
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 9, 2013 at 9:07 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

Also present were:

Scott Brizendine	District Manager; Rizzetta & Company, Inc.
John Toborg	Field Operations Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel; Straley & Robin <i>(via speakerphone)</i>
Tonja Stewart	District Engineer, Stantec Consulting <i>(via speakerphone)</i>
Jason Pond	Club Manager
Audience	

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Ms. Miller called the meeting to order and Mr. Brizendine performed the roll call confirming a quorum for the meeting.

Ms. Miller asked all those in attendance to stand and recite the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting Held on June 11, 2013

<p>On a Motion by Ms. Polletta, seconded by Ms. Krause, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on June 11, 2013 as presented for Sterling Hill Community Development District.</p>

THIRD ORDER OF BUSINESS

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

There were no questions regarding any of the expenditures.

On a Motion by Ms. Krause, seconded by Ms. Polletta, with all in favor, the Board approved the Operation and Maintenance expenditures for June 2013 totaling \$58,090.85 for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Recommendation of Audit Committee
Regarding Audit Instructions and
Evaluation Criteria**

Mr. Brizendine stated that just prior to the Board meeting the Audit Committee met and is recommending that the Board approve the proposal instructions with a due date of July 26th at 12:00 p.m. and the evaluation criteria utilizing 15 points for pricing, 25 points for experience, and all other categories at 20 points each. He asked for authorization to submit the required advertisements and to provide the firms of Barzana & Associates, Carr, Riggs & Ingram, Grau & Associates, and McDirmit Davis with copies of the instructions as they are the four firms that handle 90% of the audits throughout the State. He noted that the next Committee meeting will be held just prior to the August Board meeting.

On a Motion by Ms. Manuele, seconded by Ms. Polletta, with all in favor the Board of Supervisors approved the audit proposal instructions and evaluation criteria as recommended by the Audit Committee and authorized Staff to submit the required advertisement and provide the firms of Barzana & Associates, Carr, Riggs & Ingram, Grau & Associates, and McDirmit Davis with copies of the audit documents for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

**Further Discussion on Fiscal Year
2013/2014 Budget**

Mr. Brizendine stated that the budget was included in the agenda, primarily to give residents or the Board another opportunity to make comments on it. He stated that he has made no changes to the budget since last month.

There were no comments from either the Board or members of the general audience.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker stated that he had nothing to report at this time. Mr. Brizendine asked if he would be preparing a memo on the new legislative changes that take effect on October 1, 2013.

Mr. Vericker stated that the Board will need to allow for public comments at the beginning of the meetings and prior to taking any action on a matter, but this could be discussed at a later date.

B. District Engineer

Ms. Stewart stated that she researched a concern that was expressed at the last meeting regarding a resident clearing out an area behind their home. She noted that the resident did clear out a section behind their home, but it was not a restricted area that is controlled by SWFWMD, etc. only District property. She confirmed that there was no evidence that what was removed will create any erosion concerns for the District. Ms. Stewart stated that she would distribute the report to the Board.

A resident stated that he believes the area being discussed is his property and he removed a tree and a lot of vines. He stated that there are erosion issues in the ditch that are starting to impact his property. A brief discussion ensued regarding the Natural Areas Policy and issues with letting residents take matters into their own hands in these areas. Mr. Toborg was asked to look into the matter further.

C. Field Operations Manager

Mr. Toborg reviewed the latest report touching on areas of concern and noting that they extended the time frame of the annual rotation and will be looking at doing the installation in August. He asked that the Board look at the possible choices provided in the report for discussion next month. Mr. Toborg stated that he has requested proposals to reestablish certain plant beds and lines of grasses back to the original landscape plans. He stated that he has received four unsolicited proposals from ValleyCrest for enhancements, but he is holding off on them until the requested proposals have been received. He noted that they are on schedule with the irrigation repairs.

Mr. Toborg stated that he has not had much communication back from the County regarding the work they did to install new lines on Elgin Blvd. A resident made a request for landscaping to be planted behind his home along the fence as it is the only section along Elgin Boulevard that has no shrubs. Ms. Miller stated that the plan is to replace landscaping in this area once ValleyCrest has caught up on the standard contractual areas. Mr. Toborg will look into the request to see if it is reasonable.

Ms. Manuele asked that Mr. Toborg attend every meeting. Mr. Toborg stated that he would like to attend every meeting but it is not always possible. However, he will respond to any questions they might have between meetings and provided them with his contact information.

D. Amenities Management

Mr. Pond stated that all of the items in the operational report have been completed and Daniel has started cleaning the roadway curbing.

Mr. Pond stated that they received the check from U-Haul for the damages to the gate and explained the justification for the difference between the damages and the settlement offer. He noted that the District can not go after the resident's insurance to collect the difference without forfeiting the settlement offer from U-Haul.

Mr. Pond reported that Southern Automated has installed the new motors in the approved gates and the pedestrian gates have been repaired as well.

Mr. Pond stated that he received a request from DR Horton to allow people to hold signs along Elgin Boulevard on the weekend. The Board indicated that it would not be in favor of this.

Ms. Miller reported that there was a staffing issue on June 1st where the off-duty deputy had to cover the clubhouse from 7:00 p.m. to 8:00 pm. and Mr. Pond stated that he would look into the matter.

E. District Manager

Mr. Brizendine provided a brief overview of the District's financial status report, stating that it has collected roughly 86% of the budgeted amount. He touched briefly on the various account balances at the end of May and projected that based on current trends the District would be about 6% under budget for the year. A brief discussion ensued regarding how the projections are calculated.

Mr. Brizendine reminded the Board that the public hearing on the budget is scheduled for August 15th at 6:00 p.m.

SEVENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Audience

Audience comments were addressed regarding concerns with the condition of the shrubs and the height of trees over the sidewalk on the south side of Sterling Hill Boulevard, as well as pooling water at the end of the street and pit holes that have developed in the sidewalks. Mr. Brizendine stated that they would keep an eye on the area to see that it does not continue to deteriorate, but no repairs would be made unless it becomes a tripping hazard.

Another resident inquired about what an SPE is and its function within the District. Mr. Brizendine explained that SPE stands for Special Purpose Entity and they were created back when a number of Districts were defaulting on their bonds and the property was being deeded over to the bondholders in lieu of foreclosure. The SPE are essentially asset managers who take over where the developer left off finding buyers for the property. He confirmed that the existence of an SPE would be included in the financial audit.

Supervisors

Ms. Miller made a request that the meeting time be changed to 8:00 a.m. going forward as she has a conflict that just arose and a brief discussion ensued.

On a Motion by Ms. Miller seconded by Ms. Polletta, with all in favor, the Board of Supervisors changed the meeting time to 8:00 a.m. effective with the September meeting, for Sterling Hill Community Development District.

Ms. Miller stated that she was contacted by the HOA regarding the possibility of creating an RV/Boat storage area at the end of Sterling Hill Boulevard. Mr. Brizendine stated that he would look into the matter and get back to the Board next month.


EIGHTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Polletta, seconded by Ms. Krause, 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