



Rizzetta & Company

Long Lake Reserve Community Development District

Landowners' Meeting February 25, 2021

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

www.longlakecdd.org

**LONG LAKE RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

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

Board of Supervisors	Betty Valenti Chloe Firebaugh Stephen Bennett Lee Thompson W. Scott Humprey	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Scott Steady	Burr Forman, PA
District Engineer	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.

February 17, 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, February 25, 2021 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. BUSINESS ITEMS**
 - A. Consideration of First Addendum to Amenity Services Contract Tab 1
 - B. Discussion of Additional Waste Cans at Trail Heads
 - C. Consideration of Resolution 2021-03; Accepting Certain Properties and Infrastructure Tab 2
 - D. Consideration of Resolution 2021-04; Re-designating Assistant Secretaries Tab 3
 - E. Consideration of Quit Claim Deed Tab 4
 - F. Consideration of Front Entry Islands Proposal Tab 5
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meetings Held on January 28, 2021 Tab 6
 - B. Consideration of Operation and Maintenance Expenditures for January 2021 Tab 7
- 5. STAFF REPORTS**
 - A. District Counsel
 - i. Presentation of Memorandum of Understanding E-Verify Tab 8
 - B. District Engineer
 - i. Presentation of Aquatic Service Report (under separate cover)
 - C. Clubhouse Manager
 - i. Presentation of Clubhouse Report Tab 9
 - 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,
Matthew Huber
Matthew Huber
District Manager

Tab 1



**FIRST ADDENDUM TO THE CONTRACT FOR
PROFESSIONAL AMENITY SERVICES**

This First Addendum to the Contract for Professional Amenity Services (this “**First Addendum**”), is made and entered into as of the 1st day of February 2021 (the “**Effective Date**”), by and between Long Lake Reserve Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Pasco County, Florida (the “**District**”), and Rizzetta Amenity Services, Inc., a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional Amenity Services dated September 1, 2019 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend Exhibit A of the Scope of Services section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit A attached.

The amended Exhibit A is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this First Addendum as of the Effective Date.

Rizzetta & Company, Inc.

**Long Lake Reserve
Community Development District**

By: _____
William J. Rizzetta, President

By: _____
Chairman of the Board of Supervisors

We the Home Owners Association hereby consent to this first addendum for the Long Lake Reserve CDD Contract for Professional Amenity Services.

By: _____ Date: _____

Its: _____



Rizzetta & Company

EXHIBIT A

ADDITIONAL RESPONSIBILITIES:

Clubhouse Manager working with the Spirit Committee:

- Clubhouse Manager will assist the Spirit Committee with scheduling events on the community calendar. Clubhouse Manager and Spirit Committee must work together to plan their separate events on the same community calendar.
- Clubhouse Manager will assist the Spirit Committee with event notification and residential communication. Clubhouse Manager will send out a monthly all-inclusive email and weekly reminders as needed. Email content must be submitted by the 20th of each month for the following months email (ex. Event flyer). Clubhouse Manager should reach out to the Spirit Committee about posting Clubhouse events on Community social media.
- Spirit Committee will submit an “Event Tracking Form” for every event to the Clubhouse Manager at least 30 days before the event. “Event Tracking Form” includes the event date, vendor contact, shopping list, additional staff if needed, clubhouse supplies, etc. The “Event Tracking Form” should be signed by the Spirit Committee and Clubhouse Manager.
- Clubhouse Manager will assist the Spirit Committee with the purchase of event supplies with the HOA debit card. The Clubhouse Manager will submit a debit card report to Spirit Committee President or Treasurer before the committee meeting for the previous month.
 - Clubhouse personnel are not responsible for planning, executing, set up or cleanup of Spirit Committee events.
 - If there is no elected treasurer on the Spirit Committee, the Clubhouse Manager will document expenditures in the Event Expenditures Worksheet and provide reports on the committee budget status before each meeting and to the Community Manager upon request.
 - The Clubhouse Manager should plan to attend the Spirit Committees meetings when possible. If a Clubhouse Manager is responsible recording expenditures as noted in the above bullet point, a Spirit committee member would be appointed as liaison to update the Clubhouse Manager.

Additional Clubhouse Personnel for Spirit Committee Events:

If the Spirit Committee has an event outside the regular operating Clubhouse office hours, additional Clubhouse personnel must work onsite. The Clubhouse Manager or any other staff member who is brought in to cover a spirit committee event that is outside of normal operating hours will be compensated their normal hourly rate of pay for time worked at each event. This cost is to be billed to the HOA Spirit Committee. This cost is not part of the normal operating budget for staffing reflected in the amenity services contract. If an additional staff member is brought in to cover an event, they will have a minimum 4 hour shift. The additional Clubhouse personnel will not act as an event volunteer but will watch over the facility and amenities, help residents at the office, and check-in with the Spirit Committee at the start and end of their event.



