

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, October 9, 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	Board Supervisor, Chairman
Sandra Manuele	Board Supervisor, Vice Chairman
Frances Krause	Board Supervisor, Assistant Secretary
Louis Peters	Board Supervisor, Assistant Secretary

Also present were:

John Blakley	Board Supervisor, Assistant Secretary <i>(via conference call)</i>
Scott Brizendine	District Manager, Rizzetta & Company, Inc.
John Toborg	Operations Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley & Robin <i>(via conference call)</i>
Tonja Stewart	District Engineer, Stantec Consulting Services <i>(via conference call)</i>
Jason Pond	Amenity Management
Daniel Pond	Amenity Management
Jeffrey Myers	Representative, ValleyCrest Landscaping
Lloyd Radder	Representative, ValleyCrest Landscaping
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

Audience Comments on Agenda Items

Ms. Miller asked if there were any audience comments on the agenda items. There were none.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on September 9, 2014

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 9, 2014 as presented for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for September 2014

Mr. Brizendine reviewed the insurance costs as well as the purchase of the truck.

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors accepted the operation and maintenance expenditures for September 2014 totaling \$120,180.07 as presented for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

Discussion Regarding Landscape Maintenance from ValleyCrest

The Board expressed concern with the number of issues throughout the community that do not get addressed even when brought to ValleyCrest's attention. Such as the continued need for the shrubbery near Mandalay Place to be trimmed. It was stated that a proposal was submitted to complete this project; however, Mr. Toborg has confirmed that this is part of the contract. Mr. Toborg stated that there are a lot of Red Tips throughout the community and noted issues with the development of leaf spots that went unchecked even though they were noted in several monthly inspections. Representatives from ValleyCrest responded to the concerns, noting that various communities have varying expectations and recommended that a meeting be held between Mr. Toborg and the account manager to clarify the District's expectations. It was stated that the issues have been pointed out numerous times and there should not be any confusion over expectations. A statement was made that it might be time for a formal warning putting ValleyCrest on notice. ValleyCrest assured the Board that the issues would be addressed in a timely manner.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Plant Replacements

Mr. Toborg reviewed proposals to replace approximately 250 feet of the Red Tips with Japanese Clevera (\$4,042.50) that has a similar look and seems to be doing well in other areas of the community, to install Walters Viburnum Densa for a thicker barrier along the fence line, the installation of Gold Lantana at the North Clubhouse, and to replace the Aztec Grass with Nandina. The following Board actions were taken:

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors authorized Staff to obtain additional proposals for the Japanese Cleyera for Sterling Hill Community Development District.

The Board indicated that it would like to give Mr. Toborg the additional time he requested to hand pick the plants for the fence line and work with Mr. Pond on the installation. They also requested that additional proposals be obtained for the Gold Lantana and the Nandina.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposals for
Playground Surface at South Clubhouse**

Mr. Pond reviewed the proposals that were received to replace the sand in the playground at the South Clubhouse. It was stated that the sand does not meet the ADA requirements. Concerns were expressed with issues with installing the rubber or park mulch and a desire to have sand boxes at both play parks. It was decided to obtain pricing for the rubberized mats and to install the sand boxes before taking any action on this matter.

EIGHTH ORDER OF BUSINESS

**Consideration of Contract for Landscape
Maintenance Inspection Services**

Mr. Brizendine reviewed the contract for the landscape oversight, explaining that this was included in the budget, but the services are not in Rizzetta's contract. A brief discussion ensued regarding the timing and frequency of the inspections and reports. Mr. Toborg confirmed that the inspections are monthly.

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the contract for Landscape Maintenance Inspection Services for Sterling Hill Community Development District.

NINTH ORDER OF BUSINESS

**Update Regarding Establishing RV/Boat
Storage Area**

Ms. Stewart reported that she has a meeting with Hernando County next week to work on the permitting and she should have more to report next month. Audience comments were entertained regarding the desire to keep the area as is, because it is currently being used by the neighborhood children. The Board indicated that the storage area has already been approved by the Board and has been discussed since January, with no negative comments being brought to the Board before this evening. Mr. Pond stated that he rarely sees residents using this area for anything other than to walk their dogs. A question was raised as to whether there were any other areas that might be cleared as an activities area for residents. Ms. Stewart stated that she would look into the area mention by Mr. Pond and work with him on this option.

TENTH ORDER OF BUSINESS

**Consideration of Proposals for Flooring
in Fitness Centers**

Mr. Pond reviewed the proposals from Fit Rev and Fitness Logic, stating that they are for the standard floors used in most gyms. He confirmed that the pricing is for both clubhouses. A brief discussion ensued regarding the warranty that comes with the flooring. It was noted that the warranty is for 10 years; however, they can not guarantee that there won't be issues with the existing floor that could create problems with the new ones and the cost to remove the old flooring would add approximately \$2,000 to the overall cost of the project. A request was made that the warranty information be included on the proposal before taking any action.

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors tabled action on the Fitness Logic proposal pending inclusion of the warranty information on the proposal for Sterling Hill Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Proposals to Repair
Beams at North Clubhouse**

Mr. Pond explained the underlying cause for the damage to the beams at the north clubhouse and reviewed the details of the four proposals received to make the repairs. He confirmed that all of the proposals call for an outside vendor to remove the canopies. A brief discussion ensued regarding the discrepancy in the pricing, with Mr. Pond confirming that the proposals are apples to apples and they all include treating the new beams with the silicone to prevent the damage from occurring again.

On a Motion by Ms. Manuele, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the proposal from Corbin's Custom Design in the amount of \$11,155 pending receipt of the required insurance and licensing documents for Sterling Hill Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Proposals for Sidewalk
Repairs**

Mr. Pond stated that an inspection was completed of all of the sidewalks throughout the District and a proposal obtained to repair and areas that might create a tripping hazard. A brief discussion was held regarding whether or not the District has the responsibility for these repairs or whether the HOA documents state that residents are responsible for them. It was determined that the District bears the responsibility. Mr. Pond reviewed the proposal from Lakewood Concrete and the following Board action was taken.

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved the proposal from Lakewood Concrete in the amount of \$7,662 to repair the sidewalks for Sterling Hill Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Proposals for Surge
Protectors**

Mr. Pond reviewed the proposals for surge protectors and the following Board action was taken:

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved both proposals from Mr. Electric (\$990 – surge protectors & \$747.16 for the grounding system) for Sterling Hill Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Proposals for Increased
Storage**

Mr. Pond stated that there is a need for additional storage space to house the maintenance equipment. He stated that he invited a few contractors to look at the idea and present him with options and Corbin's included a design sketch to enclose a portion of the existing storage and bathroom pavilion, which would give Staff access to water to clean the equipment. A brief discussion ensued regarding asking Corbin's to reduce their price as there is a cheaper proposal and they will have two projects. The following Board action was taken:

On a Motion by Mr. Peters, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the proposal from Corbin's Custom Design with a not-to exceed price of \$11,900 to include all permitting costs for Sterling Hill Community Development District.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker provided a brief update an update on the foreclosure status, noting that there have been no offers due to the bankruptcy as everything gets put on hold until the restructuring occurs.

B. District Engineer

No report.

C. Field Operations Manager

Mr. Toborg stated that he would be submitting a proposal for the annuals, but they will be at contract pricing. He confirmed the pricing of the mulch per contract is \$34.20 and stated that he would discuss resubmitting the proposal for the playground mulch in accordance with this pricing.

D. Amenity Management

Mr. Pond stated that he has prepared a draft of the proposed lease agreement for the RV/Boat storage area, noting that District Counsel has provided their comments. Mr. Vericker recommended that accounting review the agreement as there will be sales tax owed on the rental. A brief discussion ensued regarding how the fees were determined.

Mr. Pond stated that last month the Board asked him to research why the wall along Haverhill and Windance keeps getting hit with lightning and he had Oldcastle Precast come up and inspect the areas and was told that the issue relates to sand that is now two to two and a half feet high against the wall and essentially voiding out the grounding that was part of the installation. A brief discussion ensued regarding obtaining multiple proposals to remove the sand and whether it will be necessary to re-grade the areas and /or install sod. Ms. Stewart will look into this. Mr. Pond noted that Oldcastle has not presented the proposal for the wall repairs to date.

Mr. Pond stated that he obtained pricing to install the 48 lights needed to complete the lighting at the remaining entrances to the communities. He stated that pricing came in at \$3,168.

On a Motion by Mr. Peters, seconded by Ms. Krause, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$3,168 for the installation of the lighting for Sterling Hill Community Development District.

E. District Manager

Mr. Brizendine provided a brief overview of the District's financial status report dated July 31, 2014. He entertained the Board members' questions, explaining that the off-roll billing on properties that are in foreclosure or bankruptcy will not be collected until those matters are resolved. It was stated that the District is under budget this year, but it is also showing a decline in collections.

Mr. Brizendine sought and received confirmation from District Counsel that a public hearing will need to be held to set the rental fees for the storage area. He recommended that it be scheduled in December to provide sufficient time to meet the advertising requirements.

On a Motion by Mr. Blakley, seconded by Ms. Manuele, with all in favor, the Board of Supervisors authorized Staff to submit the required advertisements to hold a public hearing on establishing rules for the RV/Boat Storage Facility for Sterling Hill Community Development District.

Mr. Brizendine reminded the Board that the next meeting is scheduled for November 13, 2014 at 8:00 a.m.

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SIXTEENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

Audience

Audience comments were entertained regarding concerns with a retaining wall that appears to be shifting and blocks are coming off of it, the need for trash cans to be installed closer to the bus stop, and issues with property owners not trimming the trees along sidewalks. The Board asked that Mr. Pond purchase two decorative, heavy trash cans to place near the bus stops. It was noted that the HOA is addressing the tree trimming issue.

Supervisors


Ms. Miller asked that a strong deputy presence be in place for Halloween night and Mr. Pond stated that four deputies have been scheduled for that evening.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Manuele, seconded by Mr. Blakley, with all in favor, the Board of Supervisors adjourned the meeting at 9:35 p.m. for Sterling Hill Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman
revised 11/13/2014