

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

May 18, 2022

**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, May 26, 2022 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. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - i. Status Report of Road Acceptance by Pasco County
 - C. Presentation of Aquatic Service Report Tab 1
 - D. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 2
 - E. District Manager Tab 3
- 4. BUSINESS ITEMS**
 - A. Consideration of Public Facilities Report..... Tab 4
 - B. Consideration of Playground Inspection Proposal Tab 5
 - C. Presentation of Registered Voter Count Tab 6
 - D. Request from HOA for a 4th No Parking Sign Location Tab 7
 - E. Consideration of Installation of Trail Head Gates..... Tab 8
 - F. Consideration of As-needed Maintenance Proposal Tab 9
 - G. Update Regarding Bat House
 - H. Consideration of Proposals for Planting Milkweed Tab 10
 - I. Consideration of Additional Signage around Camp Lake
 - J. Consideration of Resolution #2022-04
Approving FY 2022-2023 Proposed Budget & Setting
Public Hearing Tab 11
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors'
Meetings Held on April 28, 2022 Tab 12
 - B. Consideration of Operation and Maintenance
Expenditures for April 2022 Tab 13
- 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 11

RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Long Lake Reserve Community Development District (“**District**”) prior to June 15, 2022, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: July 28, 2022

HOOR: 6:00 p.m.

LOCATION: Long Lake Reserve Amenity Center
19617 Brynia Drive
Lutz, Florida 33558

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 26th DAY OF MAY, 2022.

ATTEST:

**LONG LAKE RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

By: _____

Its: _____

Exhibit A: Approved Proposed Budgets for Fiscal Year 2022/2023

Exhibit A:

Approved Proposed Budgets for Fiscal Year 2022/2023



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Long Lake Reserve CDD

www.longlakereservecdd.org

Proposed Budget for Fiscal Year 2022/2023

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Proposed Budget
Long Lake Reserve Community Development District
General Fund
FISCAL YEAR 2022/2023

