



Rizzetta & Company

# Long Lake Reserve Community Development District

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## Board of Supervisors' Meeting October 22, 2020

To be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

[www.longlakecdd.org](http://www.longlakecdd.org)

## **LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT**

<b>Board of Supervisors</b>	Betty Valenti	Chairman
	Chloe Firebaugh	Vice Chairman
	Stephen Bennett	Assistant Secretary
	Greg Crawford	Assistant Secretary
	Lee Thompson	Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Scott Steady	Burr Forman, PA
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting

**All cellular phones must be placed on mute during the conference, except for participation in the meeting discussion.**

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.

**LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**  
[www.longlakecdd.org](http://www.longlakecdd.org)

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October 14, 2020

**Board of Supervisors  
Long Lake Reserve  
Community  
Development District**

**FINAL AGENDA**

Dear Board Members:

The meeting of the Board of Supervisors' of the Long Lake Reserve Community Development District will be held on **Thursday, October 22, 2020 at 9:00 a.m.** to be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193, 20-264 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meetings Held on September 24, 2020.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for September 2020.....Tab 2
- 4. BUSINESS ITEMS**
  - A. Consideration of Jayman Pressure Washing Proposal.....Tab 3
  - B. Consideration of Yellowstone Landscape Proposals.....Tab 4
  - C. Discussion of Property Inspection Report.....Tab 5
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Presentation of Aquatic Service Report.....Tab 6
  - C. Clubhouse Manager
    1. Presentation of Clubhouse Report.....Tab 7
  - D. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We 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,  
*Bryan Radcliff*  
District Manager

## **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.

**LONG LAKE RESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

The Special Meeting of the Long Lake Reserve Community Development District was held on **Thursday, September 24, 2020 at 9:00 a.m.** to be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum were:

Betty Valenti	<b>Board Supervisor, Chairman</b>
Chloe Firebaugh	<b>Board Supervisor, Vice Chairman</b>
Stephen Bennett	<b>Board Supervisor, Assistant Secretary</b>
Lee Thompson	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Bryan Radcliff	<b>District Manager, Rizzetta &amp; Company</b>
Tonja Stewart	<b>District Engineer, Rizzetta &amp; Company</b>
Angela Del Castillo	<b>Clubhouse Manager</b>
Brian Mahar	<b>Representative, Yellowstone Landscape</b>

No Audience

**FIRST ORDER OF BUSINESS****Call to Order**

Mr. Radcliff called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS****Audience Comments**

There was no Audience.

**THIRD ORDER OF BUSINESS****Consideration of Minutes of the  
Board of Supervisors' Meeting held  
on August 27, 2020**

Mr. Radcliff presented the Meeting Minutes from the August 27, 2020, Board of Supervisors' Meeting. The Board made these changes: Meeting start time change to 9:01 a.m., the meeting adjournment time was changed to 9:28 a.m., and on line 126 the word "weeks" to "weeds".

On a Motion by Ms. Valenti, seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the August 27, 2020 Board of Supervisors' Meeting Minutes, as amended, for the Long Lake Reserve Community Development District.

**FOURTH ORDER OF BUSINESS****Consideration of Operation and  
Maintenance Expenditures for  
August 2020**

Mr. Radcliff presented the August 2020 Operation and Maintenance Expenditures to the Board.

On a Motion by Mr. Bennett, seconded by Ms. Firebaugh, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2020 (\$42,126.55), for the Long Lake Reserve Community Development District.

**FIFTH ORDER OF BUSINESS****Consideration of Egis Insurance  
Proposal and Invoice**

The Board reviewed the Egis Proposal and Invoice.

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Egis Insurance Proposal and Invoice, for the Long Lake Reserve Community Development District.

**SIXTH ORDER OF BUSINESS****Discussion of Fall Hours and Use of  
Facilities**

This item has been removed from all future agendas.

**SEVENTH ORDER OF BUSINESS****Discussion of AMTEC Arbitrage  
Report**

The Board approved the AMTEC Arbitrage Report.

On a Motion by Mr. Thompson, seconded by Mr. Bennett with all in favor, the Board of Supervisors approved the AMTEC Arbitrage Report, for the Long Lake Reserve Community Development District.

**EIGHTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Not present.

**B. District Engineer**

No report.

Mr. Radcliff presented the Aquatics Report to the Board. The Board requested a report be provided for the next meeting outlining the status/health of pond bank vegetation.

**C. Clubhouse Manager**

Ms. Del Castillo presented the Clubhouse Report to the Board. The Board approved a motion to adjust amenity hours to the following: Office 10:00 a.m. to 6:00 p.m., Residents 8:00a.m. to Dusk

On a Motion by Ms. Valenti, seconded by Ms. Firebaugh with all in favor, the Board of Supervisors approved to adjust amenity hours to the following: Office 10:00 a.m. to 6:00 p.m., Residents 8:00 a.m. to Dusk, for the Long Lake Reserve Community Development District.

