

# 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

October 20, 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, October 28, 2021 at 9:00 a.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breynia 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. Consideration of Clubhouse Hours ..... Tab 1
  - B. Consideration of Tow-Away Zone Designee Agreement... Tab 2
  - C. Ratification of Transfer of Funds for the  
November 1, 2021 Debt Services Payment..... Tab 3
  - D. Discussion Regarding Recovery Resolution Options..... Tab 4
  - E. Consideration of Janitorial Proposals ..... Tab 5
  - F. Consideration of Landscaping Proposals ..... Tab 6
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors'  
Meetings Held on September 23, 2021 ..... Tab 7
  - B. Consideration of Operation and Maintenance  
Expenditures for September 2021 ..... Tab 8
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Presentation of Aquatic Service Report ..... Tab 9
  - D. Clubhouse Manager
    1. Presentation of Clubhouse Report ..... Tab 10
  - E. District Manager ..... Tab 11
- 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 2**

## **AGREEMENT**

**THIS AGREEMENT** (“Agreement”) is entered into between the **LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT** (“District”) and the \_\_\_\_\_ **HOMEOWNERS’ ASSOCIATION** (“Association”) this \_\_\_\_ day of October, 2021.

**WHEREAS**, The District has adopted Parking Rules (“Parking Rules”) with the District’s Recreational Facilities Rules & Regulations, dated May 23, 2019, which provide for certain Tow-Away Zones; and

**WHEREAS**, the Association operates within the District and pursuant to Section 6(a) of the Parking Rules wishes to become a designee of the District Manager to enforce the Tow-Away Zones.

**NOW, THEREFORE**, the District and Association agree as follows:

1. The District agrees that the Association shall be a designee of the District Manager to enforce the Tow-Away Zones.
2. As a designee, the Association shall abide by the Parking Rules and any statutory requirement for towing vehicles within the Tow-Away Zones, including maintaining the proper signage and posting notice on any vehicle to be towed.
3. At least thirty (30) days prior to instituting any towing within the District, the Association shall notify each residency within the District, by email or by US Mail, of the intent to commence towing of vehicles within the Tow-Away Zones.
4. The Association agrees that any documents/emails, etc. created as a result of this Agreement shall be a Public Record and subject to review and disclosure.
5. The Association shall hold the District harmless from any actions taken by the Association pursuant to this Agreement.
6. The District reserves the right to enforce the Parking Rules in addition to the Association.
7. The District may unilaterally revoke the Association’s status as a designee pursuant to this Agreement by providing twenty (20) days emailed notice to the President or Vice President of the Association.

*[Signature page follows.]*

**IN WITNESS WHEREOF**, the parties hereto have caused these present to be executed the day and year first above written.

**LONG LAKE RESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_ **HOMEOWNERS’  
ASSOCIATION**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## **Tab 7**

**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, September 23, 2021 at 9:02 a.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>
Scott Humphrey	<b>Board Supervisor, Vice-Chairman</b>
Lee Thompson	<b>Board Supervisor, Assistant Secretary</b>
Stephanie Greenfield	<b>Board Supervisor, Assistant Secretary</b>
Sara Schwartz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co.</b>
Jayna Cooper	<b>District Manager, Rizzetta &amp; Co.</b>
Bill Johnson	<b>Manager, District Financial Services, Rizzetta &amp; Co.</b>
Scott Steady	<b>District Counsel, Burr Forman</b>
Tonja Stewart	<b>District Engineer, Stance (joined at 9:20 a.m. via conf. call)</b>
Angela Del Castillo	<b>Clubhouse Manager</b>
Nick Margo	<b>Representative, Solitude</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience member addressed the Board regarding using stones instead of mulch and permanent flowers instead of annuals.

**THIRD ORDER OF BUSINESS**

**Discussion Regarding Fiscal Year  
2021-2022 Debt Service Fund Budget**

Mr. Johnson discussed with the Board the Debt Service Fund Budget.

On a Motion by Ms. Valenti, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors unanimously directed District Counsel to review discrepancies of the Debt Service Assessments, for the Long Lake Reserve Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2021-2022 EGIS Insurance Proposal**

On a Motion by Mr. Thompson, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved the Fiscal Year 2021-2022 EGIS Insurance Proposal, for the Long Lake Reserve Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Landscape Proposals**

On a Motion by Mr. Humphrey, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved the Yellowstone proposal for fall annuals in the amount of \$1,833.00, for the Long Lake Reserve Community Development District.

The Board did not approve the mulch proposal for \$5,200.00. The Board requested a proposal for stones and requested that Yellowstone attend the next CDD meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Plant Installation for Ponds Proposal**

On a Motion by Mr. Humphrey, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Solitude proposal for \$6,610.00 for aquatic plants in ponds 3B & 3C, for the Long Lake Reserve Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021- 11; Rule and Regulations for Tow-Away Zone**

Mr. Steady presented the resolution to the Board.

On a Motion by Mr. Humphrey, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved Resolution 2021-11; Rule and Regulations for Tow-Away Zone subject to adding one more location to the map at Henley & Leonard Road for the Long Lake Reserve Community Development District.

*Mr. Steady left the meeting.*



**EIGHTH ORDER OF BUSINESS****Consideration of Minutes of the  
Board of Supervisors Meeting held  
on August 26, 2021**

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the August 26, 2021 Board of Supervisors Meeting Minutes, as presented, for the Long Lake Reserve Community Development District.

