

**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 20, 2018 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>
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 Robin &amp; Vericker</b> <i>(via conference call)</i>
Vivek Babbar	<b>District Counsel, Straley Robin &amp; Vericker</b> <i>(via conference call)</i>
Stephen Brletic	<b>District Engineer, JMT Engineering</b>
John Toborg	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</b> <i>(via conference call)</i>
Tyree Brown	<b>Field Services Manager, Rizzetta &amp; Company, Inc.</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 August 16, 2018**

49 Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on  
50 August 16, 2018. There were no changes to the meeting minutes.  
51

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 August 16, 2018 as presented for Sterling Hill Community Development District.

52  
53 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**  
54 **Maintenance Expenditures for August**  
55 **2018**  
56

57 Ms. Montagna presented the operation and maintenance expenditures for August 2018.  
58

On a Motion by Ms. Manuele, seconded by Mr. Massa, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2018 (\$107,692.00) for Sterling Hill Community Development District.

59  
60 **FIFTH ORDER OF BUSINESS** **Discussion Regarding Striping**  
61

62 Ms. Montagna presented proposals from Superior Sealers for restriping and safety reflectors.  
63 Discussion ensued.  
64

On a Motion by Mr. Dimos, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors approved Superior Sealers proposal for restriping 11 Villages (\$8,412.00) for Sterling Hill Community Development District.

65  
66 **SIXTH ORDER OF BUSINESS** **Consideration of Proposal for District's**  
67 **Insurance Renewal**  
68

69 Ms. Montagna presented and reviewed Egis Insurance's proposal for the District's insurance  
70 renewal.  
71

On a Motion by Mr. Massa, seconded by Mr. Dimos, followed by a vote of all in favor, the Board of Supervisors approved Egis Insurance's proposal for the District's Insurance Renewal (\$29,186.00) for Sterling Hill Community Development District.

72  
73 **SEVENTH ORDER OF BUSINESS** **Discussion Regarding Landscape**  
74 **Maintenance**  
75

76 Mr. Brown presented and reviewed his Field Inspection Report. Discussion ensued. The  
77 Board decided to proceed with a request for proposals for landscape maintenance services. Ms.  
78 Manuele stated that she would like a percentage based contract. A discussion ensued regarding  
79 verbiage for the scope of services.  
80

81 Ms. Montagna reviewed the 35 invoices that the District received from Sunrise Landcare.  
82 The Board decided to take no action until Sunrise provides back up for the invoices.  
83

On a Motion by Mr. Dimos, seconded by Mr. Peters, followed by a vote of all in favor, the Board of Supervisors authorized District staff to proceed with a Request for Proposals for Landscape Maintenance Services for Sterling Hill Community Development District.

84

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

85

**A. District Counsel**

86

No report.

87

**B. District Engineer**

88

Mr. Brletic read into record JMT's Engineer's Report dated September 20, 2018. Attached as (Exhibit "A"). He gave the Board an update on the splash pad.

89

The Board requested that Dave Lockhart attend their October meeting.

90

Mr. Brletic gave the Board an update on the pavement maintenance He stated that there is a product issue and the polishing will need to be redone.

91

**C. Field Operations Manager**

92

Mr. Brown reviewed the Field Inspection Report earlier in the meeting.

93

**D. Amenity Management**

94

Mr. Pond presented and reviewed his report for August 2018. He stated that Daniel would be leaving in tow weeks.

95

Mr. Pond presented proposals to clean and seal the pool pavers from Florida Paver Savers, Superior Sealers and Premier Coatings. Discussion ensued. The Board decided to table the proposals until their next budget cycle.

96

Mr. Pond presented proposals from American Mulch and Ground Cover, Murphy's Sod and Landscaping, and Mulch for you to re-mulch the playgrounds. Discussion ensued.

97

On a Motion by Mr. Dimos, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors approved Murphy's Sod proposal to re-mulch the playgrounds (\$6,320.00) for Sterling Hill Community Development District.

113

Mr. Pond presented a proposal from Lakewood Concrete Const for sidewalk repairs. Discussion ensued.

114

115

116

On a Motion by Mr. Massa, seconded by Mr. Peters, followed by a vote of all in favor, the Board of Supervisors approved Lakewood Concrete Const's proposal to repair sidewalks (\$16,678.00) for Sterling Hill Community Development District.

117  
118 Mr. Pond presented a proposal from Signature Privacy Walls to repair the damaged wall caps  
119 at the Dunwoody subdivision.  
120

On a Motion by Mr. Dimos, seconded by Ms. Manuele, followed by a vote of all in favor, the Board of Supervisors approved Signature Privacy Walls' proposal to repair the damaged wall caps at the Dunwoody subdivision (\$2,750.00) for Sterling Hill Community Development District.

121  
122 **E. District Management**  
123 Ms. Montagna presented the financial statements dated July 31, 2018.  
124  
125 Ms. Montagna reminded the Board that the next regular meeting is scheduled for October  
126 18, 2018 at 8:30 a.m. The Board requested that all of their day meetings be changed from  
127 9:00 a.m. to 8:30 a.m.  
128

129 **NINTH ORDER OF BUSINESS** **Supervisor Requests and Audience**  
130 **Comments**

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132 Ms. Montagna asked if there were any Supervisor Requests. Mr. Peters inquired about the  
133 DR Horton's new phase 4. Mr. Massa stated that DR Horton has purchased Phase 4 of  
134 Sterling Hill which was 100 homes and now will be 240 homes. Discussion ensued.  
135  
136 There were no audience comments.

137  
138 **TENTH ORDER OF BUSINESS** **Adjournment**

139  
140 Ms. Montagna stated that if there was no further business to come before the Board than  
141 a motion to adjourn would be in order.  
142

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors adjourned the meeting at 9:49 p.m. for Sterling Hill Community Development District.

143  
144  
145   
146  
147  
148 Secretary/Assistant Secretary

  
Chairman/Vice Chairman

# **Exhibit A**



## STERLING HILL CDD

### ENGINEER'S REPORT FOR SEPTEMBER 20, 2018 BOARD MEETING

#### Discussion item:

#### **Splash Pad –**

JMT received an email from past engineer, Tonja Stewart, on 9/10/18 notifying us that she was no longer going to be affiliated with the project and JMT is to fully pick up the project. A proposal she obtained from Cornerstone Solutions Group was attached regarding providing water and electrical services to the Splash Pad (services such as sanitary sewer, water service, and electrical service to splash pad was not included in SplashPadUSA scope of services per proposal and are the responsibility of the CDD). The proposal was discussed with Melissa Rairigh of Cornerstone that supplied the proposal. Melissa explained the proposal included a number of items that were based on assumptions and overlap with the SplashPadUSA scope of work which caused Cornerstone to propose an allowance of \$50,000 to complete the work. JMT recommends a more specific scope be provided by Cornerstone before considering moving forward with the proposal.

JMT also had multiple conversations with Rick Funk, the main project manager at SplashPadUSA for this project. He clarified the scope of their work and who was responsible for permits. The following breakdown is a status of the permits as of 9/19/18 as understood by JMT.

#### Permits

- Hernando County – (SplashPadUSA via SWET Construction) Pending electrical and plumber contractor info per Rick Funk, PM for SplashPadUSA.
  - Additional health department, plumbing and electrical permits required by contractors selected to do the work
- SWFWMD – (SplashPadUSA via Dave Lockhart Consulting) Pending response to comments and resubmittal. SWFWMD meeting held Wednesday, 9/19/18 per email from Dave Lockhart.
- Hernando County Health Department Swimming Pool Permitting - (SplashPadUSA via SWET Construction) Pending electrical and plumber contractor info per Rick Funk, PM for SplashPadUSA.

JMT has requested most up to date splash pad construction documents from SplashPadUSA without response. Past plans from March 2018 were provided from the past engineer. In review of these plans, JMT did find the plans to be inadequate for Health Department permitting, specifically the requirement to provide a runoff over flow to a sanitary sewer line. This will also need to be provided by the CDD to the Splash Pad location in addition to the water service and electrical. It is possible and recommended to add this scope to contractor proposals that have been provided to Jason Pond thus far.