	Chart of Accounts Classification	Actual YTD through 04/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1								
2	REVENUES							
3	Interest	8	0	0				
4	Special Assessments							
5	Tax Roll*	\$ 604,147	\$ 604,147	\$ 602,359	\$ 1,788	\$ 602,359	\$ -	
6	Off Roll	\$ -	\$ -					
7	Event Rental	\$ 2,367	\$ 2,367	\$ -	\$ 2,367		\$ -	
8	TOTAL REVENUES	\$ 606,514	\$ 606,514	\$ 602,359	\$ 4,155	\$ 602,359	\$ -	
9								
10								
11	EXPENDITURES - ADMINISTRATIVE							
12								
13	Legislative							
14	Supervisor Fees	\$ 5,228	\$ 8,962	\$ 12,000	\$ 3,038	\$ 12,000	\$ -	5 paid board members for 12 meetings
15	Financial & Administrative							
16	Administrative Services	\$ 2,758	\$ 4,728	\$ 4,728	\$ -	\$ 4,728	\$ -	
17	District Management	\$ 12,318	\$ 21,117	\$ 21,117	\$ 0	\$ 21,117	\$ -	
18	District Engineer	\$ 6,991	\$ 11,985	\$ 10,000	\$ (1,985)	\$ 12,500	\$ 2,500	
19	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
20	Trustees Fees	\$ 3,500	\$ 3,500	\$ 5,000	\$ 1,500	\$ 3,500	\$ (1,500)	
21	Tax Collector/ Property Appraiser Fees	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ -	
21	Assessment Roll	\$ 5,253	\$ 5,253	\$ 5,253	\$ -	\$ 5,253	\$ -	
22	Financial & Revenue Collections	\$ 3,064	\$ 5,253	\$ 5,253	\$ 0	\$ 5,253	\$ -	
23	Accounting Services	\$ 11,031	\$ 18,910	\$ 18,911	\$ 1	\$ 18,911	\$ -	
24	Auditing Services	\$ -	\$ 4,800	\$ 4,800	\$ -	\$ 4,000	\$ (800)	Contract with McDirmit Davis
25	Arbitrage Rebate Calculation	\$ 450	\$ 450	\$ 600	\$ 150	\$ 450	\$ (150)	
26	Public Officials Liability Insurance	\$ 2,542	\$ 2,542	\$ 2,663	\$ 121	\$ 3,050	\$ 387	EGIS estimate
27	Legal Advertising	\$ 150	\$ 257	\$ 2,000	\$ 1,743	\$ 500	\$ (1,500)	
28	Bank Fees	\$ 104	\$ 178	\$ 150	\$ (28)	\$ 150	\$ -	
29	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
30	ADA Website Compliance	\$ 1,538	\$ 1,538	\$ 2,500	\$ 962	\$ 2,000	\$ (500)	
31	Website Hosting, Maintenance, Backup	\$ 700	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	\$ -	
32	Legal Counsel							
33	District Counsel	\$ 9,478	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ -	
34								
35	Administrative Subtotal	\$ 70,280	\$ 108,848	\$ 114,500	\$ 5,652	\$ 112,937	\$ (1,563)	
36								
37	EXPENDITURES - FIELD OPERATIONS							
38								
39	Security Operations							
40	Security Camera Maintenance/Fees	\$ 405	\$ 694	\$ 2,000	\$ 1,306	\$ 2,000	\$ -	
41	Security Monitoring Services	\$ 4,088	\$ 7,008	\$ 5,760	\$ (1,248)	\$ 6,500	\$ 740	Securiteam - \$1,440 /qtr
42	Electric Utility Services							
43	Utility Services - irrigation	\$ 382	\$ 655	\$ 5,000	\$ 4,345	\$ 1,000	\$ (4,000)	
44	Utility - Recreation Facilities	\$ 4,516	\$ 7,742	\$ 8,000	\$ 258	\$ 8,000	\$ -	
45	Street Lights	\$ 25,688	\$ 44,037	\$ 52,000	\$ 7,963	\$ 52,000	\$ -	
46	Garbage/Solid Waste Control Services							
47	Garbage - Residential	\$ 30,423	\$ 52,154	\$ 49,150	\$ (3,004)	\$ 53,000	\$ 3,850	Based on most recent bill of \$4412/mo
48	Solid Waste Assessment	\$ 357	\$ 357	\$ -	\$ (357)	\$ 500	\$ 500	
49	Water-Sewer Combination Services				\$ -		\$ -	
50	Utility Services	\$ 5,699	\$ 9,770	\$ 20,000	\$ 10,230	\$ 10,000	\$ (10,000)	
51	Stormwater Control							
52	Aquatic Maintenance	\$ 5,174	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	Solitude
53	Wetland Monitoring & Maintenance	\$ 1,500	\$ 2,571	\$ 6,000	\$ 3,429	\$ 12,000	\$ 6,000	Horner Environmental Contract - \$1K/mo
54	Stormwater System Maintenance	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
55	Stormwater Assessment	\$ 720	\$ 720	\$ 2,000	\$ 1,280	\$ 800	\$ (1,200)	
56	Aquatic Plant Replacement	\$ 6,610	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	
57	Other Physical Environment							
58	General Liability Insurance	\$ 3,108	\$ 3,108	\$ 3,256	\$ 148	\$ 3,730	\$ 474	EGIS estimate
59	Property Insurance	\$ 21,125	\$ 21,125	\$ 22,069	\$ 944	\$ 25,350	\$ 3,281	EGIS estimate
60	Entry & Walls Maintenance	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
61	Landscape Maintenance	\$ 50,123	\$ 85,044	\$ 92,000	\$ 6,956	\$ 84,000	\$ (8,000)	Remove annuals - \$81,321 + 3%
62	Irrigation Repairs & Maintenance	\$ 264	\$ 453	\$ 6,000	\$ 5,547	\$ 6,000	\$ -	
63	Holiday Decorations	\$ 5,200	\$ 14,225	\$ 6,000	\$ (8,225)	\$ 500	\$ (5,500)	Permanent lighting installed FY21/22
64	Well Maintenance	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
65	Landscape Replacement Plants, Shrubs,	\$ 3,513	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
66	Landscape - Mulch	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 2,000	\$ (8,000)	REMOVE IF NOT REMOVING ROCK
67	Landscape- Annuals	\$ 2,273	\$ 8,300	\$ 9,500	\$ 1,200	\$ -	\$ (9,500)	Remove - installing permanent plants FY21/22
68	Fire Ant Treatment	\$ 657	\$ 1,500	\$ 1,000	\$ (500)	\$ 1,500	\$ 500	
69	Road & Street Facilities							
70	Sidewalk Repair & Maintenance	\$ 7,000	\$ 7,000	\$ 1,000	\$ (6,000)	\$ 5,000	\$ 4,000	
71	Parking Lot Repair & Maintenance	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 5,000	\$ 3,000	
72	Parks & Recreation							
73	Management Personnel	\$ 46,982	\$ 79,791	\$ 79,791	\$ -	\$ 84,333	\$ 4,542	Add 8 hrs per wk for p/t attend. (\$15,342 inc. pe
74	General Management & Oversight	\$ -	\$ -	\$ -	\$ -	\$ 10,800	\$ 10,800	Break out of mgmt fee. No increase from curren
75	Pool Permits	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
76	Pest Control	\$ 848	\$ 1,454	\$ 2,500	\$ 1,046	\$ 2,500	\$ -	HomeTeam - \$114.50/month + termite control
77	Pool Service Contract	\$ 5,950	\$ 10,200	\$ 10,200	\$ -	\$ 10,200	\$ -	Suncoast \$850/month - auto renewal
78	Facility A/C & Heating Maintenance &	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	

Proposed Budget
Long Lake Reserve Community Development District
General Fund
FISCAL YEAR 2022/2023

	Chart of Accounts Classification	Actual YTD through 04/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
79	Facility Supplies	\$ 1,071	\$ 1,836	\$ 5,000	\$ 3,164	\$ -	\$ (5,000)	Include in Clubhouse Supplies
80	Clubhouse Supplies	\$ 1,706	\$ 2,925	\$ 1,000	\$ (1,925)	\$ 4,000	\$ 3,000	
81	Clubhouse Maintenance & Repairs	\$ 2,601	\$ 4,459	\$ 500	\$ (3,959)	\$ 5,000	\$ 4,500	
82	Clubhouse- Telephone, Fax, Internet	\$ 2,086	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	
83	Clubhouse - Facility Janitorial Service	\$ 3,477	\$ 5,961	\$ 10,133	\$ 4,172	\$ 10,000	\$ (133)	Currently 541.75/month - anticipate this to incre
84	Pool Repairs	\$ 300	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
85	Furniture Repair/Replacement	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	Indoor and Outdoor Furniture
86	Lighting Replacement	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
87	Playground Equipment Maintenance (inc.	\$ -	\$ 1,500	\$ 500	\$ (1,000)	\$ 3,000	\$ 2,500	Annual inspections (\$750/yr) plus maintenance
88	Athletic/Park Court/Field Repairs	\$ 185	\$ 500	\$ 500	\$ -	\$ 3,000	\$ 2,500	
89	Trail/Bike Path Maintenance	\$ 4,255	\$ 4,255	\$ 4,500	\$ 245	\$ 5,000	\$ 500	Replenish shells - rotate ph1 &ph2 each year
90	Dock Repairs and Maintenance	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
91	Access Control Maintenance & Repair	\$ 1,380	\$ 2,000	\$ 1,500	\$ (500)	\$ 2,000	\$ 500	Gates and card readers.
92	Special Events							
93	Clubhouse Programs/Events	\$ 3,494	\$ 6,500	\$ 6,000	\$ (500)	\$ 6,500	\$ 500	
94	Contingency							
95	Miscellaneous Contingency	\$ 4,058	\$ 20,000	\$ 22,500	\$ 2,500	\$ 23,709	\$ 1,209	Unanticipated expenses/capital improvements
96								
97	Field Operations Subtotal	\$ 257,218	\$ 442,842	\$ 487,859	\$ 45,017	\$ 489,422	\$ 1,563	
98								
99	TOTAL EXPENDITURES	\$ 327,498	\$ 551,689	\$ 602,359	\$ 50,670	\$ 602,359	\$ -	
100								
101	EXCESS OF REVENUES OVER	\$ 279,016	\$ 54,825	\$ -	\$ (46,515)	\$ -	\$ -	

Proposed Budget
Long Lake Reserve Community Development District
Reserve Fund
FISCAL YEAR 2022/2023

