

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

June 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, June 22, 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
 - i. Discussion Regarding Wetland Maintenance
 - D. Landscape Report
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 2
 - F. District Manager
- 4. BUSINESS ITEMS**
 - A. Discussion Regarding HOA's Request for Benches at the Playground Tab 3
 - B. Discussion Regarding Lake Trail Rules Tab 4
 - C. Discussion Regarding FY 23-24 Budget Tab 5
 - D. Budget Cover Letter to Residents Tab 6
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting Held on May 25, 2023 Tab 7
 - B. Consideration of Operation and Maintenance Expenditures for May 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

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 Regular Meeting of the Long Lake Reserve Community Development District was held on **Thursday, May 25, 2023, at 6:00 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, Vice Chairman
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, P.A.
	<i>(via conference call)</i>
Kellie Sprague	Clubhouse Manager

Audience	Present
----------	----------------

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Wallace called the meeting to order and conducted roll call, confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS**Audience Comments**

A few audience comments were entertained.

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

Mr. Steady discussed the recent incident report, noting that the police are handling it.

A request was made that residents be reminded of the rules via email blast and posting at the mail kiosk. Discussion regarding adding a spring to the gate by the tennis court.

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, the Board of Supervisors authorized Ms. Sprague to send out an email blast to residents reminding everyone of the rules located on page 3, item 2 of the Districts Rules, as well as posting a notice at the kiosk, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Roberts, seconded by Ms. Greenfield, the Board of Supervisors approved adding a spring to the gate by the tennis court at a cost of \$315, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Crowder, seconded by Ms. Roberts, the Board of Supervisors authorized Ms. Sprague to send out an email blast to residents regarding section 3.m. of the Districts Rules, as well as posting a notice at the kiosk, for the Long Lake Reserve Community Development District.

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 the Clubhouse report to the Board. She discussed the proposed changes to the user agreement and power washing proposal.

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, the Board of Supervisors approved the changes to the User Agreement, subject to District Counsel's review, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, the Board of Supervisors approved the power washing proposal at a cost of \$465, for the Long Lake Reserve Community Development District.

F. District Manager

Ms. Wallace announced that the next scheduled meeting is for June 22, 2023, at 9:00 a.m.

FOURTH ORDER OF BUSINESS

Announcement of Registered Voter Count

Ms. Wallace stated that as of April 15, 2023, there were 547 registered voters residing in the district.

FIFTH ORDER OF BUSINESS**Consideration of Lake Management
Renewal**

On a Motion by Ms. Crowder, seconded by Ms. Schwartz, the Board of Supervisors approved updating contract with Solitude for pond maintenance starting June 1st, 2023, with automatic annual renewals if possible, and authorized District Counsel to draft an agreement, for the Long Lake Reserve Community Development District.

The Board asked that a discussion regarding Wetland Maintenance be added to the next meeting agenda and a representative from Solitude be present.

SIXTH ORDER OF BUSINESS**Discussion of HOA Request to install
Benches by Playground**

The Board tabled action pending clarification on locations and the choice to use metal benches.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2023-03,
Approving Proposed FY 2023/2024
Budget and Setting the Public
Hearing on the Final Budget**

The Board reviewed and discussed the Fiscal Year 2023-2024 Proposed Budget totaling \$714,202.

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, the Board of Supervisors authorized Ms. Schwartz to work with District Manager on preparing a letter regarding the increase in the general fund budget to be mailed along with the legal notices that are mailed to property owners within the district, for the Long Lake Reserve Community Development District.

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, the Board of Supervisors approved Resolution 2023-03, Approving the FY 2023/2024 proposed budget as presented and set the Public Hearing for July 27, 2023, at 6:00 p.m. at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558, for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Minutes of the
Board of Supervisors Meeting held
on April 27, 2023**

It was noted that Ms. Schwartz should be listed as Vice Chairman not Chairman.

The Board asked Ms. Wallace to collect a proposal from Yellowstone for replenishing the shell path in both phases and to remind Solitude to treat any vegetation around the drainage structures in the ponds.

On a Motion by Ms. Greenfield, seconded by Ms. Schwartz, the Board of Supervisors approved the April 27, 2023 Board of Supervisors Meeting Minutes as amended), for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for April
2023**

On a Motion by Mr. Schwartz, seconded by Ms. Roberts, the Board of Supervisors approved the Operation & Maintenance Expenditures for April 2023 (\$47,886.39), for the Long Lake Reserve Community Development District.

NINTH ORDER OF BUSINESS

Supervisor Requests

Ms. Roberts asked Ms. Wallace to contact Yellowstone regarding filling in the divot along the pond bank of site G2.

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. Schwartz, seconded by Ms. Crowder, with all in favor the Board of Supervisors adjourned the meeting at 7:37 p.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 8

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 May 2023 For Board Approval

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

The total items being presented: **\$44,944.45**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Burr & Forman, LLP	100222	1383343	General Legal Services 03/23	\$ 245.00
Charter Communications	ACH	0043520041523 04/23 AUTOPAY	19617 Breynia DR 04/23	\$ 319.38
Coastal Waste & Recycling, Inc.	100238	SW0000317864	Monthly Waste & Recycle 05/23	\$ 4,464.21
Cooper Pools Inc.	100230	6888	Monthly Commercial Pool Service 05/23	\$ 2,125.00
Cooper Pools Inc.	100235	6940	Pool Gate Closure 05/23	\$ 315.00
Duke Energy	ACH	9100 8628 4637 04/23	19245 Breynia Drive Sign Monument - Irrigation 04/23	\$ 30.79
Duke Energy	ACH	9100 8628 4835 04/23	0000 Leonard Rd Lite 04/23	\$ 795.02
Duke Energy	ACH	9100 8628 5034 04/23	19932 Leonard Rd Sign 04/23	\$ 30.79
Duke Energy	ACH	9100 8628 5258 04/23	00 Henley Rd Lite 04/23	\$ 313.11
Duke Energy	ACH	9100 8628 5448 04/23	19617 Breynia Drive - Morsani Amenity 04/23	\$ 794.80
Duke Energy	ACH	9100 8628 5638 04/23	000 Henley Road Streetlights Morsani 04/23	\$ 2,353.02
Florida Department of Health in Pasco County	100231	51-60-1886049 05/23	Pool Permit 05/23	\$ 280.00
Florida Department of Revenue	ACH	61-8018624517-5 04/23 Paid Online	61-8018624517-5 04/23 Paid Online	\$ 19.63

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Gabrielle B Roberts	100223	GR042723	Board of Supervisors Meeting 04/27/23	\$ 200.00
HomeTeam Pest Defense, Inc.	100224	91748332	Taexx Pest Control Service 04/23	\$ 126.00
Jayman Enterprises, LLC	100225	2545	Handy Man Services 05/23	\$ 125.00
Jayman Enterprises, LLC	100239	2553	Handy Man Services 05/23	\$ 350.00
Long Lake Reserve CDD	DC 050423	DC 050423	Debit Card Replenishment	\$ 537.35
Office Pride	100226	INV-144707	Day Porter Services 05/23	\$ 1,316.62
Office Pride	100226	Inv-69962	Day Porter Services 02/23	\$ 798.70
Pasco County Utilities	ACH	18193867 Auto Pay	19244 Breynia Irrigation Dr 03/23	\$ 326.46
Pasco County Utilities	ACH	18194210 AUTOPAY	19617 Breynia Dr. 03/23	\$ 242.47
Pasco County Utilities	ACH	18194767 Auto Pay	19932 Leonard Road 03/23	\$ 1,195.08
Pasco County Utilities	ACH	18194769 AUTOPAY	Morsani PH 2 Irrigation 03/23	\$ 20.93
Pasco County Utilities	ACH	18344299 Auto Pay	19244 Breynia Irrigation Dr 04/23	\$ 273.90
Pasco County Utilities	ACH	18345219 Autopay	19617 Breynia Dr 04/23	\$ 233.95

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Pasco County Utilities	ACH	18346770 Auto Pay	19932 Leonard Road 04/23	\$ 1,037.40
Pasco County Utilities	ACH	18346777 Autopay	Morsani PH 2 Irrigation 04/23	\$ 20.93
Rizzetta & Company, Inc.	100218	INV0000079624	District Management Fees 05/23	\$ 4,267.39
Rizzetta & Company, Inc.	100219	INV0000079768	Personnel Reimbursement 04/28/23	\$ 3,440.87
Rizzetta & Company, Inc.	100221	INV0000079831	Personnel Reimbursement - Cellphone 04/28/23	\$ 50.00
Rizzetta & Company, Inc.	100234	INV0000079857	Personnel Reimbursement 05/23	\$ 4,447.85
Rizzetta & Company, Inc.	100237	INV0000080471	Personnel Reimbursement 05/23	\$ 3,496.55
Sara Schwartz	100227	SS042723	Board of Supervisors Meeting 04/27/23	\$ 200.00
Securiteam, Inc.	100220	13168031423	Service Call - IDP Configuration 04/23	\$ 350.00
Securiteam, Inc.	100228	16787	Quarterly Monitoring - Amenity Center 05/23	\$ 1,440.00
Securiteam, Inc.	100228	13270040323	Service Call - 04/23	\$ 262.50
Solitude Lake Management, LLC	100236	PSI-71321	Lake & Pond Management Services 05/23	\$ 833.50
Stantec Consulting Services, Inc.	100232	2077355	Engineering Services 04/23	\$ 288.50

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
William F Humphries III	100229	WH042723	Board of Supervisors Meeting 04/27/23	\$ 200.00
Yellowstone Landscape	100233	TM 518675	Monthly Landscape Maintenance 05/23	<u>\$ 6,776.75</u>
Total				<u><u>\$ 44,944.45</u></u>