

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

December 7, 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, December 15, 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
 - 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 Proposal for Wetland G Tab 4
 - B. Consideration Pool Service Proposals Tab 5
 - C. Ratification of Basketball Hoop Agreement..... Tab 6
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Landowner Meeting Held on November 17, 2022 Tab 7
 - B. Consideration of Minutes of the Board of Supervisors' Meetings Held on November 17, 2022 Tab 8
 - C. Consideration of Operation and Maintenance Expenditures for October 2022 Tab 9
- 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 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 Landowner meeting of the Long Lake Reserve Community Development District was held on **Thursday, November 17, 2022 at 10:14 a.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558.

Present were:

Stephanie Greenfield	Board Supervisor, Chairman
William Humphries	Board Supervisor, Assistant Secretary
Denise Crowder	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
Kellie Sprague	Clubhouse Manager
Diana Kronick	Administrative Assistant, Rizzetta & Co.

Audience	Present
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FIRST ORDER OF BUSINESS**Call to Order and Roll Call**

Ms. Wallace called the meeting to order and confirmed that the Landowner meeting was duly noticed in accordance with Florida Statue Chapter 190.

SECOND ORDER OF BUSINESS**Audience Comments**

Ms. Greenfield appointed Ms. Wallace as Chairperson of the meeting for the purpose of conducting the Landowner Election. There are three (3) positions being elected today. The two (2) highest votes will receive a four-year term, the one with the lowest vote will receive a two-year term. The positions will commence immediately following the election.

THIRD ORDER OF BUSINESS**Announcement of Candidates/Call for Nominations**

Ms. Wallace reviewed the ballots and proxies submitted by landowners.

FOURTH ORDER OF BUSINESS

Election of Supervisors

Official ballots and proxies were presented to Ms. Wallace signed by the landowners.

Gabrielle Roberts (Seat 1) received 7 votes and Sara Schwartz (Seat 3) received 9 votes for four-year terms and William Humphries (Seat 5) received 6 votes for a two-year term.

FIFTH ORDER OF BUSINESS

Adjournment

The landowner meeting was adjourned at 10:17 a.m.

Assistant Secretary

Chair / Vice Chair

Tab 8

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, November 17, 2022 at 10:19 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
William Humphries	Board Supervisor, Assistant Secretary
Denise Crowder	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
Kellie Sprague	Clubhouse Manager
Josh Hamilton	Representative, Yellowstone
Diana Kronick	Administrative Assistant, Rizzetta & Co.

Audience	Present
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FIRST ORDER OF BUSINESS**Call to Order**

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

Ms. Wallace administered the Oath of Office to Gabrielle Roberts & William Humphries before the meeting. Both elected to accept compensation for Board Supervisor meetings.

SECOND ORDER OF BUSINESS**Audience Comments**

An audience member addressed the Board regarding wetland area behind his home and signs by the lake.

THIRD ORDER OF BUSINESS**Staff Reports**

A. District Counsel
No report.

B. District Engineer

Not present.

C. Presentation of Aquatic Service Report

Ms. Wallace presented the aquatic service report to the Board.

D. Clubhouse Manager

Ms. Sprague presented her report to the Board.

E. District Manager

Ms. Wallace announced that the next scheduled meeting is for December 15, 2022 at 6:00 p.m.

Mr. Humphries provided an update on communication with Pasco County regarding speed limit signs.

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

This item was tabled.

FIFTH ORDER OF BUSINESS**Discussion Resolution 2023-01;
Canvassing and Certifying the
Landowner Election Results**

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved Resolution 2023-01; Canvassing and Certifying the Landowner Election Results, for the Long Lake Reserve Community Development District.

FIFTH ORDER OF BUSINESS**Discussion Resolution 2023-02; Re-
Designating Officers of the District**

On a Motion by Mr. Humphries, seconded by Ms. Roberts, with all in favor, the Board of Supervisors approved Resolution 2023-02; Re-Designating Officers of the District, Stephanie Greenfield as Chairman, Sara Schwartz as Vice Chairman, all remaining Board Supervisors along with Jayna Cooper and Debby Wallace as Assistant Secretaries, for the Long Lake Reserve Community Development District.

SIXTH ORDER OF BUSINESS**Consideration of Revised County
Sanitation Agreement**

On a Motion by Mr. Humphries, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved the County Sanitation Agreement subject to getting more details regarding the container fee, for the Long Lake Reserve Community Development District.

SEVENTH ORDER OF BUSINESS**Consideration of Updated Janitorial Proposal**

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved the revised updated Janitorial proposal for service 3 times per week, for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Security Monitor Proposal**

On a Motion by Ms. Crowder, seconded by Mr. Humphries, with all in favor, the Board of Supervisors approved the Securiteam Monitor proposal in the amount of \$900.00, for the Long Lake Reserve Community Development District.

NINTH ORDER OF BUSINESS**Consideration of Pressure Washing Proposal**

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, with all in favor, the Board of Supervisors approved the pressure washing proposal, for the Long Lake Reserve Community Development District.

TENTH ORDER OF BUSINESS**Ratification of Tree Removal Proposal**

On a Motion by Ms. Greenfield, seconded by Mr. Humphries, with all in favor, the Board of Supervisors ratified the Yellowstone proposal for tree removal in the amount of \$3,698.73, for the Long Lake Reserve Community Development District.

ELEVENTH ORDER OF BUSINESS**Consideration of Plant Replacement Proposal**

On a Motion by Ms. Crowder, seconded by Mr. Humphries, with all in favor, the Board of Supervisors approved the Yellowstone proposal for plant replacement in the amount of \$525.71, for the Long Lake Reserve Community Development District.

TWELFTH ORDER OF BUSINESS**Consideration of Drainage Repair Proposal**

On a Motion by Mr. Humphries, seconded by Ms. Roberts, with all in favor, the Board of Supervisors approved the Yellowstone proposal for drainage repair in the amount of \$914.28, for the Long Lake Reserve Community Development District.

THIRTEETH ORDER OF BUSINESS**Consideration of Minutes of the Board of Supervisors Meeting held on October 27, 2022**

On a Motion by Ms. Crowder, seconded by Mr. Humphries, the Board of Supervisors approved the October 27, 2022, as amended Board of Supervisors Meeting Minutes, as amended, for the Long Lake Reserve Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for
September 2022**

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, the Board of Supervisors approved the Operation & Maintenance Expenditures for September 2022 (\$63,695.71), for the Long Lake Reserve Community Development District.

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Roberts asked about the signs.

SIXTEENTH 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. Crowder, with all in favor the Board of Supervisors adjourned the meeting at 11:25 a.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 9

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 2022 For Board Approval

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

The total items being presented: **\$54,921.22**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Charter Communications		8.25307E+13	19617 Breynia DR 09/22	\$ 312.93
County Sanitation Service	100063	2A127848	Monthly Waste Services 10/22	\$ 4,676.69
Denise C Crowder	100055	DC092222	Board of Supervisors Meeting 09/22/22	\$ 200.00
Department of Economic O	100074	87313 FY22/23	Special District Fee FY 22/23	\$ 175.00
Duke Energy		9100 8628 4637 09/22	19245 Breynia Dr. Sign, Monument, Irrigation 09/	\$ 30.61
Duke Energy		9100 8628 4835 09/22	0000 Leonard RD Lite, Phase 3B 09/22	\$ 772.58
Duke Energy		9100 8628 5034 09/22	19932 Leonard Rd Sign 09/22	\$ 30.56
Duke Energy		9100 8628 5448 09/22	19617 Breynia Drive - Morsani Amenity 09/22	\$ 687.12
Duke Energy		9100 8628 5638 09/22	000 Henley Road Streetlights Morsani 09/22	\$ 2,281.52
Egis Insurance Advisors, LL	100064	17474	Policy Change - Add Swing Set	\$ 193.00
Florida Department of Revenue		61-8018624517-5 09/22	Sales Tax 09/22	\$ 13.09
HomeTeam Pest Defense, I	100075	87912273	Monthly Pest Control 10/22	\$ 126.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Innersync Studio, Ltd	100076	20713	Website Services - ADA Compliance FY22/23	\$ 1,515.00
Jayman Enterprises, LLC	100065	2051	Athletic Courts Repairs 06/22	\$ 250.00
Jayman Enterprises, LLC	100065	2215	Tennis Court Net Reinstall 10/22	\$ 250.00
Jayman Enterprises, LLC	100078	2232	Maintenance of Clubhouse - Paint touchups	\$ 1,600.00
Motion Picture Licensing Cc	100066	504410343	Movie License Renewal	\$ 1,172.03
Office Pride	100079	INV-110331	Janitorial Services 10/22	\$ 541.75
Pasco County Utilities	100067	17305970	19244 Breynia Irrigation Dr 09/22	\$ 243.85
Pasco County Utilities	100067	17306150	19617 Breynia Dr 09/22	\$ 185.88
Pasco County Utilities	100067	17306439	19932 Leonard Rd 09/22	\$ 274.24
Pasco County Utilities	100067	17306440	Morsani PH 2 Irrigation 09/22	\$ 27.00
Play Tampa Bay	100068	22LLR02	Balance For Playground Equipment 10/22	\$ 7,003.60
Playground Guardian LLC	100077	13090	Safety Inspection 10/22	\$ 750.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100056	INV0000071851	Personnel Reimbursement 09/30/22	\$ 2,242.47
Rizzetta & Company, Inc.	100057	INV0000071717	District Management Fees 10/22	\$ 4,267.39
Rizzetta & Company, Inc.	100069	INV0000072066	Out of Pocket Expenses 09/22	\$ 72.95
Rizzetta & Company, Inc.	100070	INV0000071865	Assessment Roll (Annual) FY22/23	\$ 5,253.00
Rizzetta & Company, Inc.	100071	INV0000072116	General Management & Oversight 10/22	\$ 3,874.17
Sara Schwartz	100058	SS092222	Board of Supervisors Meeting 09/22/22	\$ 200.00
Solitude Lake Management	100062	PSI-06645	Lake & Pond Management Services 09/22	\$ 833.50
Solitude Lake Management	100080	PSI-15301	Lake & Pond Management Services 09/22	\$ 833.50
Stantec Consulting Services	100072	1989388	Engineering Services 09/22	\$ 1,320.00
Stephanie T Greenfield	100059	SG092222	Board of Supervisors Meeting 09/22/22	\$ 200.00
Suncoast Pool Service, Inc.	100081	8687	Monthly Pool Service 10/22	\$ 850.00
Times Publishing Company	100061	0000231843 06/29/2022	Account # 167307 Legal Advertising 06/22	\$ 718.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	100073	0000246360 10/05/22	Account # 167307 Legal Advertising 10/22	\$ 140.80
William F Humphries III	100060	WH092222	Board of Supervisors Meeting 09/22/22	\$ 200.00
Yellowstone Landscape	100082	TM 419735	Monthly Landscape Maintenance 09/22	\$ 7,087.00
Yellowstone Landscape	100082	TM 436476	Well Pump Repair 10/22	\$ 1,544.59
Yellowstone Landscape	100082	TM 439033	Sylvester OTC Injections 09/22	\$ 257.14
Yellowstone Landscape	100082	TM 442320	Hurricane Ian - Clean Up 10/22	<u>\$ 1,714.26</u>
TOTAL				<u>\$ 54,921.22</u>

Long Lake Reserve CDD
Meeting Date: September 22, 2022

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Paid	
Gabrielle Roberts		
Sara Schwartz	✓	SS092222
Denise Crowder	✓	DC092222
Stephanie Greenfield	✓	SG092222
William Humphries	✓	WH092222

(*) Does not get paid

NOTE: Supervisors are only paid if checked present.

RECEIVED
10/03/2022

EXTENDED MEETING TIMECARD

Meeting Start Time:	9:04am
Meeting End Time:	9:45am
Total Meeting Time:	41 min.

Time Over _____ (3) Hours:	
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Total at \$175 per Hour:	\$0.00
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ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	
Additional or Continued Meeting?	
Total Meeting Time:	
Total at \$175 per Hour:	\$0.00

Business Mileage Round Trip	
IRS Rate per Mile	\$0.625
Mileage to Charge	\$0.00

DM Signature: _____ 