Tab 2

RESOLUTION 2021-03

A RESOLUTION ACCEPTING CERTAIN PROPERTIES AND INFRASTRUCTURE TO BE OWNED AND MAINTAINED BY THE DISTRICT, PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

RECITALS

WHEREAS, Phase 3A of the Development within the Long Lake Reserve Community Development District is completed.

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

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Chapter 190, *Florida Statutes*.

SECTION 2. ACCEPTANCE OF DEED. The District accepts the attached Quit Claim Deed (Exhibit "A") transferring the ownership of the referenced tract (Drainage/Wetland Conservation Area) to the District for ownership and maintenance.

SECTION 3. SEVERABILITY. If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 4. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 5. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

APPROVED AND ADOPTED THIS ___ DAY OF _____, 2021.

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: *Quit Claim Deed*, dated _____, 2021

Tab 3

RESOLUTION 2021-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING AN ASSISTANT SECRETARY 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 (hereinafter the "Board") previously designated Bryan Radcliff and Matthew Huber as Assistant Secretaries pursuant to Resolution 2021-02; and

WHEREAS, the Board now desires to re-designate the Assistant Secretaries.

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

Section 1. Matthew Huber & Debby Wallace are appointed as Assistant Secretaries.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 25th DAY OF FEBRUARY, 2021.

**LONG LAKE RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

SECRETARY

Tab 6

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, January 28, 2021 at 6:00 p.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breyntia Dr., Lutz, FL 33558.

Present and constituting a quorum were:

Betty Valenti	Board Supervisor, Chairman
Chloe Firebaugh	Board Supervisor, Vice Chairman
Stephen Bennett	Board Supervisor, Assistant Secretary
Lee Thompson	Board Supervisor, Assistant Secretary

Appointed during the meeting:

Scott Humphrey	Board Supervisor, Assistant Secretary
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Also present were:

Bryan Radcliff	District Manager, Rizzetta & Company
Angela Del Castillo	Clubhouse Manager
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Audience Comments

An audience member commented on the possibility of well water access at this home.

THIRD ORDER OF BUSINESS

Administer Oath of Office to Newly Elected Supervisors

Mr. Radcliff administered the Oath of Office to newly elected Board Supervisors Stephen Bennet and Lee Thompson.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2021-01;
Canvassing and Certifying Election Results**

On a Motion by Mr. Bennett, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adopted Resolution 2021-01; Canvassing and Certifying Election Results, for the Long Lake Reserve Community Development District.

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FIFTH ORDER OF BUSINESS

Appointment of Open Board Seat

The Board appointed Scott Humphrey to Seat #4 of the Board of Supervisors of Long Lake Reserve CDD.

On a Motion by Ms. Valenti, seconded by Mr. Bennett, with all in favor, the Board of Supervisors appointed Scott Humphrey to Seat #4 for a term of 2020-2024, for the Long Lake Reserve Community Development District.

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Mr. Humphrey acknowledged that he would accept compensation as authorized by Florida Statutes.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-02;
Re-Designating Officers**

The Board agreed to have the officers remain the same with Betty Valenti as Chairman and Chloe Firebaugh as Vice-Chairman and the remaining supervisors will be Assistant Secretaries.

On a Motion by Mr. Thompson, seconded by Mr. Bennett, with all in favor, the Board of Supervisors adopted Resolution 2021-02; Re-Designating Officers, for the Long Lake Reserve Community Development District.

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SEVENTH ORDER OF BUSINESS

**Consideration of Reserve Study
Proposal**

On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Florida Reserve Study proposal in the amount of \$3,100.00, for the Long Lake Reserve Community Development District.

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EIGHTH ORDER OF BUSINESS

**Discussion of Mobile COVID 19
Testing**

The Board tabled this proposal to the February meeting pending further review by District Counsel.

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NINTH ORDER OF BUSINESS

**Consideration of Square Terminal
Proposal**

The Board tabled the Square One Terminal POS equipment pending further review of service charge impact to the District.

91 **TENTH ORDER OF BUSINESS** **Consideration of Minutes of the**
 92 **Board of Supervisors' Meeting held**
 93 **on October 22, 2020 & Minutes of the**
 94 **Landowner Meeting held on**
 95 **November 19, 2020**
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On a Motion by Ms. Valenti, seconded by Bennett, with all in favor, the Board of Supervisors approved the October 22, 2020 Board of Supervisors' Meeting Minutes, and the November 19, 2020 Landowner Meeting Minutes, as amended, for the Long Lake Reserve Community Development District.

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 98 **ELEVENTH ORDER OF BUSINESS** **Consideration of Operation and**
 99 **Maintenance Expenditures for**
 100 **October through December 2020**
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102 Mr. Radcliff presented the October through December 2020 Operation and
 103 Maintenance Expenditures to the Board. The Board requested follow-up on the Duke
 104 Energy invoices with sales tax being charged.
 105

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for October 2020 (\$36,552.40), November 2020 (\$27,005.05) and December 2020 (\$52,255.86), for the Long Lake Reserve Community Development District.

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 107 **TWELFTH ORDER OF BUSINESS** **Staff Reports**
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109 **A. District Counsel**

110 Not present.

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 112 **B. District Engineer**

113 No report.

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 115 Mr. Radcliff presented the Aquatics Report to the Board. The Board
 116 requested an updated aquatics map from Solitude.

117 **C. Clubhouse Manager**

118 Ms. Del Castillo presented the Clubhouse Report to the Board. The Board
 119 discussed committee meetings being held at the Clubhouse.
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On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved to allow Committee Meetings to be held at the Clubhouse pursuant all proper safety and COVID protocols are followed, for the Long Lake Reserve Community Development District.

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 123 The Board requested a proposal for Fire Extinguisher maintenance at the
 124 next meeting.
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126 **D. District Manager**

127 Mr. Radcliff announced that the next scheduled meeting is for February 25,
 128 2021 at 9:00 a.m.
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THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved for Yellowstone to provide two (2) Cypress trees along irrigation at no charge to the District, for the Long Lake Reserve Community Development District.

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On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the installation of a Butterfly Garden on CDD property, for the Long Lake Reserve Community Development District.

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On a Motion by Ms. Valenti, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved the installation of a Flag Pole with lights pending HOA approval, for the Long Lake Reserve Community Development District.

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FOURTEENTH ORDER OF BUSINESS

Adjournment

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Mr. Radcliff 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. Bennett, seconded by Mr. Thompson, with all in favor the Board of Supervisors adjourned the meeting at 7:20 p.m., for the Long Lake Reserve Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 7

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures January 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2021 through January 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$35,913.21**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Austin Outdoor, LLC	001551	TM 175953	Replace Palm - Clubhouse Walkway 12/20	\$ 546.00
Austin Outdoor, LLC	001565	TM 178202	Monthly Landscape Maintenance 01/21	\$ 7,087.00
Austin Outdoor, LLC	001565	TM 182779	Irrigation Repairs 01/21	\$ 195.56
Bright House Networks	001560	082530701011621	Account #825307-01 Clubhouse Internet 01/21	\$ 229.84
Bright House Networks	001546	082530701121620	Account #825307-01 Clubhouse Internet 12/20	\$ 229.84
Burr & Forman LLP	001547	1207819	General Legal Services 11/20	\$ 415.00
County Sanitation	001553	10493458	Monthly Waste Services 01/21	\$ 3,326.81
Duke Energy	001554	10013 46097 12/20	19245 Breynia Dr. Sign, Monument, Irrigation 12/20	\$ 21.85
Duke Energy	001554	28511 72106 12/20	19932 Leonard Rd Sign 12/20	\$ 22.95
Duke Energy	001556	41850 30400 12/20	00 Henley Road Streetlight 12/20	\$ 390.85
Duke Energy	001556	93654 45271 12/20	19617 Breynia Drive - Morsani Amenity 12/20	\$ 603.81
Duke Energy	001556	95207 17489 12/20	000 Henley Road - Street Lights 12/20	\$ 2,926.33

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
GEC Services, LLC	001562	IN000529895	Janitorial Supplies 01/21	\$ 38.89
GEC Services, LLC	001562	RC000192068	Janitorial Services 01/21	\$ 844.35
Home Team Pest Defense, Inc.	001561	74315268	Pest Control 01/21	\$ 114.50
Horner Environmental Professionals, Inc.	001555	217076	Chemical Treatment (Morsani) 11/20	\$ 500.00
Long Lake Reserve CDD	CD010	CD010	Debit Card Replenishment	\$ 615.86
Pasco County Utilities	001557	14395225	19244 Breynia Irrigation Drive-Account #0991370 12/20	\$ 333.72
Pasco County Utilities	001552	14395498	19617 Breynia Dr - Account #1002200 12/20	\$ 228.78
Pasco County Utilities	001552	14395499	19932 Leonard Rd - Account #1013880 12/20	\$ 598.50
Pasco County Utilities	001552	14395500	Morsani Phase 2 Irrigation - Account #1013885 12/20	\$ 142.92
Rizzetta & Company, Inc.	001548	INV0000055426	District Management Fees 01/21	\$ 4,078.17
Rizzetta & Company, Inc.	001558	iNV0000055568	Annual Dissemination Services FY20-21	\$ 5,000.00
Rizzetta Amenity Services, Inc.	001549	INV00000000008380	Amenity Management Services 12/20	\$ 2,482.58
Rizzetta Amenity Services, Inc.	001559	INV00000000008409	Amenity Management Services 01/21	\$ 3,210.10
Rizzetta Technology Services	001550	INV0000006664	Website Hosting Services 01/21	\$ 100.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management	001563	PI-A00536653	Lake & Pond Management Services 01/21	\$ 779.00
Suncoast Pool Service	001564	6882	Pool Service 01/21	<u>\$ 850.00</u>
Report Total				<u>\$ 35,913.21</u>