

January 20, 2021

**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 28, 2021 at 6:00 p.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. BUSINESS ITEMS**
  - A. Administration of Oath of Office to Newly Elected Supervisors
  - B. Consideration of Resolution 2021-01,  
Canvassing and Certifying Election Results ..... Tab 1
  - C. Appointment of Open Board Seat ..... Tab 2
  - D. Consideration of Resolution 2021-02, Re-Designating  
Officers for the District ..... Tab 3
  - E. Consideration of Reserve Study Proposal ..... Tab 4
  - F. Discussion of Mobile COVID 19 Testing ..... Tab 5
  - G. Consideration of Square Terminal ..... Tab 6
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors'  
Meetings Held on October 22, 2020 ..... Tab 7
  - B. Consideration of Minutes of the Landowner  
Election Meeting held on November 19, 2020 ..... Tab 8
  - C. Consideration of Operation and Maintenance  
Expenditures for October thru December 2020 ..... Tab 9
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - i. Presentation of Aquatic Service Report ..... Tab 10
  - C. Clubhouse Manager
    - i. Presentation of Clubhouse Report ..... Tab 11
  - 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,

*Bryan Radcliff*

District Manager

# Tab 1

**RESOLUTION 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, 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, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of the Long Lake Reserve Community Development District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on November 19, 2020, the Minutes of which are attached hereto as Exhibit A, and at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

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

Section 1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown:

Mr. Stephen Bennett Seat 2 130 Votes

Vacant Seat 4

Mr. Lee Thompson Seat 5 125 Votes

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the respective Supervisors, the above-named persons are declared to have been elected for the following terms of office:

Mr. Stephen Bennett Seat 2 (4-Year Term 2020-2024)

Vacant Seat 4 (4-Year Term 2020-2024)

Mr. Lee Thomson Seat 5 (2-Year Term 2020-2022)

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

**PASSED AND ADOPTED THIS 28TH DAY OF JANUARY, 2021.**

**LONG LAKE RESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIRMAN**

**ATTEST:**

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**SECRETARY**

## **Tab 3**

**RESOLUTION 2021-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE OFFICERS 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 Board of Supervisors of the District desires to designate the Officers of the District.

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

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
Bryan Radcliff is appointed Assistant Secretary.  
Matthew Huber is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 28TH DAY OF JANUARY, 2021.**

**LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY/ASST. SECRETARY**

# Tab 8



**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.

**K-BAR RANCH II**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Landowner meeting of the Board of Supervisors' of the Long Lake Reserve Community Development District will be held on **Thursday, November 19, 2020 at 9:00 a.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breyntia Dr., Lutz, FL 33558. The following is the tentative agenda for this meeting.

Present were:

Betty Valenti  
Bryan Radcliff

**Proxy Holder, MI Homes**  
**District Manager, Rizzetta & Co. Inc.**

**FIRST ORDER OF BUSINESS**

**Selection of Chairman and Secretary**

Mr. Bryan Radcliff was selected to serve as Chairman and Secretary for the Landowner's meeting.

**SECOND ORDER OF BUSINESS**

**Announcement of Candidates/Call for Nominations**

Ms. Valenti submitted a proxy from MI Homes, naming her as the proxy holder for the 130 votes authorized for MI Homes. It was signed by Mark Spada, Vice President of MI Homes. She nominated Stephen Bennett and Lee Thompson to fill two of the open seats and indicated that they would be looking to fill the third seat with a resident.

**THIRD ORDER OF BUSINESS**

**Election of Supervisors**

Ms. Valenti provided her ballot stating that MI Homes is casting 130 votes for Mr. Bennett and 125 votes Mr. Thompson. Based on the votes cast, Mr. Bennett will serve a 4-year term (seat 2) and Mr. Thompson will serve a 2-year term (Seat 5). Seat 4 will be filled with a resident at a later date.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

Mr. Radcliff stated that there was no further business to come before and adjourned the meeting at 9:01 a.m.

# Tab 9

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operation and Maintenance Expenditures October 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2020 through October 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$36,552.40**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Austin Outdoor, LLC	001486	TM 149969	Install Fall Annuals 09/20	\$ 1,467.58
Austin Outdoor, LLC	001504	TM 155354	Monthly Landscape Maintenance 10/20	\$ 7,087.00
Bright House Networks	001495	082530701101620	Account #825307-01 Clubhouse Internet 10/20	\$ 229.84
County Sanitation	001487	10481432	Monthly Waste Services 10/20	\$ 2,749.93
Duke Energy	001488	10013 46097 09/20	19245 Breynia Dr. Sign, Monument, Irrigation 09/20	\$ 32.95
Duke Energy	001488	28511 72106 09/20	19932 Leonard Rd Sign 09/20	\$ 18.84
Duke Energy	001481	41850 30400 09/20	00 Henley Road Streetlight 09/20	\$ 418.51
Duke Energy	001488	93654 45271 09/20	19617 Breynia Drive - Morsani Amenity 09/20	\$ 720.89
Duke Energy	001488	95207 17489 09/20	000 Henley Road - Street Lights 09/20	\$ 2,943.42
GEC Services, LLC	001498	RC000178455	Janitorial Services 10/20	\$ 844.35
Home Team Pest Defense, Inc.	001496	71948619	Pest Control 09/20	\$ 108.00
Horner Environmental Professionals, Inc.	001482	216864	Chemical Treatment (Morsani) 08/20	\$ 500.00

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Horner Environmental Professionals, Inc.	001482	216887	Remove Trees - East Side Lake 08/20	\$ 750.00
Innersync Studio, Ltd.	001483	18846	Website Services - ADA Compliance FY20/21	\$ 1,537.50
Lee R Thompson	001484	LT092420	Board of Supervisors Meeting 09/24/20	\$ 200.00
Lee R Thompson	001503	LT102220	Board of Supervisors Meeting 10/22/20	\$ 200.00
Long Lake Reserve CDD	CD007	CD007	Debit Card Replenishment	\$ 321.26
Motion Picture Licensing Corporation	001497	504306593	Movie License Renewal 10/20	\$ 1,043.94
Pasco County Utilities	001492	14010746	19244 Breynia Irrigation Drive-Account #0991370 09/20	\$ 337.03
Pasco County Utilities	001489	14011052	19617 Breynia Dr - Account #1002200 09/20	\$ 152.10
Pasco County Utilities	001489	14011053	19932 Leonard Rd - Account #1013880 08/20 & 09/20	\$ 761.17
Pasco County Utilities	001489	14011054	Morsani Phase 2 Irrigation - Account #1013885 09/20	\$ 153.16
Rizzetta & Company, Inc.	001490	INV0000053301	District Management Fees 10/20	\$ 4,078.17
Rizzetta & Company, Inc.	001490	iNV0000053547	Assessment Roll FY20/21	\$ 5,150.00
Rizzetta Amenity Services, Inc.	001499	INV00000000008042	Out Of Pocket Expense 09/20	\$ 92.51
Rizzetta Amenity Services, Inc.	001493	INV00000000008073	Amenity Management Services 10/20	\$ 2,073.76

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services	001500	INV0000006356	Website Hosting Services 10/20	\$ 100.00
Securiteam, Inc.	001494	13450	(100) Access Cards 08/20	\$ 655.00
Solitude Lake Management	001501	PI-A00490085	Lake & Pond Management Services 10/20	\$ 779.00
Stantec Consulting Services, Inc.	001491	1709696	Engineering Services 08/20	\$ 183.00
Suncoast Pool Service	001502	6644	Pool Service 10/20	\$ 850.00
Welch Tennis Courts, Inc.	001485	58746	Tennis Court Parts/Supplies 09/20	<u>\$ 13.49</u>
Report Total				<u>\$ 36,552.40</u>

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operation and Maintenance Expenditures November 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2020 through November 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,005.05**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	001522	082530701111620	Account #825307-01 Clubhouse Internet 11/20	\$ 229.84
County Sanitation	001510	10483385	Monthly Waste Services 11/20	\$ 2,824.81
Department of Economic Opportunity	001517	83600	Special District Fee FY 20/21	\$ 175.00
Duke Energy	001511	10013 46097 10/20	19245 Breynia Dr. Sign, Monument, Irrigation 10/20	\$ 16.45
Duke Energy	001505	13538 97472 09/20	0000 Leonard Rd. Lite 09/20	\$ 1,067.03
Duke Energy	001511	28511 72106 10/20	19932 Leonard Rd Sign 10/20	\$ 18.35
Duke Energy	001505	41850 30400 10/20	00 Henley Road Streetlight 10/20	\$ 418.51
Duke Energy	001518	93654 45271 10/20	19617 Breynia Drive - Morsani Amenity 10/20	\$ 631.72
Duke Energy	001511	95207 17489 10/20	000 Henley Road - Street Lights 10/20	\$ 2,943.42
Home Team Pest Defense, Inc.	001519	72539009	Pest Control 10/20	\$ 108.00
Horner Environmental Professionals, Inc.	001512	216927	Chemical Treatment (Morsani) 09/20	\$ 500.00
Kenneth W. Johnson	001506	107218	Service Call - Install Software 10/20	\$ 126.00



# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Long Lake Reserve CDD	CD008	CD008	Debit Card Replenishment	\$ 284.31
Pasco County Utilities	001520	14135865	19244 Breynia Irrigation Drive-Account #0991370 10/20	\$ 401.72
Pasco County Utilities	001513	14136146	19617 Breynia Dr - Account #1002200 10/20	\$ 212.72
Pasco County Utilities	001513	14136147	19932 Leonard Rd - Account #1013880 10/20	\$ 658.00
Pasco County Utilities	001513	14136148	Morsani Phase 2 Irrigation - Account #1013885 10/20	\$ 189.22
Rizzetta & Company, Inc.	001507	INV0000054170	District Management Fees 11/20	\$ 4,078.17
Rizzetta Amenity Services, Inc.	001521	INV00000000008014	Amenity Management Services 10/20	\$ 2,995.60
Rizzetta Amenity Services, Inc.	001514	INV00000000008104	Amenity Management Services 10/20	\$ 2,556.46
Rizzetta Amenity Services, Inc.	001523	INV00000000008161	Amenity Management Services 11/20	\$ 3,068.47
Rizzetta Technology Services	001508	INV0000006461	Website Hosting Services 11/20	\$ 100.00
Securiteam, Inc.	001515	13656	Quarterly Monitoring - Amenity Center 11/20	\$ 1,440.00
Stantec Consulting Services, Inc.	001516	1719242	Engineering Services 09/20	\$ 461.25
Young Home Inspections	001509	101220DB2	Home Inspection - 7431 Grand Blvd. 10/20	<u>\$ 1,500.00</u>
Report Total				<u>\$ 27,005.05</u>

# LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operation and Maintenance Expenditures December 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2020 through December 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$52,255.86**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Austin Outdoor, LLC	001531	TM 163313	Monthly Landscape Maintenance 11/20	\$ 7,087.00
Austin Outdoor, LLC	001531	TM 166987	OTC Injections 11/20	\$ 210.00
Austin Outdoor, LLC	001531	TM 168222	Install Mulch 11/20	\$ 5,000.00
Austin Outdoor, LLC	001544	TM 168564	Monthly Landscape Maintenance 12/20	\$ 7,087.00
Austin Outdoor, LLC	001544	TM 174741	Install Winter Annuals 12/20	\$ 1,467.58
County Sanitation	001535	10486673	Monthly Waste Services 12/20	\$ 3,042.49
Duke Energy	001536	10013 46097 11/20	19245 Breynia Dr. Sign, Monument, Irrigation 11/20	\$ 17.96
Duke Energy	001536	28511 72106 11/20	19932 Leonard Rd Sign 11/20	\$ 19.60
Duke Energy	001536	95207 17489 11/20	000 Henley Road - Street Lights 11/20	\$ 2,943.42
Duke Energy	001532	Duke Energy Summary 11/20	Duke Energy Summary 11/20	\$ 1,966.34
Events Done Bright	001537	132337	Holiday Lighting 12/20	\$ 5,500.00
GEC Services, LLC	001525	IN000530111	Clean Pool Furniture 11/20	\$ 450.00

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
GEC Services, LLC	001525	RC000184327	Janitorial Services 11/20	\$ 844.35
GEC Services, LLC	001540	RC000187482	Janitorial Services 12/20	\$ 844.35
Home Team Pest Defense, Inc.	001524	73135173	Pest Control 11/20	\$ 108.00
Home Team Pest Defense, Inc.	001539	73753572	Pest Control 12/20	\$ 108.00
Horner Environmental Professionals, Inc.	001533	217009	Chemical Treatment (Morsani) 10/20	\$ 500.00
Long Lake Reserve CDD	CD009	CD009	Debit Card Replenishment	\$ 264.43
Pasco County Utilities	001538	14260928	19244 Breynia Irrigation Drive-Account #0991370 11/20	\$ 291.22
Pasco County Utilities	001538	14261199	19617 Breynia Dr - Account #1002200 11/20	\$ 188.63
Pasco County Utilities	001538	14261200	19932 Leonard Rd - Account #1013880 11/20	\$ 607.00
Pasco County Utilities	001538	14261201	Morsani Phase 2 Irrigation - Account #1013885 11/20	\$ 155.52
Rizzetta & Company, Inc.	001526	INV0000054648	District Management Fees 12/20	\$ 4,078.17
Rizzetta Amenity Services, Inc.	001534	INV0000000008191	Amenity Management Services 11/20	\$ 2,455.25
Rizzetta Amenity Services, Inc.	001541	INV0000000008321	Out of Pocket Expense 11/20	\$ 50.00
Rizzetta Amenity Services, Inc.	001541	INV0000000008350	Amenity Management Services 12/20	\$ 3,295.55

# Long Lake Reserve Community Development District

## Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services	001527	INV0000006564	Website Hosting Services 12/20	\$ 100.00
Solitude Lake Management	001528	PI-A00506210	Lake & Pond Management Services 11/20	\$ 779.00
Solitude Lake Management	001542	PI-A00521114	Lake & Pond Management Services 12/20	\$ 779.00
Suncoast Pool Service	001529	6729	Pool Service 11/20	\$ 850.00
Suncoast Pool Service	001543	6806	Pool Service 12/20	\$ 850.00
Times Publishing Company	001530	0000117328 11/04/20	Account #167307 Legal Advertising 11/20	<u>\$ 316.00</u>
Report Total				<u>\$ 52,255.86</u>