



Rizzetta & Company

# Long Lake Reserve Community Development District

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## Board of Supervisors' Meeting August 22, 2019

District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, FL 33544  
813-994-1001

[www.longlakecdd.org](http://www.longlakecdd.org)

**LONG LAKE RESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

<b>Board of Supervisors</b>	Betty Valenti Travis Jenkins Garett Taylor Greg Crawford Lee Thompson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Jordan Lansford	Rizzetta & Company, Inc.
<b>District Counsel</b>	Scott Steady	Burr Forman, PA
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD• SUITE 100 • WESLEY CHAPEL, FL 33544**  
[www.longlakecdd.org](http://www.longlakecdd.org)

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August 14, 2019

**Board of Supervisors  
Long Lake Reserve  
Community  
Development District**

**AGENDA**

Dear Board Members:

The meeting of the Board of Supervisors' of the Long Lake Reserve Community Development District will be held on **Thursday, August 22, 2019 at 9:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting Held on July 25, 2019.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for June 2019.....Tab 2
  - C. Ratification of Special Assessment Bond Series 2018 – #CR3.....Tab 3
- 4. BUSINESS ITEMS**
  - A. Consideration of Resignation from Garrett Taylor.....Tab 4
  - B. Consideration of Replacement for Vacant Seat – Steven Bennett
    1. Administer Oath of Office to Newly Appointed Supervisor.....Tab 5
    2. Review Form 1 and Sunshine Amendment
  - C. Consideration of Technology Services Contract.....Tab 6
  - D. Consideration of Professional Amenity Services Contract.....Tab 7
  - E. Consideration of Office Pride Commercial Cleaning Services Contract.....Tab 8
  - F. Consideration of Suncoast Pool Service Contract.....USC
- 5. STAFF REPORTS**
  - A. Field Manager
    1. Presentation of Field Inspection Report.....Tab 9
  - B. District Counsel
  - C. District Engineer
    1. Presentation of Pond Inspection Report.....Tab 10
  - D. District Manager
- 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,  
*Jordan Lansford*  
District Manager

cc: Scott Steady, Burr Forman, P.A.  
Tonja Stewart, Stantec Consulting

# Tab 1

**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 25, 2019 at 4:30 p.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum were:

Betty Valenti	<b>Board Supervisor, Chairman</b>
Travis Jenkins	<b>Board Supervisor, Vice Chairman</b>
Greg Crawford	<b>Board Supervisor, Assistant Secretary</b>
Lee Thompson	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Jordan Lansford	<b>District Mgr., Rizzetta &amp; Company, Inc.</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

Ms. Valenti stated that Garrett Taylor had resigned, and she would like to appoint Steven Bennett to the vacant seat. This item was tabled as a resignation letter had not been received by the time of the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience comments on agenda items.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Meeting held on May  
23, 2019**

Ms. Lansford presented the Minutes of the Board of Supervisors' Meeting held on May 23, 2019. The Board deleted "Ms. Valenti stated that the community is dark".

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On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on May 23, 2019 as amended for the Long Lake Reserve Community Development District.

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48 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for April and May 2019**

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52 Ms. Lansford presented the Operation and Maintenance Expenditures for April and  
53 May 2019. There were no questions.

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On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for April (\$14,835.91) and May 2019 (\$16,270.09) for the Long Lake Reserve Community Development District.

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56 **FIFTH ORDER OF BUSINESS**

**Ratification of Fourth Amendment to the Acquisition, Construction, Installation, Developer Funding and Reimbursement Agreement**

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61 Ms. Lansford presented the Fourth Amendment to the Acquisition, Construction,  
62 Installation, Developer Funding and Reimbursement Agreement.

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On a Motion by Ms. Valenti, seconded by Mr. Crawford, with all in favor, the Board of Supervisors ratified the approval of the Fourth Amendment to the Acquisition, Construction, Installation, Developer Reimbursement Agreement as amended for the Long Lake Reserve Community Development District.

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65 **SIXTH ORDER OF BUSINESS**

**Consideration of Termination of Field Services**

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69 Ms. Lansford opened the floor for a discussion regarding the termination of the  
70 Field Services Agreement. A discussion ensued. The Board would like to revise the  
71 Field Services contract to be on a month to month basis.

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On a Motion by Mr. Jenkins, seconded by Ms. Valenti, with all in favor, the Board of Supervisors authorized District staff to revise the Contract for Field Services to be on a month to month basis for the Long Lake Reserve Community Development District.

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73 **SEVENTH ORDER OF BUSINESS**

**Consideration of Grau & Associates' Engagement Letter**

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76 Ms. Lansford presented and reviewed Grau & Associates' Engagement Letter.  
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On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved Grau & Associates' Engagement Letter for Fiscal Years 2018-2020 for the Long Lake Reserve Community Development District.

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79 **EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for ADA  
Website Compliance**

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82 Ms. Lansford presented the most recent proposals from ADASC, Campus Suite,  
83 and VGlobal Tech. A discussion ensued regarding the proposals.  
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On a Motion by Ms. Valenti, seconded by Mr. Jenkins, with all in favor, the Board of Supervisors approved Campus Suite's proposal for ADA Website Compliance for the Long Lake Reserve Community Development District.

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86 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-07,  
Re-designating an Assistant  
Secretary**

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90 Ms. Lansford presented Resolution 2019-07, Re-designating an Assistant  
91 Secretary. She explained that this would allow her to sign documents as an Assistant  
92 Secretary for the District.  
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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved Resolution 2019-07, Re-designating an Assistant Secretary (Jordan Lansford) for the Long Lake Reserve Community Development District.

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95 **TENTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2019/2020 Final Budget**

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98 Ms. Lansford asked for a motion to open the public hearing on the fiscal year  
99 2019/2020 final budget.  
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On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2019/2020 Final Budget for the Long Lake Reserve Community Development District.

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102 Ms. Lansford presented the fiscal year 2019/2020 final budget. She stated that is  
103 was the same budget that was presented for the proposed budget and no changes had  
104 been made. A brief discussion ensued regarding office space utilization.  
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106 Ms. Lansford asked for a motion to close the public hearing on the fiscal year  
107 2019/2020 final budget.



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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2019/2020 Final Budget for the Long Lake Reserve Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-08,  
Adopting Fiscal Year 2019/2020 Final  
Budget**

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Ms. Lansford presented Resolution 2019-08, Adopting Fiscal Year 2019/2020 Final Budget.

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On a Motion by Mr. Crawford, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved Resolution 2019-08, Adopting Fiscal Year 2019/2020 Final Budget (\$481,233) for the Long Lake Reserve Community Development District.

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**TWELFTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2019/2020 Assessments**

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Ms. Lansford asked for a motion to open the public hearing on the fiscal year 2019/2020 assessments.

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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors opened the Public Hearing on the Fiscal Year 2019/2020 Assessments for the Long Lake Reserve Community Development District.

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Ms. Lansford presented the assessment rolls for fiscal year 2019/2020. There were no questions.

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Ms. Lansford asked for a motion to close the public hearing on the fiscal year 2019/2020 assessments.

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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors closed the Public Hearing on the Fiscal Year 2019/2020 Assessments for the Long Lake Reserve Community Development District.

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**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-09,  
Imposing Special Assessments and  
Certifying an Assessment Roll**

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Ms. Lansford presented Resolution 2019-09, Imposing Special Assessments and Certifying an Assessment Roll.

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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved Resolution 2019-09, Imposing Special Assessments and Certifying an Assessment Roll for the Long Lake Reserve Community Development District.

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**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-10,  
Setting the Meeting Schedule for  
Fiscal Year 2019/2020**

Ms. Lansford presented Resolution 2019-10, Setting the Meeting Schedule for Fiscal Year 2019/2020. A discussion ensued regarding time changes and holding the meetings onsite.

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved Resolution 2019-10, Setting the Meeting Schedule for Fiscal Year 2019/2020 as amended for all meetings to meet at the Long Lake Reserve Amenity Center, 19617 Breynia Dr., Lutz, FL 33558 for the Long Lake Reserve Community Development District.

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**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

Not present. Ms. Lansford presented the Field Inspection Report dated June 17, 2019. The Board would like Mr. Brown to look at the weeds along the walkway that need spraying.

**B. District Counsel**

Not present. The Securiteam Service Agreement was presented for the installation of cameras and a voice down system.

On a Motion by Mr. Jenkins, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved Securiteam's Service Agreement for the installation of Cameras and a Voice Down System for the Long Lake Reserve Community Development District.

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**C. District Engineer**

Not present.

**D. District Manager**

Ms. Lansford informed the Board that the next regular Board meeting was scheduled for August 22, 2019 at 9:00 a.m.

Ms. Lansford presented a proposal from Office Pride for Cleaning Services. She stated that the services were for twice a week.

170 Ms. Lansford presented a proposal from Suncoast Pool Service for pool  
171 cleaning services. Attached as (Exhibit "A").  
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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved Office Pride's Proposal for Cleaning Services (twice a week) and Suncoast Pool Services proposal for Pool Cleaning Services (\$850.00/monthly) for the Long Lake Reserve Community Development District.

173 Ms. Lansford presented the Audit for fiscal Year ended September 30, 2018.  
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On a Motion by Mr. Thompson, seconded by Mr. Jenkins, with all in favor, the Board of Supervisors accepted the Audit for Fiscal Year Ended 9-30-18 for the Long Lake Reserve Community Development District.

176 A discussion ensued regarding utilizing Rizzetta Amenity Services.  
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On a Motion by Mr. Crawford, seconded by Mr. Jenkins, with all in favor, the Board of Supervisors approved using Rizzetta Amenity Services (not-to-exceed \$67,000) for the Long Lake Reserve Community Development District.

179 **FIFTEENTH ORDER OF BUSINESS** **Supervisor Requests**

180 Ms. Lansford asked if there were any Supervisor requests. There were none.  
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183 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**

184 Ms. Lansford stated that if there was no further business to come before the  
185 Board then a motion to adjourn was in order.  
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On a Motion by Mr. Thompson, seconded by Ms. Valenti with all in favor the Board of Supervisors adjourned the meeting at 4:53 p.m. for the Long Lake Reserve Community Development District.

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Secretary / Assistant Secretary Chairman / Vice Chairman