

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

August 17, 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, August 25, 2022 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. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Presentation of Aquatic Service Report Tab 1
 - D. Landscape Report
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 2
 - F. District Manager Tab 3
- 4. BUSINESS ITEMS**
 - A. Consideration of Maintenance of Camp Lake Wetland Buffer..... Tab 4
 - B. Consideration of Addendum for Landscape Maintenance Tab 5
 - C. Consideration of Rizzetta Addendum for Amenity Services Tab 6
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meetings Held on July 28, 2022 Tab 7
 - B. Consideration of Operation and Maintenance Expenditures for July 2022 Tab 8
- 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



August 2, 2022

Deborah Wallace
Rizzetta & Company
3434 Colwell Avenue Suite 200
Tampa, FL 33614

**RE: Proposal for Environmental Consulting Services
Aquatic Plant Management – Herbicide Application
Camp Lake at Long Lake Reserve, Lutz, FL
Proposal #22-0219**

Dear Mrs. Wallace:

Horner Environmental Professionals, Inc. (HEP) herein submits this proposal for routine maintenance of the Camp Lake wetland buffer. This is in accordance with Client provided documents “attached” and specific project coordination. HEP will perform the following tasks under this contract:

Camp Lake Buffer Maintenance:

- Comprehensive and targeted chemical treatment of nuisance/exotic vegetative species
- Chemical application to help reduce taller vegetation affecting wetland views
- Coordination with CDD as needed

Total Cost of Services\$1,250.00/month

This proposal is valid for a period of 30 days from the date of this correspondence. Invoices for these services will be submitted upon completion of scheduled maintenance event. Please review this information and don’t hesitate to contact us if you have any questions. We look forward to working with you on this project and appreciate the opportunity to provide you this information

Sincerely,

HORNER ENVIRONMENTAL PROFESSIONALS, INC.

W. Perry Horner
President

Proposal Approval:

Approved By (Print Name): _____

Signature: _____

Title: _____

Billing Information:

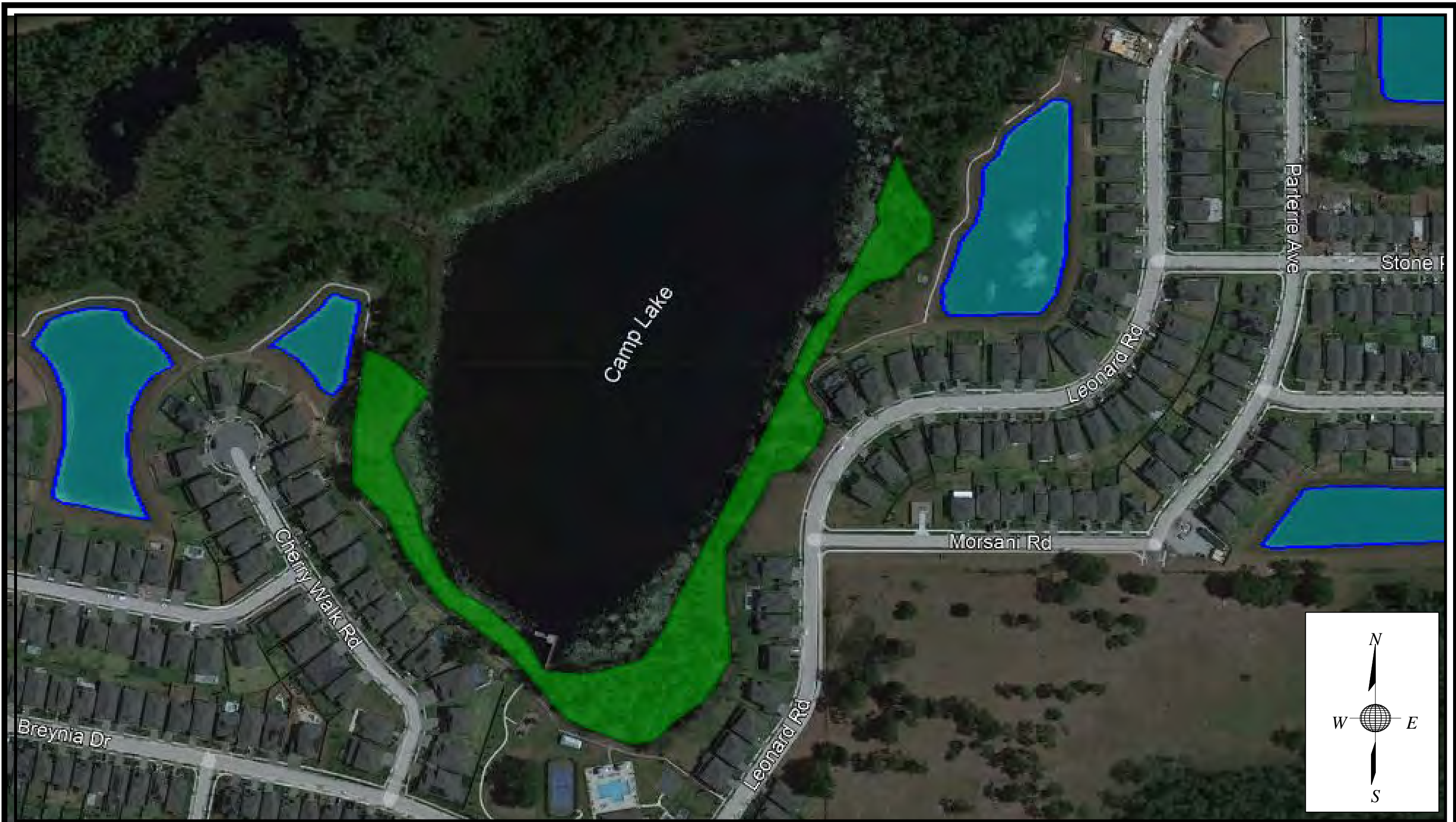
Contact Person: _____

Billing Address: _____

Telephone: _____

Fax: _____

E-mail: _____



Camp Lake Treatment Area

LONG LAKE RESERVE
AQUATIC MAINTENANCE MAP
LUTZ, PASCO COUNTY, FLORIDA

Tab 5

**FIRST AMENDMENT TO LANDSCAPE AND IRRIGATION AGREEMENT
BETWEEN
YELLOWSTONE LANDSCAPE, INC. AND
LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT**

This First Amendment (the "Amendment") is made and entered into this ____ day of _____, 2022, by and between **LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Pasco County, Florida, whose address is c/o Rizzetta & Company, 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544 ("District" or "Owner"), and **YELLOWSTONE LANDSCAPE, INC.** (hereinafter referred to as "Contractor"), located at 3325 N. State Street, Bunnell, Florida 32110.

RECITALS

WHEREAS, the District previously entered in the Agreement ("Contract") dated July 13, 2021; and

WHEREAS, in Exhibit "B" to the Contract, Contractor is to provide annuals (four (4) times per year) in the amount of \$3,723.00; and

WHEREAS, the District and Contractor have agreed to install permanent plants instead of annuals.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the District and Contractor (collectively, referred to as the "Parties"), the receipt of which and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Recitals. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Amendment.

Section 2. Contractor's Obligation. Exhibit "B" to the Contract and Section III Contract Sum: Term are amended herein to eliminate the costs for the annuals. The annual amount for the Contract Work is \$81,321.00 paid to the Contractor in the amount of \$6,776.75 per month.

Section 3. All other provisions of the Agreement remain in full force and effect.

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year first written above.

Yellowstone Landscape, Inc.

By: _____

Name: _____

Title: _____

Long Lake Reserve

Community Development District

By: _____

Name: _____

Title: Chair of the Board of Supervisors

Tab 6

FOURTH ADDENDUM TO THE CONTRACT FOR PROFESSIONAL AMENITY SERVICES

This Fourth Addendum to the Contract for Professional Amenity Services (this “**Fourth Addendum**”), is made and entered into as of the 2022 day of October 1st (the “**Effective Date**”), by and between Long Lake Reserve Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Pasco County, Florida (the “**District**”), and Rizzetta & Company, Inc., a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional Amenity Services dated September 1, 2019 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend Exhibit B of the Fees and Expenses section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit B attached.

The amended Exhibit B is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Fourth Addendum as of the Effective Date.

Rizzetta & Company, Inc.

By: _____
William J. Rizzetta, President

**Long Lake Reserve
Community Development District**

By: _____
Chairman of the Board of Supervisors



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

**EXHIBIT B
SCHEDULE OF FEES**

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2022 to September 30, 2023.**

PERSONNEL:

Full Time Personnel (40 hours per week)

- Clubhouse Manager

Part Time Personnel (20 hours per week)

- Clubhouse Attendant

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 84,333.
General Management and Oversight ⁽²⁾	\$ 10,800.
Total Services Cost:	\$ 95,133.

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta & Company, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

(3). Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

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, July 28, 2022 at 6:04 p.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

Appointed during the meeting:

Denise Crowder	Board Supervisor, Assistant Secretary
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Also present were:

Debby Wallace	District Manager, Rizzetta & Co.
Tonja Stewart	District Engineer, Stantec
	(joined at 7:00 p.m. via conf. call)
Patty Croon	Clubhouse Manager
Josh Hamilton	Representative, Yellowstone

Audience	Present
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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**

An audience member addressed the Board regarding street light shade.

