

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

April 20, 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, April 27, 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..... Tab 2
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 3
 - F. District Manager Tab 4
- 4. BUSINESS ITEMS**
 - A. Consideration of Pine Tree Removal Proposal Tab 5
 - B. Discussion Regarding FY 2023-2024 Draft Proposed Budget (under separate cover)
 - C. Discussion Regarding Reserve Fund Study Tab 6
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting Held on March 23, 2023 Tab 7
 - B. Consideration of Operation and Maintenance Expenditures for February & March 2023 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
Regional 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, March 23, 2023 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, 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.
Kellie Sprague	Clubhouse Manager
Josh Hamilton	Representative, Yellowstone
Bob Bowling	Representative, Cooper Pools
Mike Cooper	Representative, Cooper Pools

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**

An audience member addressed the Board regarding a pickleball net.

On a Motion by Ms. Crowder, seconded by Ms. Greenfield, the Board of Supervisors authorized staff to purchase a pickleball net at a not-to-exceed amount of \$800.00, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, the Board of Supervisors authorized resident at 20085 Stone Pine to use Epic Foam vendor on CDD property subject to District Counsel approval and vendor sending Certificate of Insurance, for the Long Lake Reserve Community Development District.

An audience member addressed the Board regarding a commercial vehicle.

An audience member addressed the Board regarding tall pine tree behind property. Staff to have Yellowstone inspect tree and report back to the Board.

An audience member addressed the Board regarding the broken gate.

A proposal was submitted under separate cover from Fix and Go Gate & Garage Door Services, Inc.. for \$2,500.00.

On a Motion by Ms. Schwartz, seconded by Ms. Crowder, the Board of Supervisors approved Go Gate & Garage Door Services amount of \$2,500.00 to repair basketball court and back pool gate, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, the Board of Supervisors approved to keep back gate by pool locked until self-latch is repaired and to keep locked after hours, for the Long Lake Reserve Community Development District.

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

No report.

E. Clubhouse Manager

Ms. Sprague presented her report to the Board.

i. Consideration of Pool Maintenance Services Proposals

Ms. Sprague discussed the current issues she is having with Connerly Pools Inc., dba Suncoast Pool Services.

On a Motion by Mr. Humphries, seconded by Ms. Roberts, the Board of Supervisors authorized District Manager to issue a thirty (30) day termination notice to Connerly Pools Inc., dba Suncoast Pool Services and approved Cooper Pools for \$1,700.00 per month and \$50.00 to replace a hose to repair the back flow issue by the pool pump and clean some stains by the pool drains for free, for the Long Lake Reserve Community Development District.

ii. Discussion of Private Events Rules

Ms. Sprague to add her proposed changes to user agreement and add to next meeting agenda.

iii. Discussion of Park Pavilion Usage Agreement

iv. Ratification of Pressure Washing Proposal

On a Motion by Ms. Greenfield, seconded by Ms. Schwartz, the Board of Supervisors ratified the Gladiator Pressure Washing proposal for \$175.00, for the Long Lake Reserve Community Development District.

F. District Manager

Ms. Wallace announced that the next scheduled meeting is for April 27, 2023 at 9:00 a.m.

Ms. Wallace will present the proposed budget at the May 25, 2023 meeting. The final budget will be at the August 24, 2023 meeting and will need to be changed to 6:00 p.m.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors Meeting held on February 23, 2023

On a Motion by Mr. Humphries, seconded by Ms. Greenfield, the Board of Supervisors approved the February 23, 2023 Board of Supervisors Meeting Minutes, for the Long Lake Reserve Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for January 2023

On a Motion by Ms. Greenfield, seconded by Schwartz, the Board of Supervisors approved the Operation & Maintenance Expenditures for January 2023 (\$64,572.20), for the Long Lake Reserve Community Development District.

SIXTH ORDER OF BUSINESS

Supervisor Requests

On a Motion by Ms. Roberts, seconded by Ms. Greenfield, the Board of Supervisors authorized Ms. Sprague to draft HOA vs CDD chart and send via email blast to residents, subject to Chairman review and approval, for the Long Lake Reserve Community Development District.

SEVENTH 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 8:24 p.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 February 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2023 through February 28, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$31,591.33**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Charter Communications	ACH	082530701011623 0050825307-01 01.23	19617 Breynia DR 01/23	\$ 320.88
Coastal Waste & Recycling, Inc.	100167	SW0000263118	Monthly Waste & Recycle 02/23	\$ 4,531.79
Duke Energy	ACH	9100 8628 4637 01/23	9245 Breynia Dr. Sign, Monument, Irrigation 01/23	\$ 30.57
Duke Energy	ACH	9100 8628 4835 01/23 Auto-Pay	0000 Leonard RD Lite 01/23	\$ 789.95
Duke Energy	ACH	9100 8628 5034 01/23 AUTO PAY	19932 Leonard Rd Sign 01/23	\$ 30.58
Duke Energy	ACH	9100 8628 5258.043	00 Henley Road LITE 01/23	\$ 310.65
Duke Energy	ACH	9100 8628 5448 01/23	19617 Breynia Drive - Morsani Amenity 01/23	\$ 712.10
Duke Energy	ACH	9100 8628 5638 01/23	000 Henley Road Streetlights Morsani 01/23-02/23	\$ 2,335.48
Florida Department of Revenue	ACH	61-8018624517-5 01/23 AUTPAY	Sales Tax 01/23	\$ 19.63
HomeTeam Pest Defense, Inc.	100172	90454233	Taexx Pest Control Service 02/23	\$ 126.00
Horner Environmental Professionals, Inc.	100163	218861	Chemical Application 01/23	\$ 1,000.00
Jayman Enterprises, LLC	100164	2412	Pavilion, Tennis Court, & Sign Maintenance 02/23	\$ 175.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Long Lake Reserve CDD	DC 020623	DC 020623	Debit Card Replenishment	\$ 752.14
Office Pride	100168	INV-130600	Day Porter Services 02/23	\$ 1,316.62
Pasco County Utilities	ACH	17591719 AUTOPAY	19617 Breynia Dr 11/22	\$ 373.87
Pasco County Utilities	ACH	17592882 AUTOPAY	19932 Leonard Rd 11/22	\$ 923.52
Pasco County Utilities	ACH	17592883 AUTOPAY	Morsani PH 2 Irrigation 11/22	\$ 20.93
Pasco County Utilities	ACH	17904119 AUTOPAY	19244 Breynia Irrigation Dr. 12/19/22-01/18/23	\$ 300.18
Pasco County Utilities	ACH	17905088 AUTOPAY	19617 Breynia Dr. 12/19/22-01/18/23	\$ 245.78
Pasco County Utilities	ACH	17906754 AUTOPAY	19932 Leonard Road 12/19/22-01/18/23	\$ 945.79
Pasco County Utilities	ACH	17906764 AUTOPAY	Morsani PH 2 Irrigation 12/19/22-01/18/23	\$ 32.74
PC Consultants	100166	108031	Service Call - Computer Repairs 01/23	\$ 45.50
Rizzetta & Company, Inc.	100176	INV0000074961	Out of Pocket Expenses 12/22	\$ 337.19
Rizzetta & Company, Inc.	100162	INV0000075272	District Management Services 02/23	\$ 4,267.39

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2023 Through February 28, 2023

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100175	INV0000075870	Amenity Management & Personnel Reimbursement 02/23	\$ 3,946.87
Rizzetta & Company, Inc.	100173	INV0000075895	Cell Phones 01/23	\$ 50.00
Rizzetta & Company, Inc.	100174	INV0000077307	Personnel Reimbursement 02/23	\$ 3,486.68
Securiteam, Inc.	100169	16451	Quarterly Monitoring - Amenity Center 02/23	\$ 1,440.00
Solitude Lake Management, LLC	100170	PSI-46073	Lake & Pond Management Services 02/23	\$ 833.50
Suncoast Pool Service, Inc.	100165	8988	Pool Maintenance 01/23	\$ 890.00
Suncoast Pool Service, Inc.	100171	9036	Monthly Pool Service 01/23	<u>\$ 1,000.00</u>
Total				<u><u>\$ 31,591.33</u></u>

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Operation and Maintenance Expenditures March 2023 For Board Approval

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

The total items being presented: **\$37,587.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Burr & Forman, LLP	100179	1370051	General Legal Services 01/23	\$ 510.56
Burr & Forman, LLP	100191	1376655	General Legal Services 03/23	\$ 245.00
Charter Communications	ACH	43520021523	19617 Breynia DR 02/23	\$ 319.38
Coastal Waste & Recycling, Inc.	100185	SW0000275546	Monthly Waste & Recycle 03/23	\$ 4,498.01
Denise C Crowder	100180	DC022323	Board of Supervisors Meeting 02/23/23	\$ 200.00
Duke Energy	ACH	9100 8628 4637 02/23	19245 Breynia Dr. Sign, Monument, Irrigation 02/23	\$ 30.79
Duke Energy	ACH	9100 8628 4835 02/23 Auto-Pay	0000 Leonard RD Lite 02/23	\$ 789.27
Duke Energy	ACH	9100 8628 5034 02/23	19932 Leonard Rd Sign 02/23	\$ 30.79
Duke Energy	ACH	9100 8628 5258 2/23	00 Henley Road LITE 02/23	\$ 310.65
Duke Energy	ACH	9100 8628 5448 02/23	19617 Breynia Drive - Morsani Amenity 02/23	\$ 728.87
Duke Energy	ACH	9100 8628 5638 02/23	000 Henley Road Streetlights Morsani 02/23	\$ 2,334.86
Florida Department of Revenue	EFT	61-8018624517-5 02/23 PAID ONLINE	Sales Tax 02/23	\$ 29.44

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 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	100181	GR022323	Board of Supervisors Meeting 02/23/23	\$ 200.00
Jayman Enterprises, LLC	100192	2468	Pickle Ball & Tennis Court Maintenance 03/23	\$ 125.00
Long Lake Reserve CDD	DC3723	DC3723	Debit Card Replenishments 03/07/23	\$ 1,540.08
Long Lake Reserve HOA	100193	031323	Tax Reimbursement 03/23	\$ 1,225.63
Office Pride	100186	Inv-132071	Janitorial Supplies 03/23	\$ 72.53
Office Pride	100186	Inv-135502	Day Porter Services 03/23	\$ 1,316.62
Pasco County Utilities	ACH	18040783	19244 Breynia Irrigation Dr. 01/18/23-02/16/23	\$ 273.90
Pasco County Utilities	ACH	18040962	19617 Breynia Dr. 01/18/23-02/16/23	\$ 208.39
Pasco County Utilities	ACH	18041253	19932 Leonard Road 01/18/23-02/16/23	\$ 1,054.92
Pasco County Utilities	ACH	18041254	Morsani PH 2 Irrigation 01/18/23-02/16/23	\$ 20.93
PC Consultants	100194	108076	Service Call - Software Assistance 03/23	\$ 32.50
Rizzetta & Company, Inc.	100177	INV0000077985	District Management Fees 03/23	\$ 4,267.39

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100178	INV0000078124	Amenity Management & Personnel Reimbursement 02/23	\$ 4,411.66
Rizzetta & Company, Inc.	100184	INV0000078184	Cell Phone 02/23	\$ 50.00
Rizzetta & Company, Inc.	100190	INV0000078616	Personnel Reimbursement 03/23	\$ 3,614.18
Securiteam, Inc.	100187	13050020223	Monitor/Printer Maintenance 02/23	\$ 236.25
Solitude Lake Management, LLC	100188	PSI-54644	Lake & Pond Management Services 03/23	\$ 833.50
Stephanie T Greenfield	100182	SG022323	Board of Supervisors Meeting 02/23/23	\$ 200.00
Suncoast Pool Service, Inc.	100189	9119	Monthly Pool Service 03/23	\$ 1,000.00
William F Humphries III	100183	WH022323	Board of Supervisors Meeting 02/23/23	\$ 200.00
Yellowstone Landscape	100195	TM 482780	Monthly Landscape Maintenance 02/23	<u>\$ 6,676.75</u>
Total				<u><u>\$ 37,587.85</u></u>