

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[longlakecdd.org](http://longlakecdd.org)

June 16, 2021

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

## AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors' of the Long Lake Reserve Community Development District will be held on **Thursday, June 24, 2021 at 9:00 a.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breyntia Dr., Lutz, FL 33558. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
  - A. Appointment of Open Board Seat #3 (2019-2022) ..... Tab 1
    - i. Administer Oath of Office
  - B. Consideration of Resolution 2021-07; Re-Designating Officers of the District ..... Tab 2
  - B. Presentation of September 30, 2020 Audit ..... Tab 3
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Audit Committee Meetings Held on May 27, 2021..... Tab 4
  - B. Consideration of Minutes of the Board of Supervisors' Meetings Held on May 27, 2021 ..... Tab 5
  - C. Consideration of Operation and Maintenance Expenditures for May 2021 ..... Tab 6
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - i. Update Regarding Communication with Pasco County and Adding 2 Speed Limit Signs
  - C. Presentation of Aquatic Service Report ..... Tab 7
  - D. Clubhouse Manager
    - i. Presentation of Clubhouse Report ..... Tab 8
  - E. District Manager
    - i. Update Regarding Request for Tree Swings and Egis opinion
- 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,

*Debby Wallace*

Debby Wallace  
District Manager

## Tab 4

**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 Audit Committee Meeting of the Long Lake Reserve Community Development District was held on **Thursday, May 27, 2021 at 6:00 p.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558.

Present and constituting a quorum were:

Betty Valenti	<b>Board Supervisor, Chairman</b>
Chloe Firebaugh	<b>Board Supervisor, Vice-Chairman</b>
Lee Thompson	<b>Board Supervisor, Assistant Secretary</b>
Scott Humphrey	<b>Board Supervisor, Assistant Secretary</b>
Stephanie Greenfield	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co.</b>
Scott Steady	<b>District Counsel</b>
Tonja Stewart	<b>District Engineer (via conf. call)</b>
Angela Del Castillo	<b>Clubhouse Manager</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS****Call to Order**

Ms. Wallace called the meeting to order and conducted roll call.

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

No audience comments.

**THIRD ORDER OF BUSINESS****Consideration to Include Price as a  
Criterion**

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Audit Committee unanimously approved to Include Price as a Criterion, for the Long Lake Reserve Community Development District.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Audit Proposal Instructions**

Ms. Valenti requested hard copies of the audit proposals for all Committee Members.

On a Motion by Ms. Valenti, seconded by Ms. Greenfield, with all in favor, the Audit Committee unanimously approved the Audit Proposal Instructions, for the Long Lake Reserve Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Audit Evaluation Criteria**

On a Motion by Mr. Thompson, seconded by Ms. Firebaugh, with all in favor, the Audit Committee unanimously approved the Audit Evaluation Criteria, for the Long Lake Reserve Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Audit Advertisement**

On a Motion by Mr. Humphrey, seconded by Ms. Firebaugh, with all in favor, the Audit Committee unanimously approved the Audit Advertisement, for the Long Lake Reserve Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor the Audit Committee adjourned the meeting at 6:04 p.m., for the Long Lake Reserve Community Development District.

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

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

## Tab 5

**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 Regular Meeting of the Long Lake Reserve Community Development District was held on **Thursday, May 27, 2021 at 6:05 p.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558.

Present and constituting a quorum were:

Betty Valenti	<b>Board Supervisor, Chairman</b>
Chloe Firebaugh	<b>Board Supervisor, Vice-Chairman</b>
Lee Thompson	<b>Board Supervisor, Assistant Secretary</b>
Scott Humphrey	<b>Board Supervisor, Assistant Secretary</b>
Stephanie Greenfield	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co.</b>
Scott Steady	<b>District Counsel</b>
Tonja Stewart	<b>District Engineer (via conf. call)</b>
Angela Del Castillo	<b>Clubhouse Manager</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS****Call to Order**

Ms. Wallace called the meeting to order and conducted roll call.

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

Mr. Brad Pupello presented a contract under separate cover for Amazing Athletes of Greater Tampa Bay.

On a Motion by Ms. Greenfield, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved the Amazing Athletes of Greater Tampa Bay contract subject to one change – Section 5 add “10% fee waived to LLR members” subject to District Counsel’s review and approval of contract, for the Long Lake Reserve Community Development District.

**THIRD ORDER OF BUSINESS****Consideration of Re-Opening Amenities**

The Board approved re-opening amenities.

**FOURTH ORDER OF BUSINESS****Consideration of Pond Maintenance Proposal**

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the Solitude aquatic maintenance for service period of June 1, 2021 through May 31, 2022 at \$779.00 per month, subject to District Counsel approval of contract, for the Long Lake Reserve Community Development District.

**FIFTH ORDER OF BUSINESS****Consideration of Landscape Proposal**

On a Motion by Mr. Humphrey, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Yellowstone proposal for erosion repair around Boardwalk post and relocating 3 irrigation heads in the amount of \$929.30, for the Long Lake Reserve Community Development District.

**SIXTH ORDER OF BUSINESS****Presentation of Reserve Study**

Ms. Wallace reviewed the Reserve Study to the Board.

**SEVENTH ORDER OF BUSINESS****Consideration of Phases 2 Shell Path Replacement Proposal**

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Yellowstone proposal for Phase 2 Shell Path replacement in the amount of \$4,254.54, for the Long Lake Reserve Community Development District.

**EIGHTH ORDER OF BUSINESS****Long Lake Reserve CDD 101 for New Board Members**

Mr. Steady reviewed with the Board the Florida Sunshine laws and Code of Ethics with the Board.

Mr. Humphrey requested 2 tree swings be installed. Mr. Steady asked Ms. Wallace to contact EGIS Insurance for an opinion and also to check with an arborist and report back to the Board at the next CDD meeting.

Mr. Humphrey asked who owns the roads and sidewalks within the CDD. Ms. Valenti and the District Engineer will review the paperwork to Pasco County regarding ownership of roads and sidewalks and report back to the Board.

The Board directed the District Engineer to look into adding two (2) speed limit signs.



The Board directed staff to replace one (1) street sign.

*Mr. Steady left the meeting.*

*Ms. Stewart left the meeting.*

#### **NINTH ORDER OF BUSINESS**

#### **Presentation of Fiscal Year 2021-2022 Proposed Budget**

Ms. Wallace presented the Fiscal Year 2021-2022 proposed budget to the Board and reviewed the general fund, debt services and assessment charts. The Board requested removing \$10,000.00 from Capital Outlay line item, and adding additional \$2500.00 to furniture replacement, and adding additional \$7,500.00 to Contingency line items.

#### **TENTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2021-06; Approving Fiscal Year 2021-2022 Proposed Budget and Set Public Hearing**

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors adopted Resolution 2021-06; Approving Fiscal Year 2021-2022 Proposed Budget and Set Public Hearing for August 26, 2021 at 6:00 p.m. at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558, for the Long Lake Reserve Community Development District.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Consideration of Minutes of the Board of Supervisors' Meeting held on March 25, 2021**

The Board made minor revisions to the meeting minutes

On a Motion by Humphrey, seconded by Greenfield, with all in favor, the Board of Supervisors approved the March 25, 2021 Board of Supervisors' Meeting Minutes, as amended, for the Long Lake Reserve Community Development District.

#### **TWELFTH ORDER OF BUSINESS**

#### **Consideration of Operation and Maintenance Expenditures for March and April 2021**

Ms. Wallace presented the March and April 2021 Operation and Maintenance Expenditures to the Board.

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for March 2021 (\$40,562.40) and April 2021 (\$46,928.51), for the Long Lake Reserve Community Development District.

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

No report.

**B. District Engineer**

No report.

Ms. Wallace presented the Aquatics Report to the Board. Mr. Thompson asked that the District Engineer keep an eye on the pond erosion noted on Solitude report in Section G1 .

**C. Clubhouse Manager**

Ms. Del Castillo presented the Clubhouse Report to the Board. The Board authorized Ms. Del Castillo to purchase new street signs to replace damaged or missing signs.

**D. District Manager**

Ms. Wallace announced that the next scheduled meeting is for June 24, 2021 at 9:00 a.m.

Ms. Wallace stated the Pasco County registered voters as of April 15, 2021 is 450 for the Long Lake Reserve District.

**FOURTEENTH ORDER OF BUSINESS****Supervisor Requests**

Mr. Humphrey provided an update on the gate.

Ms. Wallace stated that Mr. Steady sent letters to two (2) residents who encroached onto wetlands.

The Board directed Ms. Wallace to order recycling for the Clubhouse.

Mr. Thompson inquired about the Butterfly Garden.

On a Motion by Ms. Valenti, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors accepted Chloe Firebaugh's resignation, for the Long Lake Reserve Community Development District.
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**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Wallace 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 Mr. Thompson, seconded by Ms. Valenti, with all in favor the Board of Supervisors adjourned the meeting at 7:50 p.m., for the Long Lake Reserve Community Development District.

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

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

## **Tab 6**

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

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District Office · Wesley Chapel, Florida · 813-994-1001  
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614  
[www.longlakereserve.org](http://www.longlakereserve.org)

## **Operation and Maintenance Expenditures May 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$38,578.97**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Austin Outdoor, LLC	001651	TM 215409	Monthly Landscape Maintenance 05/21	\$ 7,087.00
Bright House Networks	20210531	082530701041621	Account #825307-01 Clubhouse Internet 04/21	\$ 229.59
Burr & Forman LLP	001642	1232825	General Legal Services 03/21	\$ 385.00
County Sanitation	001643	10505137	Monthly Waste Services 05/21	\$ 3,831.21
Duke Energy	001637	10013 46097 04/21	19245 Breynia Dr. Sign, Monument, Irrigation 04/21	\$ 17.62
Duke Energy	001644	13538 97472 04/21	0000 Leonard Rd. Lite 04/21	\$ 993.92
Duke Energy	001647	13538 97472 04/21-2	0000 Leonard Rd. Lite 04/21	\$ 993.92
Duke Energy	001637	28511 72106 04/21	19932 Leonard Rd Sign 04/21	\$ 19.33
Duke Energy	001637	41850 30400 04/21	00 Henley Road Streetlight 04/21	\$ 388.82
Duke Energy	001637	93654 45271 04/21	19617 Breynia Drive - Morsani Amenity 04/21	\$ 548.77
Duke Energy	001637	95207 17489 04/21	000 Henley Road - Street Lights 04/21	\$ 2,927.24
GEC Services, LLC	001648	Inv-21240	Janitorial Services 05/21	\$ 844.35

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Grau & Associates	001638	20780	Auditing Services FYE 09/30/20	\$ 3,000.00
Grau & Associates	001638	20967	Auditing Services FYE 09/30/20	\$ 1,000.00
Home Team Pest Defense, Inc.	001645	76699906	Pest Control 05/21	\$ 114.50
Long Lake Reserve CDD	CD014	CD014	Debit Card Replenishment	\$ 830.61
Long Lake Reserve CDD	CD015	CD015	Debit Card Replenishment	\$ 1,084.41
Pasco County Property Appraiser	001634	040121	Non-Ad Valorem Annual Fees FY20/21	\$ 150.00
Pasco County Utilities	001639	14910657	19244 Breynia Irrigation Drive-Account #0991370 04/21	\$ 308.22
Pasco County Utilities	001639	14910929	19617 Breynia Dr - Account #1002200 04/21	\$ 236.81
Pasco County Utilities	001639	14910930	19932 Leonard Rd - Account #1013880 04/21	\$ 692.00
Pasco County Utilities	001639	14910931	Morsani Phase 2 Irrigation - Account #1013885 04/21	\$ 168.12
Rizzetta & Company, Inc.	001635	INV0000058119	District Management Fees 05/21	\$ 4,078.17
Rizzetta Amenity Services, Inc.	001640	INV00000000008130	Out of Pocket Expense 10/20	\$ 76.50
Rizzetta Amenity Services, Inc.	001640	INV00000000008434	Out of Pocket Expense 12/20	\$ 50.00
Rizzetta Amenity Services, Inc.	001640	INV00000000008758	Amenity Management Services 04/21	\$ 2,611.48

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	001646	INV00000000008781	Out of Pocket Expense 04/21	\$ 50.00
Rizzetta Amenity Services, Inc.	001649	INV00000000008808	Amenity Management Services 05/21	\$ 3,471.38
Rizzetta Technology Services	001636	INV0000007444	Website Hosting Services 05/21	\$ 100.00
Securiteam, Inc.	001641	14177	Quarterly Monitoring - Amenity Center 05/21	\$ 1,440.00
Suncoast Pool Service	001650	7228	Pool Service 05/21	<u>\$ 850.00</u>
Report Total				<u>\$ 38,578.97</u>