



Rizzetta & Company

Sterling Hill Community Development District

Board of Supervisors' Meeting April 18, 2019

**District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1615**

www.sterlinghillcdd.org

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT

Sterling Hill North Clubhouse, 4411 Sterling Hill Blvd., Spring Hill, FL 34609

Board of Supervisors	Christina Miller Sandra Manuele Michael Dimos Louis Peters Rich Massa	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Angel Montagna	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Stephen Brletic	JMT Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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 • 5844 OLD PASCO ROAD • SUITE 11 • WESLEY CHAPEL, FL 33544
www.sterlinghillcdd.org

April 10, 2019

**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 **Thursday, April 18, 2019 at 8:30 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. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on March 21, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for March 2019.....Tab 2
- 5. BUSINESS ITEMS**
 - A. Update Regarding Investigation by John Ellis
 - B. Consideration of Whitaker Contracting Proposal.....Tab 3
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Update on Pavement Project
 2. Update on Splash Pad
 - C. Field Operations Manager
 1. Review of Monthly Report.....Tab 4
 - D. Amenity Management
 1. Review of Monthly Report.....Tab 5
 - E. District Manager
 1. Review of Financial Statement.....Tab 6
- 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 call us at (813) 933-5571.

Sincerely,
Angel Montagna
Angel Montagna
District Manager

cc: John Vericker, Straley & Robin, PA
Stephen Brletic, JMT Engineering

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 **Thursday, March 21, 2019 at 8:30 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
Louis Peters	Board Supervisor, Assistant Secretary
Michael Dimos	Board Supervisor, Assistant Secretary
Richard Massa	Board Supervisor, Assistant Secretary

Also present were:

Angel Montagna	District Manager, Rizzetta & Company, Inc.
Kristen Schalter	District Counsel, Straley Robin & Vericker
Stephen Brletic	District Engineer, JMT Engineering
Jason Pond	Clubhouse Manager

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Montagna called the meeting to order and performed roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Ms. Montagna asked if there were any audience comments. There were none.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board of
Supervisors' Meeting on February 21,
2019**

Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on February 21, 2019. It was noted that Mr. Massa's last name was misspelled in a motion box.

On a Motion by Mr. Massa, seconded by Ms. Manuele, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on February 21, 2019 as amended for Sterling Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for February
2019**

Ms. Montagna presented the Operation and Maintenance Expenditures for February 2019.

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for February 2019 (\$118,561.39) for Sterling Hill Community Development District.

FIFTH ORDER OF BUSINESS

**Discussion Regarding ADA Website
Proposal**

Ms. Montagna stated that she had no update regarding the ADA website compliance at this time.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Schalter gave the Board an update on the ADA website compliance. Splash Pad Rules were discussed and she stated that the landscape contract was completed.

B. District Engineer

Mr. Brletic reviewed his Engineer's Report. Attached as (Exhibit "A"). A discussion ensued.

Mr. Brletic gave the Board an update on the pavement project. He stated that Whitaker contracting was onsite working.

Ms. Manuele gave the Board an update on her meeting with John Ellis.

On a Motion by Mr. Massa, seconded by Mr. Peters, with all in favor, the Board of Supervisors authorized the engagement of John Ellis to investigate with a not-to-exceed cost of \$5,000.00 and allow the Chairman to execute the engagement letter for Sterling Hill Community Development District.

Mr. Brletic reviewed his report for the Splash Pad. A discussion ensued. Mr. Pond will schedule the installation of the pavers for the Splash Pad.

83
84 **C. Field Operations Manager**

85 Ms. Montagna presented the Field Inspection Report dated March 5, 2019. The Board
86 requested Mr. Toborg attend all Board meetings until the new landscape company is
87 acclimated.

88
89 **D. Amenity Management**

90 Mr. Pond presented and reviewed his report for February 2019.

91
92 The Board reviewed the revised Splash Pad Rules.
93

On a Motion by Mr. Massa, seconded by Mr. Dimos, with all in favor, the Board of Supervisors approved the revised Splash Pad Rules as presented for Sterling Hill Community Development District.

94
95 **E. District Management**

96 Ms. Montagna presented the financial statements dated December 31, 2018.

97
98 Ms. Montagna reminded the Board that their next meeting was scheduled for April 18,
99 2019 at 8:30 a.m.

100
101 Ms. Montagna presented the Financial Statements for January 2019.

102
103 Ms. Montagna informed the Board that they will be approving their proposed budget at
104 their May meeting and adopting their final budget at their July meeting.

105
106 **SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience
Comments**

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108
109 Ms. Montagna asked if there were any Supervisor Requests or audience comments. There
110 were none.

111
112 **EIGHTH ORDER OF BUSINESS**

Adjournment

113
114 Ms. Montagna stated that if there was no further business to come before the Board than
115 a motion to adjourn would be in order.
116

On a Motion by Mr. Louis, seconded by Mr. Massa, with all in favor, the Board of Supervisors adjourned the meeting at 9:24 a.m. for Sterling Hill Community Development District.

117
118
119
120 _____
121 Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A



STERLING HILL CDD

ENGINEER'S REPORT FOR March 21, 2019 BOARD MEETING

Discussion item:

Splash Pad –

SplashPadsUSA has completed construction of the splash pad with only the concrete coating still yet to be done. The required inspections with Hernando County have been completed and the project has passed the final inspection. The final coating and any other final scope items are to be completed and closed out. The remaining work is scheduled for March 26th.

HA5 Pavement Report-

Whitaker Contracting performed the punchlist items for the HA5 project on March 1st and 8th after 2 delays in the project due to weather. JMT's inspector, Rick Neidert, was onsite throughout construction. Daily reports were created and are attached at the end of this report. As a follow up, the District Engineer did a final walkthrough on March 13th. Areas that were not found to be complete were listed and given to Whitaker to complete. There were 4 areas identified. WE await response when they will return to finish this work. No road closures are anticipated as the areas are very small.

In addition, there were complaints from residents regarding cars driving on Bensbrook Dr while the road was closed and then driving up onto other resident's driveways and sidewalks. This was found to be solely at the residents' fault. It was confirmed that Whitaker cleaned the areas by pressure washing twice. The area is of concern since it resulted in an eye sore of tire tracks in the freshly applied HA5, however, if the board would like to fix this area it would not be the responsibility of Whitaker since it was documented that a resident disregarded signage and notices provided.



SITE VISIT SUMMARY

Date: 2-26-19

Project No.: 18-02537-001

To: Sterling Hills CDD

Project Name: Sterling Hills Whitaker Punchlist

From: JMT, Inc.

Subject: Site Visit Oversight

As requested, a site visit was conducted by a representative of JMT to provide oversight for the Whitaker Construction Punchlist for the pre-selected areas within the Sterling Hills Subdivision. Senior Inspector, Rick Neidert, conducted a site visit on February 26, 2019. It was observed that the contractor pressure washed the driveway of 5538 Kirkshire Lane. Due to the weather forecast the contractor choose to pressure wash only and will reschedule the spraying the HA5 product. Picture provided.

Weather: 57/72 Cloudy with rain in the forecast

Equipment: 1-Spray Truck, 1-Utility Truck, 3-Pickups, 1-SUV, 1-PW

Personal: Steve White, Kris Graham, Juile Conrad, 5-Labor



File



SITE VISIT SUMMARY

Date: 3-1-19

Project No.: 18-02537-001

To: Sterling Hills CDD

Project Name: Sterling Hills Whitaker Punchlist

From: JMT, Inc.

Subject: Site Visit Oversight

As requested, a site visit was conducted by a representative of JMT to provide oversight for the Whitaker Construction Punchlist pre-selected areas within the Sterling Hills Subdivision. Senior Inspector, Rick Neidert, conducted a site visit on March 1, 2019. It was observed that the contractor cleaned, prepared, and sprayed one application of HA5 at the below noted locations. After the contractor applied one application on the Bensbrook location, a couple of residences drove thru the wet application and into various driveways and over the sidewalk while staff was working on another location. Julie Conrad – Whitaker Const. responded asap once she was notified by a complainant. While spraying the major streets (Bensbrook and Bramblewood) it was observed that the spray truck nozzles were clogging up, but the contractor unclogged them asap. Moreover, the fore mention areas show signs of an uneven application. Contractor informed about said areas. All areas were coned off and left to dry. All MOT was picked up after 4:00 PM. A few pictures provided below, but more were uploaded into file.

Weather: 58/81 Partly Cloudy

Equipment: 1-Spray Truck, 1-Utility Truck, 2-Pickups, 1-SUV

Personal: Julie Conrad, 6-Labor

Punchlist Locations: 1,2,3,4,5,6,7,8,9,10,11,15



File





SITE VISIT SUMMARY

Date: 3-5-19

Project No.: 18-02537-001

To: Sterling Hills CDD

Project Name: Sterling Hills Whitaker Punchlist

From: JMT, Inc.

Subject: Site Visit Oversight

As requested, a site visit was conducted by a representative of JMT to provide oversight for the Whitaker Construction Punchlist for the pre-selected areas within the Sterling Hills Subdivision. Senior Inspector, Rick Neidert, conducted a site visit on March 5, 2019. It was observed that the contractor pressure washed the driveways of 14653, 14654, 14751 Bensbrook Dr. and curb only for 14548 Bensbrook Dr. Due to the weather forecast the contractor choose to pressure wash only and will reschedule spraying the HA5 product. Pictures provided. Additional photos uploaded into file.

Weather: 36/59 Cloudy with rain in the forecast

Equipment: 1-Utility Truck, 1-Pickups, 1-PW

Personal: 1- Foreman, Tyler and 1- Laborer



File





SITE VISIT SUMMARY

Date: 3-8-19

Project No.: 18-02537-001

To: Sterling Hills CDD

Project Name: Sterling Hills Whitaker Punchlist

From: JMT, Inc.

Subject: Site Visit Oversight

As requested, a site visit was conducted by a representative of JMT to provide oversight for the Whitaker Construction Punchlist pre-selected areas within the Sterling Hills Subdivision. Senior Inspector, Rick Neidert, conducted a site visit on March 8, 2019. It was observed that the contractor cleaned, prepared, and sprayed one application of HA5 at the below noted locations. After the contractor finished the fore mention areas, foreman Tyler pressure washed the driveway of 14751 Bensbrook Dr for the second time. All areas were coned off and left to dry. All MOT was picked up after 4:00 PM. A few pictures provided below, but more were uploaded into file.

Weather: 54/78 Clear

Equipment: 1-Spray Truck, 1-Utility Truck, 1-Pickup, 1-SUV, 1- PW

Personal: Forman Tyler, Julie Conrad, 4-Laborers

Punchlist Locations: 9, 12, 13, Clubhouse area near splash pad.



File

