

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, August 16, 2018 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>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Louis Peters	<b>Board Supervisor, Assistant Secretary</b>
Michael Dimos	<b>Board Supervisor, Assistant Secretary</b>
Richard Massa	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Angel Montagna	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley &amp; Robin</b> <i>(via conference call)</i>
John Toborg	<b>Operations Manager, Rizzetta &amp; Company, Inc.</b>
Tyree Brown	<b>Operations Manager, Rizzetta &amp; Company, Inc.</b>
Scott Smith	<b>Regional Manager, Community Services, Rizzetta &amp; Company</b>
Jason Pond	<b>Clubhouse Manager</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Montagna called the meeting to order and performed roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

Ms. Montagna asked if there were any audience comments. There were none.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting on July 19, 2018**

Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on July 19, 2018. There were no changes to the meeting minutes.

On a Motion by Mr. Dimos, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on July 19, 2018 as presented for Sterling Hill Community Development District.

49  
50  
51  
52  
53  
54

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for July 2018**

Ms. Montagna presented the operation and maintenance expenditures for July 2018.

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 July 2018 (\$95,596.01) for Sterling Hill Community Development District.

55  
56  
57  
58  
59  
60

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year 2018/2019 Final Budget**

Ms. Montagna asked for a motion to open the public hearing.

On a Motion by Mr. Dimos, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2018/2019 Final Budget for Sterling Hill Community Development District.

61  
62  
63  
64  
65  
66  
67  
68  
69

Ms. Montagna stated that the public hearing had been duly noticed in a paper of local circulation. She presented the budget and reviewed the line items of the budget. Discussion ensued.

Ms. Montagna opened the floor for audience comments. Comments were entertained regarding the budget.

Ms. Montagna asked for a motion to close the public hearing.

On a Motion by Mr. Peters, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2018/2019 Final Budget for Sterling Hill Community Development District.

70  
71  
72  
73  
74  
75  
76  
77

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-04, Adopting Fiscal Year 2018/2019 Final Budget**

Ms. Montagna presented and reviewed Resolution 2018-04, Adopting Fiscal Year 2018/2019 Final Budget.

On a Motion by Mr. Peters, seconded by Mr. Dimos, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2018-04, Adopting Fiscal Year 2018/2019 Final Budget (\$2,158,251.84) for Sterling Hill Community Development District.

78 **SEVENTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year 2018/2019**  
79 **Special Assessments**  
80

81 Ms. Montagna asked for a motion to open the public hearing.  
82

On a Motion by Mr. Peters, seconded by Mr. Massa, followed by a vote of all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2018/2019 Special Assessments for Sterling Hill Community Development District.

83  
84 Ms. Montagna stated that the public hearing had been duly noticed in a paper of local  
85 circulation. She presented and reviewed the assessments. There were no questions.  
86

87 Ms. Montagna opened the floor for audience comments. There were none.  
88

89 Ms. Montagna asked for a motion to close the public hearing.  
90

On a Motion by Ms. Manuele, seconded by Mr. Peters, followed by a vote of all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2018/2019 Special Assessments for Sterling Hill Community Development District.

91  
92 **EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2018-05,**  
93 **Imposing Special Assessments and**  
94 **Certifying an Assessment Roll**  
95

96 Ms. Montagna presented and reviewed Resolution 2018-05, Imposing Special Assessments  
97 and Certifying an Assessment Roll.  
98

On a Motion by Mr. Dimos, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2018-05, Imposing Special Assessments and Certifying an Assessment Roll for Sterling Hill Community Development District.

99  
100 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2018-06,**  
101 **Setting the Meeting Schedule for Fiscal**  
102 **Year 2018/2019**  
103

104 Ms. Montagna presented and reviewed Resolution 2018-06, Setting the Meeting Schedule  
105 for Fiscal Year 2018/2019. Discussion ensued. The Board decided to move their December meeting  
106 to December 6, 2019 at 9:00 a.m.  
107

On a Motion by Ms. Manuele, seconded by Mr. Massa, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2018-06, Setting the Meeting Schedule for Fiscal Year 2018/2019 as amended for Sterling Hill Community Development District.

**TENTH ORDER OF BUSINESS****Consideration of Resolution 2018-07, Re-designating an Assistant Secretary**

Ms. Montagna presented and reviewed Resolution 2018-07, Re-designating an Assistant Secretary. She stated that the resolution would be adding her as an assistant secretary for signature purposes.

On a Motion by Mr. Massa, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2018-07, Re-designating an Assistant Secretary (Angel Montagna) for Sterling Hill Community Development District.

**ELEVENTH ORDER OF BUSINESS****Discussion Regarding Incident Report**

Mr. Pond gave the Board an update on the incident report and insurance.

**TWELFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

No report.

**B. District Engineer**

Ms. Montagna read into record the JMT's Engineer's Report dated August 16, 2018. Attached as (Exhibit "A").

A discussion ensued regarding pavement maintenance.

**C. Field Operations Manager**

Mr. Brown presented and reviewed the Field Inspection Report dated July 27, 2018. He updated the Board on Sunrise Landscape's performance. A discussion ensued. The Board would like a copy of Sunrise Landscape's response.

Mr. Smith introduced Mr. Toborg to the Board.

Ms. Montagna presented a proposal from Sunrise Landcare for mulch installation. It was stated that the areas needed to be weeded first before the mulch is installed. The Board also requested that the mulched areas be inspected before payment is released.

On a Motion by Mr. Massa, seconded by Mr. Dimos, the Board of Supervisors approved Sunrise Landcare's proposal for mulch installation (\$45,600.00) for Sterling Hill Community Development District.

**D. Amenity Management**

Mr. Pond presented and reviewed his report for July 2018. He stated that he had no updates at this time.

**E. District Management**

Ms. Montagna presented the financial statements dated June 30, 2018.

Ms. Montagna reminded the Board that the next regular meeting is scheduled for September 20, 2018 at 8:30 a.m.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Ms. Montagna asked if there were any Supervisor Requests. Mr. Dimos stated that there was a home on Brackenwood that has horrible landscape. It was stated that this would be an HOA issue.

There were no audience comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Montagna stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors adjourned the meeting at 7:27 p.m. for Sterling Hill Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman

# **Exhibit A**



## STERLING HILL CDD

### ENGINEER'S REPORT FOR AUGUST 16, 2018 BOARD MEETING

#### Discussion item:

- **HA5 Pavement Project** – Tonja Stewart, past CDD District Engineer, has continued to monitor and report on this project. Tonja has indicated that she will be providing a full report to the community regarding the project in the coming months. JMT will continue to coordinate with Tonja for updates on the full report.
- **Splash Pad** - I have spoken with Dave Lockhart with Lockhart Consulting who is permitting the project. He has forwarded me the most recent correspondence regarding the permitting process and told me he's 30 days out from having permits in hand from SWFWMD and the county. The SWFWMD application was made 7/20 and received comments on 8/6. It is typical for SWFWMD permitting to take 45-60 day. I have forwarded the SWFWMD ERP application to Angel for the board to sign. The only thing Dave requested is that when we nail down who will be providing the water and electrical service portion of the project, that we coordinate with him. JMT will continue to follow up with Dave to make sure there are no hold ups. It is our understanding that once all permits are in hand, SWET Construction will be the contractor performing the work.

As Tonja is exiting she has solicited another proposal for the water and electrical service from Cornerstone to compare with the proposals obtained by Jason. The latest is that Cornerstone is reviewing the plans and working on their proposal. Tonja has made an introduction for me to Cornerstone as we transition everything so JMT can pick up the project from there.

- **Pavement Striping Proposals** – In meeting with Jason on site, we discussed that he obtained proposals for pavement markings (two options, latex and thermoplastic). JMT has reviewed the proposals, however, would like direction from the board on whether to assist Jason with obtaining more proposals or if he is to handle.