

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544
www.longlakecdd.org

March 18, 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, March 25, 2021 at 6:00 p.m.** at the Long Lake Reserve Amenity Center, located at 19617 Breyntia 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. Resumes of Open Board Seat #2 (2020-2024)..... Tab 1
 - B. Consideration of Resolution 2021-05;
Designating Officers of the District Tab 2
 - C. Consideration of Rizzetta Amenity Second Addendum for
Fiscal Year 2020/2021..... Tab 3
 - D. Consideration of Pet Waste Stations Proposal Tab 4
 - E. Consideration of Soft Wash Proposals..... Tab 5
 - F. Consideration of Amenity Signs and Refurbish
Entry Signs Tab 6
 - G. Establish Audit Committee
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors'
Meetings Held on February 25, 2021 Tab 7
 - B. Consideration of Operation and Maintenance
Expenditures for February 2021 Tab 8
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Presentation of Aquatic Service Report Tab 9
 - C. Clubhouse Manager
 1. Presentation of Clubhouse 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,

Debby Wallace

Debby Wallace
District Manager

Tab 2

RESOLUTION 2021-05

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.
Debby Wallace 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 25TH DAY OF MARCH, 2021.

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

Tab 3

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

This Second Addendum to the Contract for Professional Amenity Services (this “**Second Addendum**”), is made and entered into as of the 1 day of April 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 B of the Fees and Expenses 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 B attached.

The amended Exhibit B 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 Second 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



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

**EXHIBIT B
SCHEDULE OF FEES**

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **April 1, 2021 to September 30, 2021**.

PERSONNEL:

Clubhouse Attendant

- Part Time Personnel (6 hours per week)

Total Services Cost:

\$ 2,700.



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

SCHEDULE OF FEES

AMENITY MANAGEMENT SERVICES:	
Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of October 1, 2021 to September 30, 2022.	
PERSONNEL:	
Clubhouse Manager Full Time Personnel - 40 hrs/wk	
General Maintenance Part Time Personnel - 25 hrs/wk	Clubhouse Attendant Part Time Personnel - 12 hrs/wk
	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 95,278.
General Management and Oversight ⁽²⁾	\$ 10,800.
Total Services Cost:	\$ 106,078.

One-time Payroll Deposit ⁽³⁾ - Revised payroll deposit \$7,382.01 minus current deposit \$5,317.01.	\$ 2,065.
---	-----------

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

(3). Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



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, February 25, 2021 at 9:00 a.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
Lee Thompson	Board Supervisor, Assistant Secretary
Scott Humphrey	Board Supervisor, Assistant Secretary

Also present were:

Scott Brizendine	Vice President Operations, Rizzetta & Co.
Debby Wallace	District Manager, Rizzetta & Co.
Angela Del Castillo	Clubhouse Manager
Kelly Klukowski	Amenity Services Asst. Manager, RASI
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

An audience member addressed the Board regarding the Amenity Center being closed on Monday's.

THIRD ORDER OF BUSINESS

**Consideration of First Addendum to
Amenity Services Contract**

Ms. Klukowski presented the First Addendum to the Amenity Services Contract and reviewed with the Board. The Board discussed a possible future shared cost agreement with the HOA.

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the First Addendum to the Amenity Services Contract, for the Long Lake Reserve Community Development District.

49 **FOURTH ORDER OF BUSINESS**

**Discussion of Additional Waste Cans
at Trail Heads**

50
51
52 The Board discussed adding five (5) waste cans (3 on the Trail and 2 for the
53 common areas). Ms. Del Castillo will obtain proposals for the Board's consideration.
54

55 The Board also discussed adding additional staff hours to be open on Mondays,
56 the idea of a club cart, and additional hours for a maintenance person for next fiscal
57 year. Ms. Klukowski will present a proposal for the Board's consideration.
58

59 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03;
Accepting Certain Properties and
Infrastructure**

60
61
62 On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board
of Supervisors adopted Resolution 2021-03; Accepting Certain Properties and
Infrastructure for Phase 3A and Quick Claim Deed (Trace B-1A in Phase 3A), for the
Long Lake Reserve Community Development District.

63
64 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04;
Re-Designating Assistant Secretaries**

65
66 On a Motion by Ms. Valenti, seconded by Mr. Humphrey, with all in favor, the Board of
Supervisors adopted Resolution 2021-04; Re-Designating Assistant Secretaries
(Debby Wallace and Matthew Huber), for the Long Lake Reserve Community
Development District.

67
68 **SEVENTH ORDER OF BUSINESS**

**Consideration of Front Entry Islands
Proposal**

69
70 On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board
of Supervisors approved the Yellowstone proposal in the amount of \$5,539.00, for the
Clubhouse Entry Island for rock and annuals, for the Long Lake Reserve Community
Development District.

71 On a Motion by Ms. Valenti, seconded by Mr. Humphrey, with all in favor, the Board of
Supervisors approved the Yellowstone proposal in the amount of 1,467.58, for the
spring annuals, for the Long Lake Reserve Community Development District.

72
73 **EIGHTH ORDER OF BUSINESS**

**Consideration of Minutes of the
Board of Supervisors' Meeting held
on January 28, 2021**

74
75
76
77 The Board made a minor change.

78 On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board
of Supervisors approved the January 28, 2021 Board of Supervisors' Meeting
Minutes, as amended, for the Long Lake Reserve Community Development District.

82 **NINTH ORDER OF BUSINESS** **Consideration of Operation and**
83 **Maintenance Expenditures for**
84 **January 2021**
85

86 Mr. Brizendine presented the January 2021 Operation and Maintenance
87 Expenditures to the Board. Mr. Brizendine followed up with the Board on taxes on the
88 Duke Energy invoices, per Duke Energy all accounts are tax exempt. The gross
89 receipts tax is a non-exemptible tax.
90

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 January 2021 (\$35,913.21), for the Long Lake Reserve Community Development District.

91
92 **TENTH ORDER OF BUSINESS** **Staff Reports**
93

94 **A. District Counsel**

95 Not present.

96
97 **i. Presentation of Memorandum of Understanding E-Verify**
98

99 Mr. Brizendine reviewed the memorandum of the E-Verify with the Board.
100

On a Motion by Ms. Firebaugh, seconded by Mr. Humphrey, with all in favor, the Board of Supervisors approved the Memorandum of Understanding E-Verify, for the Long Lake Reserve Community Development District.

101
102 **B. District Engineer**

103 No report.

104
105 Mr. Brizendine presented the Aquatics Report to the Board. The Board
106 requested that a copy be sent to Ms. Stewart.

107
108 **C. Clubhouse Manager**

109 Ms. Del Castillo presented the Clubhouse Report to the Board. She stated
110 that the fire extinguishers have been serviced and are good until April 2021.

111
112 The Board discussed opening the Tennis Courts.
113

On a Motion by Mr. Humphrey, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved to open the Tennis Courts at 7:00 a.m., for the Long Lake Reserve Community Development District.

114 Ms. Del Castillo will update the key cards and notify residents.

115
116 The Board discussed a request for yoga, fitness and swim classes.
117
118
119

On a Motion by Mr. Humphrey, seconded by Ms. Firebaugh, with all in favor, the Board of Supervisors authorized the Chairman to sign the vendor agreements, subject to review by Scott Steady., for the Long Lake Reserve Community Development District.

120
121 There was a request to open the back gates and basketball court gate. The Board
122 did not approve.

123
124 An audience member stated they cannot hear the meeting. Ms. Valenti directed
125 staff to purchase a conference phone with blue tooth speakers.

126
127 **D. District Manager**
128 Mr. Brizendine announced that the next scheduled meeting is for March 25,
129 2021 at 6:00 p.m.

130
131 Mr. Brizendine presented the resignation of Mr. Stephen Bennett.
132

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors accepted the resignation of Stephen Bennett for Seat 2 (term 2020-2024), for the Long Lake Reserve Community Development District.

133
134 Ms. Valenti requested Ms. Del Castillo put a notice out to the community of the
135 open Board seat.

136
137 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**

138
139 Ms. Del Castillo presented the Square Up Terminal proposal.
140

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the purchase of the Square Up Terminal, for the Long Lake Reserve Community Development District.

141
142 Ms. Valenti request Ms. Stewart get pricing for top coating on asphalt at parking
143 lot.

144
145 Ms. Firebaugh requested Ms. Stewart attend the March 25, 2021 CDD meeting
146 and for staff to collect a proposal for soft wash.

147
148 The Board discussed Long Lake Ranch CDD's request for holiday light cost
149 sharing. The Board did not approve for this year.

150
151 The Board requested a proposal for pool and amenity area signage.

152
153 The Board discussed replacing Long Lake Reserve logo signs.