The Board approved a motion to have the pool pavers and furniture pressure washed with a not-to-exceed amount of \$1000.00.

On a Motion by Mr. Bennett, seconded by Ms. Firebaugh with all in favor, the Board of Supervisors approved to have the pool pavers and furniture pressure washed with a not-to-exceed amount of \$1000.00, for the Long Lake Reserve Community Development District.

**D. District Manager**

Mr. Radcliff announced that the next scheduled meeting is for October 22, 2020 at 9:00 a.m.

Mr. Radcliff presented his District Manager's Report to the Board. The Board requested the cost to the District for splitting the cost of the Holiday Lighting for the Monument at Sunlake and Highway 54 with Long Lake Ranch CDD.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Firebaugh requested more advertising (emails, physical notice at the Clubhouse, etc.) of CDD meetings, in an effort, to increase resident attendance.

Mr. Bennett commented on Yellowstone making sure to maintain all common areas.

Ms. Valenti requested a proposal from Yellowstone Landscaping for shell covering on the first (1<sup>st</sup>) phase of the walking trail.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Radcliff stated that if there was no further business to come before the Board then a motion to adjourn was in order.

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor the Board of Supervisors adjourned the meeting at 9:27 a.m., for the Long Lake Reserve Community Development District.

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

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



## **Tab 2**

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operation and Maintenance Expenditures September 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$55,802.44**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AMTEC	001464	5846-09-20	Arbitrage Rebate Report Series 2018	\$ 450.00
Austin Outdoor, LLC	001475	TM 144708	Monthly Landscape Maintenance 09/20	\$ 7,087.00
Austin Outdoor, LLC	001475	TM 148481	Install Plants - Back Monument 09/20	\$ 1,811.38
Bright House Networks	001476	082530701091620	Account #825307-01 Clubhouse Internet 09/20	\$ 229.84
Burr & Forman LLP	001465	1182287	General Legal Services 07/20	\$ 490.00
County Sanitation	001466	10476236	Monthly Waste Services 09/20	\$ 2,675.05
Duke Energy	001460	10013 46097 08/20	19245 Breynia Dr. Sign, Monument, Irrigation 08/20	\$ 16.21
Duke Energy	001453	13538 97472 07/20	0000 Leonard Rd. Lite 07/20	\$ 1,066.97
Duke Energy	001477	13538 97472 08/20	0000 Leonard Rd. Lite 08/20	\$ 1,067.03
Duke Energy	001460	28511 72106 08/20	19932 Leonard Rd Sign 08/20	\$ 18.46
Duke Energy	001453	41850 30400 08/20	00 Henley Road Streetlight 08/20	\$ 418.49
Duke Energy	001460	93654 45271 08/20	19617 Breynia Drive - Morsani Amenity 08/20	\$ 665.16

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Duke Energy	001460	95207 17489 08/20	000 Henley Road - Street Lights 08/20	\$ 2,943.42
Egis Insurance Advisors, LLC	001467	11366	General/POL Liability Insurance 10/01/2020-10/01/2121	\$ 16,816.00
Fourqurean, Dennis	001468	8017	Replace Tank 07/20	\$ 425.00
GEC Services, LLC	001470	IN000526935	Janitorial Supplies 09/20	\$ 82.98
GEC Services, LLC	001470	IN000527338	Janitorial Supplies 09/20	\$ 25.00
GEC Services, LLC	001470	RC000173914	Janitorial Services 09/20	\$ 844.35
Home Team Pest Defense, Inc.	001469	71320242	Pest Control 08/20	\$ 108.00
Lee R Thompson	001458	LT082720	Board of Supervisors Meeting 08/27/20	\$ 200.00
Pasco County Utilities	001461	13887176	19244 Breynia Irrigation Drive-Account #0991370 08/20	\$ 194.74
Pasco County Utilities	001461	13887753	19617 Breynia Dr - Account #1002200 08/20	\$ 159.90
Pasco County Utilities	001461	13887755	Morsani Phase 2 Irrigation - Account #1013885 08/20	\$ 153.16
Regions Bank	001454	80573	Trustee Fees Series 2018 10/01/20 - 09/30/21	\$ 3,500.00
Rizzetta & Company, Inc.	001455	INV00000052504	District Management Fees 09/20	\$ 3,850.00
Rizzetta Amenity Services, Inc.	001459	INV00000000007891	Amenity Management Services 08/20	\$ 2,479.90
Rizzetta Amenity Services, Inc.	001462	INV00000000007923	Amenity Management Services 09/20	\$ 2,982.86

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	001471	INV00000000007951	Out of Pocket Expense 08/20	\$ 56.94
Rizzetta Amenity Services, Inc.	001478	INV00000000007983	Amenity Management Services 09/20	\$ 2,150.81
Rizzetta Technology Services	001456	INV00000006154	Website Hosting Services 09/20	\$ 100.00
Romaner Graphics	001472	20151	Move Street Sign - Leaf Flower Lane 09/20	\$ 110.00
Securiteam, Inc.	001463	10033	Access Cards 09/20	\$ 765.00
Solitude Lake Management	001473	PI-A00470525	Lake & Pond Management Services 09/20	\$ 779.00
Suncoast Pool Service	001474	6569	Pool Service 09/20	\$ 850.00
Times Publishing Company	001457	0000095423 08/12/20	Account # 167307 Legal Advertising 08/20	\$ 128.80
Times Publishing Company	001479	0000109043 09/16/20	Account #167307 Legal Advertising 09/20	\$ 76.00
Welch Tennis Courts, Inc.	001480	58561	(100) Ties 09/20	\$ <u>24.99</u>
Report Total				\$ <u>55,802.44</u>

## **Tab 6**

# SOLITUDE

LAKE MANAGEMENT



## Long Lake Reserve CDD Waterway Inspection Report

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**Reason for Inspection:** Site looks good

**Inspection Date:** 10/10/2020

**Prepared for:**

Bryan Radcliff, District Manager  
Rizzetta & Company  
12750 Citrus Park Ln, Suite 115  
Tampa, FL 33625

**Prepared by:**

Nick Margo, Aquatic Biologist

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<b>SITE ASSESSMENTS</b>	
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<b>SITE MAP</b>	8



A

## Comments:

Site looks good

The site is in good condition with minimal nuisance, shoreline vegetation and excellent water clarity.

## Action Required:

Re-inspect next visit

## Target:



October, 2020



October, 2020

SE

## Comments:

Site looks good

The site was in good condition. It did contain some decay from a previous shoreline weed treatment but looked great.

## Action Required:

Routine maintenance next visit

## Target:

Shoreline weeds



October, 2020



October, 2020

B1

## Comments:

Site looks good

The site is in good condition with minimal filamentous algae and nuisance, shoreline vegetation. The gulf spikerush looked to be in good condition as well.

## Action Required:

Routine maintenance next visit

## Target:

Shoreline weeds



October, 2020



October, 2020



F

**Comments:**

Normal growth observed

The site had some small traces of planktonic algae in the southern cove but was overall in good condition with minimal nuisance, shoreline vegetation.

**Action Required:**

Routine maintenance next visit

**Target:**

Planktonic algae



October, 2020



October, 2020

G2

**Comments:**

Normal growth observed

The site has a small band of filamentous algae around the perimeter but is free of any nuisance, shoreline vegetation.

**Action Required:**

Routine maintenance next visit

**Target:**

Surface algae



October, 2020



October, 2020

G1

**Comments:**

Normal growth observed

The site contains decay from a previous dog fennel treatment, as well as, traces of filamentous algae around the perimeter.

**Action Required:**

Routine maintenance next visit

**Target:**

Surface algae



October, 2020



October, 2020



## Site: H1

### Comments:

Site looks good

The planted gulf spikerush is in good condition and the site has minimal nuisance, shoreline vegetation.

### Action Required:

Routine maintenance next visit

### Target:

Shoreline weeds



October, 2020



October, 2020

## Site: C

### Comments:

Normal growth observed

The site is in good condition with a small trace of penny worth growing in the southwest cove.

### Action Required:

Routine maintenance next visit

### Target:

Pennywort



October, 2020



October, 2020

## Site: B3

### Comments:

Scheduled-recurring

The site is in good condition with almost no nuisance, shoreline vegetation present.

### Action Required:

Re-inspect next visit

### Target:



October, 2020



October, 2020

**Site:** B2**Comments:**

Normal growth observed

The site has some small traces of pennywort but is overall in good condition.

**Action Required:**

Routine maintenance next visit

**Target:**

Pennywort



October, 2020



October, 2020

**Management Summary**

Across the property, waterways looked to be at or near the high water mark. This normally causes a lot of shoreline vegetation growth but the technician looks to be controlling these issues well. As an added benefit from this, the planting of Gulf Spikerush has taken off in most of the planted ponds since there is so little competition between it and invasive species such as Torpedograss. There were traces of pennywort on a few sites, sites such as C & B2, but it is in such small traces that this seasonal growth should be easy to take care of.

There were no major algae blooms across the board but there were some traces of algae in some of the sites. G1 & G2 have a small band of filamentous algae around the perimeter in areas where decay from previous treatments is present and where the water is only 6 inches shallow on the bands. Once again, this should be an easy to remedy once our technician is out there on his next visit.

Overall, the property's waterways are in great condition with the previous performed planting of Gulf Spikerush also thriving. We will continue moving forward with monitoring and controlling any issues as they arise.

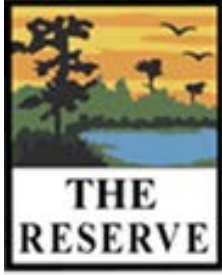
Thank you for choosing SOLitude Lake Management!

Site	Comments	Target	Action Required
A	Site looks good		Re-inspect next visit
SE	Site looks good	Shoreline weeds	Routine maintenance next visit
B1	Site looks good	Shoreline weeds	Routine maintenance next visit
F	Normal growth observed	Planktonic algae	Routine maintenance next visit
G2	Normal growth observed	Surface algae	Routine maintenance next visit
G1	Normal growth observed	Surface algae	Routine maintenance next visit
H1	Site looks good	Shoreline weeds	Routine maintenance next visit
C	Normal growth observed	Pennywort	Routine maintenance next visit
B3	Scheduled-recurring		Re-inspect next visit
B2	Normal growth observed	Pennywort	Routine maintenance next visit





## **Tab 7**



# September Monthly Report

The Reserve at Long Lake Ranch

Clubhouse Phone: 813.515.4149

Email: [Manager@longlakereserve.com](mailto:Manager@longlakereserve.com)

Manager: Angela Del Castillo

09/30/2020

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## Clubhouse Operations / Maintenance Updates:

- The new pool hours were approved by the CDD Board in effect 9/29
- Residents are allowed to bring in four guests
- Pool continues to be at 40person capacity
- Daily sanitation log is filled out after sanitation is done (pool, bathrooms, playground and picnic area)
- The rental room remains closed for events.
- The cleaning crew comes on Tuesdays and Fridays.
- Tennis court fence not secure. Fixed the tennis court fence and ordered more fence ties to secure the fence more
- Tim from Concord station came by to fix the stones on the arch near the outside pavilion
- Manasota Flooring Inc. came out to fix the pavers by the shower that were loose and the area by the chair lift that had a dip that when it rained there was standing water (no charge / due to warranty)
- The tennis gate door not staying shut / ordered new Gate fork and collar to replace
- Setup for the following event on the pool deck: End of Summer Pool Party

## Equipment/Playground/Dock Safety Checks:

- 9/16 Routine Check- Everything looks good on the playground and dock

## Vendor Site Visit or Service:

- Office Pride and Jayman Enterprises Pressure Washing: Tuesday 29<sup>th</sup>, came by to look at the chairs and pool deck area to give a quote to clean
- Home Team Pest Defense: Wednesday, 23<sup>rd</sup>, performed monthly pest control



## Upcoming Events:

### September

09/18-Food Truck (Kickin Caribbean) and Blood Drive

09/26- End of Summer Pizza Pool Party

### October

10/2 – Food Truck Friday (Got Lobstah) and Breast Cancer Awareness Pin give out

10/6-10/9 – Guess how many candy corns are in the jar

10/13 -10/16 – Pickup Pumpkins and pumpkin decorating kits

10/16 – Food Truck Friday and Family Movie Night

10/20 – 10/23 – Pickup Halloween Craft Kit

10/29 – Halloween Housing Decoration Judging

10/31 – Halloween Goody Bag Give away

## Community Emails:

- ACC Meeting Reminder – [Click Here](#)
- September Newsletter – [Click Here](#)
- CDD Meeting Reminder – [Click Here](#)
- Hours of Operation Update – [Click Here](#)

## Resident Requests:

No Requests at this time

## Manager Recommendations:

Polo Shirts and staff shirts made with logo of the community

## Exhibit A: Photos



Pool area that was fixed by Manasota Flooring Inc.



Fence area around the tennis court that was fixed



Brick that was fixed

## Exhibit B: Hours for the Amenity Center

Amenity Hours from now until Nov 1 <sup>st</sup>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Amenities Open 8 am to Dusk	Facilities are Closed	Amenities Open 8 am to Dusk	Amenities Open 8 am to Dusk	Amenities Open 8 am to Dusk	Amenities Open 8 am to Dusk	Amenities Open 8 am to Dusk
Staff 10 am – 6 pm		Manager 10 am – 6 pm	Manager 10 am – 6 pm	Manager 10 am – 6 pm	Manager 10 am – 6 pm	Manager 10 am – 6 pm