

**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, December 11, 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:

Frances Krause	<b>Board Supervisor</b>
Jo-Ann Polletta	<b>Board Supervisor</b>
John Blakley	<b>Board Supervisor, Assistant Secretary</b>
Christina Miller	<b>Board Supervisor, Assistant Secretary</b>
Sandra Manuele	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Scott Brizendine	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Mark Straley	<b>District Counsel; Straley &amp; Robin</b> <i>(via speakerphone)</i>
John Toborg	<b>Operations Manager; Rizzetta &amp; Company, Inc.</b>
Tonya Stewart	<b>District Engineer, Wilson Miller Stantec</b> <i>(via speakerphone)</i>
Jason Pond	<b>Clubhouse Manager; Rizzetta Amenity Services</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

Mr. Brizendine called the meeting to order and read the roll call confirming a quorum for the meeting. He then asked all those in attendance to stand and recite the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors**

Mr. Brizendine, Notary on the State of Florida, Administered the Oath of Office to Ms. Krause and Ms. Polletta on an individual basis. Both Supervisors repeated the oath as read.

Mr. Brizendine provided a brief summary of the Form 1 and Sunshine Law Requirements. He recommended that should Supervisors want to retain District records they do so in a separate file and set up a separate email account to avoid personal records being obtained during a public records request. Mr. Straley stated that he would be distributing a memo to the Board relative to the Sunshine Law, but he had nothing to add at this time.

---

---

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting Held November 11, 2012**

On a Motion by Ms. Miller, seconded by Mr. Blakley, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on November 11, 2012 as presented for Sterling Hill Community Development District.

**FOURTH ORDER OF BUSINESS**

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

Staff and Management responded to questions regarding the DVR replacement at the South Clubhouse, invoices for fertilizer, mowing of vacant lots, debit card expenses, and the Wells Fargo Bank Charges. Ms. Manuele requested that any new invoices for cameras come before the Board for approval and asked to see information on the company that mowed the lots as she would like to verify that they are a licensed firm. Mr. Ponds stated that he would provide her with that information.

On a Motion by Ms. Miller, seconded by Ms. Manuele, with all in favor, the Board approved the Operation and Maintenance expenditures for November 2012 totaling \$109,219.55 for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2013-02, Designating Officers**

Mr. Brizendine presented Resolution 2013-02, explaining that Florida Statutes require that officers be assigned following an election. He stated that prior to the election Mr. Sifford was Chairman and Mr. Jones Vice Chairman. He asked if there were any consideration for Chairman and Ms. Manuele nominated Christina Miller.

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board appointed Christina Miller as Chairman for Sterling Hill Community Development District.

Mr. Brizendine asked if there were any nominations for Vice Chair and the name Sandra Manuele was put forward.

On a Motion by Ms. Miller, seconded by Mr. Blakley, with all in favor, the Board appointed Sandra Manuele as Vice Chairman for Sterling Hill Community Development District.

Mr. Brizendine stated that the remaining Supervisors would be named as Assistant Secretaries and recommended that both he and Eric Dailey from Rizzetta be named as Assistant Secretaries as well, for signatory purposes. He noted that Pete Williams remains as the Secretary. The Board concurred.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors, approved Resolution 2013-02, appointing Christina Miller as Chairman, Sandra Manuele as Vice Chairman, Pete Williams as Secretary, and John Blakley, Frances Krause, Jo-Ann Polletta, Scott Brizendine and Eric Dailey as Assistant Secretaries for Sterling Hill Community Development District.

Mr. Brizendine stated that Rules of Procedure stated that the Chairman can either run the meetings or appoint Management to do so. Ms. Miller asked that Mr. Brizendine continue to chair this meeting and she will take over next month.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2013-03, Re-Appointing an Assistant Treasurer**

Mr. Brizendine presented Resolution 2013-03, explaining that currently Bill Rizzetta serves as the District's Treasurer and Shawn Wildermuth as the Assistant Treasurer. He stated that Mr. Wildermuth serves as Controller for Rizzetta and Company and Mr. Kennedy as the Accounting Manager for the CDD department. Based on this Rizzetta is recommending that Bill Rizzetta remain as Treasurer and Mr. Kennedy be appointed as Assistant Treasurer as he has more hands on responsibility for the District than Mr. Wildermuth.

On a Motion by Ms. Polletta, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved Resolution 2013-03, appointing Joe Kennedy as Assistant Treasurer for Sterling Hill Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Brizendine stated that at last month's meeting a request was put forward by the Neighborhood Community Watch Program for assistance with start up costs. He stated that Mr. Vericker from District Counsel's office provided him with an opinion that it would be okay to purchase signs, but not be appropriate funds for any incorporation or filing fees. Mr. Straley concurred with that opinion.

On a Motion by Ms. Manuele, seconded by Ms. Miller, with all in favor, the Board of Supervisors approved the purchase of the magnetic signs and gate signs at a cost of \$350 for Sterling Hill Community Development District.

Ms. Manuele inquired about the Brown lots that went up for auction last month and any impact on assessments the sale of the property might have. It was stated that if sold the District would collect any back assessments owed. A resident stated that he attended the auction and those lots did not sell. Mr. Straley stated that there is a seller in the background for the Brown lots and it is possible that they will sell this month and there is also a deal in the works for the Villa lots. Mr. Blakley confirmed that a deal is in the works and while he is confident that it will occur there is no guarantee at this time. A brief discussion ensued regarding the change in product type planned and the fact that those lots will have a separate HOA.

B. District Engineer

No report.

C. Field Operations Manager

Mr. Toborg inquired as to whether the Board would like to see a proposal for mulch before the installation occurs. He confirmed that mulch is included in the landscape budget at \$42/yard and would be for 1200 yards. Ms. Miller asked that the beds be weeded before the mulch is installed. The Board indicated that Mr. Toborg could proceed with the mulching providing it does not exceed the budgeted amount.

Mr. Toborg stated that he will be obtaining a proposal to repair and seal the slate that is coming loose at the main entrance for next month's meeting.

A brief discussion ensued regarding the timing of the rotation of annuals. Mr. Toborg recommended a quarterly installation of 300 annuals with 50 plants at each entrance. The Board concurred with his recommendation. He stated that he would bring some plant recommendations to the Board a month prior to the installation.

Mr. Brizendine led discussions on the options available to the Board relative to the contract with Cardinal Landscape that is currently on a month-to-month basis. He stated that the contract is below the bid threshold, so the Board would have the option to either invite firms to bid or utilize a public bid process. A comment was made that supervision of the vendor is key as without it all of the details included in the bid specs are useless. Mr. Toborg stated that he is aware of several contractors that are capable of handling a community of this size. He explained that all of his bid specs now include the option for the District to go out to bid for the mulch and annual installs.

The Board indicated that it would like to go out to bid and Mr. Brizendine reviewed the evaluation criteria that would be used as part of the selection process. A brief discussion ensued regarding the pricing component and the ability to deduct points based on the reasonableness of the pricing. Mr. Toborg stated that should the Board decide to utilize a public bid process the proposals could be available for review at the February meeting. He stated that the new vendor will have thirty days to submit proposals to repair any existing issues. The Board indicated that it would like to see Hernando County firms to bid on all District contracts.

On a Motion by Ms. Manuele, seconded by Ms. Polletta, with all in favor, the Board of Supervisors approved a public RFP bid for landscape maintenance services and authorized Staff to submit the advertisement for Sterling Hill Community Development District.

D. Amenities Management

Mr. Pond stated that he did an inspection of the culverts through out the community and located nine culverts that are still in need of being cleaned out. The Board authorized District Engineer to move forward with the project.

Mr. Pond stated that they have initiated a monthly inspection of the battery back-ups at the gates and reported that the last inspection revealed that all are working properly. He spoke briefly regarding the decorations at the entrances. It was decided to authorize a not-to-exceed amount of \$1,500 to add lighting at the entrance gates.

On a Motion by Ms. Polletta, seconded by Ms. Krause, with all in favor, the Board of Supervisors authorized a not-to-exceed amount of \$1,500 for lights to be installed at the entrance gates for Sterling Hill Community Development District.

E. District Manager

No report.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

**Audience**

Audience comments were entertained regarding satisfaction with the tennis court and concerns with use of community property around the retention ponds and residents walking pets and not cleaning up after them. A question was raised as to whether posting signs and issuing fines would deter the issue. It was stated that 100 no-trespassing signs were posted initially and trespassing cannot be enforced from a picture, law enforcement has to physically observe the infraction. It was stated that the HOA can fine the individuals with a picture of the infraction. The Board approved posting an additional 20 signs if needed to comply with DRA regulations. Mr. Pond stated that Staff will clean up the areas when needed.

A recommendation was made that the gates be put on a routine maintenance schedule based on their age. It was stated that the Board investigated this at one time and it was pretty pricey and the majority of repairs are not ones that would be included in a routine inspection.

**Supervisors**

Mr. Brizendine confirmed that the monthly financial statements would continue next month when there is more than one month to evaluate.


Ms. Manuele asked about scheduling a workshop for the Board to review all of the contracts now that the Board is made up of mostly residents as it would be helpful to have a discussion on them. Following a brief discussion it was decided to hold the workshop on January 3<sup>rd</sup> at 9:00 a.m. A request was made that an updated listing of the contracts be provided to the Board prior to the workshop.

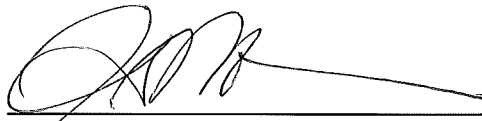
On a Motion by Ms. Polletta, seconded by Ms. Krause, with all in favor, the Board of Supervisors authorized Management to submit an advertisement for a workshop to be held on January 3, 2013, at 9:00 a.m. at the North Clubhouse for Sterling Hill Community Development District.

**NINTH 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 10:10 a.m. for Sterling Hill Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman