
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, October 9, 2012 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:

Mark Sifford	Board Supervisor, Chairman
Ken Jones	Board Supervisor, Vice Chairman
John Blakley	Board Supervisor, Assistant Secretary
Christina Miller	Board Supervisor, Assistant Secretary
Sandra Manuele	Board Supervisor, Assistant Secretary

Also present were:

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

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Mr. Sifford called the meeting to order and Mr. Brizendine read the roll call confirming a quorum for the meeting. Mr. Sifford 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 September 11, 2012

<p>On a Motion by Mr. Jones, seconded by Ms. Miller, with all in favor, the Board approved the minutes of the Board of Supervisors' Meeting held on September 11, 2012 as presented for Sterling Hill Community Development District.</p>

THIRD ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for September
2012**

A brief discussion ensued regarding various the invoices for insurance and whether there was a duplicate payment. Mr. Brizendine stated that he has already contacted the carrier regarding obtaining a credit as typically the payments generally go through the insurance agent, Stahl and Associates. Concerns were also expressed regarding the invoices from Baker Well Drilling charging for a service call on both invoices even though the services were completed on the same day and the need to find a closer electrician rather than paying the mileage rate to Himes Electric. Mr. Pond confirmed that the two calls were placed to Baker Well Drilling on the same day for different repairs.

Discussion was also held regarding parties going on until midnight at the clubhouse. It was stated that this used to be common practice; with the person booking the party paying the employee to stay late. However, Ms. Evans just asked that this practice be discontinued due to liability issues.

On a Motion by Ms. Miller, seconded by Ms. Manuele, with all in favor, the Board approved the Operation and Maintenance expenditures for September 2012 totaling \$85,639.80 for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Discussion of Landscape Maintenance
Agreement**

Mr. Brizendine stated that the contract with Cardinal Landscaping expired on September 30, 2012 and they are currently working on a month to month basis. He explained that the District has the option to either go out to bid or renew the contract with Cardinal. He noted that Cardinal has indicated that they would like a 10% increase but would be willing to negotiate. They know that the budget was approved at their current price of \$118,000 per year. It was noted that the total for all landscaping categories is \$325,200. A brief discussion ensued regarding why the annuals that were approved in February still have not been installed and irrigation concerns. It was stated that their service seems to have declined over the past six months. Mr. Brizendine stated that the contract is under the bid threshold, which would allow the District to invite landscapers to bid on the project rather than advertising a Request for Proposals, but could go that route if desired. He recommended that the Board approve a scope of services and evaluation criteria, noting that he could have them ready for review next month and then bring actual proposals to the December meeting. A request was made that Staff speak with the landscaper regarding the issues.

On a Motion by Ms. Miller, seconded by Mr. Jones, with all in favor, the Board authorized District Management to prepare a scope of Services and evaluation criteria for landscape Maintenance services for review at the next meeting for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2013-01,
Adopting a policy for the Construction
and Maintenance of Driveway Aprons &
Sidewalks**

Mr. Straley stated that he incorporated the comments made by the Board last month. The Board indicated that they were satisfied with the current language.

<p>On a Motion by Ms. Miller, seconded by Mr. Blakley, with all in favor, the Board approved Resolution 2013-01, Adopting a policy for the construction and maintenance of driveway aprons and sidewalks as well as the documentation to be submitted for approval for Sterling Hill Community Development District.</p>
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SIXTH ORDER OF BUSINESS

**Review of District Assessment
Methodology**

Mr. Brizendine stated that at the last meeting, a resident asked that information relating to the assessment methodology be presented this month. He stated that the debt service assessments were established back when the initial bonds were issued to start construction of the community and are based on an E.A.U factor that requires the level of assessment to be relative to the front footage of each lot. They are in keeping with Florida Statute 170.02, which addresses how the assessments can be allocated. Mr. Brizendine explained that the O&M assessments are flat or the same across the board since each home owner has the same opportunity to enjoy the District's amenities irregardless of the size of the home or front footage of the lot. Mr. Brizendine stated that the amount of the roadway reserve assessment is based on the number of miles of roadways within each village and the number of homes per village. He confirmed that should the Board desire to revise the debt service methodology it would be an extensive and expensive process that would require rewriting the methodology, going back before a judge, obtaining input from both Bond Counsel and District Counsel, noticing all property owners, and holding a public hearing.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

Ms. Stewart reported that the erosion repairs have been completed.

C. Field Operations Manager

Mr. Brizendine stated that Mr. Toborg was unable to attend today's meeting, but he will ask him to meet with Cardinal to address the Board's concerns and have it prepare he scope of service and evaluation criteria for the next meeting.

D. Amenities Management

Mr. Pond reported that the repairs have been completed to the wall on Elgin Boulevard that was struck by a vehicle and Cardinal will be replacing the bushes that were damaged. He stated that the District is paying for the repairs but will be reimbursed by the driver's insurance company.

Mr. Pond spoke regarding the request to go to a lighted key pad system at the gates and determined that it was not going to be a possibility as the system that was previously approved by the Board had already come in and been programmed for the District and could not be returned. He stated that the vendor indicated that there are typically a lot of issues with that type of system and the District probably would not have been happy with them. Mr. Pond stated that he is looking into another source of lighting at this time. He stated that he would have proposals available next month for the Boards consideration.

Mr. Pond stated that extra sheriff patrols were used to monitor the bus stops in an attempt to control the parking issues and over the three day period 20 citations were issued as well as three trespass warrants issued at the South Clubhouse. He stated that they will be doing more random patrols to increase safety at the bus stops.

Mr. Pond stated that he had a request from an individual involved in a community watch program to install signs on the gates. He stated that the group is not affiliated with the CDD or HOA. A brief discussion ensued regarding the fact that the sheriff's office would be providing the signs. A representative of the group spoke briefly regarding the size of the signs and goal of the program. The Board indicated that they had no objection to the request.

Mr. Pond stated that additional sheriff patrols have been added for Halloween and he and Daniel will also be out patrolling as well.

A brief discussion ensued regarding the pool lifts. It was stated that Ms. Stewart is still working on that issue, as well as the lift covers.

E. District Manager

Mr. Brizendine provided a brief overview of the financial report, stating that the District still has approximately \$6,000 left to collect on the tax roll and the District continues to run under budget. He reviewed the balances in the various cash and investment accounts and projected that the District would be approximately 10% under budget for the year.

Mr. Brizendine reminded the Board that there are two seats up for election in the November general election. He stated that the terms for those seats do not begin until two weeks after the election therefore Mr. Sifford and Mr. Jones would still sit on the Board for the November meeting.

EIGHTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Audience

Audience comments were entertained regarding concerns with lots in Covey Run and other areas that are not being maintained where the weeds are getting quite high creating visibility issues. She stated that they have not been mowed since July. A brief discussion ensued regarding the District having the responsibility to mow the easement areas, but not the lots, It was noted that the District should not be mowing the actual lots as it is not appropriate to spend public funds on private property. The Board authorized Mr. Pond to contact the previous vendor and have him mow the easement areas.


Supervisors

Ms. Miller expressed concern with the upkeep of the website, stating that the links aren't working, specifically the one to the Supervisor of Elections. The materials relating to the policies for use of the basketball courts are missing and those relating to the pool and volleyball courts are outdated. She stated that the meeting procedures are also outdated.

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Jones, seconded by Ms. Miller, with all in favor, the Board of Supervisors adjourned the meeting at 9:42 a.m. for Sterling Hill Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman