

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

November 8, 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, November 16, 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
 - i. Letter to Residents Regarding Wetland Regulation . Tab 1
 - B. District Engineer
 - C. Presentation of Aquatic Service Report Tab 2
 - D. Landscape
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 3
 - F. District Manager Tab 4
 - i. Presentation of Website Compliance Report Tab 5
- 4. BUSINESS ITEMS**
 - A. Review of Proposed Rules & Rates
& Set Public Hearing Tab 6
 - B. Consideration of Facility Use Agreement Elections..... Tab 7
 - C. SWFWMD Permit for Wetland Work Tab 8
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors'
Regular Meeting Held on October 19, 2023..... Tab 9
 - B. Consideration of Operation and Maintenance
Expenditures for September 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

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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, October 19, 2023, at 9:03 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	Regional District Manager, Rizzetta & Co.
Tonja Stewart	District Engineer, Stantec Consulting (via conference call)
Kellie Sprague	Clubhouse Manager
Jason Jaszak	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**

An audience member commented that the pond has been mowed.

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

No report.

B. District Engineer

No report.

C. Presentation of Aquatic Service Report

No report.

D. Landscape Report**i. Consideration of Landscape Proposal**

This was tabled for more information on location and scope of work.

E. Clubhouse Manager**i. Presentation of Clubhouse Report**

The Board asked the Club House Manager to remove the chairs on the CDD property by the pond.

ii. Discussion of Rules and Rates

The District Counsel was asked to draft proposed changes to the existing policies. Ms. Greenfield to send an e-mail of the proposed changes to the District Manager to send to District Counsel. The Board to add "Consideration of Proposed Changes to Rules – Parks" on next month's agenda.

F. District Manager

Ms. Wallace announced that the next scheduled meeting is for November 16, 2023, at 9:00 a.m.

FOURTH ORDER OF BUSINESS**Plantings on CDD Property Along Leonard**

The Board discussed the plantings and authorized District Counsel to send a no encroachment letter to the resident. Ms. Greenfield to send an e-mail with the Resident's address and items to add to the letter.

FIFTH ORDER OF BUSINESS**Solitude Wetland Maintenance Proposal**

Mr. Jaszczak from Solitude presented the wetland maintenance proposal to the Board in the amount of \$12,600.00 for annual wetland monitoring and maintenance.

He also presented the following additional proposals - \$26,475.00 for planting; \$38,725.00 for removal and \$3,800.00 for re-planting.

Ms. Wallace reviewed the budget and financials and explained these expenses are over budget.

On a Motion by Ms. Schwartz, seconded by Ms. Greenfield, with all in favor, the Board of Supervisors, approved the wetland maintenance proposal in the amount of \$12,600.00; the planting proposal in the amount of \$26,475.00; the removal proposal in the amount of \$38,725.00 and the re-planting proposal in the amount of \$3,800.00 from Solitude, for the Long Lake Reserve Community Development District.

SIXTH ORDER OF BUSINESS**Solitude Planting Proposal**

On a Motion by Ms. Schwartz, seconded by Ms. Roberts, with all in favor, the Board of Supervisors, authorize the Chairman to discuss the planting issue with the District Counsel outside of the meeting, for the Long Lake Reserve Community Development District.

Ms. Wallace will add "Discussion regarding Wetland Planting" under District Counsel Staff reports for the next agenda.

SEVENTH ORDER OF BUSINESS**Discussion of Vending Machine**

The Board approved the proposal for the Vending Machine. The District Counsel was asked to draft an Agreement with the Vendor and the Vendor will be providing a Certificate of Insurance.

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, with all in favor, the Board of Supervisors, approved the proposal for a Vending Machine, for the Long Lake Reserve Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Minutes of the
Board of Supervisors Meeting held
on September 21, 2023**

On a Motion by Ms. Greenfield, seconded by Ms. Crowder, the Board of Supervisors approved the September 21, 2023, Board of Supervisors Meeting Minutes, as presented, for the Long Lake Reserve Community Development District.

NINTH ORDER OF BUSINESS**Supervisor Requests**

Ms. Schwartz asked for a motion to authorize the Chairman to draft "Update from CDD" letter to be added to the monthly newsletter each month providing the residents with an update from the previous meeting.

On a Motion by Ms. Greenfield, seconded by Ms. Roberts, with all in favor, the Board of Supervisors, authorize the Chairman to draft "Update from CDD" letter, for the Long Lake Reserve Community Development District.

Mr. Humphries provided the Board with an update on his research of bat houses.

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 Mr. Humphries, seconded by Ms. Crowder with all in favor the Board of Supervisors adjourned the meeting at 10.13 a.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 September 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2023 through September 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$90,686.28**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Burr & Forman, LLP	100312	1411473	General Legal Services 07/23	\$ 525.00
Charter Communications	20230905-1	1301951081523 ACH	19617 Breynia DR 08/23	\$ 319.38
Coastal Waste & Recycling, Inc.	092523-2	SW0000393367 ACH	Monthly Waste & Recycle 09/23	\$ 4,525.30
Cooper Pools Inc.	100313	1198	Pool Equipment Repair 08/23	\$ 1,755.00
Cooper Pools Inc.	100337	7319	Monthly Commercial Pool Service 09/23	\$ 1,700.00
Denise C Crowder	100314	DC082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
Duke Energy	20230913-1	9100 8628 4835 07/23 ACH	0000 Leonard Rd Lite 08/23	\$ 795.04
Duke Energy	20230915-1	9100 8628 5258 08/23 ACH	00 Henley Road LITE 08/23	\$ 313.13
Egis Insurance Advisors, LLC	100340	19505	General/POL Insurance Policy #100123326 FY 10/01/23 - 10/01/24	\$ 40,571.00
Faulkner Engineering Services, Inc.	100326	FES15107	Engineering Services 08/23	\$ 2,500.00
Florida Department of Revenue	20230914-1	61-8018624517-5 08/23	Sales Tax 08/23	\$ 19.63
Gabrielle B Roberts	100315	Paid Online GR082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
HomeTeam Pest Defense, Inc.	100316	94510852	Pest Control Service 08/23	\$ 126.00
Horner Environmental Professionals, Inc.	100327	219240	Chemical Treatment- Morsani 07/23	\$ 1,200.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Jayman Enterprises, LLC	100317	2684	Maintenance of Clubhouse - 08/23	\$ 1,800.00
Long Lake Reserve CDD	DC 09/06/23	DC 09/06/23	Debit Card Replenishment	\$ 1,344.28
Office Pride	100318	Inv-161648	Janitorial Supplies 08/23	\$ 186.35
Office Pride	100329	Inv-161709	Secure Pool Furniture 08/23	\$ 425.00
Office Pride	100329	Inv-161884	Redeploy Pool Furniture for Hurricane Idalia 08/23	\$ 425.00
Office Pride	100330	Inv-164032	Janitorial Services 09/23	\$ 1,316.62
Pasco County Utilities	092523-1	19006883 -1370 ACH	19244 Breynia Irrigation Dr 08/23	\$ 308.94
Pasco County Utilities	092523-1	19007738-Auto Pay	19617 Breynia Dr 08/23	\$ 174.31
Pasco County Utilities	092523-1	19009203-Auto Pay	19932 Leonard Road 08/23	\$ 1,177.56
Pasco County Utilities	092523-1	19009208-Auto Pay	Morsani PH 2 Irrigation 08/23	\$ 20.93
PC Consultants	100334	108826	Office 365 Email Essentials until 09/24	\$ 134.00
Regions Bank Corporate Trust	100332	111139	Trustee Fees S2018 BI# 9135 09/23	\$ 3,500.00
Rizzetta & Company, Inc.	100324	INV0000083172	District Management Fees 09/23	\$ 4,267.39
Rizzetta & Company, Inc.	100325	INV0000083327	Out of Pocket Expenses 08/23	\$ 50.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check No	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100328	INV0000083300	Amenity Management Oversight & Personnel Reimbursement 09/1/23	\$ 4,454.04
Rizzetta & Company, Inc.	100331	INV0000083386	Personnel Reimbursement 09/15/23	\$ 3,712.08
Romaner Graphics	100319	21832	Installed 2 Square tube aluminum posts 08/23	\$ 450.00
Sara Schwartz	100320	SS082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
Securiteam, Inc.	100321	17071	Service Call- Clubhouse 08/23	\$ 636.98
Securiteam, Inc.	100321	13580062123	Service Call- Ladies Restroom 06/23	\$ 890.37
Securiteam, Inc.	100333	13787081823	Service Call - 09/23	\$ 262.50
Solitude Lake Management, LLC	100338	PSI005634	Lake & Pond Management Services 09/23	\$ 833.50
Stantec Consulting Services, Inc.	100335	2128501	Engineering Services 08/23	\$ 2,047.00
Stephanie T Greenfield	100322	SG082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
Times Publishing Company	100336	0000305607 09/13/23	Account # 167307 Legal Advertising 09/23	\$ 143.20
William F Humphries III	100323	WH082423	Board of Supervisors Meeting 08/24/23	\$ 200.00
Yellowstone Landscape	100339	TM 578380	Monthly Landscape Maintenance 09/23	<u>\$ 6,776.75</u>
Report Total				<u>\$ 90,686.28</u>