

# 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](http://longlakecdd.org)

February 15, 2023

**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, February 23, 2023 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 Proposal for Wetland Monitoring & Maintenance ..... Tab 4
  - B. Consideration of Palm Injection Proposal ..... Tab 5
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting Held on January 26, 2023 ..... Tab 6
  - B. Consideration of Operation and Maintenance Expenditures for December 2022 ..... Tab 7
- 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 6

**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, January 26, 2023 at 9:00 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	<b>Board Supervisor, Chairman (left 9:50am)</b>
Sara Schwartz	<b>Board Supervisor, Vice-Chairman</b>
William Humphries	<b>Board Supervisor, Assistant Secretary</b>
Denise Crowder	<b>Board Supervisor, Assistant Secretary</b>
Gabrielle Roberts	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co.</b>
Kellie Sprague	<b>Clubhouse Manager</b>
Josh Hamilton	<b>Representative, Yellowstone</b>
Bryce Perry	<b>Representative, Horner</b>
Chris Beck	<b>Representative, Securiteam</b>

Audience	<b>Present</b>
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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**

**Staff Reports**

**A. District Counsel**  
Not present.

**B. District Engineer**  
Not present.

**C. Presentation of Aquatic Service Report**  
Ms. Wallace presented the aquatic service report to the Board.

**D. Landscape Report**

Mr. Hamilton provided an update to the Board.

**E. Wetland Maintenance**

Mr. Perry provided an update to the Board. The Board directed Ms. Sprague to post a sign behind the homes that recently encroached onto CDD property and send an email blast reminder to residents regarding not encroaching onto wetlands.

The Board also directed Ms. Wallace and Ms. Schwartz to follow up with Mr. Perry regarding options to cut back wetland plants.

**F. Clubhouse Manager**

Ms. Sprague presented her report to the Board. The Board directed Ms. Sprague to not allow DJ's for room or pavilion rentals.

**G. District Manager**

Ms. Wallace announced that the next scheduled meeting is for February 23, 2023 at 9:00 a.m.

On a Motion by Mr. Humphries, seconded by Ms. Crowder, with all in favor, the Board of Supervisors directed staff to work with Ms. Schwartz to collect a proposal from Horner for next meeting and if Horner does not respond to Ms. Wallace with an update by this Friday end of day, to collect a proposal from Solitude for ongoing wetland maintenance, for the Long Lake Reserve Community Development District.

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

The Board reviewed the proposal and did not approve.

**FIFTH ORDER OF BUSINESS****Consideration of Basketball Court Gate Repair Proposal**

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors approved Securiteam proposal for a not-to-exceed amount of \$3,262.09 with a one (1) year warrant for parts and labor, for the Long Lake Reserve Community Development District.

**SIXTH ORDER OF BUSINESS****Consideration of Audit Engagement Letter**

On a Motion by Mr. Humphries, seconded by Ms. Roberts, with all in favor, the Board of Supervisors approved the McDirmit Davis Engagement Letter for Fiscal Year 2022, for the Long Lake Reserve Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors Meeting held  
on December 15, 2022**

On a Motion by Ms. Crowder, seconded by Ms. Roberts, the Board of Supervisors approved the December 15, 2022 Board of Supervisors Meeting Minutes, for the Long Lake Reserve Community Development District.

**EIGHTH ORDER OF BUSINESS**

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

On a Motion by Ms. Roberts, seconded by Ms. Crowder, the Board of Supervisors approved the Operation & Maintenance Expenditures for November 2022 (\$33,564.16), for the Long Lake Reserve Community Development District.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisor requests.

**TENTH 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. Roberts, seconded by Ms. Crowder, with all in favor the Board of Supervisors adjourned the meeting at 10:24 a.m., for the Long Lake Reserve Community Development District.

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

## **Tab 7**

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

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## **Operation and Maintenance Expenditures December 2022 For Board Approval**

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

The total items being presented:      **\$37,794.22**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amour
Burr & Forman, LLP	100119	1339477	General Legal Services 09/29/22	\$ 280.00
Burr & Forman, LLP	100119	1352358	General Legal Services 10/22	\$ 840.00
Charter Communications		8.25307E+13	19617 Breynia DR 11/22	\$ 312.93
County Sanitation Service	100120	2C100635	Monthly Waste Services 12/22	\$ 4,609.51
Denise C Crowder	100127	DC121522	Board Of Supervisor Meeting 12/15/22	\$ 200.00
Duke Energy		9100 8628 4637 11/22	9245 Breynia Dr. Sign, Monument, Irrigation 11/22	\$ 30.54
Duke Energy		9100 8628 4835 11/22	0000 Leonard RD Lite Phase 3B 11/22	\$ 463.94
Duke Energy		9100 8628 5034 11/22	19932 Leonard Rd Sign 11/22	\$ 30.56
Duke Energy		9100 8628 5258 11/22	00 Henley Road LITE 11/22	\$ 303.42
Duke Energy		9100 8628 5448 11/22	19617 Breynia Drive - Morsani Amenity 11/22	\$ 679.13
Duke Energy		9100 8628 5638 11/22	000 Henley Road Streetlights Morsani 10/22	\$ 2,281.33
Florida Department of Revenue		61-8018624517-5 11/22	Sales Tax 11/22	\$ 29.44



## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amour
Gabrielle B Roberts	100128	GB121522	Board Of Supervisor Meeting 12/15/22	\$ 200.00
HomeTeam Pest Defense, Inc.	100113	88597836	Monthly Pest Control 11/22	\$ 126.00
Jayman Enterprises, LLC	100114	2270	Purchase and Install Signs 11/22	\$ 250.00
Jayman Enterprises, LLC	100114	2273	Remove Graffiti from Sewer Pond -12/22	\$ 150.00
Jayman Enterprises, LLC	100121	2285	Replace door Stops on 2 Outside Gate Doors 11/22	\$ 125.00
Pasco County Utilities	100122	17590932	19244 Breynia Dr Irrigation 11/22	\$ 440.34
Rizzetta & Company, Inc.	100125	INV0000073199	District Management Fees 12/22	\$ 4,267.39
Rizzetta & Company, Inc.	100118	INV0000073343	Personnel Reimbursement 11/25/22	\$ 4,162.05
Rizzetta & Company, Inc.	100124	INV0000073377	Out of Pocket Expenses 11/22	\$ 107.04
Rizzetta & Company, Inc.	100123	INV0000073402	General Management & Oversight 12/22	\$ 4,653.74
Romaner Graphics	100126	21439	Install (8) Signs & Posts - Fishing 11/22	\$ 1,800.00
Sara Schwartz	100129	SS121522	Board Of Supervisor Meeting 12/15/22	\$ 200.00

## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amour</u>
Securiteam, Inc.	100115	12801111422	Service Call- Gate Issues 11/23/22	\$ 463.88
Securiteam, Inc.	100115	12854112222	Service Call- Router Firmware Issues 11/22/22	\$ 212.50
William F Humphries III	100130	WH121522	Board Of Supervisor Meeting 12/15/22	\$ 200.00
Yellowstone Landscape	100116	TM 446934A	Monthly Landscape Maintenance 11/22	\$ 6,676.75
Yellowstone Landscape	100117	TM 462714	Remove Tree 11/22	<u>\$ 3,698.73</u>
<b>Total</b>				<u><b>\$ 37,794.22</b></u>