

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

August 16, 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, August 24, 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. Discussion of Rules and Rates Tab 4
 - B. Consideration of Wetland Maintenance Proposal..... Tab 5
 - C. Consideration of Wetland Planting Proposal..... Tab 6
 - D. Discussion Regarding Investment of District Funds..... Tab 7
 - E. Discussion Regarding EGIS Site Visit Report Tab 8
 - F. Consideration of District Management Addendum Tab 9
 - G. Consideration of Resolution 2023-08; Revised FY
2023-2024 Meeting Schedule Tab 10
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors'
Regular Meeting Held on July 27, 2023 Tab 11
 - B. Consideration of Operation and Maintenance
Expenditures for July 2023 Tab 12
- 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 1

Tab 10

RESOLUTION 2023-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Long Lake Reserve Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit “A”.

Section 2. In accordance with Section 189.417(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Pasco County, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 24TH DAY OF AUGUST, 2023.

**LONG LAKE RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT “A”
BOARD OF SUPERVISORS MEETING DATES
LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT
FOR FISCAL YEAR 2023/2024

September 21, 2023
October 19, 2023
November 16, 2023
December 21, 2023 * 6:00 p.m.
January 18, 2024
February 15, 2024
March 21, 2024 * 6:00 p.m.
April 18, 2024
May 16, 2024 * 6:00 p.m.
June 20, 2024
July 18, 2024 * 6:00 p.m.
August 15, 2024
September 19, 2024

All meetings will convene at 9:00 a.m. with the exception of the months of December, March, May, and July meetings will convene at 6:00 p.m. at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558.

Tab 11

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, July 27, 2023, at 6:08 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
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

Audience	Present
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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**

The Board entertained a few comments from members of the audience.

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

Not present.

B. District Engineer

Ms. Wallace provided the update, stating that the paver repair work has been completed and the pool is open.

C. Presentation of Aquatic Service Report

There were no questions put forward pertaining to the report.

D. Clubhouse Manager

Ms. Sprague reviewed the report for the Board.

F. District Manager

Ms. Wallace announced that the next scheduled meeting is for August 24, 2023, at 9:00 a.m.

Ms. Wallace reviewed the 2022 Annual Financial Audit completed by McDirmit Davis, that was distributed under separate cover. She stated that it was a clean audit and asked for a motion to accept it and authorize its filing.

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, the Board of Supervisors accepted the 2022 Financial Audit and authorized Management to file it with the appropriated governmental entities, for the Long Lake Reserve Community Development District.

FOURTH ORDER OF BUSINESS**Consideration of Wetland Maintenance services**

Following a brief discussion, the Board asked that this item be tabled, and that Solitude attend the next meeting.

On a Motion by Ms. Roberts, seconded by Ms. Greenfield, the Board of Supervisors authorized Staff to send a 30-day notice of cancellation of contract to Horner Environmental, for the Long Lake Reserve Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of Wetland Planting Proposal**

This item was tabled.

SIXTH ORDER OF BUSINESS**Consideration of Shell Path Proposals**

A brief discussion was held regarding the proposal to replenish the crushed shells along both of the trails as needed.

On a Motion by Ms. Greenfield, seconded by Ms. Schwarts, with four in favor and 1 against (Mr. Humphries), the Board of Supervisors, approved the proposal from Yellowstone Landscape to install crushed shells in the amount of \$6,990, for the Long Lake Reserve Community Development District.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2023-04; Re-Designating Secretary**

Ms. Wallace presented the resolution, noting that Management is recommending that Scott Brizendine be named as the Secretary for the District.

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors, approved Resolution 2023-04, naming Scott Brizendine as Secretary for the District, for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS**Public Hearing of Adopting FY 2023-2024 Final Budget**

On a Motion by Ms. Roberts, seconded by Mr. Humphries, with all in favor, the Board of Supervisors, opened the public hearing on adopting the FY 2023-2024 Final Budget, for the Long Lake Reserve Community Development District.

Ms. Wallace reviewed the budget and a brief discussion ensued. Staff and the Board entertained audience comments.

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, with all in favor, the Board of Supervisors, closed the public hearing on adopting the FY 2023-2024 Final Budget, for the Long Lake Reserve Community Development District.

i. Consideration of Resolution 2023-05; Adopting FY 2023-2024 Final Budget

The Board requested that the \$25,000 allocated for reserves be changed to \$0.00 and the Wetland Maintenance line item be increased to \$35,500.

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors, approved Resolution 2023-05, Adopting the FY 2023-2024 Final Budget totaling \$1,051,198.56, exclusive of Collection costs with a general fund total of \$707,629 and a debt service total of \$343,569.56, as discussed, for the Long Lake Reserve Community Development District.

NINTH ORDER OF BUSINESS**Public Hearing on Adopting Levying of Assessments**

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, with all in favor, the Board of Supervisors, opened the public hearing on Levying assessments for FY 2023-2024, for the Long Lake Reserve Community Development District.

Ms. Wallace reviewed Resolution 2023-06 outlining the assessment levels for FY 2023-2024. There were no audience comments or questions put forward.

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors, closed the public hearing on Levying assessments for FY 2023-2024, for the Long Lake Reserve Community Development District.

i. Consideration of Resolution 2023-06, Adopting the Levying of Special Assessments for Fiscal Year 2023-2024

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors, approved Resolution 2023-06, Adopting the levying of assessments for FY 2023-2024 and certifying the assessment roll, for the Long Lake Reserve Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-07,
Setting FY 2023-2024 Meeting
Schedule**

Ms. Wallace reviewed the proposed meeting schedule stating that the Board has historically met on the fourth Thursday of every month at 9:00 a.m. except for the months of December, March, May, and July when it meets at 6:00 p.m. Meetings are held at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558. She recommended that the November and December meeting dates be adjusted due to holidays falling on or near those dates and recommended they be held on the third Thursday.

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, with all in favor, the Board of Supervisors, approved Resolution 2023-07, Adopting the meeting schedule for FY 2023-2024, as discussed, for the Long Lake Reserve Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors Meeting held
on June 22, 2023**

Ms. Greenfield stated that she would be abstaining from the vote as she was not in attendance at the June meeting.

On a Motion by Mr. Humphries, seconded by Ms. Crowder, the Board of Supervisors approved the June 22, 2023, Board of Supervisors Meeting Minutes, as presented, for the Long Lake Reserve Community Development District.

TWELFTH ORDER OF BUSINESS

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

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, the Board of Supervisors approved the Operation & Maintenance Expenditures for June 2023 (\$46,808.04), for the Long Lake Reserve Community Development District.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Greenfield asked that Staff follow-up on various items and for a discussion regarding Rules and Rates be included on the September agenda.

FOURTEENTH 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 8:18 p.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 12

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 July 2023 For Board Approval

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

The total items being presented: **\$32,071.28**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Charter Communications	EFT	1301951061523-1951 06.23 ACH	19617 Breynia DR 06/23	\$ 319.38
Cooper Pools Inc.	100281	7069	Monthly Commercial Pool Service 07/23	\$ 1,700.00
Cooper Pools Inc.	100281	7143	Pool Repairs 07/23	\$ 850.00
Duke Energy	072823-1	9100 8628 5034 06/23 ACH	19932 Leonard Rd Sign 06/23	\$ 30.79
Duke Energy	072823-2	9100 8628 5448 06/23 ACH	19617 Breynia Drive - Morsani Amenity 06/23	\$ 782.61
Duke Energy	072823-3	9100 8628 4637 06/23 ACH	19245 Breynia Dr, Irrigation 06/23	\$ 30.79
Duke Energy	EFT	9100 8628 4835 06/23	0000 Leonard Rd Lite 06/23	\$ 795.04
Duke Energy	EFT	9100 8628 5258 06/23 ACH	00 Henley Road LITE 06/23	\$ 313.13
Duke Energy	EFT	9100 8628 5638 06/23 ACH	000 Henley Road Streetlights Morsani 06/23	\$ 2,353.07
Florida Department of Revenue	EFT	61-8018624517-5 Paid Online	61-8018624517-5 06/23	\$ 18.00
Gladiator Pressure Cleaning, Inc.	100282	22061	Pressure Wash Clubhouse Entry 07/23	\$ 465.00
HomeTeam Pest Defense, Inc.	100272	93120308	Taexx Pest Control Service 06/23	\$ 126.00
Horner Environmental Professionals, Inc.	100276	219121	Chemical Treatment- Morsani 05/23	\$ 1,200.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Jayman Enterprises, LLC	100273	2598	Handy Man Services 06/23	\$ 175.00
Long Lake Reserve CDD	DC 071223	DC 071223	Debit Card Replenishment	\$ 1,006.63
Office Pride	100283	Inv-154587	Janitorial Services 07/23	\$ 1,316.62
Pasco County Utilities	EFT	18668285 ACH	19244 Breynia Irrigation Dr 06/23	\$ 238.86
Pasco County Utilities	EFT	18668943 Autopay	19617 Breynia Dr 06/23	\$ 199.87
Pasco County Utilities	EFT	18670014 Autopay	19932 Leonard Road 06/23	\$ 888.48
Pasco County Utilities	EFT	18670021 Autopay	Morsani PH 2 Irrigation 06/23	\$ 20.93
PC Consultants	100277	108172	Service Call 07/23	\$ 121.00
Rizzetta & Company, Inc.	100270	INV0000081323	District Management Fees 07/23	\$ 4,267.39
Rizzetta & Company, Inc.	100271	INV0000081441	Mass Mailings 06/23	\$ 515.60
Rizzetta & Company, Inc.	100275	INV0000081473	Cell Phone 06/23	\$ 97.16
Rizzetta & Company, Inc.	100280	INV0000082161	Personnel Reimbursement 07/21/23	\$ 3,414.09
Securiteam, Inc.	100284	16979	Service Call 07/23	\$ 794.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Securiteam, Inc.	100284	13506060623	Service Call- Clubhouse 05/23-06/23	\$ 262.50
Securiteam, Inc.	100284	13547061623	Service Call- Clubhouse 06/23	\$ 612.50
Solitude Lake Management, LLC	100286	PSI-87732	Lake & Pond Management Services 07/23	\$ 833.50
Times Publishing Company	100274	0000291438 06/28/23	Account # 167307 Legal Advertising 06/23	\$ 718.00
Times Publishing Company	100278	0000291440 07/05/23	Account # 167307 Legal Advertising 07/23	\$ 119.20
Welch Tennis Courts, Inc.	100279	71182	Pickleball System 03/23	\$ 429.39
Welch Tennis Courts, Inc.	100279	72008	Tennis Court- Professional Net 05/23	\$ 194.34
Welch Tennis Courts, Inc.	100279	72103	Pickleball Replacement 05/23	\$ 85.66
Yellowstone Landscape	100285	TM 551446	Monthly Landscape Maintenance 07/23	\$ <u>6,776.75</u>
Total Report				\$ <u>32,071.28</u>