



# STERLING HILL

## COMMUNITY DEVELOPMENT DISTRICT

5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544 - 813-994-1001 - [sterlinghillcdd.org](http://sterlinghillcdd.org)

**STERLING HILL  
COMMUNITY  
DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS  
MEETING  
APRIL 8, 2014**

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**STERLING HILL COMMUNITY DEVELOPMENT DISTRICT**

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Christina Miller  
*Chairman*

Sandra Manuele  
*Vice Chairman*

John Blakley  
*Supervisor*

Frances Krause  
*Supervisor*

Louis Peters  
*Supervisor*

Scott Brizendine  
*District Manager*

# STERLING HILL COMMUNITY DEVELOPMENT DISTRICT AGENDA APRIL 8, 2014 at 8:00 a.m.

At the Sterling Hill North Clubhouse, located at 4411 Sterling Hill Blvd, Spring Hill, FL 34609.

<b>District Board of Supervisors</b>	Christina Miller Sandra Manuele John Blakley Frances Krause Louis Peters	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Scott Brizendine	Rizzetta & Company, Inc.
<b>District Attorney</b>	John Vericker	Straley & Robin
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services Inc

**All Cellular phones and pagers must be turned off while in the clubhouse.**

## **The District Agenda is comprised of six different sections:**

The meeting will begin promptly at **8:00 a.m.** with the first section which is called **Audience Comments on Agenda Items**. 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.** The second section is called the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third 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. 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 fourth 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 fifth section which is called **Audience Comments on Other Items** provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

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**

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March 31, 2014

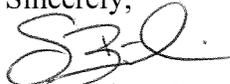
**Board of Supervisors**  
**Sterling Hill Community**  
**Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Sterling Hill Community Development District will be held on **Tuesday, April 8, 2014 at 8:00 a.m.**, at the North Sterling Hill Clubhouse located at 4411 Sterling Hill Boulevard, Spring Hill, FL 34609. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on March 11, 2014.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for March 2014 (under separate cover)
- 5. BUSINESS ITEMS**
  - A. Further Discussion on Establishing RV/Boat Storage Area
- 6. STAFF REPORTS**
  - A. District Counsel
    1. Update on Foreclosure Status
  - B. District Engineer
  - C. Field Operations Manager
  - D. Amenity Management
    1. Presentation of Monthly Report.....Tab 2
  - E. District Manager
    1. Financial Summary Report.....Tab 3
- 7. AUDIENCE COMMENTS ON OTHER ITEMS**
- 8. SUPERVISOR REQUESTS**
- 9. 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) 994-1001.

Sincerely,  
  
Scott Brizendine  
District Manager

cc: John Vericker; Straley & Robin  
Tonja Stewart; Stantec, 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, March 11, 2014 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>
John Blakley	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Scott Brizendine	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel; Straley &amp; Robin</b> <i>(via speakerphone)</i>
Tonja Stewart	<b>District Engineer, Stantec Consulting Services</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**

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 February 11, 2014**

A request was made that the last motion box be updated as the time the meeting ended is not correct. Mr. Brizendine stated that he would review the tape and make the necessary correction.

On a Motion by Mr. Blakley, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on February 11, 2014 as amended for Sterling Hill Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for January**

Mr. Brizendine noted, that as is standard practice, \$200,000 was transferred from the operating account to a money market account so that the District can earn a little bit of interest. It will be moved back as needed.

A brief discussion ensued regarding the timing of payment for the AT&T invoices.

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for January totaling \$271,686.70 for Sterling Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for February**

On a Motion by Ms. Manuele, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the operation and maintenance expenditures for February totaling \$115,722.99 for Sterling Hill Community Development District.

**SIXTH ORDER OF BUSINESS**

**Further Discussion on Establishing  
RV/Boat Storage Area**

Mr. Pond stated that he contacted the same firms that he obtained proposals from the previous site and was told that the costs will be approximately the same. He stated that he has not obtained a cost for electrical service to the area as in his conversations with Ms. Stewart indicated that it will be necessary to re-zone the area. Ms. Stewart confirmed that the site plan approval will include the storm sewer system and trees. She estimated that the process could take up to six months to complete and cost up to \$30,000; with the initial cost coming in at \$500 to determine what will actually be needed. Ms. Stewart stated that in reviewing the projected costs it appears that the project can be completed within the \$125,000 initial budget. Mr. Peters questioned the statement that water and sewer would not need to be part of the re-zoning process and Mr. Pond stated that a water supply will be needed for washing the boats. Ms. Stewart stated that she would add that to the request to the County

Mr. Blakley sought and received confirmation that the Board is looking to offer the storage area more as an amenity than as a source of income. It was stated that it is anticipated that the District will recoup the expense of establishing the area over time.

82 **SEVENTH ORDER OF BUSINESS**

**Consideration of Updating Card Access  
System**

83  
84  
85 Mr. Pond presented proposals from Southern Automated and DCSI to add a photo ID  
86 overlay to the existing cards at a cost of \$2,560, \$2,760, and \$3,098 for the various proposals that  
87 include both clubhouses. He explained that the current system is adequate and changing to the  
88 photo ID would not alleviate the concern of people moving and keeping their cards as they are  
89 not generally aware of it until the next family moves into the house.

90  
91 Mr. Pond stated that he also obtained proposals for automatic gate systems. Southern  
92 Automated submitted a proposal for a bar code reader that would require stickers to be placed on  
93 vehicles at a cost of \$7,643 including 2,500 stickers. DCSI submitted a proposal for an RFID  
94 system similar to the Sunpass system, which require residents to have a transponder. The cost  
95 for this type of system would be \$93,500 plus \$25.00 for each transponder. Ms. Miller stated  
96 that the costs were prohibitive given this was not a budgeted item and the current system is  
97 functioning properly. She recommended that the matter be tabled until such time as it is a  
98 necessity. The Board and Management concurred.

99  
100 **EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal for Sidewalk  
Repairs**

101  
102  
103 Mr. Pond reviewed the proposal from Lakewood Concrete to repair the lifting sidewalks  
104 though out the community. Ms. Miller noted that there is an area along Sterling Hill Boulevard  
105 that is not listed and needs to be addressed. Mr. Pond stated that the proposal includes a buffer  
106 for additional areas that might be identified along the Boulevard and he is confident that there is  
107 sufficient buffer to cover this. A question was raised regarding the cost per square foot and Mr.  
108 Pond stated that he did not have that information. Both Mr. Brizendine and Ms. Stewart  
109 indicated that the pricing is in line with what has been seen in other Districts. Ms. Stewart did  
110 recommend that any damaged areas caused by root growth be ground down until such time as the  
111 tree is removed as the damage will reoccur. The Board indicated that there are very few trees  
112 next to the sidewalks and the damage is due to settling or vehicles driving over the sidewalks.

113  
On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of  
Supervisors approved the proposal from Lakewood Concrete totaling \$6,153 as discussed for  
Sterling Hill Community Development District.

114  
115 **NINTH ORDER OF BUSINESS**

**Public Hearing on Rules of Procedure**

116  
117 Mr. Brizendine stated that there is another matter that he would like to see added to the  
118 agenda as the Board had authorized Staff to advertise for a public hearing on the Rules of  
119 Procedure, but it was inadvertently left off the agenda. He asked for a motion to add the Public  
120 Hearing and Resolution to the agenda.

121

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved adding the public Hearing on the Rules of Procedure to the agenda for Sterling Hill Community Development District.

On a Motion by Mr. Blakley, seconded by Ms. Manuele, with all in favor, the Board of Supervisors opened the public Hearing on Rules of Procedure for Sterling Hill Community Development District.

Mr. Brizendine stated that the public hearing was duly advertised and there are members of the general public in attendance at this time.

Mr. Vericker and Mr. Brizendine reviewed the reasons for updating the rules and touched on the changes that were incorporated in this revision. They include the "Right to Speak Law" that passed last year, as well as updating statutory references associated with the various rules. It was stated that the rules of procedure essentially codify the Florida Statutes. Ms. Miller sought and received confirmation that the Board has been in compliance with the "Right to Speak Law" since it went into effect last October.

Mr. Brizendine asked if there were any questions from the Board or members of the audience. Hearing none, he asked for a motion to close the public hearing.

On a Motion by Mr. Blakley, seconded by Ms. Krause, with all in favor, the Board of Supervisors closed the public Hearing on Rules of Procedure for Sterling Hill Community Development District.

On a Motion by Mr. Blakley, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved Resolution 2014-02 adopting updated on Rules of Procedure for Sterling Hill Community Development District.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Vericker stated that the District received payment for four of the lots it owns. He verified that the invoice from his firm listing the Mahfuz One Family Trust as a reference is associated with the foreclosures.

Mr. Vericker inquired whether legal services would be required in the rezoning of the parcel to be used as a storage area. Ms. Stewart stated that she did not believe so, but would keep everyone apprised if it does become necessary.

B. District Engineer

Ms. Stewart stated that she has spoken with Mr. Pond regarding a comment from the January field inspection regarding a washout and it is something he will be able to address without her services.

155 C. Field Operations Manager

156 Mr. Brizendine stated that Mr. Toborg asked that he inform the Board that he is  
157 waiting to hear from ValleyCrest regarding the timing of the spring install. He is  
158 expecting that it will occur either today or tomorrow.

159  
160 D. Amenity Management

161 Mr. Pond stated that the fence is up around the basketball court and he will be posting  
162 rule signs shortly. He stated that the current rules allow for up to five guests and he  
163 would like to see them updated to state that anyone under the age of 18 can bring 2  
164 guests. A brief discussion ensued on this matter with the Board being in favor of the  
165 change.

166  
167 Mr. Brizendine reminded the Board that it needed to open the floor up to public  
168 comments.

169  
170 On a Motion by Ms. Krause, seconded by Mr. Peters, with all in favor, the Board of  
171 Supervisors opened the floor for public comments on the basketball court policy for Sterling  
172 Hill Community Development District.

173  
174 There were no public comments put forward.

175  
176 On a Motion by Mr. Blakley, seconded by Mr. Peters, with all in favor, the Board of  
177 Supervisors closed the floor for public comments on the basketball court policy for Sterling  
178 Hill Community Development District.

179  
180 On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of  
181 Supervisors approved the revised Basketball Court Policy as discussed for Sterling Hill  
182 Community Development District.

183  
184 Mr. Pond sought authorization from the Board to install some sod in a small section  
185 near the basketball court and to install more Silverthorn hedge in Dunwoody. The  
186 Board told him to proceed with both installs.

187  
188 A brief discussion ensued regarding the existing procedure for residents to install  
189 driveway pavers and a request not to require residents wishing to stain their  
190 driveways to follow the process as the County does not require anything for staining.  
191 It was decided to revise the current agreement so there are separate agreements for  
painting or staining and for brick pavers. Mr. Brizendine stated that he would bring  
something to the next meeting for Board review.

185  
186 E. District Manager

187 Mr. Brizendine provided a brief overview of the District's financial status, stating that  
188 it has collected 77% of the assessments and has \$903,498 in the operating account,  
189 \$83,041 in the asset replacement account and \$580,645 in the road reserve account.  
190 He stated that current projections are for the District to be 7% under budget for the  
191 year.

192 Mr. Brizendine stated that he intends to present the proposed budget at the June 10<sup>th</sup>  
193 meeting and inquired as to whether the Board would like to hold a pre-budget  
194 workshop prior to that date. The Board indicated that it would like to think about this  
195 for now.  
196

197 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests and Audience**  
198 **Comments**

199  
200 **Audience**

201  
202 Audience comments were entertained regarding issues with the use of electric motorized  
203 dirt bikes in the community that go between 8 mph and 15 mph. It was stated that this matter is  
204 scheduled for discussion at the HOA meeting tomorrow evening as residents have expressed  
205 concerns with the children's safety due to visibility issues. District Counsel opined that this  
206 would be an HOA issue if it is addressed in the deed restrictions, but indicated that he would  
207 discuss the matter with Management to determine if the District can be of any assistance on this  
208 matter.  
209

210 **Supervisors**

211  
212 There were no Supervisors requests put forward.  
213

214 **TWELFTH ORDER OF BUSINESS** **Adjournment**  
215

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors adjourned the meeting at 9:05 a.m. for Sterling Hill Community Development District.

216  
217  
218  
219  
220  
221

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 2

**Sterling Hill CDD**  
**March 2014**  
**Operations Report**

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**Clubhouse Manager: Jason Pond**  
**Email: [sterlinghillclub@live.com](mailto:sterlinghillclub@live.com)**

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**Clubhouse Maintenance and Improvements**

- Monthly cleaning of north and south clubhouse carpets and tile floors.
  - Repainted and repaired the south clubhouse main room walls.
  - Repainted the south clubhouse interior doors.
  - Replaced old television in north fitness room.
  - Installed fence around basketball court.
  - Installed tennis court wind screens.
- 

**Resident Relations**

- Many people are coming in saying they support the fence around the basketball court, and appreciate us trying make sure it is members and their guests only.
- 

**Field Maintenance**

- Trash clean-up in the DRA's and wooded areas.
- 

**Private Event Rentals**

North Clubhouse:

- 03/01/14 - Birthday Party
- 03/02/14 - Birthday Party
- 03/06/14 - Baby Shower
- 03/09/14 - Memorial Service
- 03/22/14 - Birthday Party
- 03/29/14 - Engagement Party

South Clubhouse

- 03/02/14 - Baby Shower
  - 03/09/14 - Birthday Party
  - 03/15/14 - Baby Shower
  - 03/22/14 - Bridal Shower
  - 03/29/14 - Birthday Party
  - 03/30/14 - Birthday Party
- 

**Gate Report**

- Relocated Haverhill gate antenna for better signal.
- Brackenwood entrance gates not opening properly, reset and works.

# Tab 3

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT**

**FINANCIAL STATUS  
AND  
SUMMARY REPORT**

**February 28, 2014**

**Rizzetta & Company, Inc.  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, Fl. 33544**

**(813) 994-1001**

**District Manager - Scott Brizendine**

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL SUMMARY  
Operations & Maintenance  
February 28, 2014**

**General Fund (O&M) - Cumulative Revenue Received  
(Amount budgeted - \$1,243,673; Tax roll - \$1,116,078, Direct Bill- \$127,595)**

