



Rizzetta & Company

# Long Lake Ranch Community Development District

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**Board of Supervisors'  
Regular Meeting  
April 4, 2019**

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

[www.longlakeranchcdd.org](http://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

<b>District Board of Supervisors</b>	James Koford Betty Valenti Stephen Bennett William Pellan Andrew Kimpland	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tucker Mackie	Hopping, Green & Sams, P.A.
<b>District Engineer</b>	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 27, 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, April 4, 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 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 March 7, 2019 .....Tab 1
- B. Consideration of the Operation and Maintenance Expenditures for February 2019.....Tab 2
- C. Ratification of Change Order, if any

**4. BUSINESS ITEMS**

- A. Presentation of Field Inspection Report .....Tab 3
- B. Consideration of Painting / Pressure Washing Proposals.....Tab 4
- C. Consideration of Proposals for Electric Work.....Tab 5
- D. Consideration of Vendor Fair Proposal .....Tab 6
- E. Consideration of Roseate Sign Proposal .....Tab 7
- F. Discussion on Towing/Parking Policy

**5. STAFF REPORTS**

- A. District Counsel
- B. District Engineer
- C. Clubhouse Manager
  - 1. Presentation of Operations Report .....Tab 8
- 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, 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.

**Present and Constituting a Quorum:**

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

**Also Present Were:**

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co, Inc.</b>
Sarah Sandy	<b>District Counsel, Hopping Green &amp; Sams</b> <i>(via phone)</i>
Justin Lawrence	<b>Clubhouse Manager</b>
Lara Bartholomew	<b>District Engineer; Heidt Design</b> <i>(via phone)</i>
Brian Mahar	<b>Yellowstone Landscape</b>
Brett Perez	<b>Yellowstone Landscape</b>
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 commented on music classes for children.

A resident commented on Fitness/ 320 and fitness classes.

A resident commented on the painting at mail pavilion and the stolen plants at primrose.

A resident commented on solicitor/ Business signs on District Property. They also commented on installing a wind barrier at the pickle ball courts.

A resident commented on the vendor fair.

A resident commented on Budget items.

A resident commented on construction signs on Roseate Drive and about the garbage in the drainage swears.

50 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of The Board  
of Supervisors' Regular Meeting held on  
February 7, 2019**

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54 Line 70 needs to be changed from Mr. Bennett to Mr. Kimpland  
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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 February 7, 2019, as amended for Long Lake Ranch Community Development District.

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57 **FOURTH ORDER OF BUSINESS**

**Consideration of the Operation and  
Maintenance Expenditures for January  
2019**

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On a motion by Mr. Koford seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for January 2019 (\$104,720.05) for Long Lake Ranch Community Development District.

**FIFTH ORDER OF BUSINESS**

**Presentation of Field Inspection Report**

Mr. Radcliff reviewed the field inspection report with the Board. A discussion ensued regarding re-seeding various sod areas and using a different type of weed killer around the children's play areas.

**SIXTH ORDER OF BUSINESS**

**Consideration of Landscape Proposals**

Mr. Radcliff presented a landscape proposal 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 top choice in the amount of \$655.00 for Long Lake Ranch Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Painting/ Pressure  
Washing Proposals**

Mr. Radcliff presented several painting and pressure washing proposals to the Board. The Board requested new proposals from rising sun realty and Funez Drywall and Painting with Warranty information and Sherwin Williams listed as the material used.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Fitness Class Proposal**

Mr. Radcliff presented a fitness proposal to the Board.

On a motion by Ms. Valenti seconded by Mr. Kimpland, with all in favor, the Board of Supervisors delegated Justin Lawrence authority to approve fitness class dates and times for Long Lake Ranch Community Development District.

On a motion by Mr. Koford seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the fitness class proposal from Fitness 320 and vendor license agreement in substantial form subject to District Counsel revising to limit classes to only Members as defined in the Amenity Facility Policies and receiving a Certificate of Insurance from vendor for Long Lake Ranch Community Development District.

