
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, April 9, 2013 at 9:00 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	Board Supervisor, Chairman
Sandra Manuele	Board Supervisor, Vice Chairman
Frances Krause	Board Supervisor, Assistant Secretary
Jo-Ann Polletta	Board Supervisor, Assistant Secretary
John Blakley	Board Supervisor, Assistant Secretary

Also present were:

Scott Brizendine	District Manager; Rizzetta & Company, Inc.
Tonja Stewart	District Engineer, WilsonMiller, Stantec <i>(via speakerphone)</i>
John Vericker	District Counsel; Straley & Robin <i>(via speakerphone)</i>
Jason Pond	Clubhouse Manager; Rizzetta Amenity Services
Audience	

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

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

SECOND ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting Held on March 12, 2013

<p>On a Motion by Mr. Blakley, seconded by Ms. Polletta, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on March 12, 2013 as presented for Sterling Hill Community Development District.</p>

THIRD ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for March
2013**

Mr. Pond confirmed that Cardinal provided the landscape maintenance service for the entire month of March. He also noted that they were actually on site the first week of April handling the irrigation issues and fertilizations.

On a Motion by Ms. Polletta, seconded by Ms. Krause, with all in favor, the Board approved the Operation and Maintenance expenditures for March 2013 totaling \$85,725.65 for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Changing Time of May
Meeting**

Mr. Brizendine stated that he placed this item on the agenda as he has a conflict with the 6:00 p.m. start on May 14th. Following a brief discussion, it was decided to meet on May 7th at 6:00 p.m.

On a Motion by Ms. Manuele, seconded by Ms. Miller, with all in favor, the Board approved changing the May meeting date to May 7, 2013 at 6:00 p.m. at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609 and authorized Staff to submit the required advertisement for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker stated that he spoke with Mr. Pond and recommended that Staff be the party responsible for informing the police of an issue relative to trespassing an individual, who is violating District policies. Therefore, if residents are aware of violations, they need to bring it to Staff's attention, so they can call law enforcement. Mr. Pond stated that the trespass is generally for one year and only applies to the area where the violation occurred.

B. District Engineer

Ms. Stewart stated that she has been working with Mr. Pond regarding repairs to the sidewalks noted during the recent street inspections completed as part of the budget process. Ms. Manuele asked about the report discussed last month addressing her concerns with the street drains and the size of some of the openings. Ms. Stewart stated that she actually made another report and would be providing a copy to the Board and Staff.

C. Amenities Management

Mr. Pond stated that the hedge has been installed in Amersham Isles between the two privacy walls to deter foot traffic behind residential homes.

Mr. Pond presented a proposal to re-sod the pond banks in the remaining retention areas totaling \$10,430.42, which represents 40,117 square feet of area. He stated that the District tried seeding the area last year and it did not take and District Engineer is recommending that sod be installed to prevent erosion issues during the rainy season. The plan is to have the sod installed at the beginning of the rainy season; however, if necessary Staff would rent a water truck for one week and hand water the areas at a cost of between \$700 and \$800. Mr. Brizendine stated that there is funding for this project in the budget.

On a Motion by Ms. Polletta, seconded by Ms. Manuele, with all in favor, the Board approved the proposal from Murphy's Sod, to re-sod the retention areas at a cost of \$10,430.42 for Sterling Hill Community Development District.

Mr. Pond stated that based on the inspection completed by District Engineer he obtained a proposal from Lakewood Concrete totaling \$2,777 to complete the necessary sidewalk repairs. He stated that he has requested proposals from two other firms that have not been received yet. He asked if the Board wanted to go with the Lakewood Concrete, who has done similar repairs for the District, or wait for the other proposals to come in or possibly set a not-to-exceed amount.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board approved the proposal from Lakewood Concrete, to repair the sidewalks at a cost of \$2,777 for Sterling Hill Community Development District.

Mr. Pond stated that last month a resident expressed concern with the number of street lights that were out and the apparent lack of response from Withlachoocce Electric. He stated that he completed an inspection and learned that there is only one light that hasn't been repaired that was on the previous three reports provided to Withlachoocce. He stated that he has asked them to replace the missing tags on several light poles and repair the street lights noted in his new report.

