behavior.
- No radio or music from cell phones or other devices. Headphones or ear buds are permitted.
- All personal affects must be kept off the workout floor.
- Keep the facility clean. Put weights back where they belong, and pick up after yourself.

- Fitness machines and equipment must be wiped down after each use with wipes or spray provided.
- No loitering, drug use, smoking, or alcohol of any kind is permitted in facility.
- 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.
- 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.
- Proper hygiene is required. You must have on clean clothes. Inappropriate body odor, strong perfumes, or cologne is offensive.
- Please use all fitness equipment properly and in a safe manner.
- If another resident is waiting, equipment utilization is limited to 25 minutes.
- Water or other sports drinks must be contained in non-breakable spill proof containers.
- No outside food is permitted.
- All other general facility Rules apply.

**The Sterling Hill staff reserves the right to suspend or terminate fitness center access if any rules and regulations are not followed.**

# Tab 6

**RESOLUTION 2017-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STERLING HILL COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY REGARDING THE PLACEMENT OF SIGNS ON DISTRICT PROPERTY AND PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the District owns and maintains numerous common areas and recreation areas within its boundaries; and

WHEREAS, the District desires to adopt a policy prohibiting the installation of any non-District signs on District property.

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

Section 1.     Sign Policy. Except for signs installed, owned and maintained by the District, the installation of signs on District property is prohibited.

Section 2.     Enforcement. The Board hereby authorizes and directs District staff to remove any signs that are not owned by the District from District owned property.

Section 3.     This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 17th DAY OF NOVEMBER, 2016.**

**Attest:**

**Sterling Hill  
Community Development District**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Christina Miller  
Chair of the Board of Supervisors

# Tab 7

# Tab 8

**Sterling Hill CDD  
September 2016  
Operations Report**

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**Clubhouse Manager: Jason Pond**  
Email: [sterlinghillclub@live.com](mailto:sterlinghillclub@live.com)

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**Clubhouse Maintenance and Improvements**

- Monthly carpet and floor cleaning by Apex.
  - Had north and south clubhouse tile and grout cleaned and sealed by Apex.
  - North clubhouse pool deck and chairs were pressure washed
  - North side sidewalks and back pavilion were pressure washed.
  - Cleaned north clubhouse gutters.
  - Pressure washed south clubhouse Dog Park and back pavilion area.
  - Broke ground on the new fitness center at the north clubhouse.
- 

**Gate Report**

- Edgemere tele entry was damaged from lightning, the circuit board was replaced.
  - Arborglades circuit board locked up by lightning was able to repower.
  - Storage Lot circuit board hit by lightning, replaced the board.
  - Replaced Brackenwood damaged exit gate (drivers insurance paid).
- 

**Resident Relations**

- The community pool party was a big success, and Sterling Hill families had a lot of fun.
- 

**Private Event Rentals**

North Clubhouse:

- 09/10/16 - Baby Shower
- 09/16/16 - Birthday Party
- 09/17/16 - Baby Shower
- 09/18/16 - Community Pool Party
- 09/24/16 - Birthday Party

South Clubhouse:

- 09/10/16 - Baby Shower
  - 09/17/17 - Birthday Party
  - 09/18/16 - Birthday Party
  - 09/25/16 - Birthday Party
- 

**Field Maintenance**

- Trash clean-up in the DRA's, wooded areas, and along Sterling Hill Blvd.
- Trimmed up trees in several Sterling Hill villages.
- Painting at south clubhouse exterior areas.
- Pressure washing of the north and south side sidewalks along Sterling Hill Blvd.