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**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, July 27, 2017 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:

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Christina Miller	<b>Board Supervisor, Chairman</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Louis Peters	<b>Board Supervisor, Assistant Secretary</b>
Michael Dimos	<b>Board Supervisor, Assistant Secretary</b>
Cassi Harbuck	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Clif Fischer	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Vivek Babbar	<b>District Counsel, Straley, Robin, &amp; Vericker</b> <i>(via Speakerphone)</i>
Tonja Stewart	<b>District Engineer, Stantec Consulting</b> <i>(via Speakerphone)</i>
Jason Pond	<b>Amenity Management</b>
Tyree Brown	<b>Operations Manager</b>
Bill Conrad	<b>Representative, Sunrise Landscaping</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 June 22, 2017**

A request was made to make a change to line 41 of the minutes.

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on June 22, 2017, as amended, for Sterling Hill Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for June 2017**

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for June 2017 (\$66,350.97) for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

**Discussion Regarding Conduct Policy**

There were no questions on the proposed policy.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal to Tint both Clubhouse Window Doors and Activities Room Sliders for More Privacy**

Mr. Pond presented the proposal to tint the door windows in order to provide additional privacy for individuals using the facilities. A brief discussion ensued on the topic.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the proposal from Sunrise Homes & Renovations to tint both clubhouse window doors and activities room sliders in the amount of \$1,280 for Sterling Hill Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal to Re-Stripe RV/Boat Parking Lot**

Mr. Pond stated that he requested the proposal to address concerns with the striping of parking spaces within the RV/Parking lot. The Board asked that this item be tabled until next month.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal to Replace Traffic Signs**

A brief discussion was held regarding the missing signage, with Mr. Pond listing the signs listed on the missing page of the proposal.

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the proposal from National Traffic Signs for needed Street Signs throughout the community at a cost of \$1,411.25 for Sterling Hill Community Development District.

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**NINTH ORDER OF BSUINESS**

**Consideration of Proposal for Sidewalk Repairs**

Mr. Pond led discussion regarding the recent sidewalk inspection and areas that were identified for repair.

On a Motion by Ms. Harbuck, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the proposal from Lakewood Concrete Const., Inc. for sidewalk repairs in the amount of \$6,540 for Sterling Hill Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-05, Designating Primary Administrative Office**

Mr. Fischer explained the Florida Statues now require that each District designate both a records office and administrative office. He noted that the North Clubhouse will remain the designated records office within Hernando County. A brief discussion was held regarding which documents are held in each of the offices.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved Resolution 2017-05, Designating the Rizzetta's Pasco County Office (5844 Old Pasco Rd., Suite 100, Wesley Chapel, FL 33544) as the primary administrative office for Sterling Hill Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No report.

**B. District Engineer**

Ms. Stewart reviewed the pavement program analysis and responded to Board questions on the topic. She stated that she would be setting up a meeting with the District Manager and Clubhouse Managers to discuss the logistics of managing traffic during the process.

**C. Field Operations Manager**

Mr. Brown introduced himself to the Board and gave the floor to Mr. Conrad to address the condition of the landscaping throughout the community. The Board expressed their dissatisfaction with the lack of services being provided. Mr. Conrad apologized for the appearance of the community and stated that the rainy weather and staffing issues have been problematic. He indicated that he would have the District in proper order within three to four weeks.

**D. Amenity Management**

Mr. Pond provided a brief overview of his monthly report and presented a proposal to replace the phone lines at the gates with cell communication at a cost of \$550 per gate or a total cost of \$6,050.00.

# **STERLING HILL CDD**

## **EXHIBIT TO 7-27-17 MINUTES:**

1. Southern Automated Access Services – Proposal for Cellular Control Box
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On a Motion by Mr. Dimos, seconded by Ms. Harbuck, with all in favor, the Board of Supervisors approved the proposal from Southern Automated Access Services, LLC to install cell communication systems at the gates in the amount of \$6,050 for Sterling Hill Community Development District.

**E. District Management**

Mr. Fischer reminded the Board that the next meeting is scheduled for August 24, 2017 at 6:30 p.m. and includes the public hearing on the final budget

There were no questions on the Financial Statement.

Mr. Fischer stated that he received a letter of resignation from Ms. Harbuck effective following the adjournment of today's meeting and asked for the Board to accept it.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors accepted the resignation of Cassie Harbuck as Board Supervisor in seat 3 with a term of office that expires in 2018 for Sterling Hill Community Development District.

Discussion was held regarding how the Board would like to proceed with filling the vacancy. A notice will be placed on the website asking interested residents to submit resumes no later than August 15<sup>th</sup> so they can be considered at the next meeting.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

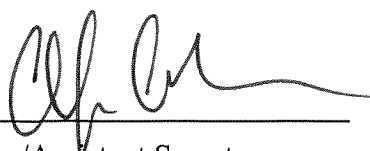
Audience comments were entertained regarding landscaping concerns, a wall that was hit behind a home, and satisfaction with the pool table. Ms. Miller stated that she would contact the County Commissioner to inquire about the possibility of having a guard rail installed in the area near the home.

Ms. Miller asked that the term of office stated on the website be updated to reflect 2020.

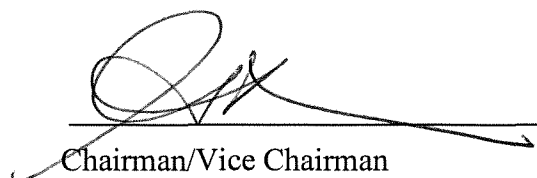
**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Peters, seconded by Mr. Dimos, with all in favor, the Board of Supervisors adjourned the meeting at 9:20 a.m. for Sterling Hill Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman