

# 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)

January 18, 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, January 26, 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. Consideration of Proposal for Wetland G ..... Tab 4
  - B. Consideration of Basketball Court Gate Repair Proposal Tab 5
  - C. Consideration of Audit Engagement Letter ..... Tab 6
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Landowner Meeting Held on December 15, 2022 ..... Tab 7
  - B. Consideration of Operation and Maintenance Expenditures for November 2022 ..... 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  
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, December 15, 2022 at 6:02 p.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breynia Dr., Lutz, FL 33558.

Present and constituting a quorum were:

Sara Schwartz	<b>Board Supervisor, Vice-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>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS****Call to Order**

Ms. Wallace called the meeting to order and conducted roll call.

Ms. Wallace administered the Oath of Office to Sara Schwartz before the meeting. She elected to accept compensation for Board Supervisor meetings.

**SECOND ORDER OF BUSINESS****Audience Comments**

An audience member addressed the Board regarding the wetland maintenance and signs.

**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. Clubhouse Manager**

Ms. Sprague presented her report to the Board.

On a Motion by Ms. Schwartz, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved for Clubhouse Manager to purchase a gift card for mail person for a not-to-exceed amount of \$100.00, for the Long Lake Reserve Community Development District.

**E. District Manager**

Ms. Wallace announced that the next scheduled meeting is for January 26, 2023 at 9:00 a.m.

Ms. Wallace reviewed the August 31, 2022 financials with the Board.

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, with all in favor, the Board of Supervisors approved to increase the debit card limit to \$2,000.00 per month, for the Long Lake Reserve Community Development District.

**FOURTH ORDER OF BUSINESS****Consideration of Wetland Proposal**

The Board requested Bryce from Horner Environmental attend the next meeting with the Sr. Manager of Horner.

**FIFTH ORDER OF BUSINESS****Consideration of Pool Services Proposal**

On a Motion by Mr. Humphries, seconded by Ms. Crowder, with all in favor, the Board of Supervisors approved Suncoast increase from \$850.00 to \$1,000.00 per month starting in January 2023, for the Long Lake Reserve Community Development District.

**SIXTH ORDER OF BUSINESS****Ratification of Basketball Hoop Agreement**

On a Motion by Ms. Schwartz, seconded by Ms. Crowder, with all in favor, the Board of Supervisors ratified the Basketball Hoop Agreement, for the Long Lake Reserve Community Development District.

**SEVENTH ORDER OF BUSINESS****Consideration of Minutes of the Landowner Meeting held on November 17, 2022**

On a Motion by Mr. Humphries, seconded by Ms. Roberts, the Board of Supervisors approved the November 17, 2022, Landowner Meeting Minutes, for the Long Lake Reserve Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors Meeting held  
on November 17, 2022**

On a Motion by Mr. Humphries, seconded by Ms. Crowder, the Board of Supervisors approved the November 17, 2022 Board of Supervisors Meeting Minutes, for the Long Lake Reserve Community Development District.

**NINTH ORDER OF BUSINESS**

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

On a Motion by Ms. Schwartz, seconded by Mr. Humphries, the Board of Supervisors approved the Operation & Maintenance Expenditures for October 2022 (\$54,921.22), for the Long Lake Reserve Community Development District.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Humphries provided an update on Pasco County no parking and speed limit signs.

**ELEVENTH 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. Roberts, seconded by Ms. Crowder, with all in favor the Board of Supervisors adjourned the meeting at 7:02 p.m., for the Long Lake Reserve Community Development District.

