

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, November 13, 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, Wilson Miller, Stantec <i>(joined the meeting in progress via speakerphone)</i>
Kelly Evans	Rizzetta Amenity Services
Jason Pond	Clubhouse Manager; Rizzetta Amenity Services
Mark Mantei	Representative, Cardinal Landscaping
Mike Mantei	Representative, Cardinal Landscaping
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 October 9,
2012**

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 October 9, 2012 as presented for Sterling Hill Community Development District.

THIRD ORDER OF BUSINESS

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

A brief discussion ensued regarding whether the reimbursement for the duplicate insurance invoice has been received and the payments to DCSI for DVR repairs. Mr. Brizendine stated that he would follow-up with accounting on the issue of the reimbursement.

On a Motion by Ms. Miller, seconded by Ms. Manuele, with all in favor, the Board approved the Operation and Maintenance expenditures for October 2012 totaling \$124,758.33 for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Proposals for Lighting
at Key Pads**

Mr. Pond stated that he has not obtained proposals for lighting the key pad area, because he observed that there was ample lighting at each gate when he was patrolling the neighborhoods on Halloween. Following a brief discussion, it was decided not to pursue the matter further.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Manuele inquired about the invoices relating to the sale of villa lots to a builder. Mr. Straley stated that they had been contacted regarding pay off information for them. A brief discussion ensued regarding lots that are going up for auction. Mr. Brizendine stated that his research indicates that these are different lots.

B. District Engineer

Ms. Stewart stated that the last circuit boards that were supplied by the pool lift vendor appear to be working well. Mr. Pond verified that the lifts are working and the covers have been installed, as well.

Ms. Stewart stated that her inspection of the hydro-seeding project that was completed on the banks after repairing the erosions issues following Tropical Storm Debby, indicates that it did not take. She stated that the soil conditions may not conducive to this process and if it does not take again in the Spring, it may be necessary to install sod.

C. Field Operations Manager

Mr. Brizendine stated that he spoke with Mr. Toborg, who indicated that Cardinal Landscaping has shown great improvement, but does need to improve their level of communication. Mr. Pond confirmed that the plant install still needs to be completed on the South end of the community.

Mr. Brizendine spoke briefly on the bid specs that were provided to the Board and recommended that the matter be tabled until next month to give the new Board Supervisors the option to participate in the process. The Board concurred. A brief discussion ensued regarding who would be responsible for oversight of the details. It was noted that Mr. Toborg and Mr. Pond would be responsible for this.

D. Amenities Management

Mr. Pond stated that the pedestrian gate locks have been installed and Staff has begun to pressure wash the sidewalks. He noted that UPS has installed their pods in anticipation of the upcoming holiday season.

Mr. Pond sought and received authorization from the Board for a fund raiser to occur at the north clubhouse activities field on December 1st from 1:00 p.m. to 4:00 p.m. in support of a neighborhood child who nearly drowned a couple of months ago and will be needing extensive therapy. The Board requested that the proper insurance documentation be obtained.

E. District Manager

Mr. Brizendine provided a brief overview of the September Financial Summary Report stating that the District has collected just shy of the total number of assessments placed on the tax roll and reviewed the balances in the various accounts.

Mr. Brizendine announced that the unofficial results of the election are in and seat 4 will be filled by Frances Krause and seat 5 by Jo-Ann Polletta. He stated that the official notification should be received shortly and the new Supervisors will take their seats at the December meeting. Mr. Brizendine thanked Mr. Jones and Mr. Sifford for their hard work over the years.

SIXTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Audience

The Block Captain of the newly formed Community Watch Program, stated that approximately 30 volunteers have been processed and are ready to start serving the community. He reviewed the start-up costs of approximately \$800.00 that the group will be incurring and asked for assistance from the Board. Mr. Straley was asked to provide an opinion regarding the legality of the District providing this assistance as part of their security powers at next month's meeting.

Other audience comments were entertained regarding concerns with landscape and gate maintenance, community watch volunteers having weapons, availability of information to residents on the reserve accounts, the Brown Investment Lots, and whether there was any insurance on the bonds that defaulted. Mr. Mantei stated that the trees were trimmed in October as required under the contract and it was noted that no weapons would be used as part of the Community Patrol Program. A brief discussion ensued regarding the options to refinance the bonds when they reach the ten year point.

Supervisors

Ms. Miller inquired about a street sign that was spelled incorrectly and Mr. Pond noted that he has already addressed the issue.

Mr. Sifford and Mr. Jones thanked the Board and the Community for the privilege of working on this project and wished everyone luck. They stated that they would be available to respond to any questions that might arise if needed. A brief discussion ensued regarding the need to update the legal documents associated with the District.

SEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Miller, seconded by Mr. Jones, with all in favor, the Board of Supervisors adjourned the meeting at 9:40 a.m. for Sterling Hill Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman