

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

September 13, 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, September 21, 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. Update Regarding Wetland Maintenance and Meeting with SWFWMD
 - D. Landscape Report
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 2
 - ii. Discussion of Rules & Rates Tab 3
 - iii. Discussion Regarding Dock
 - F. District Manager Tab 4
- 4. BUSINESS ITEMS**
 - A. Consideration of Continued Discussion Regarding Investment of District Funds..... Tab 5
 - B. Discussion of Vending Machine Tab 6
 - C. Ratification of EGIS FY 2023/2024 Insurance Renewal..... Tab 7
 - D. Consideration of Amenities Services Addendum Tab 8
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting Held on August 24, 2023 Tab 9
 - B. Consideration of Operation & Maintenance Expenditures for August 2023..... Tab 10
- 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 9

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, August 24, 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 | 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. |
| Tonja Stewart | DE, Stantec Consulting (by phone) |
| Kellie Sprague | Clubhouse Manager |
| Rod Bettini | Representative, Public Investment Advisors |
| Jason Jaszczak | Representative, Solitude |
| 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**

The Board entertained comments from a member of the audience relating to vending machines. The Board asked that information be provided to the District Manager for inclusion on the next agenda.

THIRD ORDER OF BUSINESS**Discussion Regarding Investment of
District Funds**

Mr. Bettini reviewed the services provided by FLCLASS. The Board tabled action on this matter for the next meeting and asked that Mr. Brizendine attend the meeting either by phone or in person.

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

Not present.

B. District Engineer

Ms. Stewart informed the Board that the second void will be filled shortly, and then permanent repairs will be made to the fence. She noted that the fence has been temporarily repaired.

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 and distributed copies of her response to the EGIS inspection report. A brief discussion ensued. Ms. Sprague will provide a proposal to pressure wash sidewalk for the next meeting.

F. District Manager

Ms. Wallace announced that the next scheduled meeting is for September 21, 2023, at 9:00 a.m.

Ms. Wallace reminded the Board that the contract with Horner Environmental ends on September 8, 2023.

FIFTH ORDER OF BUSINESS**Discussion of Rules and Rates**

This item was tabled. Ms. Sprague will provide additional information to include on the next agenda.

SIXTH ORDER OF BUSINESS**Consideration of Wetland Maintenance Proposal**

Mr. Jasczak reviewed his firm's proposal and recommended an application for permits for certain areas. He also stated that he and Ms. Roberts are scheduled to meet with SWFWMD at 11:00 a.m.

On a Motion by Mr. Humphries, seconded by Ms. Roberts, with all in favor, the Board of Supervisors, authorized Solitude to submit the application for permits of the discussed areas and authorized the District Manager to sign any necessary applications and permits, for the Long Lake Reserve Community Development District

On a Motion by Ms. Crowder, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors, authorized Yellowstone to do a one-time cut back of a pond, for the Long Lake Reserve Community Development District

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

No action was taken on this proposal.

EIGHTH ORDER OF BUSINESS**Consideration of District Management Addendum**

Ms. Wallace reviewed the addendum for the Board.

On a Motion by Ms. Greenfield, seconded by Ms. Schwartz, with all in favor, the Board of Supervisors, approved the District Management Addendum subject to District Counsel's review, for the Long Lake Reserve Community Development District.

NINTH ORDER OF BUSINESS**Consideration of Resolution 2023-08; Setting Revised FY 23/24 Meeting Schedule**

Ms. Wallace proposed changing the schedule to the third Thursday of each month rather than the fourth Thursday. This includes the September 2023 meeting as well. She noted that meetings will continue to meet at 9:00 a.m. except for the months of December, March, May, and July when they will commence at 6:00 p.m. The meetings will continue to be held at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors, approved Resolution 2023-08, setting the revised meeting schedule for the remainder of this fiscal year and fiscal year 2023/2024, for the Long Lake Reserve Community Development District.

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

A change was requested to line #81.

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

ELEVENTH ORDER OF BUSINESS**Consideration of Operation & Maintenance Expenditures for July 2023**

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, the Board of Supervisors approved the Operation & Maintenance Expenditures for July 2023 (\$32,071.28), for the Long Lake Reserve Community Development District.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, the Board of Supervisors authorized Ms. Roberts to meet with Solitude and SWFWMD at 11:00 a.m. today to do a walk through to review the wetlands, for the Long Lake Reserve Community Development District.

THIRTEENTH 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 Mr. Humphries, seconded by Ms. Crowder, with all in favor the Board of Supervisors adjourned the meeting at 10:32 a.m., for the Long Lake Reserve Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 10

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 August 2023 For Board Approval

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

The total items being presented: **\$58,159.96**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

| Vendor Name | Check No | Invoice Number | Invoice Description | Invoice Amount |
|---|------------|--------------------------------------|---|----------------|
| Burr & Forman, LLP | 100308 | 1404593 | General Legal Services 06/23 | \$ 750.00 |
| Charter Communications | 20230803-1 | 1301951071523 ACH | 19617 Breynia DR 07/23 | \$ 319.38 |
| Coastal Waste & Recycling, Inc. | 100292 | SW0000358421 | Monthly Waste & Recycle 07/23 | \$ 4,420.03 |
| Coastal Waste & Recycling, Inc. | 100304 | SW0000374242 | Monthly Waste & Recycle 08/23 | \$ 4,478.51 |
| Cooper Pools Inc. | 100309 | 7215 | Monthly Commercial Pool Service 08/23 | \$ 1,700.00 |
| Denise C Crowder | 100293 | DC072723 | Board of Supervisors Meeting 07/27/2023 | \$ 200.00 |
| Duke Energy | 20230816-1 | 9100 8628 5258 07/23 ACH | 00 Henley Road LITE 07/23 | \$ 313.13 |
| Duke Energy | 20230828-1 | 9100 8628 4637 07/23 ACH | 19245 Breynia Dr, Irrigation 07/23 | \$ 30.79 |
| Duke Energy | 20230828-2 | 9100 8628 5034 07/23 ACH | 19932 Leonard Rd Sign 07/23 | \$ 30.79 |
| Duke Energy | 20230828-3 | 9100 8628 5448 07/23 ACH | 19617 Breynia Drive - Morsani Amenity 07/23 | \$ 907.90 |
| Duke Energy | 20230830-1 | 9100 8628 5638 07/23 ACH | 000 Henley Road Streetlights Morsani 07/23 | \$ 2,353.07 |
| Florida Department of Revenue | 20230814-1 | 61-8018624517-5 07/23 Paid Online | Sales Tax 07/23 | \$ 11.45 |
| Florida Playstructures & Water Features, Inc. | 100287 | 4754 | Deck Inspection 07/23 | \$ 800.00 |
| Gabrielle B Roberts | 100294 | GR072723 | Board of Supervisors Meeting 07/27/23 | \$ 200.00 |

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

| Vendor Name | Check No | Invoice Number | Invoice Description | Invoice Amount |
|-----------------------------|------------|------------------|--|----------------|
| HomeTeam Pest Defense, Inc. | 100302 | 93804458 | Pest Control Service 07/23 | \$ 126.00 |
| Jayman Enterprises, LLC | 100288 | 2632 | Handy Man Services 07/23 | \$ 125.00 |
| Long Lake Reserve CDD | DC080323 | DC080323 | Debit Card Replenishment | \$ 778.02 |
| Manasota Flooring, Inc. | 100289 | P451425 | Paver Replacement 07/23 | \$ 3,400.00 |
| Office Pride | 100306 | Inv-159365 | Janitorial Services 08/23 | \$ 517.92 |
| Pasco County Utilities | 20230823-1 | 18870378 Autopay | 19932 Leonard Road 07/23 | \$ 879.72 |
| Pasco County Utilities | 20230823-2 | 18870090 Autopay | 19617 Breynia Dr 07/23 | \$ 191.35 |
| Pasco County Utilities | 20230823-3 | 18870379 Autopay | Morsani PH 2 Irrigation 07/23 | \$ 20.93 |
| Pasco County Utilities | 20230823-4 | 18869910 AutoPay | 19244 Breynia Irrigation Dr 07/23 | \$ 273.90 |
| Rizzetta & Company, Inc. | 100291 | INV0000082186 | District Management Fees 08/23 | \$ 4,267.39 |
| Rizzetta & Company, Inc. | 100299 | INV0000082325 | Amenity Management Oversight & Personnel Reimbursement 08/23 | \$ 4,441.94 |
| Rizzetta & Company, Inc. | 100300 | INV0000081496 | Amenity Management Oversight & Personnel Reimbursement 07/23 | \$ 4,864.28 |
| Rizzetta & Company, Inc. | 100301 | INV0000082355 | Out of Pocket Expenses 07/23 | \$ 50.00 |
| Rizzetta & Company, Inc. | 100303 | INV0000082984 | Personnel Reimbursement 08/23 | \$ 3,458.32 |

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

| Vendor Name | Check No | Invoice Number | Invoice Description | Invoice Amount |
|--------------------------------------|----------|----------------|--|----------------------------|
| Romaner Graphics | 100290 | 21766 | Install No Trespassing Sign 07/23 | \$ 100.00 |
| Sara Schwartz | 100295 | SS072723 | Board of Supervisors Meeting 07/27/23 | \$ 200.00 |
| Securiteam, Inc. | 100310 | 17164 | Quarterly Monitoring - Amenity Center 08/23 | \$ 1,440.00 |
| Stantec Consulting Services, Inc. | 100307 | 2111426 | Engineering Services 06/23 | \$ 2,299.50 |
| Stephanie T Greenfield | 100296 | SG072723 | Board of Supervisors Meeting 07/27/23 | \$ 200.00 |
| William F Humphries III | 100297 | WH072723 | Board of Supervisors Meeting 07/27/23 | \$ 200.00 |
| Yellowstone Landscape | 100298 | TM 533519 | Monthly Landscape Maintenance 06/23 | \$ 6,776.75 |
| Yellowstone Landscape | 100311 | TM 564783 | Fert/ Pest 07/23 | \$ 257.14 |
| Yellowstone Landscape | 100311 | TM 565150 | Monthly Landscape Maintenance 08/23 | <u>\$ 6,776.75</u> |
| Total Report | | | | <u>\$ 58,159.96</u> |