



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors'
Regular Meeting
March 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

March 1, 2019

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Thursday, March 7, 2019 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 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 February 7, 2019Tab 1
- B. Consideration of the Operation and Maintenance Expenditures for January 2019Tab 2
- C. Ratification of Change Order, if any

4. BUSINESS ITEMS

- A. Presentation of Field Inspection ReportTab 3
- B. Consideration of Landscape Proposals.....Tab 4
- C. Consideration of Painting/ Pressure Washing ProposalsTab 5
- D. Consideration of Fitness Classes ProposalTab 6
- E. Consideration of Proposals for Electric WorkTab 7
- F. Consideration of Proposals for Dock Painting/SealingTab 8
- G. Consideration of Proposals for Gate/Chain Link Fence RepairTab 9
- H. Consideration of Music Program Proposal.....Tab 10
- I. Discussion on Towing/Parking Policy
- J. Discussion of Workshop for District Staff Members

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Clubhouse Manager
 - 1. Presentation of Operations ReportTab 11
- 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, 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.

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

Also Present Were:

Joe Roethke	Regional District Manager; Rizzetta & Co, Inc.
Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Sarah Sandy	District Counsel, Hopping Green & Sams (via phone)
Lara Bartholomew	District Engineer, Heidt Design (via phone)
Justin Lawrence	Clubhouse Manager
Brian Mahar	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 possibility of a vendor fair as well as a fitness boot camp.
A resident commented on amenity fees for non-residents.
A resident commented on line of sight issues at Sunlake Blvd.

(Ms. Bartholomew called in at 5:39 p.m.)

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THIRD ORDER OF BUSINESS

**Consideration of Minutes of The Board
of Supervisors' Regular Meeting held
on January 3, 2019**

On a motion by Mr. Kimpland, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the meeting minutes for the Board of Supervisors' regular meeting held on January 3, 2019, as presented for Long Lake Ranch Community Development District.

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FOURTH ORDER OF BUSINESS

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

On a motion by Mr. Kimpland seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for November 2018 (\$75,734.12) for Long Lake Ranch Community Development District.

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FIFTH ORDER OF BUSINESS

Presentation of Field Inspection Report

Mr. Green presented his Field Inspection Report to the Board. Ms. Valenti suggested having a workshop to discuss various environmental issues impacting the District such as limited irrigation and Florida landscape characteristics.

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SIXTH ORDER OF BUSINESS

Consideration of Landscape Proposals

The Board reviewed a proposal for fire-ant treatment. The Board requested a new proposal for the area around foxtail pool/park. The Board rejected a proposal for sight-line plant conversion to sod.

On a motion by Mr. Koford seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Yellowstone landscape proposal for Sylvester OTC injections in the amount of \$550.08 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 Yellowstone landscape proposal for the 2019 Winter Annual Rotation in the amount of \$5,572.00 for Long Lake Ranch Community Development District.

The Board agreed to table the proposal for ginger replacement with Jack Frost Ligustrum for 60 days

On a motion by Ms. Valenti seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the Yellowstone landscape proposal to replace 4 dead queen palms in the amount of \$1,200.00 for Long Lake Ranch Community Development District.

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76 **SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for
Janitorial Services**

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79 Mr. Radcliff presented proposals for janitorial services to the Board.
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On a motion by Mr. Kimpland seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the proposal from Cosmo Cleaner with products at a not to exceed amount of \$660 per month subject to District Counsel drafting the form of agreement and the inclusion of a 30-day termination without cause provision in the contract for Long Lake Ranch Community Development District.

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82 **EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal for Patio
Furniture**

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85 Mr. Radcliff presented a proposal from sunshine outdoor furniture for re-slinging the
86 existing patio furniture. Mr. Radcliff notified the Board that Ms. Cali repaired all of the patio
87 furniture in house at no cost to the District.
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89 **NINTH ORDER OF BUSINESS**

Consideration of Painting Proposal

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91 Mr. Radcliff presented a painting proposal from the Daily Group, Inc. to the Board. The
92 Board tabled this item and requested additional proposals to be acquired.
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94 **TENTH ORDER OF BUSINESS**

Staff Reports

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96 A. District Counsel
97 No report.
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99 B. District Engineer
100 No report.
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102 C. Clubhouse Manager
103 Mr. Lawrence presented the Clubhouse Management Report to the Board. The
104 Board requested that the Towing/Parking Policy be reviewed by District Counsel
105 and revisited at the next meeting.
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107 D. District Manager
108 Mr. Radcliff stated that the next regular meeting will be on Thursday, March
109 7th, 2019 at 2:00 p.m., at the Long Lake Ranch Amenity Center located at
110 19037 Long Lake Ranch Blvd., Lutz, FL 33558.
111 Mr. Radcliff provided the Board with an update on Roseate Drive and the status
112 of Lennar using the street as a construction cut through. Mr. Radcliff provided
113 the Board an update on the damage on Sunlake Blvd. and T.E.C. O's response
114 to date. Mr. Radcliff presented a proposal from Munyan for pressure cleaning,
115 repair, and sealing of the Dock. The Board tabled this item and requested
116 additional proposals to pressure wash, repair, and seal the dock.

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ELEVENTH ORDER OF BUSINESS

Audience Comments

A resident commented on the janitorial services and on the flower bed sizes throughout the District.
A resident commented on the fire-ant issue and commented on the bridge gate which is broken.
A resident commented on using Naturechem as fire-ant prevention, they also commented on fences that need to be pressure washed.
A resident commented on maintenance responsibility of Sunlake Blvd. vs new developments.
Ms. Bartholomew advised approaching developer/property owners about a possible cost share agreement.
A resident commented on landscapers overwatering.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Mr. Pellan requested a claim be investigated/ submitted for the soffit replacements due to the storm. Mr. Pellan requested the District Manager contact MI Homes regarding them using Hanley/Leonard RDS as construction cut throughs.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Koford, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adjourned the meeting at 8:05 p.m. for Long Lake Ranch Community Development District.

Secretary/Assistant Secretary

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

January 2019

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2019 through January 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$104,720.05**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2019 Through January 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bright House Networks	002315	065052101010819	Account# 0050650521-01 Clubhouse Internet 01/19	\$ 280.74
Bright House Networks	002300	073753101122818	Account# 0050737531-01 Pool Internet/Phone/TV 01/19	\$ 319.96
County Sanitation	002322	1412438	Monthly Waste Services 01/19	\$ 80.00
Duke Energy	002314	02977 29321 12/18	1916 Sunlake Blvd - Fountain 12/18	\$ 290.95
Duke Energy	002323	03431 87057 01/19	0000 Sunlake Blvd Lite 01/19	\$ 435.04
Duke Energy	002314	12052 27006 12/18	2042 Lake Waters Place -Amenity Center 12/18	\$ 494.87
Duke Energy	002314	20791 66280 12/18	0000 Nature View Drive Lite 12/18	\$ 3,928.04
Duke Energy	002314	41836 63563 12/18	0 Sunlake Blvd. Lite 12/18	\$ 2,039.75
Duke Energy	002314	71571 28505 12/18	0000 Sunlake Blvd-Lighting 12/18	\$ 6,981.81
Duke Energy	002301	Summary Bill 12/18	Summary Bill 12/18	\$ 3,095.38
Events Done Bright	002316	122534-1	Balance Due on Christmas Lighting 01/19	\$ 5,750.00
Gaydos Hydro Services, LLC	002304	2018-569	Aquatic Maintenance Phase 1 & 2 Task 1-3 11/18	\$ 2,460.00
Gaydos Hydro Services, LLC	002304	2018-570	Monthly Midge Fly Control 11/18	\$ 1,750.00
Gaydos Hydro Services, LLC	002304	2018-614	Aquatic Maintenance Phase 1 & 2 Task 1-3 12/18	\$ 2,460.00
Gaydos Hydro Services, LLC	002304	2018-615	Monthly Midge Fly Control 12/18	\$ 1,750.00
Grable Plumbing Co., Inc.	002317	206242	Rebuild Wilkins Backflow 11/18	\$ 502.08
Grable Plumbing Co., Inc.	002317	206243	Rebuild Backflow 11/18	\$ 70.00
Grable Plumbing Co., Inc.	002317	206949	Replace Urinal 01/19	\$ 759.00
Harris Romaner Graphics	002311	19265	Install Pool Sign Foxtail Townhome 01/19	\$ 295.00
Heidt Design, LLC	002318	31772	Engineering Services 12/18	\$ 2,302.10
Hopping Green & Sams	002305	104642	General Counsel 11/18	\$ 2,505.47
James Koford	002306	JK010319	Board of Supervisors Meeting 01/03/19	\$ 200.00
Jon's Custom Fence, Inc.	002324	1920	Storm Damage - Repair Fencing on Property 01/19	\$ 11,450.00
Lee Electric, Inc.	002291	18664	Install Fan 12/18	\$ 596.00
LLS Tax Solutions, Inc.	002325	001600	Arbitrage Rebate Calculation Series 2015A-1 & 2 PE 11/18	\$ 500.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2019 Through January 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Long Lake Ranch CDD	CD047	CD047	Debit Card Replenishment	\$ 522.34
Moz'Arts Artistic Designs, Inc.	002292	18-3573FINAL	Balance Due Fence Repair 11/18	\$ 1,350.00
Nvirotech Pest Control Services, Inc.	002293	165570	Pest Control Account #10520 12/18	\$ 135.00
Nvirotech Pest Control Services, Inc.	002326	167562	Pest Control Account #10520 01/19	\$ 135.00
Nvirotech Pest Control Services, Inc.	002293	290821	Pest Control Account #8876 12/18	\$ 70.00
Nvirotech Pest Control Services, Inc.	002326	292150	Pest Control Account #8876 01/19	\$ 70.00
Pasco County Utilities	002294	11349778	18981 Long Lake Ranch Blvd 11/18	\$ 54.30
Pasco County Utilities	002319	11405154	0 Community Center 12/18	\$ 3,619.73
Pasco County Utilities	002319	11405155	18981 Long Lake Ranch Blvd 12/18	\$ 115.21
Rizzetta & Company, Inc.	002327	0000037915	Dissemination Agent Fee FY 18/19	\$ 7,000.00
Rizzetta & Company, Inc.	002296	INV0000037510	District Management Services 01/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002310	INV0000000005663	Out of Pocket Expenses 11/18	\$ 196.33
Rizzetta Amenity Services, Inc.	002297	INV0000000005693	Management Contract 12/18	\$ 4,009.14
Rizzetta Amenity Services, Inc.	002302	INV0000000005724	Management Contract 12/18	\$ 3,240.96
Rizzetta Amenity Services, Inc.	002320	INV0000000005754	Management Contract 01/19	\$ 4,064.79
Rizzetta Amenity Services, Inc.	002320	INV0000000005782	Out of Pocket Expenses 12/18	\$ 162.67
Rizzetta Technology Services	002295	INV0000004050	Website Hosting Services 1/19	\$ 100.00
Securiteam, Inc.	002312	11500	Upgrade Camera Control Center to Version 6 01/19	\$ 556.67
Securiteam, Inc.	002298	5164121718	Repair Gate at Park Pavillion 12/18	\$ 125.00
Suncoast Pool Service	002328	4999	Pool/Spa & Chemical Service 01/19	\$ 1,700.00
Tampa Poop 911 LLC	002309	2447107	Pet Waste Station Monthly 12/18	\$ 395.85
Times Publishing Company	002299	722984 12/21/18	Account #108665 Legal Advertising 12/18	\$ 109.60
US Bank	002303	5221433	Trustee Fees Series 2016 12/01/18-11/30/19	\$ 3,717.38
Vertex Water Features	002321	1592	Replace 500W Bulb in Fountain 10/18	\$ 752.80
Welch Tennis Courts, Inc.	002313	2874	50% Deposit on Tennis Court Improvements 01/19	\$ 2,875.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2019 Through January 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
William A. Pellan	002308	BP010319	Board of Supervisors Meeting 01/03/19	\$ 200.00
Yellowstone Landscape	002329	INV-0000244868	Monthly Landscape Maintenance 01/19	<u>\$ 13,754.42</u>
Report Total				<u>\$ 104,720.05</u>