**NINTH ORDER OF BUSINESS****Consideration of Minutes of the Audit  
Committee Meeting held on August  
26, 2021**

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the August 26, 2021 Audit Committee Meeting Minutes, as presented, for the Long Lake Reserve Community Development District.

**TENTH ORDER OF BUSINESS****Consideration of Operation and  
Maintenance Expenditures August  
2021**

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

On a Motion by Mr. Thompson, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2021 (\$47,526.16), for the Long Lake Reserve Community Development District.

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

Not present.

**B. District Engineer**

Ms. Stewart reviewed the sidewalk erosion repair with the Board.

On a Motion by Ms. Valenti, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$8,000.00 to repair sidewalk erosion for Alljax, Inc., for the Long Lake Reserve Community Development District.

**C. Aquatic Service Report**

Mr. Margo presented the aquatic report to the Board.

**D. Clubhouse Manager**

Ms. Del Castillo presented the Clubhouse Report to the Board.

**E. District Manager**

Ms. Wallace announced that the next scheduled meeting is for October 28, 2021 at 9:00 a.m.

On a Motion by Mr. Humphrey, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved Resolution 2021-10 revised meeting schedule, for the Long Lake Reserve Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Valenti directed staff to have Horner knock down a dead tree in the natural area behind the Amenity Center.

Mr. Humphrey acknowledged Ms. Del Castillo's hard work for the CDD.

**THIRTEENTH 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 10:40 a.m., for the Long Lake Reserve Community Development District.

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

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

## **Tab 8**

# 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 September 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2021 through September 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$68,936.38**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Austin Outdoor, LLC	1744	TM 258249	Monthly Landscape Maintenance 09/21	\$ 7,087.00
County Sanitation	1737	19100624	Monthly Waste Services 09/21	\$ 4,231.55
Duke Energy	1738	10013 46097 08/21	19245 Breynia Dr. Sign, Monument, Irrigation 08/21	\$ 17.82
Duke Energy	1738	13538 97472 08/21	0000 Leonard Rd. Lite 08/21	\$ 994.45
Duke Energy	1738	13538 97472 09/21	0000 Leonard Rd. Lite 09/21	\$ 998.98
Duke Energy	1738	28511 72106 08/21	19932 Leonard Rd Sign 08/21	\$ 19.98
Duke Energy	1738	41850 30400 08/21	00 Henley Road Streetlight 08/21	\$ 389.03
Duke Energy	1738	93654 45271 08/21	19617 Breynia Drive - Morsani Amenity 08/21	\$ 717.29
Duke Energy	1738	95207 17489 08/21	000 Henley Road - Street Lights 08/21	\$ 2,942.58
Egis Insurance Advisors, LLC	1739	14027	General/POL Liability Insurance 10/01/2021-10/01/22	\$ 26,775.00
GEC Services, LLC	1726	INV-43297	Janitorial Services 09/21	\$ 844.35
Home Team Pest Defense, Inc.	1733	79334796	Pest Control 09/21	\$ 114.50

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kenneth W. Johnson	1734	107540	Service Call - IT 08/21	\$ 134.00
Lee R Thompson	1730	LT082621	Board of Supervisors Meeting 08/26/21	\$ 213.90
Pasco County Utilities	1727	15437277	19244 Breynia Irrigation Drive-Account #0991370 08/21	\$ 124.22
Pasco County Utilities	1727	15437525	19617 Breynia Dr - Account #1002200 08/21	\$ 220.75
Pasco County Utilities	1727	15437526	19932 Leonard Rd - Account #1013880 08/21	\$ 257.50
Pasco County Utilities	1727	15437527	Morsani Phase 2 Irrigation - Account #1013885 08/21	\$ 149.22
Regions Bank	1740	96908	Trustee Fees S2018	\$ 3,500.00
Rizzetta & Company, Inc.	1722	INV0000061074	District Management Fees 09/21	\$ 4,078.17
Rizzetta Amenity Services, Inc.	1721	INV00000000009038	Amenity Management Services 08/20/21	\$ 2,538.88
Rizzetta Amenity Services, Inc.	1728	INV00000000009061	Amenity Management Services 09/03/21	\$ 3,579.50
Rizzetta Amenity Services, Inc.	1728	INV00000000009082	Out of Pocket Expense 08/21	\$ 50.00
Rizzetta Amenity Services, Inc.	1735	INV00000000009107	Amenity Management Services 09/17/21	\$ 2,498.71
Rizzetta Technology Services	1723	INV0000007851	Website Hosting Services 09/21	\$ 100.00
Romaner Graphics	1741	20626	Installed Street Sign 06/21	\$ 90.00
Romaner Graphics	1741	20663	Installed Pool Sign Rules 08/21	\$ 190.00

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Romaner Graphics	1741	20672	Sidewalk Repair & Maintenance 07/21	\$ 3,850.00
Sara Schwartz	1729	SS082621	Board of Supervisors Meeting 08/26/21	\$ 200.00
Solitude Lake Management	1742	PI-A00669992	Lake Management Services 09/21	\$ 779.00
Stephanie T Greenfield	1724	SG082621	Board of Supervisors Meeting 08/26/21	\$ 200.00
Suncoast Pool Service	1743	7564	Pool Service 09/21	\$ 850.00
William Scott Humphry	1725	SH082621	Board of Supervisors Meeting 08/26/21	<u>\$ 200.00</u>
Report Total				<u><b>\$ 68,936.38</b></u>