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**NINTH ORDER OF BUSINESS**

**Consideration of Proposals for Electric Work**

Mr. Radcliff presented several proposals for electric work to the Board. The Board agreed to table the electrical work proposals pending clarification of proposal.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposals for Dock Painting/ Sealing**

On a motion by Mr. Koford seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the dock painting/sealing proposal from Funez Drywall and Painting pending creation of services agreement including a one (1) year warranty by District Counsel for Long Lake Ranch Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Gate/Chain Link Fence Repair**

Mr. Radcliff presented several proposals for gate/chain link fence repair.

On a motion by Ms. Valenti seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the proposal from Mozart Designs for gate/chain link fence repair at a not-to-exceed amount of \$2,150.00 for Long Lake Ranch Community Development District.

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**TWELFTH ORDER OF BUSINESS**

**Consideration of Music Program Proposal**

Mr. Radcliff presented a proposal for a music program to the Board. The Board requested District Counsel to review this proposal.

**THIRTEENTH ORDER OF BUSINESS**

**Discussion on Towing/Parking Policy**

The Board discussed the current towing/parking policy in place for the District. Ms. Valenti provided a similar towing/parking from a different community. The Board requested the HOA submit their views on the current towing/parking policy before proceeding.

**FOURTEENTH ORDER OF BUSINESS**

**Discussion of Workshop for District Staff Member**

Mr. Radcliff discussed having a workshop for District staff members. Ms. Valenti suggested having District Counsel, District Engineer, and the Field Services manager in attendance. The

120 Board instructed District Management to start looking for a suitable time and date for the  
121 workshop.

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123 **FIFTEENTH ORDER OF BUSINESS**                      **Staff Reports**

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- 125       A.     District Counsel  
126             No report.
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- 128       B.     District Engineer  
129             Ms. Bartholomew presented her District Engineer report. Ms. Bartholomew  
130             updated the Board on the streetlight issue on Sunlake Blvd. and advised that she  
131             is still researching.
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- 133       C.     Clubhouse Manager  
134             Mr. Lawrence presented the clubhouse Management Report to the Board.
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- 136       D.     District Manager  
137             Mr. Radcliff stated that the next regular meeting will be on Thursday, April 4<sup>th</sup>,  
138             2019 at 5:30 p.m., at the Long Lake Ranch Amenity Center located at 19037  
139             Long Lake Ranch Blvd., Lutz, FL 33558.  
140             Mr. Radcliff informed the Board that the annuals that were stolen from primrose  
141             will be replaced shortly.
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143 **SIXTEENTH ORDER OF BUSINESS**                      **Audience Comments**

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- 145 A resident commented on the rules sign at foxtail pool.
- 146 A resident commented on non-residents using amenities.
- 147 A resident commented on cars parking on the street.
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151 **SEVENTEENTH ORDER OF BUSINESS**                      **Supervisor Requests**

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153 Mr. Bennett requested curbs on islands be re-painted with reflective paint.

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155 **EIGHTEENTH ORDER OF BUSINESS**                      **Adjournment**

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On a motion by Mr. Bennett, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adjourned the meeting at 3:54 p.m. for Long Lake Ranch Community Development District.
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Secretary/Assistant Secretary

