



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors'
Regular Meeting
February 7, 2019**

**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	James Koford Betty Valenti Stephen Bennett William Pellan Andrew Kimpland	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	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

January 30, 2019

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, February 7, 2019 at 5:30 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 Minutes of the Board of Supervisors' Regular Meeting held on January 3, 2019Tab 1
- B. Consideration of the Operation and Maintenance Expenditures for December 2018.....Tab 2
- C. Ratification of Change Order, if any

4. BUSINESS ITEMS

- A. Presentation of Field Inspection ReportTab 3
- B. Consideration of Landscape ProposalsTab 4
- C. Consideration of Proposals for Janitorial ServicesTab 5
- D. Consideration of Proposal for Patio FurnitureTab 6
- E. Consideration of Painting ProposalTab 7

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Clubhouse Manager
 - 1. Presentation of Operations ReportTab 8
 - 2. HOA ScopeTab 9
- 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,
Bryan Radcliff
Bryan Radcliff
District Manager

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 RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Long Lake Ranch Community Development District was held on **Thursday, January 3, 2019 at 2:00 p.m.**, at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.

Present and Constituting a Quorum:

James Koford	Board Supervisor, Chairman
Betty Valenti	Board Supervisor, Vice Chairman
Bill Pellan	Board Supervisor, Assistant Secretary
Andrew Kimpland	Board Supervisor, Assistant Secretary
Stephen Bennett	Board Supervisor, Assistant Secretary

Also Present Were:

Joe Roethke	Regional District Manager; Rizzetta & Co, Inc.
Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Tucker Mackie	District Counsel, Hopping Green & Sams
Susan Cali	Clubhouse Manager
Matthew Matos	Yellowstone Landscaping
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

A resident discussed the sidewalk and sod damage at Sunlake Blvd., Ms. Valenti requested pulling together a report for Tucker Mackie in order to draft a letter to send.

A resident asked about the pool furniture and stated that the pergola needs cleaning/pressure washing.

A resident asked the status of Bingo night.

A resident asked for an updated final policy on towing and parking.

A resident asked a question about ruts in sod due to lawnmowers.

A resident asked if there is a warranty available for the dead palms at the pool.

A resident requested that the fallen trees be re-staked.

A resident stated that nature view lake access needs pressure washing.

47 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of The Board
of Supervisors' Regular Meeting held on
December 6, 2018**

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On a motion by Ms. Valenti, seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the meeting minutes for the Board of Supervisors' regular meeting held on December 6, 2018, as presented for Long Lake Ranch Community Development District.

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52 **FOURTH ORDER OF BUSINESS**

**Consideration of the Operation and
Maintenance Expenditures for November
2018**

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Ms. Valenti brought up that Duke Energy is till charging sales tax.

On a motion by Ms. Valenti seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for November 2018 (\$66,034.45) for Long Lake Ranch Community Development District.

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59 **FIFTH ORDER OF BUSINESS**

Presentation of Field Inspection Report

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61 Mr. Radcliff reviewed the field inspection report with the Board.

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63 **SIXTH ORDER OF BUSINESS**

Consideration of Landscape Proposals

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65 Mr. Radcliff presented several landscape proposals to the Board.

On a motion by Mr. Koford seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the landscape proposal for Red Maple replacement in the amount of \$486.40 for Long Lake Ranch Community Development District.

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On a motion by Mr. Koford seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the landscape proposal for anise shrubs in the amount of \$1,198.40 for Long Lake Ranch Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2019-06,
Designating Assistant Secretary**

Mr. Radcliff presented Resolution 2019-06, which will designate Bryan Radcliff as assistant secretary to the Board.

On a motion by Mr. Pellan seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved Resolution 2019-06 for Long Lake Ranch Community Development District.

76 **EIGHTH ORDER OF BUSINESS** **Consideration of Engineering Services**
77 **Amendment**
78

79 Mr. Radcliff presented an engineering services amendment to the Board.
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On a motion by Mr. Pellan seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the Engineering Services Amendment for Long Lake Ranch Community Development District.

81 **NINTH ORDER OF BUSINESS** **Consideration of Park Bench Proposal**
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84 Mr. Radcliff presented an additional park bench proposal to the Board. The Board agreed
85 to table this topic until further notice.
86

87 **TENTH ORDER OF BUSINESS** **Consideration of Proposal for Electric**
88 **Updates**
89

On a motion by Mr. Koford seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the proposal for electrical work in substantial form subject to a not to exceed amount of \$3,200.00 and \$268.00 for the primrose monument repair for Long Lake Ranch Community Development District.

90 **ELEVENTH ORDER OF BUSINESS** **Consideration of Idea Lab Vendor**
91 **Agreement**
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94 Mr. Radcliff presented to the Board a proposal for enrichment classes to be held at the
95 amenity center.
96

On a motion by Mr. Kimpland seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the idea lab vendor agreement for Long Lake Ranch Community Development District.

97 **TWELFTH ORDER OF BUSINESS** **Consideration of Pest Control Proposal**
98
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100 Mr. Radcliff presented a pest control proposal from invirotect pest control services to the
101 Board. The Board requested an alternative proposal from Yellowstone split up into different
102 zones.
103

104 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**
105

106 A. District Counsel
107 No report.

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109 B. District Engineer
110 Not present.
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- 112 C. Clubhouse Manager
113 Ms. Cali presented the clubhouse Management Report to the Board. Ms. Cali
114 updated the Board on sign installation from the storm damage.
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116 D. District Manager
117 Mr. Radcliff stated that the next regular meeting will be on Thursday, February
118 7th, 2019 at 5:30 p.m., at the Long Lake Ranch Amenity Center located at 19037
119 Long Lake Ranch Blvd., Lutz, FL 33558.
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121 **FOURTEENTH ORDER OF BUSINESS Audience Comments**

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123 A resident asked a question about the status of soffits that were repaired when they
124 should have been replaced via the storm insurance claim.
125 A resident asked about the condition of the pool furniture and the mold that's covering
126 them. Ms. Valenti requested a proposal to have all pool furniture re-slunged.
127

128 **FIFTEENTH ORDER OF BUSINESS Supervisor Requests**

129
130 On a motion by Mr. Pellan, seconded by Mr. Bennett, with all in favor, the Board of Supervisors
131 agreed to give authority to the chairman to approve the Bingo night pending review of the
132 charity by District Counsel for Long Lake Ranch Community Development District.

131 Mr. Kimpland discussed the golf cart purchase. The Board discussed the possibility of
132 buying a used pick-up.
133 Ms. Valenti requested proposals from janitorial services for the District.
134 Mr. Bennett discussed mold issues with pool furniture.
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136 **SIXTEENTH ORDER OF BUSINESS Adjournment**

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138 On a motion by Mr. Bennett, seconded by Mr. Koford, with all in favor, the Board of Supervisors
139 adjourned the meeting at 4:48 p.m. for Long Lake Ranch Community Development District.
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143 Secretary/Assistant Secretary

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142 _____
143 Chairman/Vice-Chairman

Tab 2

Long Lake Ranch Community Development District

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

Operations and Maintenance Expenditures December 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2018 through December 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$75,734.12**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2018 Through December 31, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bright House Networks	002279	065052101121018	Account# 0050650521-01 Clubhouse Internet 12/18	\$ 266.35
Bright House Networks	002264	073753101112818	Account# 0050737531-01 Pool, Internet, Phone, TV 12/18	\$ 319.96
County Sanitation	002268	10406846	Monthly Waste Services 12/18	\$ 80.00
Duke Energy	002290	03431 87057 12/18	0000 Sunlake Blvd Lite 12/18	\$ 343.07
Duke Energy	002280	71571 28505 11/18	0000 Sunlake Blvd-Lighting 11/18	\$ 5,533.14
Duke Energy	002269	Summary Bill 11/18	Summary Bill 11/18	\$ 7,576.27
Harris Romaner Graphics	002277	19214	Install (7) Caution Signs 11/18	\$ 910.00
Heidt Design, LLC	002281	31196	Engineering Public Facilities Report 11/18	\$ 269.48
Heidt Design, LLC	002281	31451	Engineering Services Landscape 11/18	\$ 1,510.00
Hopping Green & Sams	002282	104224	General Counsel 10/18	\$ 3,838.75
James Koford	002283	JK120618	Board of Supervisors Meeting 12/06/18	\$ 200.00
Long Lake Ranch CDD	CD044	CD044	Debit Card Replenishment	\$ 189.95
Long Lake Ranch CDD	CD045	CD045	Debit Card Replenishment	\$ 570.77
Mike Fasano, Pasco County Tax Collector	002271	33-26-18-0030 10/18	Ad & Non-Ad Valorem Assessments FY 10/1/18-9/30/19	\$ 101.36
Mike Fasano, Pasco County Tax Collector	002266	34-26-18-0020 10/18	Ad & Non-Ad Valorem Assessments FY 10/1/18-9/30/19	\$ 92.15
Nvirotech Pest Control Services, Inc.	002270	289481	Pest Control Account #8876 11/18	\$ 70.00
Pasco County Utilities Services Branch	002265	11234430	18981 Long Lake Ranch Blvd 10/18	\$ 54.30
Pasco County Utilities Services Branch	002284	11288026	0 Community Center 11/18	\$ 2,131.17
Pasco County Utilities Services Branch	002284	11288027	18981 Long Lake Ranch Blvd 11/18	\$ 122.64
Rizzetta & Company, Inc.	002275	INV0000036655	District Management Services 12/18	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002276	INV00000000005635	Management Contract 11/18	\$ 3,315.28
Rizzetta Technology Services	002274	INV0000003964	Website Hosting Services 12/18	\$ 100.00
Site Masters of Florida, LLC	002286	121418-2	Storm Damage Soffit Repairs 12/18	\$ 1,600.00
State of Florida Department of Health	002287	51-BID-4037997	Public Swimming Pool Permit 51-60-1745199 FY19/20	\$ 280.00
Suncoast Pool Service	002288	4937	Pool/Spa & Chemical Service 12/18	\$ 1,700.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2018 Through December 31, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Tampa Poop 911 LLC	002273	2404209	Pet Waste Station Monthly 11/18	\$ 395.85
Times Publishing Company	002267	712959 11/23/18	Account #108665 Legal Advertising 11/18	\$ 109.60
William A. Pellan	002272	BP110118	Board of Supervisors Meeting 11/01/18	\$ 200.00
William A. Pellan	002285	BP120618	Board of Supervisors Meeting 12/06/18	\$ 200.00
Yellowstone Landscape	002278	INV-0000239571	Irrigation Repair 11/18	\$ 149.61
Yellowstone Landscape	002289	INV-0000241616	Install Mulch 11/18	\$ 19,018.75
Yellowstone Landscape	002289	INV-0000241647	Irrigation Repair 11/18	\$ 55.00
Yellowstone Landscape	002289	INV-0000242200	Annual Install Pine Straw 11/18	\$ <u>20,039.00</u>
Report Total				\$ <u>75,734.12</u>