	Chart of Accounts Classification	Actual YTD Through 02/28/2022	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget Variance for 2021/2022	Budget for 2022/2023	Comments
1							
2	REVENUES						
3							
4	Special Assessments						
5	Tax Roll*	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	
6							
7	TOTAL REVENUES	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	
8							
9	TOTAL REVENUES AND BALANCE	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	
10							
11	EXPENDITURES						
12							
13	Contingency						
14	Capital Reserves	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	
15							
16	TOTAL EXPENDITURES	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	
17							
18	EXCESS OF REVENUES OVER	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	
19							

Long Lake Reserve Community Development District
Debt Service
Fiscal Year 2022/2023

Chart of Accounts Classification	Series 2018	Budget for 2022/2023
REVENUES		
Special Assessments		
Net Special Assessments	\$343,569.56	\$343,569.56
TOTAL REVENUES	\$343,569.56	\$343,569.56
EXPENDITURES		
Administrative		
Debt Service Obligation	\$343,569.56	\$343,569.56
Administrative Subtotal	\$343,569.56	\$343,569.56
TOTAL EXPENDITURES	\$343,569.56	\$343,569.56
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00
<p>Pasco County Collection Costs (2%) and Early Payment Discounts (4%): 6.0%</p> <p>Gross assessments \$365,188.73</p> <p>Notes: Tax Roll Collection Costs for Pasco County are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.</p>		

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2022/2023 O&M Budget		\$627,359.00
Pasco County Collection Cost @	2%	\$13,348.06
Early Payment Discount @	4%	\$26,696.13
2022/2023 Total		\$667,403.19

2021/2022 O&M Budget		\$627,359.00
2022/2023 O&M Budget		\$627,359.00
Total Difference		\$0.00

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2021/2022	2022/2023	\$	%
Series 2018 Debt Service - Single Family 40'	\$914.12	\$914.12	\$0.00	0.00%
Operations/Maintenance - Single Family 40'	\$1,746.35	\$1,745.31	-\$1.04	-0.06%
Total	\$2,660.47	\$2,659.43	-\$1.04	-0.04%
Series 2018 Debt Service - Single Family 50'	\$1,142.64	\$1,142.64	\$0.00	0.00%
Operations/Maintenance - Single Family 50'	\$2,087.77	\$2,087.78	\$0.01	0.00%
Total	\$3,230.41	\$3,230.42	\$0.01	0.00%
Series 2018 Debt Service - Single Family 60'	\$1,371.17	\$1,371.17	\$0.00	0.00%
Operations/Maintenance - Single Family 60'	\$2,429.19	\$2,430.24	\$1.05	0.04%
Total	\$3,800.36	\$3,801.41	\$1.05	0.03%

FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL ADMINISTRATIVE & CONTINGENCY BUDGET		\$112,937.00	TOTAL FIELD BUDGET		\$514,422.00
COLLECTION COSTS @	2%	\$2,402.91	COLLECTION COSTS @	2%	\$10,945.15
EARLY PAYMENT DISCOUNT @	4%	\$4,805.83	EARLY PAYMENT DISCOUNT @	4%	\$21,890.30
TOTAL O&M ASSESSMENT		\$120,145.74	TOTAL O&M ASSESSMENT		\$547,257.45

UNITS ASSESSED			ALLOCATION OF ADMINISTRATIVE & CONTINGENCY COSTS					ALLOCATION OF FIELD COSTS					SERIES 2018		
LOT SIZE	O&M	DEBT SERVICE ⁽¹⁾	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL BUDGET	PER UNIT ASSESSMENT	O&M ASSESSMENT	DEBT SERVICE ASSESSMENT ⁽²⁾	TOTAL ⁽³⁾
Single Family 40'	99	99	1.00	99.00	30.94%	\$37,170.09	\$375.46	0.80	79.20	24.78%	\$135,615.74	\$1,369.86	\$1,745.31	\$914.12	\$2,659.43
Single Family 50'	124	124	1.00	124.00	38.75%	\$46,556.48	\$375.46	1.00	124.00	38.80%	\$212,327.67	\$1,712.32	\$2,087.78	\$1,142.64	\$3,230.42
Single Family 60'	97	97	1.00	97.00	30.31%	\$36,419.18	\$375.46	1.20	116.40	36.42%	\$199,314.04	\$2,054.78	\$2,430.24	\$1,371.17	\$3,801.41
Total Lots	320	320		320.00	100.00%	\$120,145.74			319.60	100.00%	\$547,257.45				
Less: Pasco Co. Collection Costs (2%) and Early Pymt Discounts (4%):			(\$7,208.74)					(\$32,835.45)							
Net Revenue to be Collected:			\$112,937.00					\$514,422.00							

⁽¹⁾ Reflects the number of total lots with Series 2018 debt outstanding.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2018 bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

⁽³⁾ Annual assessment that will appear on November 2022 Pasco County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019-2020 & 2020-2021 SERIES 2018 DEBT SERVICE ASSESSMENT UNDERCOLLECTION

Product Type	# OF FY 2019-2020 UNDERASSESSED LOTS ⁽¹⁾	FY 2019-2020 UNDERASSESSMENT OUTSTANDING	# OF FY 2020-2021 UNDERASSESSED LOTS ⁽²⁾	FY 2020-2021 UNDERASSESSMENT OUTSTANDING	TOTAL REMAINING DUE ⁽³⁾
Single Family 40'	59	\$2,545.29	93	\$4,315.81	\$6,861.10
Single Family 50'	86	\$4,890.75	113	\$7,024.37	\$11,915.12
Single Family 60'	44	\$2,965.48	39	\$3,165.63	\$6,131.11
Total	189	\$10,401.52	245	\$14,505.81	\$24,907.33
Collection costs and Early Payment Discounts @ 6%					\$1,589.83
					\$26,497.16 ⁽⁴⁾

⁽¹⁾ Reflects number of FY 2019-2020 underassessed lots outstanding as of 5/19/2022.

⁽²⁾ Reflects number of FY 2020-2021 underassessed lots outstanding as of 5/19/2022.

⁽³⁾ Reflects the total amount outstanding as of 5/19/2022. Total shortfall billed was \$40,302.

⁽⁴⁾ Total amount to be included on 2022 tax bill. This amount will decrease as payments are received prior to tax roll submission.

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles, and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for the management and administration of the District's day-to-day needs. These services include the conducting of board meetings, workshops, the overall administration of District functions, all required state, and local filings, preparation of the annual budget, purchasing, risk management, preparing various resolutions, and all other secretarial duties requested by the District throughout the year is also reflected in this amount.



Rizzetta & Company

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on the property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.



Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Security Operations: The District may wish to contract with a private company to provide security for the District.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs



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Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.



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RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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Tab 12

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, April 28, 2022 at 9:01 a.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558.

Present and constituting a quorum were:

Stephanie Greenfield	Board Supervisor, Chairman
Sara Schwartz	Board Supervisor, Vice-Chairman
William Humphries	Board Supervisor, Assistant Secretary
Gabrielle Roberts	Board Supervisor, Assistant Secretary

Also present were:

Debby Wallace	District Manager, Rizzetta & Co.
Scott Steady	District Counsel, Burr Forman, P.A.
Deneen Klenke	Amenity Services Manager, RASI
Rael Lawrence	Clubhouse Manager
Elizabeth Tostige	HOA Manager (via conf. call)
John Wegner	Representative, Yellowstone
Tim Gay	Representative, Blue Wave
Ryan Cummings	Representative, Horner Environmental

Audience	None
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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 members present.

THIRD ORDER OF BUSINESS**Administer Oath of Office**

On a Motion by Ms. Greenfield, seconded by Mr. Humphries, with all in favor, the Board of Supervisors accepted the resignation of Scott Humphrey, for the Long Lake Reserve Community Development District.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2022-03;
Re-Designating Officers of the
District**

Ms. Wallace took nominations by the Board. The Board nominated Ms. Greenfield as Chairman and Ms. Schwartz as Vice-Chairman.

On a Motion by Ms. Roberts, seconded by Mr. Humphries, with all in favor, the Board of Supervisors adopted Resolution 2022-03; Re-designating Officers of the District appointing Stephanie Greenfield as Chairman, Sara Schwartz as Vice-Chairman and remaining Board Supervisors as Assistant Secretaries along with Debby Wallace and Matthew Huber, for the Long Lake Reserve Community Development District.

FIFTH ORDER OF BUSINESS**Discussion of Open Board Seat**

The Board directed staff to advertise the open Board seat via email blast.

SIXTH ORDER OF BUSINESS**Consideration of Proposal for
Permanent Plants vs. Annuals (under
separate cover)**

On a Motion by Mr. Humphries, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Yellowstone proposal in the amount of \$4,342.80, for the Long Lake Reserve Community Development District.

The Board discussed replacing rock with mulch in front of the Clubhouse for \$1,180.27.

On a Motion by Mr. Humphries, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors, approved to table replacing the rock with mulch proposal indefinitely until there are any additional incidents that are brought to the Board's attention, for the Long Lake Reserve Community Development District.

The Board directed staff to send out email blast to remind residents to not pick up and throw or remove rocks.

SEVENTH ORDER OF BUSINESS**Consideration of Holiday Lighting
Proposals**

On a Motion by Mr. Humphries, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Blue Wave Permanent lighting proposal in the amount of \$14,225.00, for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Entrance Lighting
Repair Proposal**

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, with all in favor, the Board of Supervisors approved the Blue Wave Lighting repair proposal in the amount of \$265.00, for the Long Lake Reserve Community Development District.

NINTH ORDER OF BUSINESS**Discussion of CDD Policies**

Mr. Steady reviewed changes to the rules. Proposed rates changes, add \$50.00/hour fee after 5 hours on page, #1. Page 8, #10 add \$50.00 up to 5 hours. Mr. Steady to draft additional rental agreement for pavilion.

TENTH ORDER OF BUSINESS**Event Room Reservation Agreement**

The Board reviewed the Event Room Reservation Agreement.

ELEVENTH ORDER OF BUSINESS**Pool Party Usage Agreement**

The Board reviewed the Pool Party Usage Agreement.

On a Motion by Ms. Greenfield, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved proposed changes to Rules & Regulations and Rates and set Public Hearing for June 23, 2022 at 9:00 a.m. at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558, for the Long Lake Reserve Community Development District.

TWELFTH ORDER OF BUSINESS**Consideration of Playground
Inspection Proposal**

This was tabled to the May 26, 2022 CDD meeting.

THIRTEENTH ORDER OF BUSINESS**Consideration of Swing Set Proposal**

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Play Tampa Bay proposal in the amount of \$18,734.63 and chose location closest to playground, for the Long Lake Reserve Community Development District.

FOURTEENTH ORDER OF BUSINESS**Consideration of Polling Place
Request**

On a Motion by Mr. Humphries, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved the Facility Use Agreement for Supervisor of Elections for Pasco County for August 23, 2022 and November 8, 2022, for the Long Lake Reserve Community Development District.

FIFTEENTH ORDER OF BUSINESS**Consideration of Fiscal Year
2022/2023 Proposed Budget**

The Board reviewed and requested changes to the Landscape Maintenance contract, annuals and holiday lighting line items.

SIXTEENTH ORDER OF BUSINESS**Consideration of Minutes of the
Board of Supervisors Meeting held
on March 24, 2022**

On a Motion by Mr. Humphries, seconded by Ms. Greenfield, and Ms. Roberts abstained, the Board of Supervisors approved the March 24, 2022 Board of Supervisors Meeting Minutes, as presented, for the Long Lake Reserve Community Development District.

SEVENTEENTH ORDER OF BUSINESS**Consideration of Operation &
Maintenance Expenditures for March
2022**

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, the Board of Supervisors approved the Operation & Maintenance Expenditures for March 2022 (\$42,775.87), for the Long Lake Reserve Community Development District.

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

Mr. Steady previously stated that he reached out to Long Lake Ranch CDD regarding a merger as the Board had requested and that Long Lake Ranch CDD is not interested.

B. District Engineer

Not present.

C. Aquatic Service Report

Ms. Wallace presented the aquatic report to the Board. Ms. Lawrence will send out an email blast reminding residents of the fishing policies. Also, no hitting golf balls into ponds.

D. Clubhouse Manager

Ms. Lawrence presented the Clubhouse Report to the Board. Ms. Schwartz requested timeline for installation of Rental Room camera. The Board directed Ms. Lawrence and Mr. Humphries work together to collect a proposal and information on installing a bat house on CDD property.

E. District Manager

Ms. Wallace announced that the next scheduled meeting is for May 26, 2022 at 6:00 p.m. The proposed budget for Fiscal Year 2022/2023 will be presented.

The quarterly website compliance audit has been completed. The District passed all criteria.

NINETEENTH ORDER OF BUSINESS**Supervisor Requests**

No supervisor requests.

TWENTIETH ORDER OF BUSINESS**Audience Comments**

Audience members addressed the Board.

TWENTY-FIRST 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 Ms. Greenfield, seconded by Ms. Roberts, with all in favor the Board of Supervisors adjourned the meeting at 11:05 a.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 13

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 April 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2022 through April 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$38,033.62**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2022 Through April 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Austin Outdoor, LLC	001897	TM 341576	Sylvester OTC Injections 03/22	\$ 257.14
Austin Outdoor, LLC	001916	TM 344868	Monthly Landscape Maintenance 04/22	\$ 7,087.00
Bright House Networks	20220401-1	082530701031622	Account #0050825307-01 19617 Breynia DR 03/22	\$ 312.93
Burr & Forman LLP	001898	1290007	General Legal Services 12/21	\$ 455.00
Burr & Forman LLP	001898	1294875	General Legal Services 01/22	\$ 637.86
Burr & Forman LLP	001894	1301243	General Legal Services 02/22	\$ 2,030.00
Burr & Forman LLP	001911	1305170	General Legal Services 03/22	\$ 560.00
County Sanitation	001907	24105413	Monthly Waste Services 04/22	\$ 4,425.96
Duke Energy	001895	9100 8028 5258 03/22	000 Henley Road Streetlights Morsani 03/22	\$ 303.33
Duke Energy	001908	9100 8628 4637 03/22	19245 Breynia Dr. Sign, Monument, Irrigation 03/22	\$ 30.47
Duke Energy	001895	9100 8628 4835 03/22	0000 Leonard RD Lite, Phase 3B 03/22	\$ 772.33
Duke Energy	001908	9100 8628 5034 03/22	19932 Leonard Rd Sign 03/22	\$ 30.52
Duke Energy	001908	9100 8628 5448 03/22	19617 Breynia Drive - Morsani Amenity 03/22	\$ 594.65
Duke Energy	001908	9100 8628 5638 02/22	000 Henley Road Streetlights Morsani 02/22	\$ 2,280.74
Florida Department of Revenue	001899	61-8018624517-5 03/22	Sales Tax 03/22	\$ 52.34

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2022 Through April 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Home Team Pest Defense, Inc.	001912	83811945	Monthly Pest Control 04/22	\$ 126.00
Long Lake Reserve CDD	CD032	CD032	Debit Card Replenishment	\$ 778.72
Pasco County Utilities	001903	16398545	19244 Breynia Irrigation Drive 03/22	\$ 170.66
Pasco County Utilities	001903	16398724	19617 Breynia Dr 03/22	\$ 202.42
Pasco County Utilities	001903	16399014	19932 Leonard Rd 03/22	\$ 287.02
Pasco County Utilities	001903	16399015	Morsani Phase 2 Irrigation 03/22	\$ 20.62
Rizzetta & Company, Inc.	001896	INV0000067020	District Management Fees 04/22	\$ 4,267.42
Rizzetta & Company, Inc.	001904	INV0000067160	General Management & Oversight 04/01/22	\$ 3,960.48
Rizzetta & Company, Inc.	001909	INV0000067274	Out of Pocket Expense 03/22	\$ 50.00
Rizzetta & Company, Inc.	001913	INV0000067683	Personnel Reimbursement 04/15/22	\$ 3,147.59
Sara Schwartz	001905	SS032422	Board of Supervisors Meeting 03/24/22	\$ 200.00
Securiteam, Inc.	001906	11837012822	Service Labor To Replaced Down Reader 01/22	\$ 405.00
Securiteam, Inc.	001914	15339	50% Deposit Security CCTV Expansion(Rental Room) 04/22	\$ 2,305.42
Stantec Consulting Services, Inc.	001910	1909716	Engineering Services 03/22	\$ 832.00
Stephanie T Greenfield	001900	SG032422	Board of Supervisors Meeting 03/24/22	\$ 200.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2022 Through April 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Pool Service	001915	8173	Monthly Pool Service 04/22	\$ 850.00
William F Humphries III	001902	WH032422	Board of Supervisors Meeting 03/24/22	\$ 200.00
William Scott Humphry	001901	SH032422	Board of Supervisors Meeting 03/24/22	<u>\$ 200.00</u>
Report Total				<u>\$ 38,033.62</u>