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Chairman/Vice-Chairman

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## **Tab 2**

# Long Lake Ranch Community Development District

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

## Operations and Maintenance Expenditures February 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2019 through February 28, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$58,727.96**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2019 Through February 28, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bright House Networks	002344	065052101020919	Account# 0050650521-01 Clubhouse Internet 02/19	\$ 273.27
Bright House Networks	002341	073753101012919	Account# 0050737531-01 Pool Internet, Phone, TV 02/19	\$ 319.96
County Sanitation	002345	10414214	Monthly Waste Services 02/19	\$ 80.00
Duke Energy	002356	03431 87057 02/19	0000 Sunlake Blvd Lite 02/19	\$ 435.04
Duke Energy	002342	20791 66280 01/19	0000 Nature View Drive Lite 01/19	\$ 3,928.04
Duke Energy	002342	41836 63563 01/19	0 Sunlake Blvd. Lite 01/19	\$ 2,039.75
Duke Energy	002346	71571 28505 01/19	0000 Sunlake Blvd-Lighting 01/19	\$ 6,981.81
Duke Energy	002342	Summary Bill 01/19	Summary Bill 01/19	\$ 4,139.86
Gaydos Hydro Services, LLC	002330	2019-107	Aquatic Maintenance Phase 1 & 2 Task 1-3 01/19	\$ 2,460.00
Gaydos Hydro Services, LLC	002330	2019-108	Monthly Midge Fly Control 01/19	\$ 1,750.00
Heidt Design, LLC	002347	32325	Engineering Services 01/19	\$ 1,268.75
Hopping Green & Sams	002331	105132	General Counsel 12/18	\$ 2,937.00
Hopping Green & Sams	002357	105607	General Counsel 01/19	\$ 3,128.50
James D. Mancuso dba Plumb Elite	002352	0497	Repair Leak, Men's Toilet, Clubhouse 02/19	\$ 150.00
James Koford	002348	JK020719	Board of Supervisors Meeting 02/07/19	\$ 200.00
Lee Electric, Inc.	002332	19048	Install (3) Circuits and GFCI Receptacle 01/19	\$ 2,577.00
Lee Electric, Inc.	002349	19072	Replace Photo Cell & Ballast 02/19	\$ 448.00
Long Lake Ranch CDD	CD048	CD048	Debit Card Replenishment	\$ 879.20
Nvirotech Pest Control Services, Inc.	002358	169778	Pest Control Account #10520 02/19	\$ 135.00
Pasco County Utilities	002334	11475648	18981 Long Lake Ranch Blvd. 12/18	\$ 54.30
Pasco County Utilities	002350	11524923	0 Community Center 01/19	\$ 2,632.75
Pasco County Utilities	002350	11524924	18981 Long Lake Ranch Blvd. 01/19	\$ 115.21
Rizzetta & Company, Inc.	002336	INV0000038036	District Management Services 02/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002337	INV0000000005811	Management Contract 01/19	\$ 3,317.71
Rizzetta Amenity Services, Inc.	002353	INV0000000005839	Out of Pocket Expenses 01/19	\$ 118.25

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2019 Through February 28, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta Amenity Services, Inc.	002353	INV0000000005870	Management Contract 02/19	\$ 4,118.10
Rizzetta Amenity Services, Inc.	002359	INV0000000005903	Management Contract 02/19	\$ 1,680.98
Rizzetta Technology Services	002335	INV0000004136	Website Hosting Services 2/19	\$ 100.00
Securiteam, Inc.	002360	11595	Remote Video Monitoring 3/19-05/19 Cabana	\$ 1,275.00
Securiteam, Inc.	002360	11596	Remote Video Monitoring 03/19-05/19 Clubhouse	\$ 1,563.00
Securiteam, Inc.	002354	5111120318	Install (2) Mag Locks 01/19	\$ 763.30
Suncoast Pool Service	002361	5069	Pool/Spa & Chemical Service 02/19	\$ 1,700.00
Tampa Poop 911 LLC	002343	2490440	Pet Waste Station Monthly 01/19	\$ 395.85
Times Publishing Company	002338	735615	Account #108665 Legal Advertising 01/19	\$ 109.60
Vertex Water Features	002339	3119	Fountain Cleaning Service 01/19	\$ 600.00
Vertex Water Features	002362	3450	Fountain Cleaning Service 02/19	\$ 154.46
William A. Pellan	002351	BP020719	Board of Supervisors Meeting 02/07/19	\$ 200.00
Yellowstone Landscape	002355	INV-0000246940	Irrigation Repair 01/19	\$ 335.00
Yellowstone Landscape	002355	INV-0000248290	Replace Two Wire from Directional Bore 01/19	<u>\$ 971.60</u>
Report Total				<u>\$ 58,727.96</u>