

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

November 10, 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, November 18, 2021 at 6:00 p.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. Discussion Regarding Recovery Resolution Options..... Tab 1
 - B. Consideration of Landscape Proposals (under separate cover)
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meetings Held on October 28, 2021..... Tab 2
 - B. Consideration of Operation and Maintenance Expenditures for October 2021 Tab 3
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Presentation of Aquatic Service Report Tab 4
 - D. Clubhouse Manager
 1. Presentation of Clubhouse Report Tab 5
 - E. District Manager Tab 6
- 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

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, October 28, 2021 at 9:05 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 | Board Supervisor, Chairman |
| Scott Humphrey | Board Supervisor, Vice-Chairman |
| Lee Thompson | Board Supervisor, Assistant Secretary |
| Stephanie Greenfield | Board Supervisor, Assistant Secretary |
| Sara Schwartz | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|---------------------|---|
| Debby Wallace | District Manager, Rizzetta & Co. |
| Scott Steady | District Counsel, Burr Forman |
| Tonja Stewart | District Engineer, Stance (via conf. call) |
| Angela Del Castillo | Clubhouse Manager |
| John Wegner | Representative, Yellowstone |
| Audience | Present |

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 dumping in the ponds.

An audience member addressed the Board regarding parking and the meet

THIRD ORDER OF BUSINESS**Consideration of Clubhouse Hours**

Ms. Del Castillo presented the schedule and made two corrections to dates.

On a Motion by Ms. Greenfield, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors unanimously approved the Clubhouse Hours, as amended, for the Long Lake Reserve Community Development District.

FOURTH ORDER OF BUSINESS**Consideration of Tow-Away Zone
Designee Agreement**

Mr. Steady reviewed the agreement with the Board.

On a Motion by Mr. Humphrey, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved Tow-Away Zone Designee Agreement, as presented, for the Long Lake Reserve Community Development District.

FIFTH ORDER OF BUSINESS**Ratification of Transfer of Funds for
the November 2, 2021 Debt Services
Payment**

On a Motion by Ms. Schwartz, seconded by Mr. Thompson, with all in favor, the Board of Supervisors ratified the Transfer of Funds for the November 2, 2021 Debt Services Payment, for the Long Lake Reserve Community Development District.

SIXTH ORDER OF BUSINESS**Discussion Regarding Recovery
Resolution Options**

This item has been tabled to the November 16, 2021 CDD meeting.

SEVENTH ORDER OF BUSINESS**Consideration of Janitorial Proposals**

On a Motion by Mr. Thompson, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved Office Pride for (1) one time per week in the amount of \$541.25, for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Landscape
Proposals**

On a Motion by Mr. Humphrey, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Yellowstone proposal for community mulch in the amount of \$5,200.00, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Yellowstone proposal for Top Choice in the amount of \$657.14, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Schwartz, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved the Yellowstone proposal to replace palm in the amount of \$655.76, for the Long Lake Reserve Community Development District.

On a Motion by Mr. Thompson, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved the Yellowstone proposal for playground mulch in the amount of \$1,300.00, for the Long Lake Reserve Community Development District.

The Board directed Yellowstone to provide proposal for Palm injections.

NINTH ORDER OF BUSINESS**Consideration of Minutes of the
Board of Supervisors Meeting held
on September 23, 2021**

On a Motion by Ms. Greenfield, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the September 23, 2021 Board of Supervisors Meeting Minutes, as presented, for the Long Lake Reserve Community Development District.

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

Ms. Wallace presented the September 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 September 2021 (\$68,936.38), for the Long Lake Reserve Community Development District.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. Landscape Report**

Mr. Wegner provide a report on landscaping to the Board. The Board directed Ms. Wallace to have Horner provide an assessment of 2 Laurel Oak trees behind Amenity Center and recommendation on how to keep them healthy.

B. District Counsel

No report.

C. District Engineer

Ms. Stewart provided an update on the sidewalk erosion repair and she will also start working on the Public Facilities Report.

D. Aquatic Service Report

Ms. Wallace presented the aquatic report to the Board.

E. Clubhouse Manager

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

F. District Manager

Ms. Wallace announced that the next scheduled meeting is for November 18, 2021 at 6:00 p.m.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Ms. Schwartz inquired about the entry monuments.

Mr. Humphrey stated the shell replenishment for Phase 1 was never completed.

Mr. Humphrey asked Ms. Wallace to follow-up on the damage from the chemical spill.

Mr. Humphrey will send to Ms. Wallace locations of PVC pipe around the amenity area that are no longer needed.

Ms. Greenfield requested that Solitude remove the black bucket from a pond.

Ms. Valenti provided a thumb drive of pertinent CDD documents for each board member.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

Audience members addressed the Board.

FOURTEENTH 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. Greenfield, with all in favor the Board of Supervisors adjourned the meeting at 10:19 a.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 3

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · 813-994-1001
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614
www.longlakereserve.org

Operation and Maintenance Expenditures October 2021 For Board Approval

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

The total items being presented: **\$47,466.70**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 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 | 001772 | TM 269191 | Monthly Landscape Maintenance 10/21 | \$ 7,087.00 |
| Austin Outdoor, LLC | 001772 | TM 277411 | Fall Annual Rotation 10/21 | \$ 1,833.00 |
| Bright House Networks | 20211005-1 | 082530701091621 | Account #0050825307-01 19617 Breynia DR 09/21 | \$ 285.82 |
| Burr & Forman LLP | 001753 | 1251411 | General Legal Services 07/21 | \$ 735.00 |
| Burr & Forman LLP | 001753 | 1257859 | General Legal Services 07/21 | \$ 490.00 |
| Burr & Forman LLP | 001753 | 1262570 | General Legal Services 08/21 | \$ 1,155.00 |
| County Sanitation | 001758 | 1A100613 | Monthly Waste Services 10/21 | \$ 4,244.68 |
| Duke Energy | 001754 | 10013 46097 09/21 | 19245 Breynia Dr. Sign, Monument, Irrigation 09/21 | \$ 17.82 |
| Duke Energy | 001754 | 28511 72106 09/21 | 19932 Leonard Rd Sign 09/21 | \$ 19.87 |
| Duke Energy | 001746 | 41850 30400 09/21 | 00 Henley Road Streetlight 09/21 | \$ 390.85 |
| Duke Energy | 001754 | 93654 45271 09/21 | 19617 Breynia Drive - Morsani Amenity 09/21 | \$ 622.73 |
| Duke Energy | 001754 | 95207 17489 09/21 | 000 Henley Road - Street Lights 09/21 | \$ 2,942.58 |

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---------------------------------|--------------|-----------------------|---|----------------|
| Florida Department of Revenue | 001759 | 39-8018052697-8 09/21 | Sales Tax Payable Quarterly 07/21-09/21 | \$ 17.82 |
| GEC Services, LLC | 001761 | INV-48834 | Janitorial Services 10/21 | \$ 844.35 |
| GEC Services, LLC | 001768 | Inv-49358 | Janitorial Supplies 10/21 | \$ 81.54 |
| Home Team Pest Defense, Inc. | 001760 | 79989716 | Monthly Pest Control 10/21 | \$ 114.50 |
| Innersync Studio, Ltd. | 001755 | 19784 | Website Services - ADA Compliance FY21/22 | \$ 1,537.50 |
| Jon's Custom Fence Inc. | 001767 | 2121 | Installed Aluminum Gate @ Walkway to Pond 10/21 | \$ 550.00 |
| Lee R Thompson | 001752 | LT092321 | Board of Supervisors Meeting 09/23/21 | \$ 213.90 |
| Long Lake Reserve CDD | CD023 | CD023 | Replenish Debit Card | \$ 1,028.23 |
| Pasco County Utilities | 001762 | 15583377 | 19244 Breynia Irrigation Drive 09/21 | \$ 308.22 |
| Pasco County Utilities | 001762 | 15583635 | 19617 Breynia Dr 09/21 | \$ 172.57 |
| Pasco County Utilities | 001762 | 15583636 | 19932 Leonard Rd 09/21 | \$ 326.80 |
| Pasco County Utilities | 001762 | 15583637 | Morsani Phase 2 Irrigation 09/21 | \$ 89.40 |
| Rizzetta & Company, Inc. | 001749 | INV0000061804 | District Management Fees 10/21 | \$ 4,167.42 |
| Rizzetta & Company, Inc. | 001763 | INV0000061957 | Assessment Roll Preparation FY21/22 | \$ 5,253.00 |
| Rizzetta Amenity Services, Inc. | 001756 | INV00000000009130 | Amenity Management Services 10/01/21 | \$ 3,551.34 |

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|-----------------------------------|--------------|---------------------|--|----------------------------|
| Rizzetta Amenity Services, Inc. | 001764 | INV00000000009172 | Out of Pocket Expense 09/21 | \$ 56.16 |
| Rizzetta Amenity Services, Inc. | 001769 | INV00000000009196 | Amenity Management Services 10/15/21 | \$ 2,452.70 |
| Rizzetta Technology Services | 001750 | INV0000007944 | Website Hosting Services 10/21 | \$ 100.00 |
| Sara Schwartz | 001751 | SS092321 | Board of Supervisors Meeting 09/23/21 | \$ 200.00 |
| Solitude Lake Management | 001770 | PI-A00688203 | Lake Management Services 10/21 | \$ 779.00 |
| Solitude Lake Management | 001770 | SMOR-515064 | 50% Deposit-Planting Ponds C & B3 10/21 | \$ 3,305.00 |
| Stantec Consulting Services, Inc. | 001765 | 1841455 | Engineering Services 09/21 | \$ 1,092.50 |
| Stephanie T Greenfield | 001747 | SG092321 | Board of Supervisors Meeting 09/23/21 | \$ 200.00 |
| Suncoast Pool Service | 001771 | 7659 | Monthly Pool Service 10/21 | \$ 850.00 |
| Times Publishing Company | 001766 | 0000186307 10/06/21 | Account # 167307 Legal Advertising 10/21 | \$ 150.40 |
| William Scott Humphry | 001748 | SH092321 | Board of Supervisors Meeting 09/23/21 | <u>\$ 200.00</u> |
| Report Total | | | | <u>\$ 47,466.70</u> |