<p>On a Motion by Ms. Greenfield, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved the installation of a street light shade at 19568 Breynia Drive, for the Long Lake Reserve Community Development District.</p>

THIRD ORDER OF BUSINESS**Staff Reports****A. Landscape Update**

Mr. Hamilton provided an update to the Board.

B. District Counsel

Not present.

C. District Engineer

Not present.

D. Aquatic Service Report

Ms. Wallace presented the aquatic report to the Board. The Board requested more detailed reports.

D. Clubhouse Manager

Ms. Croon presented the Clubhouse Report to the Board.

E. District Manager

Ms. Wallace announced that the next scheduled meeting is for August 25, 2022 at 10:00 a.m. Jayna Cooper will be covering the August 25, 2022 meeting for Debby Wallace.

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved Play Tampa Bay, Inc. deposit for \$11,240.78 for playground, for the Long Lake Reserve Community Development District.

FOURTH ORDER OF BUSINESS**Appointment of Board Supervisor**

On a Motion by Mr. Humphries, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors appointed Denise Crowder to seat 4 for a term of 2020-2024, for the Long Lake Reserve Community Development District.

FIFTH ORDER OF BUSINESS**Oath of Office**

Ms. Wallace who is a notary for the State of Florida administered the Oath of Office to Denise Crowder.

Ms. Crowder accepted the Oath and acknowledged that she would accept compensation as authorized by Florida Statutes.

Ms. Wallace distributed questionnaire, Form 1, Guide to Sunshine Amendment, Code of Ethics and Florida Statutes Chapter 190.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2022-05;
Designating Officers**

On a Motion by Ms. Roberts, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved Resolution 2022-05; Designating Officers, adding Denise Crowder as Assistant Secretary, for the Long Lake Reserve Community Development District.

SEVENTH ORDER OF BUSINESS**Announcement of Landowner
Election**

Ms. Wallace announced that the Landowner Election would be November 17, 2022 at 10:00 a.m. at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558. Seats 1, 3 and 5 are up for election.

EIGHTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2021 Audit**

On a Motion by Ms. Greenfield, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors accepted and filed the Fiscal Year 2021 Audit, subject to correction on page 13 "not all Board Members were affiliated with the Developer September 30, 2021", for the Long Lake Reserve Community Development District.

NINTH ORDER OF BUSINESS**Public Hearing on Adopting Fiscal
Year 2022-2023 Final Budget**

Ms. Wallace presented the Fiscal Year 2022-2023 Final Budget to the Board.

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, with all in favor, the Board of Supervisors opened the Public Hearing, for the Long Lake Reserve Community Development District.

There were no public comments.

On a Motion by Ms. Greenfield, seconded by Mr. Humphries, with all in favor, the Board of Supervisors closed the Public Hearing for the Rules & Rates, for the Long Lake Reserve Community Development District.

TENTH ORDER OF BUSINESS**Consideration of Resolution 2022-07;
Adopting Fiscal Year 2022-2023 Final
Budget**

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved Resolution 2022-07; Adopting Fiscal Year 2022-2023 Final Budget, for the Long Lake Reserve Community Development District.

ELEVENTH ORDER OF BUSINESS**Public Hearing on Levying Assessments for Fiscal Year 2022-2023**

Ms. Wallace reviewed Resolution 2022-08 with the Board.

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, with all in favor, the Board of Supervisors opened the Public Hearing, for the Long Lake Reserve Community Development District.

There were no public comments.

On a Motion by Ms. Greenfield, seconded by Mr. Humphries, with all in favor, the Board of Supervisors closed the Public Hearing for the Rules & Rates, for the Long Lake Reserve Community Development District.

TWELFTH ORDER OF BUSINESS**Consideration of Resolution 2022-08; Levying of Assessments for Fiscal Year 2022-2023**

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved Resolution 2022-08; Levying of Assessments for Fiscal Year 2022-2023, for the Long Lake Reserve Community Development District.

THIRTEENTH ORDER OF BUSINESS**Consideration of Resolution 2022-09; Setting Fiscal Year 2022-2023 Meeting Schedule**

The Board requested the time change from 10:00 a.m. to 9:00 a.m. except for November 17, 2022.

On a Motion by Ms. Roberts, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved Resolution 2022-09; Setting Fiscal Year 2022-2023 Meeting Schedule, as amended, for the Long Lake Reserve Community Development District.

FOURTEENTH ORDER OF BUSINESS**Consideration of Minutes of the Board of Supervisors Meeting held on June 23, 2022**

On a Motion by Ms. Roberts, seconded by Ms. Schwartz, the Board of Supervisors approved the June 23, 2022 Board of Supervisors Meeting Minutes, as amended, for the Long Lake Reserve Community Development District.

FIFTEENTH ORDER OF BUSINESS**Consideration of Operation &
Maintenance Expenditures for June
2022**

On a Motion by Ms. Schwartz, seconded by Mr. Humphries, the Board of Supervisors approved the Operation & Maintenance Expenditures for June 2022 (\$44,198.39), for the Long Lake Reserve Community Development District.

Ms. Stewart joined the meeting

SIXTEENTH ORDER OF BUSINESS**Supervisor Requests**

Ms. Schwartz inquired about the Traffic Study Proposal from the last agenda and asked District Engineer to speak with Jackie for more information on if she feels she can accomplish this goal.

An audience member addressed the Board.

SEVENTEENTH 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 Mr. Humphries, with all in favor the Board of Supervisors adjourned the meeting at 7:11 p.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 8

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 July 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2022 through July 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$33,393.86**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Austin Outdoor, LLC	001965	TM 389173	Annual Rotation 06/22	\$ 4,342.80
Austin Outdoor, LLC	001975	TM 390440	Monthly Landscape Maintenance 07/22	\$ 7,087.00
Austin Outdoor, LLC	001975	TM 397463	Sylvester OTC Injections 07/22	\$ 257.14
Bright House Networks	20220731-2	082530701061622	Account #0050825307-01 19617 Breynia DR 06/22	\$ 312.93
Burr & Forman LLP	001959	1320498	General Legal Services 05/22	\$ 637.86
County Sanitation	001966	27105259	Monthly Waste Services 07/22	\$ 4,788.56
Duke Energy	20220720-1	9100 8028 5258 06/22	000 Henley Road Streetlights Morsani 06/22	\$ 303.41
Duke Energy	20220720-1	9100 8628 4637 06/22	19245 Breynia Dr. Sign, Monument, Irrigation 06/22	\$ 30.53
Duke Energy	20220731-1	9100 8628 4835 06/22	0000 Leonard RD Lite, Phase 3B 06/22	\$ 772.53
Duke Energy	20220731-1	9100 8628 5034 06/22	19932 Leonard Rd Sign 06/22	\$ 30.54
Duke Energy	20220731-1	9100 8628 5448 06/22	19617 Breynia Drive - Morsani Amenity 06/22	\$ 740.53
Florida Department of Revenue	20220720-2	61-8018624517-5 06/22	Sales Tax 06/22	\$ 13.09

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gabrielle B Roberts	001963	GR062322	Board of Supervisors Meeting 06/23/22	\$ 200.00
GEC Services, LLC	001968	INV-95548	Janitorial Services 07/22	\$ 541.75
Home Team Pest Defense, Inc.	001967	85832831	Monthly Pest Control 07/22	\$ 126.00
Pasco County Utilities	001969	16822547	19244 Breynia Irrigation Drive 06/22	\$ 442.34
Pasco County Utilities	001969	16822725	19617 Breynia Dr 06/22	\$ 177.61
Pasco County Utilities	001969	16823013	19932 Leonard Rd 06/22	\$ 1,108.12
Pasco County Utilities	001969	16823014	Morsani Phase 2 Irrigation 06/22	\$ 20.62
Rizzetta & Company, Inc.	001976	INV0000069007	General Management & Oversight 06/22	\$ 3,503.38
Rizzetta & Company, Inc.	001962	INV0000069290	District Management Fees 07/22	\$ 4,267.42
Sara Schwartz	001964	SS062322	Board of Supervisors Meeting 06/23/22	\$ 200.00
Securiteam, Inc.	001970	12339063022	Service Call Morsani 07/22	\$ 400.00
Solitude Lake Management	001971	PI-A00790005	Lake & Pond Management Services 04/22	\$ 779.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management	001977	PI-A00850886	Lake & Pond Management Services 07/22	\$ 833.50
Stantec Consulting Services, Inc.	001972	1951942	Engineering Services 06/22	\$ 108.00
Stephanie T Greenfield	001960	SG062322	Board of Supervisors Meeting 06/23/22	\$ 200.00
Suncoast Pool Service	001973	8423	Monthly Pool Service 07/22	\$ 850.00
Times Publishing Company	001974	0000231841 07/06/22	Account # 167307 Legal Advertising 07/22	\$ 119.20
William F Humphries III	001961	WH062322	Board of Supervisors Meeting 06/23/22	<u>\$ 200.00</u>
Report Total				<u>\$ 33,393.86</u>