

# 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)

March 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, March 23, 2023 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
    - ii. Discussion of Private Events Rules ..... Tab 3
    - iii. Discussion of Park Pavilion Usage Agreement..... Tab 4
    - iv. Consideration of Pressure Washing Proposal ..... Tab 5
  - F. District Manager ..... Tab 6
- 4. BUSINESS ITEMS**
  - A. Consideration of Pool Proposals ..... Tab 7
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting Held on February 23, 2023 ..... Tab 8
  - B. Consideration of Operation and Maintenance Expenditures for January 2023 ..... 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  
Regional District Manager

## **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, February 23, 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</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>
Perry Horner	<b>Representative, Horner Environmental</b>
Bryce Perry	<b>Representative, Horner Environmental</b>

Audience	<b>None</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**

There were no audience members present.

**THIRD ORDER OF BUSINESS****Consideration of Proposal for  
Wetland Monitoring and Maintenance**

Mr. Horner presented the proposal for Wetland Monitoring and Maintenance and the discussed in detail with the Board.

On a Motion by Ms. Greenfield seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved \$5,200.00 Wetland G Permitting and a one-time cut back, and \$5,700.00/year for 6 maintenance events per year for Wetland G, should the permit be approved, for the Long Lake Reserve Community Development District.

**FOURTH ORDER OF BUSINESS****Consideration of Palm Injection Proposals**

Mr. Hamilton presented his proposals for Palm Injections.

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved Yellowstone Palm Injection Proposals for 4 injections at a total amount of \$1,028.56, for the Long Lake Reserve Community Development District.

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

Ms. Wallace read an email from Mr. Steady regarding Helium balloons as a follow-up to the Boards question during the last meeting.

**B. District Engineer**

Not present.

**C. Presentation of Aquatic Service Report**

Ms. Wallace presented the aquatic service report to the Board. Pond F – Site G2 – divot, Ms. Wallace to contact Yellowstone to repair.

**D. Landscape Report**

Mr. Hamilton provided an update to the Board.

**E. Clubhouse Manager**

Ms. Sprague presented her report to the Board.

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, the Board of Supervisors approved Mailchimp for \$13.00 per month, for the Long Lake Reserve Community Development District.

Ms. Sprague provided an update on events. Ms. Sprague stated that Duke will complete the street light repair by mid-March.

Ms. Sprague sent email blast to residents regarding wetlands as per Board's direction at last meeting.

**F. District Manager**

Ms. Wallace announced that the next scheduled meeting is for March 23, 2023 at 6:00 p.m.

**SIXTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors Meeting held  
on January 26, 2023**

On a Motion by Ms. Crowder, seconded by Ms. Greenfield, the Board of Supervisors approved the January 26, 2023 Board of Supervisors Meeting Minutes, for the Long Lake Reserve Community Development District.

**SEVENTH ORDER OF BUSINESS**

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

On a Motion by Ms. Roberts, seconded by Mr. Humphries, the Board of Supervisors approved the Operation & Maintenance Expenditures for December 2022 (\$37,794.22), for the Long Lake Reserve Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Securiteam Revised  
Proposal (under separate cover)**

Ms. Wallace stated that Securiteam will not honor previously approved proposal to repair card readers of \$3,2672.09. The new price is \$4,014.27.

On a Motion by Mr. Humphries, seconded by Ms. Crowder, the Board of Supervisors authorized the Chairman to approve a not-to-exceed amount of \$3,200.00 for these repairs with another vendor, 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. Greenfield, seconded by Ms. Crowder, with all in favor the Board of Supervisors adjourned the meeting at 10:36 a.m., for the Long Lake Reserve Community Development District.

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

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

## **Tab 9**

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

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## **Operation and Maintenance Expenditures January 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$64,527.20**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Burr & Forman, LLP	100139	1359190	General Legal Services 11/22	\$ 1,420.00
Burr & Forman, LLP	100153	1364351	General Legal Services 01/23	\$ 140.00
Charter Communications		082530701121622 12.22 AUTOPAY	Account #0050825307-01 19617 Breynia DR 12/22	\$ 320.88
Coastal Waste & Recycling, Inc.	100151	SW0000247529	Monthly Waste & Recycle 01/23	\$ 4,531.79
Denise C Crowder	100154	DC012623	Board of Supervisors Meeting 01/23	\$ 200.00
Duke Energy		9100 8628 4637 12/22 AUTOPAY	9245 Breynia Dr. Sign, Monument, Irrigation 12/22	\$ 30.60
Duke Energy		9100 8628 4835 12/22 Auto-Pay	0000 Leonard RD Lite 12/22	\$ 772.40
Duke Energy		9100 8628 5034 12/22 AUTO PAY	19932 Leonard Rd Sign 12/22	\$ 30.62
Duke Energy		9100 8628 5258 12/22	00 Henley Road LITE 12/22	\$ 303.42
Duke Energy		9100 8628 5448 12/22 AUTOPAY	19617 Breynia Drive - Morsani Amenity 12/22	\$ 819.39
Duke Energy		9100 8628 5638 12.22	000 Henley Road Streetlights Morsani 12/22-01/23	\$ 2,335.48
Florida Department of Revenue		61-8018624517-5 01/23 AUTOPAY	Sales Tax 01/23 Paid Online	\$ 11.45



## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Gabrielle B Roberts	100155	GR012623	Board of Supervisors Meeting 01/23	\$ 200.00
Gladiator Pressure Cleaning, Inc.	100140	21609	Pressure Wash Club House 12/22	\$ 1,250.00
HomeTeam Pest Defense, Inc.	100133	89255178	Taexx Pest Control Service 12/22	\$ 126.00
HomeTeam Pest Defense, Inc.	100141	89860415	Taexx Pest Control Service 01/23	\$ 126.00
Jayman Enterprises, LLC	100134	2322	2 Boxes 4 each of Sylvania Recessed Flush lights 12/22	\$ 175.00
Manasota Flooring, Inc.	100148	P447344A	Paver Replacement 11/22	\$ 900.00
Office Pride	100135	Inv-120311	Janitorial Services 12/22	\$ 541.75
Office Pride	100142	125678	Day Porter Services 01/23	\$ 1,316.62
Office Pride	100156	INV-126931	Janitorial Supplies 01/23	\$ 80.44
Pasco County Utilities	100144	17735934	19244 Breynia Irrigation Dr. 11/18/22-12/19/22	\$ 265.14
Pasco County Utilities	100143	17736433	19617 Breynia Dr. 11/18/22-12/19/22	\$ 182.83
Pasco County Utilities	100143	17737244	19932 Leonard Road 11/18/22-12/19/22	\$ 932.28

## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Pasco County Utilities	100143	17737247	Morsani PH 2 Irrigation 11/18/22-12/19/22	\$ 40.37
Rizzetta & Company, Inc.	100131	INV0000074637	District Management Fees 1/23	\$ 4,267.39
Rizzetta & Company, Inc.	100132	INV0000074774	Personnel Reimbursement 12/22	\$ 3,915.24
Rizzetta & Company, Inc.	100138	INV0000074851	Annual Dissemination Services FY22-23	\$ 5,000.00
Rizzetta & Company, Inc.	100150	74938	Amenity Management & Personnel Reimbursement 01/23	\$ 4,444.58
Rizzetta & Company, Inc.	100152	INV0000075255	Personnel Reimbursement 01/23	\$ 3,260.29
Sara Schwartz	100157	SS012623	Board of Supervisors Meeting 01/23	\$ 200.00
Securiteam, Inc.	100158	12934011123	Service Call- Security Monitor 01/23	\$ 900.00
Solitude Lake Management, LLC	100145	PSI-32092	Lake & Pond Management Services 12/22	\$ 833.50
Solitude Lake Management, LLC	100146	PSI-40335	Lake & Pond Management Services 01/23	\$ 833.50
Stephanie T Greenfield	100159	SG012623	Board of Supervisors Meeting 01/23	\$ 200.00
Suncoast Pool Service, Inc.	100136	8858	Monthly Pool Service 12/22	\$ 850.00

## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Pool Service, Inc.	100147	8939	Monthly Pool Service 01/23	\$ 1,000.00
William F Humphries III	100160	WH012623	Board of Supervisors Meeting 01/23	\$ 200.00
Yellowstone Landscape	100161	TM 439166A	Monthly Landscape Maintenance 10/22	\$ 6,776.75
Yellowstone Landscape	100137	TM 461446A	Monthly Landscape Maintenance 12/22	\$ 6,676.75
Yellowstone Landscape	100137	TM 469023	Landscape Enhancement/Replacement 12/22	\$ 525.71
Yellowstone Landscape	100137	TM 469024	Main Line Repair - Irrigation 12/22	\$ 914.28
Yellowstone Landscape	100149	TM 481210	Monthly Landscape Maintenance 01/23	<u>\$ 6,676.75</u>
<b>Total</b>				<u><u>\$ 64,527.20</u></u>