154
155 The Board discussed missing street signs. Pasco County maintains signs. The
156 South corner of Leaf Flower Lane and Breynia Drive and the intersection of Morsani
157 Road and Leonard Road. The Board requested Ms. Stewart check with Pasco County
158 on who is responsible for street signs.

159
160

161 **TWELFTH ORDER OF BUSINESS**

Adjournment

162

163 Mr. Brizendine stated that if there was no further business to come before the
164 Board then a motion to adjourn was in order.

165

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor the Board of Supervisors adjourned the meeting at 9:56 a.m., for the Long Lake Reserve Community Development District.

166

167

168

169

170

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 8

LONG LAKE RESERVE COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$35,483.09**

Approval of Expenditures:

_____ Chairperson
_____ Vice Chairperson
_____ Assistant Secretary

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Austin Outdoor, LLC	001571	TM 187455	Irrigation Repairs 01/21	\$ 167.28
Austin Outdoor, LLC	001590	TM 189102	Monthly Landscape Maintenance 02/21	\$ 7,087.00
Board of County Commissioners	001578	20054967	2020 Solid Waste Assessment 01/21	\$ 334.74
County Sanitation	001579	10494074	Monthly Waste Services 02/21	\$ 3,460.01
Duke Energy	001586	10013 46097 01/21	19245 Breynia Dr. Sign, Monument, Irrigation 01/21	\$ 19.28
Duke Energy	001572	13538 97472 01/21	0000 Leonard Rd. Lite 11/20 & 12/20	\$ 1,992.76
Duke Energy	001586	28511 72106 01/21	19932 Leonard Rd Sign 01/21	\$ 20.50
Duke Energy	001566	41850 30400 01/21	00 Henley Road Streetlight 01/21	\$ 388.67
Duke Energy	001586	93654 45271 01/21	19617 Breynia Drive - Morsani Amenity 01/21	\$ 548.66
Duke Energy	001580	95207 17489 01/21	000 Henley Road - Street Lights 01/21	\$ 2,926.33
GEC Services, LLC	001587	RC000196807	Janitorial Services 02/21	\$ 844.35
Home Team Pest Defense, Inc.	001581	74857563	Pest Control 02/21	\$ 114.50

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Horner Environmental Professionals, Inc.	001582	217139	Chemical Treatment (Morsani) 01/21	\$ 500.00
Horner Environmental Professionals, Inc.	001573	217140	Chemical Treatment (Morsani) 12/20	\$ 500.00
Lee R Thompson	001577	LT012821	Board of Supervisors Meeting 01/28/21	\$ 213.90
Long Lake Reserve CDD	CD011	CD011	Debit Card Replenishment	\$ 838.32
Pasco County Utilities	001583	14521217	19244 Breynia Irrigation Drive-Account #0991370 01/21	\$ 384.72
Pasco County Utilities	001575	14521496	19617 Breynia Dr - Account #1002200 01/21	\$ 317.11
Pasco County Utilities	001575	14521497	19932 Leonard Rd - Account #1013880 01/21	\$ 777.00
Pasco County Utilities	001575	14521498	Morsani Phase 2 Irrigation - Account #1013885 01/21	\$ 180.72
Rizzetta & Company, Inc.	001568	INV0000055964	District Management Fees 02/21	\$ 4,078.17
Rizzetta Amenity Services, Inc.	001569	INV00000000008462	Amenity Management Services 01/21	\$ 2,540.92
Rizzetta Amenity Services, Inc.	001584	INV00000000008490	Amenity Management Services 02/21	\$ 3,174.15
Rizzetta Amenity Services, Inc.	001584	INV00000000008540	Out of Pocket Expense 01/21	\$ 50.00
Rizzetta Technology Services	001570	INV0000006763	Website Hosting Services 02/21	\$ 100.00
Securiteam, Inc.	001585	10699012221	Access Cards 02/21	\$ 655.00
Securiteam, Inc.	001576	13911	Quarterly Monitoring - Amenity Center 02/21	\$ 1,440.00

Long Lake Reserve Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management	001588	PI-A00549838	Lake & Pond Management Services 02/21	\$ 779.00
Suncoast Pool Service	001589	6955	Pool Service 02/21	\$ 850.00
William Scott Humphry	001574	SH012821	Board of Supervisors Meeting 01/28/21	<u>\$ 200.00</u>
Report Total				<u>\$ 35,483.09</u>