Mr. Pond informed the Board that the District will be receiving a check from the insurance company to reimburse for all of the repairs and landscape damage as a result of the accident on Elgin Boulevard.

Mr. Pond addressed ongoing issues at the basketball courts and a recommendation was made to fence in the court and require an individual wanting to use the courts to come into the clubhouse and leave a license to obtain the key. He stated that based on this recommendation he obtained two estimates to install the fence: One from Big Dog Fence at \$10,788 and one from Davis Fence for \$9,156. A brief discussion ensued regarding some additional fees that could be added to the Davis Fence proposal. Mr. Brizendine stated that this was not a budgeted item and while the District is projecting to be under budget for the year, it would mean amending the budget.

A motion was made by Ms. Manuele to set a not-to-exceed amount of \$10,788, but it failed due to a lack of a second. It was decided to table this item until later in the fiscal year to ensure that the funds are available and if not include it in next year's budget.

Mr. Pond stated that a few months ago the Board discussed the possibility of replacing the operating motors on the seven most used gates throughout the community. He reviewed the warranty information included in the proposal, noting that the motors on the existing gates have met their expected lifespan. Mr. Brizendine stated that the District budgeted just under \$28,000 for gate repairs and has already spent a little over \$10,000.

On a Motion by Ms. Polletta, seconded by Ms. Krause, with all in favor, the Board approved the proposal to replace seven gate motors as discussed for Sterling Hill Community Development District.

A brief discussion ensued regarding what account the Board would like to utilize in paying for this project. It was decided that it should come out of the asset reserve account.

D. Field Operations Manager

Mr. Brizendine stated that Mr. Toborg was not in attendance as he had nothing to report given that ValleyCrest has only been on property for about a week. He confirmed that Mr. Toborg has contacted the County regarding the sod that was installed in the easement area along Elgin Boulevard.

E. District Manager

Mr. Brizendine provided a brief overview of the District's financial status report, stating that it has collected \$889,876 or roughly 71% of the budgeted amount. He touched briefly on the various account balances and projected that based on current trends the District would be about 5% under budget for the year. He noted that this projection will decrease based on proposals approved today.

Mr. Brizendine reviewed the items that were discussed during the budget workshop as possible items for inclusion in the fiscal year 2013/2014 budget. He stated that he would be bringing a draft of the proposed budget to the May meeting for further discussion.

SIXTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Audience

Audience members sought confirmation on the procedure that is going to be utilized in addressing the issues at the basketball courts.

Concerns were expressed with not obtaining multiple proposals for the various projects discussed today. It was stated that it is not uncommon for a District to build a relationship with a particular vendor and use them for similar projects. It was noted that Staff is aware of current costs and would obtain additional proposals if they received one that looks out of line.

A brief discussion ensued regarding changes to the website. Positive comments were received from members of the audience and it was noted that Rizzetta is now managing the sites and data should be uploaded faster.

A resident inquired about the condition of the Bahia Grass along Sterling Hill Boulevard why viburnum was installed for the hedge when Silver Thorn was approved. It was noted that ValleyCrest will be addressing the Bahia Grass and Silver Thorn was not available, so it was decided to go with the Viburnum, which is also a fast growing plant and should act as a deterrent as well. A brief discussion ensued regarding concerns with the children just trampling over the new plants. The possibility of installing chicken wire behind the plants was put forward.

Mr. Pond addressed the hours of operation for the clubhouse and explained that the employee scheduled for last Sunday did not show for work due to a hospitalization. The normal hours are 8:00 am to 9:00 am every day, with the exception of certain holidays. He noted that the outside restrooms are kept locked except for special functions as they are not monitored and tend to be vandalized when left open.

A brief discussion ensued regarding pedestrian gates being left open and Staff was asked to address the concern.

Supervisors

There were no Supervisor Requests put forward.

SEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Polletta, seconded by Ms. Manuele, with all in favor, the Board of Supervisors adjourned the meeting at 9:50 a.m. for Sterling Hill Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman