

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, September 10, 2013 at 8:00 a.m.** at the Sterling Hill North Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, Florida, 34609.

Present and constituting a quorum:

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| Christina Miller | Board Supervisor, Chairman |
| Sandra Manuele | Board Supervisor, Vice Chairman |
| Frances Krause | Board Supervisor, Assistant Secretary |
| John Blakley | Board Supervisor, Assistant Secretary <i>(joined the meeting in Progress)</i> |

Also present were:

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| Scott Brizendine | District Manager; Rizzetta & Company, Inc. |
| John Toborg | Field Operations Manager, Rizzetta & Company, Inc. |
| Tonja Stewart | District Engineer, Stantec Consulting <i>(joined the meeting in Progress via speakerphone)</i> |
| John Vericker | District Counsel; Straley & Robin <i>(via speakerphone)</i> |
| Jason Pond | Assistant Club Manager |
| Audience | |

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Ms. Miller called the meeting to order and Mr. Brizendine performed the roll call confirming a quorum for the meeting.

Ms. Miller asked all those in attendance to stand and recite the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Consideration of Appointing Replacement Supervisor

(Mr. Blakley and Ms. Stewart joined the meeting).

Ms. Miller stated that one resume' was included in the agenda packet with three additional ones being provided under separate cover. Mr. Brizendine confirmed that all of the candidates meet the requirement of being registered voters within the District and explained that the Board does not have to make a decision at this time. However, it is always better to have a full Board for the purposes of establishing a quorum.

Ms. Miller invited each of the candidates to speak briefly on their qualifications and reasons for wanting to serve on the Board. Each of the candidates presented their unique experiences and qualifications that they feel would make them a suitable candidate. Ms. Miller confirmed that the Board could take action at this meeting and Mr. Brizendine offered to chair this section of the meeting, so that she could make a motion should she desire to do so.

Mr. Blakely stated that he sits on a number of Boards and finds that some Board Supervisors are not fully engaged, but he has a sense that this would not be the case with any of these candidates as they appear to be very qualified. He recommended that Mr. Peters be appointed as he has attended most Board meetings over the past three years. Ms. Miller echoed his comments and added that it might be beneficial to have a Board Supervisor that does not reside in Amersham, as the three residents sitting on the Board all reside in that community. She stated that it might be nice to get a different perspective. Ms. Krause stated that she would like to see Ms. Harbuck appointed.

On a Motion by Ms. Krause, seconded by Ms. Manuele, with two in favor and two against (Christina Miller and John Blakley), the Board failed to appoint Cassie Harbuck as Board Supervisor for Sterling Hill Community Development District.

Mr. Brizendine explained that there must be a majority vote in order to make an appointment and confirmed that the term of office runs until November 2016. Following a brief discussion, it was decided to table action on this item and all those associated with it until the end of the meeting.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Audit
Committee Meeting Held on August 15,
2013**

On a Motion by Mr. Blakley, seconded by Ms. Manuele, with all in favor, the Board approved the minutes of the Audit Committee meeting held on August 15, 2013 as presented for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the Board of
Supervisors' Meeting Held on August 15,
2013**

A request was made that Copperleaf be changed to Copper Hill on lines 173 and 209.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on August 15, 2013 as amended for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for August
2013**

A brief discussion ensued regarding the purchase of a new Kawasaki Mule.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board approved the Operation and Maintenance expenditures for August 2013 totaling \$104,546.35 for Sterling Hill Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Proposals for Re-
Striping**

Mr. Brizendine stated that the District received two proposals for the re-striping project with both of them providing pricing for thermoplastic paint and highway paint. Ms. Miller expressed concern with the vagueness of the two proposals and asked if additional information could be obtained. Mr. Pond stated that he spoke with both firms regarding this and confirmed the areas to be completed. He also noted that in researching the matter, he learned that given the condition of the roads the DOT approved paint would be sufficient.

Mr. Brizendine inquired whether the Board intends to include Sterling Hill Boulevard as it is a County road and they would need to obtain authorization from the County and if they agree will most likely require the more expensive thermoplastic paint. The Board decided to remove it from the scope of service.

Mr. Blakely stated that given today's competitive market you would not expect to see the disparity in the bids if they are bidding the project out apples to apples. He recommended that Mr. Pond work with Ms. Stewart to obtain a map and scope of service to provide the companies. The Board concurred with his recommendation and asked that four proposals be obtained for consideration at next month's meeting.

SEVENTH ORDER OF BUSINESS

Discussion of New Agenda Format

Mr. Brizendine briefly reviewed Senate Bill 50 that was recently passed by the legislature, which addresses the public's right to speak at public meetings. He explained that under the new law the Board has to allow public comments prior to taking any action on any matters. Mr. Brizendine explained that should an item not listed on the agenda be brought up, audience comments would need to be heard before a vote could be taken. He stated that a draft agenda was included behind the memo. Ms. Miller stated that she likes the proposed agenda format as it would allow the meeting to continue to flow as it currently does. The Board concurred.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker stated that there was no action required from the Board regarding the foreclosure matter at this time.

B. District Engineer

Ms. Stewart stated that she provided Mr. Pond with information on wheel stops for the clubhouse and Mr. Pond indicated that the matter has been addressed.

Ms. Stewart stated that the inspection of the erosion behind the home on Copper Hill has been completed and she will be obtaining proposals for the next meeting to complete some clean-up in the natural area, as well as back fill, re-grade and stabilize the area behind the resident's home.

C. Field Operations Manager

Mr. Toborg spoke briefly on the inspection report and inquired as to whether the Board would like to install their fall annuals or try to stretch out the existing coleus. He stated that ValleyCrest would be installing their fall mix of four plants, which would add color to the beds. He also noted that Valley Crest was asked to inspect the irrigation on the South intersection as the plants there did not do as well as in other areas. Mr. Toborg stated that he has seen improvement, but still has some areas of concern. He stated that he would like to request proposals to fill in some of the bare spots. The idea being to discuss them a few at a time.

D. Amenities Management

Mr. Pond stated that all of the items noted on John's report have either been completed or he has obtained proposals to address them. He reviewed the proposals to repaint all of the areas of concern.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board approved the proposal from Signs by Connie to complete the recommended painting at a cost of \$815 for Sterling Hill Community Development District.

Mr. Pond stated that during one of the storms last week a couple of barrier walls were struck by lightening and he obtained a proposal from T & R Painting to complete the repairs. Ms. Miller confirmed that cement would be used in making the repairs.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board approved the proposal from T & R Painting to repair the barrier walls at a cost of \$1,900 for Sterling Hill Community Development District.

Mr. Pond stated that UPS has requested that they be allowed to place their pods at the North and South Clubhouse during the holiday season as they have done in the past. He noted that they pay the District \$200 to \$250 per pod.

On a Motion by Ms. Krause, seconded by Mr. Blakley, with all in favor, the Board authorized UPS to place pods at both the North and South Clubhouses for Sterling Hill Community Development District.

Mr. Pond stated that he has begun the process of obtaining proposals to create an RV/ Boat storage facility, but he does not have them all to date. A brief discussion ensued. Mr. Pond was asked to ascertain whether or not it would be an issue to install a chain link fence.

Mr. Pond updated the Board on discussions with the County regarding the school bus that is stopping at Brackenwood. He noted that the County has indicated that the bus should not be letting students off anyplace except the two clubhouses. A brief discussion ensued regarding whether the bus initially stopped to pick up a special needs student and Mr. Pond stated that he would follow up on this matter.

E. District Manager

Mr. Brizendine provided a brief overview of the District's financial status report, stating that the District did receive a small payment from the Tax Collector. He touched on the various account balances at the end of July and projected that based on current trends the District will be 10% under budget for the year.

NINTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Audience

There were no audience comments put forward at this time.

Supervisors

Mr. Blakely nominated Louis Peters to fill the vacancy on the Board.

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

Mr. Brizendine, a Notary Public in the State of Florida, administered the Oath of Office to Mr. Peters. Mr. Peters was asked to raise his right hand and repeat the oath of office as read. Mr. Peters repeated the oath and executed the form. Mr. Brizendine briefly reviewed the documents included in the new Supervisor's packet, such as the Sunshine Law and Form 1 requirements, Chapter 190, and W-9 form. He asked that Mr. Peters provide the questionnaire and W-9 forms to him for the purpose of obtaining contact information and to receive Board compensation. He noted that the Form-1 must be submitted to the County within 30 days of taking office.

Mr. Vericker recommended that Mr. Peters set up a separate email account for District use and emphasized the need to meet filing deadlines and limit conversations with other Board Supervisors to non-Board related matters.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors adjourned the meeting at 8:55 a.m. for Sterling Hill Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman