



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors'
Regular Meeting
November 1, 2018**

**District Office:
9428 Camden Field Parkway
Riverview, FL 33578
813-533-2950**

www.longlakeranchcdd.org

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Long Lake Ranch Amenity Center located at 19037 Long Lake Ranch Blvd, Lutz, FL
33558

District Board of Supervisors	Lee Thompson Greg Crawford Stephen Bennett James Koford George Smith	Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Joe Roethke	Rizzetta & Company, Inc.
District Counsel	Tucker Mackie	Hopping, Green & Sams, P.A.
District Engineer	Edwin Rogers	Heidt Design, Inc.

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) 533-2950. 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.

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

October 24, 2018

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, November 1, 2018 at 2:00 p.m.** at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558. The following is the tentative agenda for the meeting.

CALL TO ORDER/ROLL CALL

1. AUDIENCE COMMENTS ON AGENDA ITEMS

2. BUSINESS ADMINISTRATION

- A. Consideration of Resolution 2019-04, Canvassing and Certifying results of Landowner Election MeetingTab 1
- B. Administer Oath of Elected Supervisors
- C. Consideration of Resolution 2019-05, Re-designating Officers.....Tab 2
- D. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on October 4, 2018Tab 3
- H. Consideration of the Operation and Maintenance Expenditures for September 2018.....Tab 4
- I. Ratification of Series 2015 Construction Requisitions, if any
- J. Ratification of Series 2016 Construction Requisitions, if any
- K. Ratification of Change Order, if any

4. BUSINESS ITEMS

- A. Presentation of Field Inspection ReportTab 5
- B. Acceptance of Modification of Professional Field Services AgreementTab 6
- C. Discussion Regarding Foxtail Towing

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Clubhouse Manager
 - 1. Presentation of Operations ReportTab 7
- D. District Manager

6. AUDIENCE COMMENTS AND 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) 533-2950.

Sincerely,
Joe Roethke
Joe Roethke

Tab 3

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 RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Long Lake Ranch Community Development District was held on **Thursday, October 4, 2018 at 5:30 p.m.**, at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

Present and Constituting a Quorum:

Betty Valenti	Board Supervisor, Chairman
James Koford	Board Supervisor, Vice Chairman
Lee Thompson	Board Supervisor, Assistant Secretary
Stephen Bennett	Board Supervisor, Assistant Secretary
George Smith	Board Supervisor, Assistant Secretary

Also Present Were:

Grant Phillips	District Manager; Rizzetta & Co, Inc.
Tucker Mackie	District Counsel, Hopping Green & Sams <i>(Via Phone)</i>
Susan Cali	Clubhouse Manager
Gregg Gruhl	
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Phillips called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

A resident requested the \$25.00 access card fee be waived

On a motion by Mr. Koford, seconded by Mr. Bennett, with all in favor, the Board of Supervisors waived the \$25.00 card access fee for resident Ron Banks for Long Lake Ranch Community Development District.

A resident had a question regarding Bingo night. The Board would like counsel to draft a resolution dealing with residents adhering to the rules.

On a motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors authorized staff to begin the rule making process for the December meeting and submit ad for Long Lake Ranch Community Development District.

45 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of the Board**
46 **of Supervisors' Regular Meeting held**
47 **on September 6, 2018**
48

On a motion by Mr. Thompson, seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the Regular Minutes of the Board of Supervisors' meeting held on September 6, 2018 as amended for Long Lake Ranch Community Development District.

49 **FOURTH ORDER OF BUSINESS** **Consideration of the Operation and**
50 **Maintenance Expenditures for August**
51 **2018**
52
53

On a motion by Mr. Koford, seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2018 (\$108,851.61) as presented for Long Lake Ranch Community Development District.

54 **FIFTH ORDER OF BUSINESS** **Presentation of Field Inspection Report**
55

56 The Board requested that the annuals replacement be placed on the next agenda for
57 review. Ms. Valenti requested a different plant option with perennials.
58

59 **SIXTH ORDER OF BUSINESS** **Consideration of Landscape Proposals**

On a motion by Ms. Valenti, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the landscaping proposals in the amount of \$2,307.53 and \$1,248.75 for Long Lake Ranch Community Development District.

60 Ms. Valenti and Mr. Green will work on the ginger plants at Beauty Berry median and Serenoa
61 Drive.
62

63 **SEVENTH ORDER OF BUSINESS** **Acceptance of Modification of**
64 **Professional District Services**
65 **Agreement**
66
67

On a motion by Ms. Valenti seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the District Services agreement in substantial form subject to counsel review for Long Lake Ranch Community Development District.

68 **EIGHTH ORDER OF BUSINESS** **Consideration of RASI additional**
69 **Staffing Contract**
70
71

On a motion by Mr. Smith seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the RASI additional staffing contract in substantial form to allow Counsel to review Long Lake Ranch Community Development District.

72
73
74
75

76 **NINTH ORDER OF BUSINESS** **Consideration of Painting and**
77 **Pressure Washing Proposals**

78
79 Ms. Cali presented the pressure washing proposals to the Board and answered questions.
80

On a motion by Mr. Thompson seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the painting and pressure washing proposals to be paid by reserve fund for Long Lake Ranch Community Development District.

81
82 **TENTH ORDER OF BUSINESS** **Consideration of Proposals for Fence**
83 **Repairs**
84

On a motion by Ms. Valenti seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the Fence repair proposal in an amount not to exceed amount of \$3,600.00 for Long Lake Ranch Community Development District.

85
86 **ELEVENTH ORDER OF BUSINESS** **Consideration of Management**
87 **Services Cost Share Amendment**
88

On a motion by Ms. Valenti seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the cost share agreement in substantial form and coordinate with all parties the final draft for Long Lake Ranch Community Development District.

89
90 **TWELFTH ORDER OF BUSINESS** **Discussion Regarding Foxtail Parking**
91

92 Ms. Valenti Discussed the foxtail parking and answered general questions from the Board.
93 The Board would like to speak with the towing company and would like to use stickers on
94 cars. The board would like to look into using the policy and company of townhomes of
95 Westlake. The Board would like the towing policy on next months agenda.
96

97 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**
98

- 99 A. District Counsel
100 No report
101
102 B. District Engineer
103 The public facilities report needs to be submitted to Pasco County every 7
104 years
105

On a motion by Mr. Koford seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved Resolution 2019-01, declaring series 2014A for Long Lake Ranch Community Development District.

106
On a motion by Ms. Valenti seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved Resolution 2019-02, declaring series 2015A for Long Lake Ranch Community Development District.
107

On a motion by Ms. Valenti seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved Resolution 2019-03, declaring series 2016 for Long Lake Ranch Community Development District.

- 108
109 C. Clubhouse Manager
110 Ms. Cali presented the clubhouse Management Report to the Board.
111

On a motion by Mr. Koford seconded by Mr. Bennett, with all in favor, the Board of Supervisors will allow the HOA to place a little free library at picnic sites locations on CDD property for Long Lake Ranch Community Development District.

On a motion by Ms. Valenti seconded by Mr. Thompson, with all in favor, the Board of Supervisors will allow staff to proceed with signage replacement for Long Lake Ranch Community Development District.

- 113
114 D. District Manager
115 Mr. Phillips stated that the next regular meeting will be on Thursday,
116 November 1st, 2018 at 2:00 p.m., at the Long Lake Ranch Amenity Center
117 located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.
118 The Board requested a revised meeting schedule at the November meeting
119 with the December meeting beginning the new 5:30 p.m. start time going
120 forward.
121

122 **FOURTEENTH ORDER OF BUSINESS Audience Comments**

123
124 There were questions regarding the fence repair proposal item and Ms. Cali
125 addressed and answered general questions.
126

127 **FIFTEENTH ORDER OF BUSINESS Supervisor Requests**

128
129 The Board requested that Scott Green and Yellowstone landscaping address the ruts
130 around the lake.
131 The Board requested an update on the entrance signs/monuments and whether that
132 work was completed.
133 The Board requested a proposal to install lights at tennis/pickle ball courts.
134

135 **SIXTEENTH ORDER OF BUSINESS Adjournment**

On a motion by Mr. Bennett, seconded by Mr. Thompson, with all in favor, the Board of Supervisors adjourned the meeting at 6:50 p.m. for Long Lake Ranch Community Development District.

137
138
139
140
141 _____
Secretary/Assistant Secretary

141 _____
Chairman/Vice-Chairman

142

Tab 4

Long Lake Ranch Community Development District

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operations and Maintenance Expenditures September 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2018 through September 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$103,056.29**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2018 Through September 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Beazer Homes	002187	092019	Reimburse for Overpayment Invoice #965-17-04	\$ 179.19
Bright House Networks	002179	065052101090818	Account# 0050650521-01 Clubhouse Internet 09/18	\$ 266.12
Bright House Networks	002179	073753101082818	Account# 0050737531-01 Pool Internet/Phone/TV 08/18	\$ 319.96
Duke Energy	002188	03431 87057 09/18	0000 Sunlake Blvd Lite 09/18	\$ 465.37
Duke Energy	002180	Summary Bill 08/18	Summary Bill 08/18	\$ 17,125.40
Egis Insurance Advisors LLC	002189	7568	Gen/Property/POL Liability Insurance 10/01/18-10/01/19	\$ 16,119.00
Events Done Bright	002190	122534	50% Deposit Christmas Lighting 10/01	\$ 5,750.00
Gaydos Hydro Services, LLC	002181	2018-337	Monthly Midge Fly Control 06/18	\$ 1,750.00
Gaydos Hydro Services, LLC	002181	2018-381	Monthly Midge Fly Control 07/18	\$ 1,750.00
Gaydos Hydro Services, LLC	002181	2018-418	Mosquito Fish Stocking for Big Lake 07/18	\$ 3,714.00
Gaydos Hydro Services, LLC	002181	2018-441	Aquatic Maintenance Phase 1 & 2 Task 1-3 08/18	\$ 2,460.00
Gaydos Hydro Services, LLC	002181	2018-442	Monthly Midge Fly Control 08/18	\$ 1,750.00
Hopping Green & Sams	002191	102358	General Counsel 07/18	\$ 1,723.86
James Koford	002182	JK090618	Board of Supervisors Meeting 09/06/18	\$ 200.00
Lanier Plans, Inc. dba Korkat	002186	K17482BAL	Balance Due on Playground Equipment 06/18	\$ 2,349.99
Lee Thompson	002185	LT090618	Board of Supervisors Meeting 09/06/18	\$ 212.46
Long Lake Ranch CDD	CD039	CD039	Debit Card Replenishment	\$ 1,240.41
Long Lake Reserve CDD	002198	71571 28505 10/17	0000 Sunlake Blvd-Lighting 10/17	\$ 6,900.49
MI Homes of Tampa LLC	002192	092018	Reimburse for Overpayment Invoice #965-17-05	\$ 247.03
Pasco County Utilities	002174	10865578	18981 Long Lake Ranch Blvd 08/18	\$ 54.30
Pasco County Utilities	002193	10919873	0 Community Center 08/18	\$ 3,614.05
Pasco County Utilities	002193	10919874	18981 Long Lake Ranch Blvd 08/18	\$ 111.99

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2018 Through September 30, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	002177	INV0000034771	District Management Services 09/18	\$ 4,191.67
Rizzetta Amenity Services, Inc.	002183	INV000000000053	Management Contract 09/18	\$ 3,786.53
Rizzetta Amenity Services, Inc.	002194	INV000000000053	Out of Pocket Expenses 08/18	\$ 78.56
Rizzetta Technology Services	002176	INV0000003705	Website Hosting Services 09/18	\$ 100.00
Securiteam, Inc.	002184	10976	Remote Video Monitoring 09/18-12/18 Cabana	\$ 1,275.00
Securiteam, Inc.	002184	10977	Remote Video Monitoring 09/18-12/18 Clubhouse	\$ 1,563.00
Securiteam, Inc.	002195	11111	Service Call - Repair Dog Park Camera 09/18	\$ 541.75
Securiteam, Inc.	002184	4693081418	Service Call - Turned UPS On After Power Surge 08/18	\$ 125.00
Securiteam, Inc.	002184	4725082218	Service Call - Reconfigure Controller to Pool Gate 08/18	\$ 125.00
Securiteam, Inc.	002184	4744082718	Service Call - Replace Surge Protector Ladies Bathroom 08/18	\$ 668.30
Suncoast Pool Service	002196	4744	Pool/Spa & Chemical Service 09/18	\$ 1,700.00
Tampa Poop 911 LLC	002175	2278670	Pet Waste Station Monthly 08/18	\$ 395.85
Times Publishing Company	002178	675541 08/24/18	Legal Advertising Account #108665 08/18	\$ 97.60
Yellowstone Landscape	002197	INV-0000227071	Monthly Landscape Maintenance & Fertilizer 09/18	\$ 20,104.41
Report Total				<u>\$ 103,056.29</u>