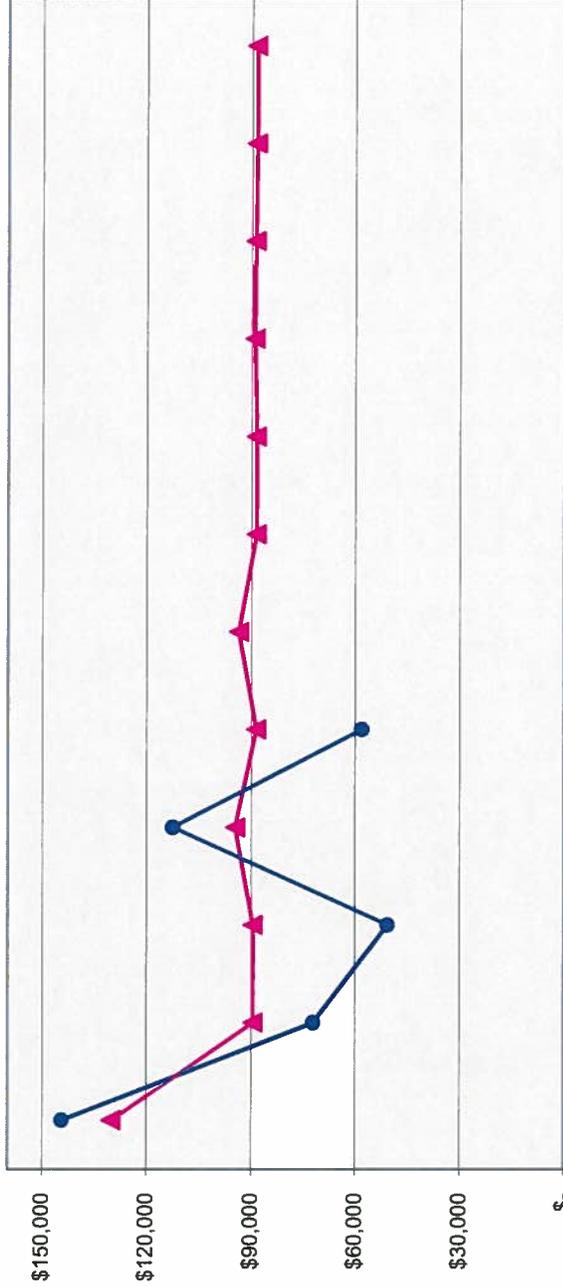


**Select Account Balances as of February 28, 2014**

Cash & Investments	\$ 824,157
Asset Replacement Reserve	\$ 83,063
Road Reserve	\$ 580,801
Assessments Receivable - Tax roll	\$ 614,085
Assessments Receivable - Off roll	\$ 94,390
Accounts Payable - Unpaid Invoices	\$ 11,847

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL SUMMARY  
Operations & Maintenance  
February 28, 2014**

**General Fund (O&M) - Expenses - Budget vs. Actual**



	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14
Actual	\$144,447	\$72,138	\$50,712	\$112,644	\$58,110	\$93,622	\$88,622	\$88,622	\$89,122	\$88,947	\$88,622	\$88,622
Budget	\$130,160	\$89,522	\$89,522	\$94,622	\$88,622	\$88,622	\$88,622	\$88,622	\$89,122	\$88,947	\$88,622	\$88,622
Variance	\$(14,287)	\$17,385	\$38,810	\$(18,022)	\$30,512	\$93,622	\$88,622	\$88,622	\$89,122	\$88,947	\$88,622	\$88,622

Actual

Budget

**STERLING HILL  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL SUMMARY  
General Fund  
February 28, 2014**

Description	Month			YTD			Projected End of Year Year End Variance \$ %
	Budget	Actual	Variance \$ %	Budget	Actual	Variance \$ %	
	Total Annual Adopted Budget	Projected End of Year	Projected Year End Variance \$ %				
<b>ADMINISTRATIVE:</b>							
Supervisors Fees	1,000	1,000	- 0%	5,000	5,000	- 0%	12,000 0%
General & Administrative	7,288	5,862	1,426 20%	59,406	45,509	13,897 23%	107,420 8%
Legal Counsel	2,083	4,375	(2,292) -110%	10,417	21,491	(11,075) -106%	51,575 -106%
<b>Total Administrative</b>	<b>10,371</b>	<b>11,237</b>	<b>(866) -8%</b>	<b>74,822</b>	<b>72,000</b>	<b>2,822 4%</b>	<b>170,995 -12%</b>
<b>FIELD OPERATIONS:</b>							
Law Enforcement	3,750	3,970	(220) -6%	18,750	21,157	(2,407) -13%	50,775 -13%
Security Operations	824	406	418 51%	4,118	2,891	1,228 30%	6,940 30%
Electric Utility Services	9,939	9,605	334 3%	49,695	47,569	2,125 4%	114,165 4%
Garbage/Solid Waste Control Services	408	439	(31) -8%	2,040	2,097	(57) -3%	5,030 -3%
Water-Sewer Combination Services	610	327	283 46%	3,048	2,317	731 24%	5,560 24%
Stormwater Control	2,083	-	2,083 100%	10,417	-	10,417 100%	25,000 100%
Other Physical Environment	24,107	8,906	15,201 63%	146,904	116,459	30,445 21%	276,445 12%
Road & Street Facilities	7,474	557	6,917 93%	37,368	16,578	20,789 56%	69,225 23%
Parks & Recreation	23,474	22,663	811 3%	117,372	113,536	3,836 3%	272,485 3%
Special Events	83	-	83 100%	417	-	417 100%	1,000 0%
Contingency	5,500	-	5,500 100%	27,500	43,446	(15,946) -58%	74,825 -13%
<b>Total Field Operations</b>	<b>78,252</b>	<b>46,873</b>	<b>31,379 40%</b>	<b>417,628</b>	<b>366,051</b>	<b>51,577 12%</b>	<b>876,450 9%</b>
<b>Total Administrative and Field Operations</b>	<b>88,622</b>	<b>58,110</b>	<b>30,512 34%</b>	<b>492,450</b>	<b>438,051</b>	<b>54,399 11%</b>	<b>1,118,631 6%</b>

\*\*\* This spreadsheet excludes the funding of the reserve accounts