

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 15, 2013 at 6:13 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	Board Supervisor, Chairman
Sandra Manuele	Board Supervisor, Vice Chairman
John Blakley	Board Supervisor, Assistant Secretary

Also present were:

Scott Brizendine	District Manager; Rizzetta & Company, Inc.
John Toborg	Field Operations Manager, Rizzetta & Company, Inc.
Mark Straley	District Counsel; Straley & Robin <i>(via speakerphone)</i>
Brian Dorry	Assistant Club Manager
Robert Silva	Representative, Southern Automated Access Services
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 Board Supervisor
Resignation**

Mr. Brizendine stated that he is in receipt of a letter of resignation from Jo-Ann Polletta; and it is standard procedure for the Board to formally accept her resignation by motion.

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board accepted the resignation of Jo-Ann Polletta as Board Supervisor for Sterling Hill Community Development District.

THIRD ORDER OF BUSINESS

**Consideration of Appointing a
Replacement Supervisor**

Mr. Brizendine stated that per Florida Statutes the Board has the authority to appoint a replacement Supervisor between elections and the only requirement to fill the seat is for the individual to be a registered voter residing within Sterling Hill. He stated that the Board could appoint an individual today if a nomination is made and approved by the rest of the Board or it could solicit resumes from interested residents and make a decision at a later date.

Following a brief discussion it was decided to place a notice in the next newsletter and post the vacancy at the clubhouse, requesting that interested residents submit a resume by September 6th and attend the September Board meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the Audit
Committee Meeting Held on July 9, 2013**

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board approved the minutes of the Audit Committee meeting held on July 9, 2013 as presented for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Minutes of the Board of
Supervisors' Meeting Held on July 9,
2013**

A request was made that line 116 be changed to reflect that it was Ms. Manuele who made the request for Mr. Toborg to attend all of the meetings and not Ms. Miller.

On a Motion by Mr. Blakley, seconded by Ms. Manuele, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on July 9, 2013 as amended for Sterling Hill Community Development District.

SIXTH ORDER OF BUSINESS

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

A brief discussion ensued regarding payment of the ticket for the expired registration on the truck. Mr. Brizendine stated that the tax collector had an incorrect address to the clubhouse and the renewal notice was never received. The address has since been updated and should not be an issue going forward. Mr. Dorry responded to questions regarding water usage.

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board approved the Operation and Maintenance expenditures for July 2013 totaling \$70,764.41 for Sterling Hill Community Development District.

SEVENTH ORDER OF BUSINESS

**Recommendation of Audit Committee
Regarding Awarding Contract for
Auditing Services**

Mr. Brizendine stated that just prior to the Board meeting the Audit Committee met and is recommending that the Board authorize Staff to enter into an agreement with McDirmit Davis for auditing services based on it being the highest ranked bidder.

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor the Board of Supervisors approved the recommendation of the Audit Committee and authorized Staff to enter into an agreement with McDirmit Davis for auditing services based on its being the highest ranked bidder for Sterling Hill Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2013-05,
Setting the Meeting Schedule for Fiscal
Year 2013/2014**

Mr. Brizendine presented Resolution 2013-05, setting the meeting schedule for the next fiscal year. He stated that the dates of the meetings have been penciled in based on the current schedule. Mr. Brizendine asked that the October meeting be changed to a different date as he has a company meeting on the 8th. It was decided to set three evening meetings at 6:30 p.m. and move those meetings to the Thursday following the second Tuesday to avoid potential conflicts with other Districts that Mr. Brizendine manages.

On a Motion by Mr. Blakley, seconded by Ms. Manuele, with all in favor, the Board approved resolution 2013-05, setting the meeting schedule as the second Tuesday of each month at 8:00 a.m. (with the exceptions of the month of October, January, May, and July when the Board will meet on the Thursday following the second Tuesday with the January, May, and July meetings commencing at 6:30 p.m.) at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609 for Sterling Hill Community Development District.

NINTH ORDER OF BUSINESS

**Public Hearing on Fiscal year 2013/2014
Final Budget**

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board opened the public hearing on the Fiscal Year 2013/2014 budget for Sterling Hill Community Development District.

Mr. Brizendine stated that the public hearing was duly advertised in the local newspaper as required and there are members of the general public in attendance.

Mr. Brizendine reviewed the general fund budget that runs from October 1, 2013 through September 30, 2014 and totals \$1,243,673. He stated that he made a few minor revisions to individual line items based on actual numbers through June, but did not adjust the total. He asked if the Board had any questions on the budget. There were none.

The Board responded to audience questions regarding the deputy patrols and associated costs.

Mr. Brizendine reviewed the annual reserve budget, debt service budget, and assessment schedule for the District. A few public questions were raised during the public hearing. One asked if re-striping the roadways was included in the road reserve budget. He confirmed that the reserve does include re-striping of the roadways. He stated that the District Engineer will be asked to update the reserve. Another question was asked if anything could be done to limit the size of the opening to the roadway stormwater inlets. Mr. Brizendine responded that he will ask the District Engineer to research the matter. Mr. Brizendine explained that the assessment levels went up slightly due to the change in the unit counts.

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board closed the public hearing on the Fiscal Year 2013/2014 budget for Sterling Hill Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2013-06,
Adopting Fiscal year 2013/2014 Final
Budget**

Mr. Brizendine presented resolution 2013-06, stating that it not only adopts the budget, but authorizes Staff to post it on the website as required by Florida Statutes as well as forward it to the County for posting on its website as well. He noted that a correction was made to the resolution clarifying that the numbers stated in the resolution are exclusive of collection costs and early payment discounts. Mr. Brizendine clarified that the section denoting the ability of Staff to transfer up to \$10,000 if necessary is a guideline and not intended to limit additional transfers if needed with Board approval.

On a Motion by Mr. Blakley, seconded by Ms. Manuele, with all in favor, the Board approved resolution 2013-06, adopting the fiscal year 2013/2014 budget totaling \$2,167,058.56 (\$1,243,673-operating & 923,385.56-debt service) for Sterling Hill Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2013-07,
Imposing Assessments to Fund Fiscal
Year 2013/2014 Budget**

Mr. Brizendine reviewed Resolution 2013-07 and confirmed that Staff will still be direct billing unplatted lots.

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board approved resolution 2013-07, imposing assessments to fund the fiscal year 2013/2014 and authorizing Staff to submit the assessment roll to the County for inclusion on the tax bills and to direct bill property owners of unplatted lots for Sterling Hill Community Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Straley recommended that the Board consider starting foreclosure proceedings on the seven delinquent lots to avoid possible statute of limitations issues that could preclude the District from doing so in the near future. He stated that his firm is willing to handle the foreclosure process with the understanding that its fees would be included with the foreclosure expenses. Mr. Straley stated that the District would need to cover the filing fees, but those would be reimbursable as well. A brief discussion ensued on the matter, with the following Board action being taken:

On a Motion by Ms. Miller, seconded by Ms. Manuele, with all in favor, the Board authorized District Counsel to initiate foreclosure actions on the seven delinquent lots as discussed for Sterling Hill Community Development District.

B. District Engineer

Not present.

C. Field Operations Manager

Mr. Toborg reviewed various proposals totaling \$2,300 that correspond with requests that he made in association with the last report. A brief discussion ensued regarding ensuring that the vendor waits for Board approval prior to installing the annuals. Mr. Brizendine stated that the District is under budget for landscape replacements and has the funding for these proposals.

On a Motion by Mr. Blakley, seconded by Ms. Manuele, with all in favor, the Board approved the proposals from Valley Crest totaling \$2,300 as discussed for Sterling Hill Community Development District.

Mr. Toborg stated that his next inspection is scheduled for tomorrow and confirmed that he would be working with the District Engineer on the erosion issue in CopperHill.

D. Amenities Management

Mr. Dorry updated the Board on the status of the power washing project, noting that there are still some areas that need to be completed on the north end of the community. He stated that he would be obtaining proposals for the striping. Mr. Brizendine stated that they would be obtaining pricing for both highway and thermoplastic paint.

Mr. Dorry informed the Board that additional deputy patrols will be in place for the start of the school year.

A brief discussion ensued regarding the pressure washing project and the no parking signs installed by the County

Mr. Saliva, from Southern Automated Access Services, provided a brief synopsis of the history of the operators that were installed within the District, explaining that he learned that they have a design flaw which created the issues seen in Arborglades and Brackenwood. He has contacted Liftmaster and they are making the necessary upgrades, which should eliminate the issue.

E. District Manager

Mr. Brizendine provided a brief overview of the District's financial status report, stating that it has collected roughly 90% of the budgeted amount. He touched briefly on the various account balances at the end of June and projected that based on current trends the District will be 6% under budget for the year. A brief discussion ensued regarding how the projections are calculated.

Mr. Brizendine apologized to the Board for not having the information requested relative to the potential to create an RV/Boat parking lot.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Audience

The Board responded to a question about the erosion issue in CopperHill, stating that the District Engineer has been contacted regarding the condition and the Board will be looking to her for recommendations on how to resolve the situation.

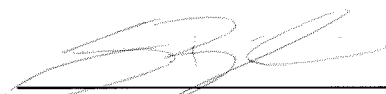
Supervisors

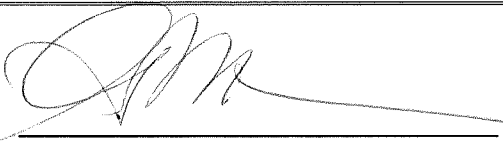
There were no Supervisor requests.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board of Supervisors adjourned the meeting at 7:10 p.m. for Sterling Hill Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman