

**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 **Thursday, December 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:

Christina Miller	<b>Board Supervisor, Chairman</b>
Sandra Manuele	<b>Board Supervisor, Vice Chairman</b>
Frances Krause	<b>Board Supervisor, Assistant Secretary</b>
Louis Peters	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

John Blakley	<b>Board Supervisor, Assistant Secretary</b> <i>(via speakerphone)</i>
Scott Brizendine	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
John Toborg	<b>Field Operations Manager; Rizzetta &amp; Company, Inc.</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting</b> <i>(via speakerphone)</i>
John Vericker	<b>District Counsel; Straley &amp; Robin</b>
Jason Pond	<b>Club Manager</b>

**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**

**Audience Comments on Agenda Items**

Ms. Miller noted that there were no members of the general public in attendance.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting Held on November 12, 2013**

A request was made that "Mr. Ponds" be changed to "Mr. Pond" throughout the minutes.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on November 12, 2013 as amended for Sterling Hill Community Development District.

**FOURTH ORDER OF BUSINESS**

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

Staff responded to questions regarding the variance in the water bill between the clubhouses and the invoice associated with the Mandalay gate. Mr. Pond stated that they have looked for leaks and he would continue to research the matter of the water bill, but it has always been higher at the South Clubhouse.

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board approved the Operation and Maintenance expenditures for November 2013 totaling \$82,503.62 for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Vericker updated the Board regarding discussions with the bondholders relative to the foreclosure. He stated that the taxes and debt service may now be more than the land is worth and the bondholder is considering allowing the foreclosure to go through. He reviewed the options available to the District, which include having the District take over the land or having the District take title to the land and setting up an SPE to try and sell the property. Mr. Vericker explained that setting up an SPE would place the liability for a plethora of issues that could occur on this property on the SPE and not the District. He recommended that the District form an SPE. He stated that this process could take between three to six months and if the taxes are not paid in another five to seven years, the property could revert to the County. A brief discussion ensued regarding the back O & M assessments on the property. It was noted that if the property sells the District would receive those assessments but probably would not if it reverts back to the County. Mr. Vericker stated that maintaining the property will fall on the District.

Mr. Peters asked that a budget be prepared for the SPE to include an insurance quote, costs to form the SPE and management of the SPE before making any decisions on the matter.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board tabled any action of establishing an SPE to take control of the property involved in the foreclosure process for Sterling Hill Community Development District.

B. District Engineer

Ms. Stewart stated that Stantec Consulting Services has prepared a form of a contract for the Districts it acquired from WilsonMiller that she would like to have executed once District Counsel has reviewed it. A brief discussion ensued regarding fees and Ms. Stewart stated that she is asking that her hourly rate go back up to \$145 as it was reduced a few years back due to the economy.

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board authorized District Counsel to review the contract with Stantec Consulting Services with an hourly rate of \$145 per hour and authorized the Chairman to execute it once finalized for Sterling Hill Community Development District.

C. Field Operations Manager

Mr. Toborg reviewed the report from the inspection conducted on November 22, 2013, noting that the short turnaround time did not allow sufficient time for the vendor to respond. He stated that he is pleased with the progress that has been made since the meeting that was held with ValleyCrest. He asked that the Board consider installing mulch and a brief discussion ensued.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board approved the installation of 890 cubic yards of mulch at a not-to-exceed amount of \$30,438 to include the beveling as stated in the scope of service of the contract to be completed after January 1, 2014 for Sterling Hill Community Development District.

A brief discussion ensued regarding the timing to install the refurbishments presented a couple of months ago. The Board asked that they be provided with photos of the plants with the proposals in January or February before making any decisions.

D. Amenities Management

Mr. Pond reported on his research on costs involved in creating a RV/Boat Storage area, that include fencing, security, gates, surface material, and lights that bring the cost to between \$80,000 to \$100,000. He stated that the District might be able to recoup the costs over a few years by charging a fee to use the facility. Mr. Pond stated that he would determine how many slips could be made available in the area and research what other facilities charge. A request was made to try an obtain feedback from the residents on the project.

Mr. Pond stated that the road striping is scheduled to begin today and the Holiday Lighting has been installed.

E. District Manager

Mr. Brizendine stated that the financial status report has not been prepared as it is only the first month of the fiscal year. He stated that the District was over budget in October; however, this is due to the timing of installing the new gates motors and he anticipates that it will fall back into line over the next month or two.

**SIXTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

Audience

There were no members of the general public in attendance.

Supervisors

Ms. Miller asked that the AT&T billing statement for the Amersham Gate be changed to vehicular gates as the invoice is actually for all of the gates and not just one. Mr. Brizendine stated that he would take care of that.

**SEVENTH 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 9:00 a.m. for Sterling Hill Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman