

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 19, 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, October 27, 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
 - i. Update on County Posting No Parking/Speed Limit Signs
 - B. District Engineer
 - C. Presentation of Aquatic Service Report Tab 1
 - D. Landscape Report..... Tab 2
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 3
 - F. District Manager Tab 4
- 4. BUSINESS ITEMS**
 - A. Discussion Regarding Wetland G Tab 5
 - B. Consideration of Wetland Proposal..... Tab 6
 - C. Ratification of Landscape Proposal for Storm Clean-up Tab 7
 - D. Consideration of County Recycling Agreement Tab 8
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meetings Held on September 22, 2022..... Tab 9
 - B. Consideration of Operation and Maintenance Expenditures for August 2022 Tab 10
- 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

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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 22, 2022 at 9:04 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
Denise Crowder	Board Supervisor, Assistant Secretary

Also present were:

Debby Wallace	District Manager, Rizzetta & Co.
Jayna Cooper	District Manager, Rizzetta & Co.
Patty Croon	Clubhouse Manager

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 were present.

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

Not present. Mr. Humphries asked for an update from Mr. Steady regarding the county adding more "no parking/speed limit signs".

B. District Engineer

Not present.

C. Aquatic Service Report

The Board reviewed the aquatic service report.

D. Landscape Report

Ms. Wallace distributed the landscape report.

E. Clubhouse Manager

Ms. Croon presented the Clubhouse Report to the Board. The reviewed the Jayman proposal that was presented under separate cover.

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the Jayman Enterprises proposal for painting the storage door for \$325.00; Painting the faux shutters for \$675.00; and sand and stain picnic tables for \$600.00, for the Long Lake Reserve Community Development District.

F. District Manager

Ms. Wallace announced that the next scheduled meeting is for October 27, 2022 at 9:00 a.m.

FOURTH ORDER OF BUSINESS**Consideration of Campus Suites Addendum**

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved the Campus Suites Addendum, for the Long Lake Reserve Community Development District.

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

Ms. Wallace stated the invoice for the swing set was sent to HOA and is anticipated to be paid shortly.

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved the Playground Guardian proposal for \$750.00 for one-time inspection, for the Long Lake Reserve Community Development District.

SIXTH ORDER OF BUSINESS**Consideration of Signage around Ponds Proposal**

The Board wants to see mock-up pictures of signs.

On a Motion by Ms. Schwartz, seconded by Mr. Humphries, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$2,000.00 and authorized District Manager and Chairman to approve and move forward with vendor of choice for eight (8) custom signs to be posted around ponds, for the Long Lake Reserve Community Development District.

SEVENTH ORDER OF BUSINESS**Consideration of EGIS Insurance Proposal**

On a Motion by Ms. Greenfield, seconded by Mr. Humphries, with all in favor, the Board of Supervisors approved the EGIS Insurance proposal, for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Wetland Proposal**

This item was tabled, and the Board would like Horner to be at the next meeting.

NINTH ORDER OF BUSINESS**Ratification of Well Pump System Repair Proposal**

Mr. Humphries asked about the warranty on this well pump. Ms. Wallace will contact Yellowstone for warranty information.

On a Motion by Ms. Schwartz, seconded by Ms. Crowder, with all in favor, the Board of Supervisors ratified the Well Pump System repair proposal, for the Long Lake Reserve Community Development District.

TENTH ORDER OF BUSINESS**Consideration of Ant Treatment Proposal**

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved the Yellowstone proposal for \$657.14 Top Choice, subject to Yellowstone confirming they will hydrate the area properly after application, for the Long Lake Reserve Community Development District.

ELEVENTH ORDER OF BUSINESS**Consideration of Janitorial Proposal**

On a Motion by Ms. Greenfield, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors approved the Office Pride janitorial contract and updating contract to add auto-renewal clause, for the Long Lake Reserve Community Development District.

TWELFTH ORDER OF BUSINESS**Consideration of Minutes of the Board of Supervisors Meeting held on August 25, 2022**

On a Motion by Ms. Crowder, seconded by Mr. Humphries, the Board of Supervisors approved the August 25, 2022 Board of Supervisors Meeting Minutes, as amended, for the Long Lake Reserve Community Development District.

THIRTEENTH ORDER OF BUSINESS**Supervisor Requests**

Mr. Humphries requested door stoppers or hinges on all amenity gates. Ms. Wallace to contact Jayman to installed.

Ms. Schwartz asked for the 2 gates at the basketball court and back pool be unlocked.

On a Motion by Ms. Humphries, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved to unlock the gates at the basketball court and back pool gate, for the Long Lake Reserve Community Development District.

FOURTEENTH ORDER OF BUSINESS**Adjournment**

Ms. Cooper 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. Crowder, with all in favor the Board of Supervisors adjourned the meeting at 9:45 a.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

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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 August 2022 For Board Approval

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

The total items being presented: **\$70,114.48**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Burr & Forman, LLP	100004	1325939	General Legal Services 06/22	\$ 1,715.00
County Sanitation Service	100011	28101593	Monthly Waste Services 08/22	\$ 4,726.66
Denise C Crowder	100012	DC072822	Board of Supervisors Meeting 07/28/22	\$ 200.00
Duke Energy	100009	F4563347901	000 HENLEY RD LITE LUTZ FL /ADD SHIELD 08/22	\$ 103.33
Duke Energy	20220801-01	9100 8628 5638 06/22	000 Henley Road Streetlights Morsani 06/22	\$ 2,281.38
Duke Energy	20220812-01	9100 8628 4835 07/22	0000 Leonard RD Lite, Phase 3B 07/22	\$ 772.53
Duke Energy	20220816-01	9100 8028 5258 07/22	000 Henley Road Streetlights Morsani 07/22	\$ 303.41
Duke Energy	20220826-01	9100 8628 4637 07/22	19245 Breynia Dr. Sign, Monument, Irrigation 07/22	\$ 30.53
Duke Energy	20220826-02	9100 8628 5034 07/22	19932 Leonard Rd 07/22	\$ 30.56
Duke Energy	20220826-03	9100 8628 5448 07/22	19617 Breynia Dr 07/22	\$ 750.32
Duke Energy	20220830-01	9100 8628 5638 07/22	000 Henley Rd Lite 07/22	\$ 2,281.38
Florida Department of Revenue	20220817-01	61-8018624517-5 07/22	Sales Tax 07/22	\$ 16.36

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 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	100013	GB072822	Board of Supervisors Meeting 07/28/22	\$ 200.00
Jayman Enterprises, LLC	100005	2093	Tennis Court Repair 08/22	\$ 175.00
Jayman Enterprises, LLC	100014	2115	Replaced Door Handle 08/22	\$ 150.00
Long Lake Reserve CDD	20220810-01	20220810-01	Debit Card Replenishment	\$ 402.84
Long Lake Reserve CDD	20220823-01	20220823-01	Debit Card Replenishment	\$ 1,248.00
McDirmitt Davis & Company, LLC	100006	52204	Audit for FYE 09/30/21	\$ 4,000.00
Office Pride	100018	Inv-100337	Janitorial Services 08/22	\$ 541.75
Pasco County Utilities	100019	17007773	19244 Breynia Irrigation Drive 07/22	\$ 399.19
Pasco County Utilities	100019	17007954	19617 Breynia Dr 07/22	\$ 194.15
Pasco County Utilities	100019	17008243	19932 Leonard Rd 07/22	\$ 711.14
Pasco County Utilities	100019	17008244	Morsani Phase 2 Irrigation 07/22	\$ 20.62
Play Tampa Bay	100010	22LLR01	Deposit For Playground Equipment 05/22	\$ 10,505.40

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100000	INV0000069569	Personnel Reimbursement 06/22	\$ 2,441.49
Rizzetta & Company, Inc.	100001	INV0000069634	Amenity Management & Oversight/Personnel Reimbursement	\$ 3,634.03
Rizzetta & Company, Inc.	100002	INV0000070109	District Management Fees 08/22	\$ 4,267.42
Rizzetta & Company, Inc.	100003	INV0000070300	Amenity Management & Oversight/Personnel Reimbursement 08/22	\$ 3,394.43
Rizzetta & Company, Inc.	100020	INV0000070751	Personnel Reimbursement 08/19/22	\$ 2,388.21
Sara Schwartz	100007	SS022422 176	Board of Supervisors Meeting 02/24/22	\$ 200.00
Sara Schwartz	100015	SS072822	Board of Supervisors Meeting 07/28/22	\$ 200.00
Securiteam, Inc.	100008	15704	HID PVC Card 07/22	\$ 644.00
Securiteam, Inc.	100008	15775	Security CCTV Expansion (Rental Room) 08/22	\$ 2,305.41
Securiteam, Inc.	100021	15745	Quarterly Monitoring - Amenity Center 08/22	\$ 1,440.00
Solitude Lake Management, LLC	100022	PI-A00867902	Lake & Pond Management Services 08/22	\$ 833.50
Spectrum	20220803-01	082530701071622	Account #0050825307-01 19617 Breynia DR 08/22	\$ 312.93

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Stantec Consulting Services, Inc.	100023	1965992	Engineering Services 07/22	\$ 626.00
Stephanie T Greenfield	100016	SG072822	Board of Supervisors Meeting 07/28/22	\$ 200.00
Suncoast Pool Service, Inc.	100024	8476	Pool Lift Chair Battery Replacement/Ladder Replacement	\$ 565.00
Suncoast Pool Service, Inc.	100024	8519	Monthly Pool Service 08/22	\$ 850.00
William F Humphries III	100017	WH072822	Board of Supervisors Meeting 07/28/22	\$ 200.00
Yellowstone Landscape	100025	TM 369829	Mulch Install 0522	\$ 5,200.00
Yellowstone Landscape	100025	TM 404872	Monthly Landscape Maintenance 08/22	\$ 7,087.00
Yellowstone Landscape	100026	TM 410541	Podocarpus Replacement at Pool Area 08/22	<u>\$ 1,565.51</u>
Report Total				<u>\$ 70,114.48</u>