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

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

## **Tab 8**

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

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## **Operation and Maintenance Expenditures November 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$33,564.16**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amour
Burr & Forman, LLP	100099	1346473	General Legal Services 09/22	\$ 595.00
Charter Communications			Breynia DR 10/22	\$ 312.93
County Sanitation Service	100093	2B101882	Monthly Waste Services 11/22	\$ 3,612.91
Denise C Crowder	100083	DC102722	Board of Supervisor Meeting 10/27/22	\$ 200.00
Denise C Crowder	100108	DC111722	Board of Supervisor Meeting 11/17/22	\$ 200.00
Duke Energy		9100 8028 5258 10/22	00 Henley Road LITE 10/22	\$ 303.42
Duke Energy		9100 8628 4637 10/22	19245 Breynia Dr. Sign/Mon, Irr 10/22	\$ 30.59
Duke Energy		9100 8628 5034 10/22	19932 Leonard Rd Sign 10/22	\$ 30.54
Duke Energy		9100 8628 5448 10/22	19617 Breynia Drive - Morsani Amenity 10/22	\$ 578.27
Duke Energy		9100 8628 5638 10/22	000 Henley Road Streetlights Morsani 10/22	\$ 2,281.33
Gabrielle B Roberts	100084	GR102722	Board of Supervisor Meeting 10/27/22	\$ 200.00
Gabrielle B Roberts	100109	GR111722	Board of Supervisor Meeting 11/17/22	\$ 200.00



# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Ierna's Heating and Cooling, LLC	100100	125523809	19617 Breynia Dr Annual air conditioner maintenance	\$ 180.00
Ierna's Heating and Cooling, LLC	100100	125534432	19617 Breynia Dr Replacement of condenser fan motor	\$ 288.00
Jayman Enterprises, LLC	100085	2259	Install Gate Stop 11/22	\$ 285.00
Office Pride	100101	115327	Janitorial Services 11/22	\$ 541.75
Office Pride	100110	INV-116828	Janitorial Supplies 11/22	\$ 137.48
Pasco County Board of County Commissioners	100094	22219835	2022 Solid Waste Assessment Parcel #34-26-18-0000	\$ 382.12
Pasco County Tax Collector	100086	34-26-18-0070-0P100-0000	2022 Stormwater Assessments 11/22	\$ 720.48
Pasco County Utilities	100102	17443822	19244 Breynia Dr Irrigation 10/22	\$ 282.66
Pasco County Utilities	100102	17444189	19617 Breynia Dr 10/22	\$ 191.35
Pasco County Utilities	100102	17444805	19932 Leonard Rd 10/22	\$ 730.80
Pasco County Utilities	100095	17444806	Morsani PH 2 Irrigation 10/22	\$ 20.93
PC Consultants	100103	107959	Service Call 19617 Breynia Drive 11/22	\$ 147.00

## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100088	INV0000072553	District Management Fees 11/22	\$ 4,267.39
Rizzetta & Company, Inc.	100096	INV0000072721	Out of Pocket Expenses 10/22	\$ 275.00
Rizzetta & Company, Inc.	100104	INV0000072746	General Management & Oversight 11/22	\$ 4,532.35
Rizzetta & Company, Inc.	100087	NV0000072690	Personnel Reimbursement 10/28/22	\$ 4,119.62
Sara Schwartz	100089	SS102722	Board of Supervisor Meeting 10/27/22	\$ 200.00
Securiteam, Inc.	100097	12784110422	Service call- card printer issues 11/04/22	\$ 650.00
Securiteam, Inc.	100090	16090	Quarterly Monitoring - Amenity Center 11/22	\$ 1,440.00
Solitude Lake Management, LLC	100105	PSI-23665	Lake & Pond Management Services 11/22	\$ 833.50
Stephanie T Greenfield	100091	SG102722	Board of Supervisor Meeting 10/27/22	\$ 200.00
Stephanie T Greenfield	100111	SG111722	Board of Supervisor Meeting 11/17/22	\$ 200.00
Suncoast Pool Service, Inc.	100106	8772	Monthly Pool Service 11/22	\$ 850.00
Times Publishing Company	100098	0000250618 10/26/22	Account # 167307 Legal Advertising 10/22	\$ 335.20

## Long Lake Reserve Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

<u>Vendor Name</u>	<u>Check No</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amour</u>
William F Humphries III	100092	WH102722	Board of Supervisor Meeting 10/27/22	\$ 200.00
William F Humphries III	100112	WH111722	Board of Supervisor Meeting 11/17/22	\$ 200.00
Yellowstone Landscape	100107	TM 454931	Flowerbed Amenity Center 11/22	\$ 694.28
Yellowstone Landscape	100107	TM 454932	Sod replacement 11/22	\$ 1,357.12
Yellowstone Landscape	100107	TM 457688	Fertilization 11/22	<u>\$ 757.14</u>
TOTAL				<u>\$ 33,564.16</u>