

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

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

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

**BOARD OF SUPERVISORS' MEETING
JANUARY 8, 2013**

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT JANUARY 8, 2013

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

District Board of Supervisors	Christina Miller Sandra Manuele Jo-Ann Polletta Francis Krause John Blakley	Chairman Vice Chairman Asst. Secretary Asst. Secretary Asst. Secretary
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 28, 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, January 8, 2013 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. Consideration of Minutes of the Board of Supervisors' Meeting on December 11, 2012..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for December (under separate cover)
- 4. BUSINESS ITEMS**
 - A. Consideration of Proposals to Repair and Seal Slate at Main Entrance (under separate cover)
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Field Operations Manager
 - D. Amenity Management
 1. Presentation of Monthly Report..... Tab 2
 - E. District Manager
 1. Financial Summary Report (under separate cover)
- 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

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	Board Supervisor
Jo-Ann Polletta	Board Supervisor
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>
John Toborg	Operations Manager; Rizzetta & Company, Inc.
Tonya Stewart	District Engineer, Wilson Miller Stantec <i>(via speakerphone)</i>
Jason Pond	Clubhouse Manager; Rizzetta Amenity Services
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.

49 **THIRD ORDER OF BUSINESS**

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

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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.

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54 **FOURTH ORDER OF BUSINESS**

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

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

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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.

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66 **FIFTH ORDER OF BUSINESS**

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

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

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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.

74
75 Mr. Brizendine asked if there were any nominations for Vice Chair and the name Sandra
76 Manuele was put forward.

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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.

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81 Mr. Brizendine stated that the remaining Supervisors would be named as Assistant
82 Secretaries and recommended that both he and Eric Dailey from Rizzetta be names as Assistant
83 Secretaries as well, for signatory purposes. He noted that Pete Williams remains as the Secretary.
84 The Board concurred.
85

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.

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

90 SIXTH ORDER OF BUSINESS

91 Consideration of Resolution 2013-03, Re- 92 Appointing an Assistant Treasurer

93
94 Mr. Brizendine presented Resolution 2013-03, explaining that currently Bill Rizzetta
95 serves as the District's Treasurer and Shawn Wildermuth as the Assistant Treasurer. He stated
96 that Mr. Wildermuth serves as Controller for Rizzetta and Company and Mr. Kennedy as the
97 Accounting Manager for the CDD department. Based on this Rizzetta is recommending that Bill
98 Rizzetta remain as Treasurer and Mr. Kennedy be appointed as Assistant Treasurer as he has
99 more hands on responsibility for the District than Mr. Wildermuth.
100

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.

101 SEVENTH ORDER OF BUSINESS

102 Staff Reports

103 A. District Counsel

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105 Mr. Brizendine stated that at last months meeting a request was put forward by the
106 Neighborhood Community Watch Program for assistance with start up costs. He stated
107 that Mr. Vericker from District Counsel's office provided him with an opinion that it
108 would be okay to purchase signs, but not be appropriate funds for any incorporation or
109 filing fees. Mr. Straley concurred with that opinion.
110

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.

111

112

113 Ms. Manuele inquired about the Brown lots that went up for auction last month and
114 any impact on assessments the sale of the property might have. It was stated that if
115 sold the District would collect any back assessments owed. A resident stated that he
116 attended the auction and those lots did not sell. Mr. Straley stated that there is a seller
117 in the background for the Brown lots and it is possible that they will sell this month
118 and there is also a deal in the works for the Villa lots. Mr. Blakley confirmed that a
119 deal is in the works and while he is confident that it will occur there is no guarantee at
120 this time. A brief discussion ensued regarding the change in product type planned and
121 the fact that those lots will have a separate HOA.
122

123 B. District Engineer

124 No report.
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126 C. Field Operations Manager

127 Mr. Toborg inquired as to whether the Board would like to see a proposal for mulch
128 before the installation occurs. He confirmed that mulch is included in the landscape
129 budget at \$42/yard and would be for 1200 yards. Ms. Miller asked that the beds be
130 weeded before the mulch is installed. The Board indicated that Mr. Toborg could
131 proceed with the mulching providing it does not exceed the budgeted amount.
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133 Mr. Toborg stated that he will be obtaining a proposal to repair and seal the slate that
134 is coming loose at the main entrance for next month's meeting.
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136 A brief discussion ensued regarding the timing of the rotation of annuals. Mr. Toborg
137 recommended a quarterly installation of 300 annuals with 50 plants at each entrance.
138 The Board concurred with his recommendation. He stated that he would bring some
139 plant recommendations to the Board a month prior to the installation.
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141 Mr. Brizendine led discussions on the options available to the Board relative to the
142 contract with Cardinal Landscape that is currently on a month-to-month basis. He
143 stated that the contract is below the bid threshold, so the Board would have the option
144 to either invite firms to bid or utilize a public bid process. A comment was made that
145 supervision of the vendor is key as without it all of the details included in the bid
146 specs are useless. Mr. Toborg stated that he is aware of several contractors that are
147 capable of handling a community of this size. He explained that all of his bid specs
148 now include the option for the District to go out to bid for the mulch and annual
149 installs.
150

151 The Board indicated that it would like to go out to bid and Mr. Brizendine reviewed
152 the evaluation criteria that would be used as part of the selection process. A brief
153 discussion ensued regarding the pricing component and the ability to deduct points
154 based on the reasonableness of the pricing. Mr. Toborg stated that should the Board
155 decide to utilize a public bid process the proposals could be available for review at
156 the February meeting. He stated that the new vendor will have thirty days to submit
157 proposals to repair any existing issues. The Board indicated that it would like to see
158 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.

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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.

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E. District Manager

No report.

EIGHTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

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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.

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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.

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Supervisors

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

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

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198 Ms. Manuele asked about scheduling a workshop for the Board to review all of the
199 contracts now that the Board is made up of mostly residents as it would be helpful to have a
200 discussion on them. Following a brief discussion it was decided to hold the workshop on
201 January 3rd at 9:00 a.m. A request was made that an updated listing of the contracts be provided
202 to the Board prior to the workshop.
203

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.

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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.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

