

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

**BOARD OF SUPERVISORS' MEETING
DECEMBER 11, 2012**

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT DECEMBER 11, 2012

Sterling Hill North Clubhouse, located at 4411 Sterling Hill Boulevard, Spring Hill, Fl. 34609

District Board of Supervisors	John Blakley Sandra Manuele Christina Miller Jo-Ann Polletta Francis Kraus	Supervisor Supervisor Supervisor Supervisor Supervisor
District Manager	Scott Brizendine	Rizzetta & Company, Inc.
District Attorney	Mark Straley	Straley Robin
District Engineer	Tonja Stewart	Stantec

All Cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of four different sections:

The meeting will begin promptly at **9:00 a.m.** with the first section which is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The second section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 994-1001 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 994-1001, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 3434 COLWELL AVENUE • SUITE 200 • TAMPA, FL 33614

December 3, 2012

Board of Supervisors
Sterling Hill Community
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Tuesday, December 11, 2012 at 9:00 a.m.**, at the North Sterling Hill Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, FL 34609. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. BUSINESS ADMINISTRATION**
 - A. Administration of Oath of Office to Newly Elected Supervisors.....Tab 1
 - B. Consideration of Minutes of the Board of Supervisors' Meeting on November 13, 2012..... Tab 2
 - C. Consideration of Operation and Maintenance Expenditures for November (under separate cover)
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2013-02, Designating Officers..... Tab 3
 - B. Consideration of Resolution 2013-03, Re-Appointing an Assistant Treasurer..... Tab 4
- 5. STAFF REPORTS**
 - A. District Counsel
 1. Update on Ability of District to Fund Community Watch Program Start up Costs
 - B. District Engineer
 - C. Field Operations Manager
 1. Landscape and Irrigation Services Update
 2. Consideration of Bid Specs and Evaluation Criteria for Landscape Maintenance Services
 - D. Amenity Management
 1. Presentation of Monthly Report..... Tab 5
 - E. District Manager
- 6. AUDIENCE COMMENTS**
- 7. SUPERVISOR REQUESTS**

8. ADJOURNMENT

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 933-5571.

Sincerely,



Scott Brizendine
District Manager

cc: Mark Straley; Straley & Robin
Tonja Stewart; Stantec Inc.
Kelly Evans; Rizzetta Amenity Services, Inc.

Tab 1

**STERLING HILL
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISOR
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF STERLING HILL COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

On this 11th day of December, 2012, before me, personally appeared _____
_____ to me well known and known to me to be the person described in and who took the aforementioned oath as a Board Member of the Board of Supervisors of Sterling Hill Community Development District and acknowledged to and before me that they took said oath for the purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

Notary Public
STATE OF FLORIDA

My commission expires on: _____

Tab 2

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.

46 **THIRD ORDER OF BUSINESS**

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

47
48
49
50 A brief discussion ensued regarding whether the reimbursement for the duplicate
51 insurance invoice has been received and the payments to DCSI for DVR repairs. Mr. Brizendine
52 stated that he would follow-up with accounting on the issue of the reimbursement.
53

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.

54
55 **FOURTH ORDER OF BUSINESS**

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

56
57
58 Mr. Pond stated that he has not obtained proposals for lighting the key pad area, because he
59 observed that there was ample lighting at each gate when he was patrolling the neighborhoods on
60 Halloween. Following a brief discussion, it was decided not to pursue the matter further.
61

62 **FIFTH ORDER OF BUSINESS**

Staff Reports

63
64 A. District Counsel

65 Ms. Manuele inquired about the invoices relating to the sale of villa lots to a builder.
66 Mr. Straley stated that they had been contacted regarding pay off information for
67 them. A brief discussion ensued regarding lots that are going up for auction. Mr.
68 Brizendine stated that his research indicates that these are different lots.
69

70 B. District Engineer

71 Ms. Stewart stated that the last circuit boards that were supplied by the pool lift
72 vendor appear to be working well. Mr. Pond verified that the lifts are working and
73 the covers have been installed, as well.
74

75 Ms. Stewart stated that her inspection of the hydro-seeding project that was
76 completed on the banks after repairing the erosions issues following Tropical Storm
77 Debby, indicates that it did not take. She stated that the soil conditions may not
78 conducive to this process and if it does not take again in the Spring, it may be
79 necessary to install sod.
80

81 C. Field Operations Manager

82 Mr. Brizendine stated that he spoke with Mr. Toborg, who indicated that Cardinal
83 Landscaping has shown great improvement, but does need to improve their level of
84 communication. Mr. Pond confirmed that the plant install still needs to be completed
85 on the South end of the community.
86
87

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

93
94 D. Amenities Management

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

98
99 Mr. Pond sought and received authorization from the Board for a fund raiser to occur
100 at the north clubhouse activities field on December 1st from 1:00 p.m. to 4:00 p.m. in
101 support of a neighborhood child who nearly drowned a couple of months ago and will
102 be needing extensive therapy. The Board requested that the proper insurance
103 documentation be obtained.

104
105 E. District Manager

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

109
110 Mr. Brizendine announced that the unofficial results of the election are in and seat 4
111 will be filled by Frances Krause and seat 5 by Jo-Ann Polletta. He stated that the
112 official notification should be received shortly and the new Supervisors will take their
113 seats at the December meeting. Mr. Brizendine thanked Mr. Jones and Mr. Sifford
114 for their hard work over the years.

115
116 **SIXTH ORDER OF BUSINESS**

**Supervisor Requests and Audience
Comments**

117
118
119 **Audience**

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

126
127 Other audience comments were entertained regarding concerns with landscape and gate
128 maintenance, community watch volunteers having weapons, availability of information to
129 residents on the reserve accounts, the Brown Investment Lots, and whether there was any
130 insurance on the bonds that defaulted. Mr. Mantei stated that the trees were trimmed in
131 October as required under the contract and it was noted that no weapons would be used as
132 part of the Community Patrol Program. A brief discussion ensued regarding the options
133 to refinance the bonds when they reach the ten year point.

Tab 3

RESOLUTION 2013-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF STERLING HILL DESIGNATING OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Sterling Hill Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hernando County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF STERLING HILL COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 11TH DAY OF DECEMBER, 2012.

**STERLING HILL COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

Tab 4

RESOLUTION 2013-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF STERLING HILL COMMUNITY DEVELOPMENT DISTRICT REAPPOINTING AN ASSISTANT TREASURER OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Sterling Hill Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hernando County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously appointed Shawn Wildermuth as an Assistant Treasurer pursuant to Resolution 2011-05; and

WHEREAS, the Board now desires to reappoint the Assistant Treasurer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF STERLING HILL COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Joe Kennedy is appointed as Assistant Treasurer.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 11th DAY OF DECEMBER, 2012.

**STERLING HILL COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

Tab 5

**Sterling Hill CDD
November 2012
Operations Report**



Clubhouse Manager: Jason Pond
Email: sterlinghillclub@live.com

Clubhouse Maintenance and Improvements

- Monthly carpet and tile cleaning at both north and south clubhouses.
 - Cardinal Landscape planted new plants and bushes at the south clubhouse park site.
 - Decorated both clubhouses for the Holidays.
 - Pool awnings were cleaned at both the north and south clubhouses.
-

Resident Relations

- There have been some concerns with a few residents about the new self locking gates, but the majority of people appreciate the upgrade.
-

Field Maintenance

- Pressure washed all the north clubhouse sidewalks.
- Trash clean up along the medians and retention areas.
- Cardinal has installed new plant material on the south side of Sterling Hill, including at the entrances of the villages.
- Purchased Christmas decorations for the gates at entrances of all villages.

**Sterling Hill CDD
November 2012
Operations Report**



Private Event Rentals

North Clubhouse:

- 11/03/12 - Baby Shower
- 11/04/12 - Meeting
- 11/11/12 - Birthday Party
- 11/16/12 - Meeting
- 11/24/12 - Birthday Party
- 11/25/12 - Party

South Clubhouse:

- 11/10/12 - Baby Shower
- 11/11/12 - Baby Shower
- 11/14/12 - Seminar
- 11/17/12 - Baby Shower
- 11/18/12 - Birthday party
- 11/24/12 - Birthday Party

Gate Report

- Replaced backup batteries in entry slave, and exit master side of Glenburne gate.
- Replaced battery back up in entrance master operator of Amersham.
- Replaced batteries in entrance operators of Brackenwood.
- Brightstone battery back up in entrance master side replaced.
- Mandalay exit slave side batteries replaced.
- Dunwoody batteries replaced, removed broken release pin and reattached arm and mounting block.
- Mandalay motor fell from mount and damaged control wiring. Repaired damaged wires, re-welded broken motor mount, and replaced bad motor.
- Amersham antenna was loose, tightened antenna and checked wiring.

