



Rizzetta & Company

Long Lake Ranch Community Development District

**Board of Supervisors'
Regular Meeting
May 2, 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

May 01, 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, May 2, 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 April 4, 2019Tab 1
- B. Consideration of the Operation and Maintenance Expenditures for March 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 Golf Cart Rental ProposalTab 5
- D. Consideration of Signage Proposals.....Tab 6
- E. Presentation of Proposed Budget for Fiscal Year 2019/2020.....Tab 7
 - 1. Consideration of Resolution 2019-07, Approving Proposed Budget and Setting Public Hearing.....Tab 8

5. STAFF REPORTS

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

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:

Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Sarah Sandy	District Counsel, Hopping Green & Sams
Justin Lawrence	Clubhouse Manager
Lara Bartholomew	District Engineer; Heidt Design (via
phone)	
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 non-residents using the amenities.

A resident commented on the possibility of a budget workshop.

A resident commented on grass not being cut all the way to his property line.

THIRD ORDER OF BUSINESS

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

On a motion by Mr. Bennett, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the meeting minutes for the Board of Supervisors' regular meeting held on March 7, 2019, as amended for Long Lake Ranch Community Development District.

47 **FOURTH ORDER OF BUSINESS** **Consideration of the Operation and**
48 **Maintenance Expenditures for**
49 **February 2019**
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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 February 2019 (\$58,727.96) for Long Lake Ranch Community Development District.

51 **FIFTH ORDER OF BUSINESS** **Presentation of Field Inspection Report**
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54 Mr. Radcliff reviewed the field inspection report with the Board. The Board discussed a drain top
55 that needs to be leveled and secured and scheduling an on-site walk-through with Yellowstone
56 and a Board member.

57 **SIXTH ORDER OF BUSINESS** **Consideration of Painting and Pressure**
58 **Washing Proposals**
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61 Mr. Radcliff presented painting/ pressure washing proposals to the Board.
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On a motion by Mr. Bennett seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the proposal from Funez Drywall and painting in the amount of \$1,400.00 for Long Lake Ranch Community Development District, subject to Funez Drywall adding the additional pressure washing scope details from the Rising Sun Realty proposal.

63 **SEVENTH ORDER OF BUSINESS** **Consideration of Proposals for**
64 **Electrical Work**
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67 Mr. Radcliff presented proposals for electrical repairs from Lee Electric to the Board.
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On a motion by Mr. Koford seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the proposal from Lee Electric Options for 1 and 3 in the amount of \$1,518.00 for Long Lake Ranch Community Development District.

69 **EIGHTH ORDER OF BUSINESS** **Consideration of Vendor Fair**
70 **Proposal**
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73 The Board reviewed a one-time vendor fair proposal. The Board discussed if it wanted to
74 require that the HOA secure event insurance and determined not to require such.
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On a motion by Mr. Koford seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the one-time vendor fair proposal pending review by District Counsel for Long Lake Ranch Community Development District.

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NINTH ORDER OF BUSINESS

Consideration of Roseate Sign Proposal

The Board reviewed a sign proposal for Roseate Drive.

On a motion by Mr. Koford seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the purchase of three signs with a not to exceed total price of \$800.00 for Long Lake Ranch Community Development District, subject to Supervisor Pellan providing the appropriate street names to District Management, a delegation of authority to Supervisor Koford to approve the sign athletics, and District Counsel's review and approve of the final signage language.

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TENTH ORDER OF BUSINESS

Discussion on Towing/Parking Policy

The Board decided to table this matter until further notice.

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ELEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Ms. Sandy presented her report to the Board. Ms. Sandy discussed a proposal for music lessons and the budgeting process, and addressed the District's policy on non-residents using the amenity facilities and the vendor proposal process.
- B. District Engineer
No report.
- C. Clubhouse Manager
Mr. Lawrence presented the clubhouse Management Report to the Board.

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On a motion by Mr. Koford seconded by Mr. Bennett, with all in favor, the Board of Supervisors approved the moving of the July 4th BOS annual meeting to July 10th at 2:00 p.m. for Long Lake Ranch Community Development District.

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- D. District Manager
Mr. Radcliff stated that the next regular meeting will be on Thursday, May 2nd, 2019 at 5:30 p.m., at the Long Lake Ranch Amenity Center located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558.
Mr. Radcliff will present the proposed budget at this meeting. Mr. Radcliff discussed repairs on Long Lake Ranch Blvd, Garbage in the drainage system, and the pending annuals installation.

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TWELFTH ORDER OF BUSINESS

Audience Comments

A resident commented on the District's reserve study and a budget workshop.

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THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

The Board discussed getting proposals for landscaping, aquatic maintenance, and pool maintenance, and directed staff to look at the cost of the landscaping RFP process and to bring back three proposals for both aquatic maintenance and pool maintenance.
Ms. Valenti commented on the pending striping of the roads in Foxtail by MI homes.
Mr. Bennett commented that Ms. Valenti and himself will be resigning most likely after June.

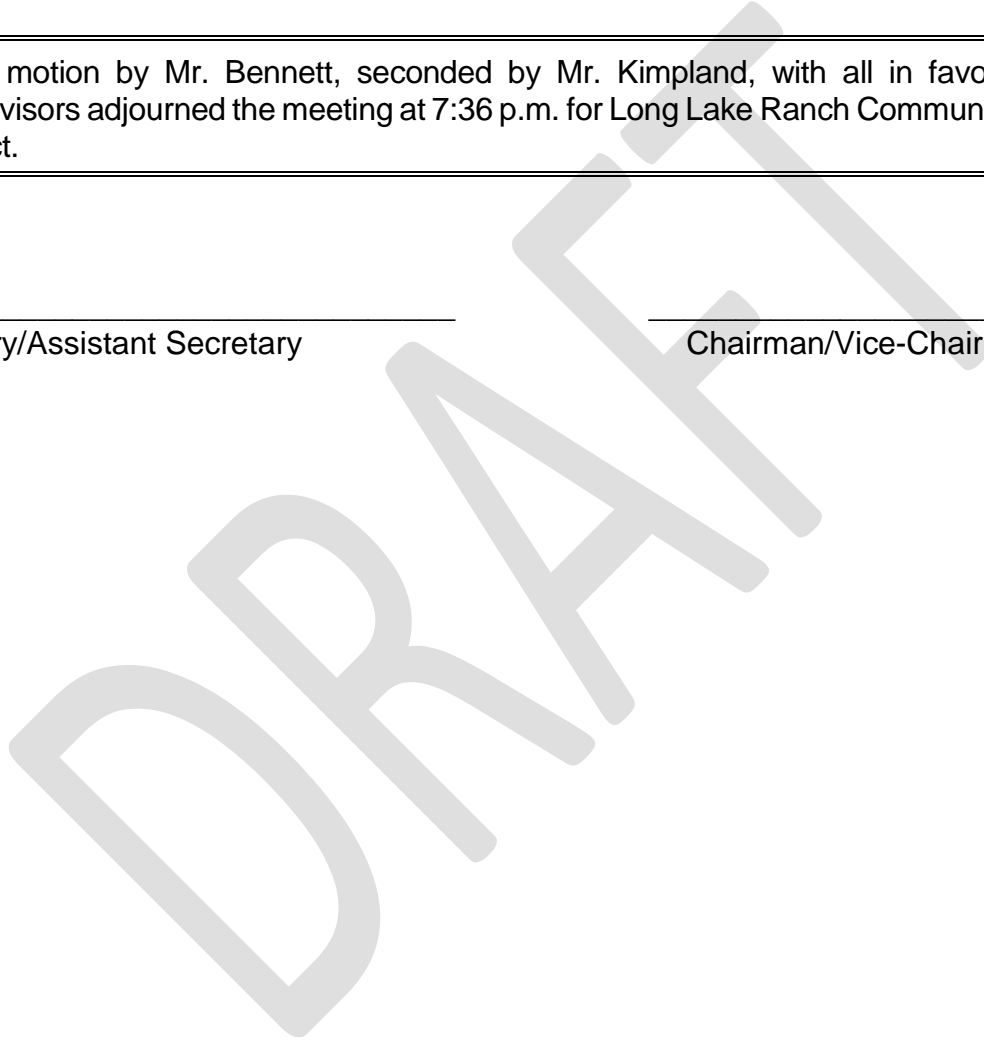
FOURTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Bennett, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors adjourned the meeting at 7:36 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 March 2019 For Board Approval

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

The total items being presented: **\$109,471.52**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2019 Through March 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	002384	065052101031119	Account# 0050650521 Clubhouse Internet 03/19	\$ 287.94
Bright House Networks	002375	073753101022819	Account# 0050737531 Pool Internet, Phone, TV 03/19	\$ 319.96
County Sanitation	002366	10415984	Monthly Waste Services 03/19	\$ 80.00
Duke Energy	002385	03431 87057 03/19	0000 Sunlake Blvd Lite 03/19	\$ 434.97
Duke Energy	002376	20791 66280 02/19	0000 Nature View Drive Lite 02/19	\$ 3,927.28
Duke Energy	002376	41836 63563 02/19	0 Sunlake Blvd Lite V1A&B 02/19	\$ 2,039.42
Duke Energy	002385	71571 28505 02/19	0000 Sunlake Blvd Lighting 02/19	\$ 6,979.81
Duke Energy	002367	Summary Bill 02/19	Summary Bill 02/19	\$ 4,129.16
Gaydos Hydro Services	002368	2019-151	Aquatic Maintenance Phase 1 & 2 Task 1-3 02/19	\$ 2,460.00
Gaydos Hydro Services	002386	2019-152	Monthly Midge Fly Control 02/19	\$ 1,750.00
Gaydos Hydro Services	002386	2019-195	Monthly Midge Fly Control 03/19	\$ 1,750.00
Gaydos Hydro Services	002386	2019-196	Aquatic Maintenance Phase 1 & 2 Task 1-3 03/19	\$ 2,460.00
Harris Romaner Graphics	002381	19247	Replace Storm Damaged Signs 12/18	\$ 975.00
Harris Romaner Graphics	002381	19306	Repaint (2) Medallions Foxtail Monuments 01/19	\$ 700.00
Heidt Design, LLC	002377	32610	Engineering Services 02/19	\$ 1,302.92
Jayman Enterprises, LLC	002369	718	Install Drywall Around Electrical Outlet 02/19	\$ 325.00
Long Lake Ranch CDD	CD049		Debit Card Replenishment	\$ 239.95

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2019 Through March 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Moz'Arts Artistic Designs, Inc.	002387	19-4093	50% Deposit - Gate & Chain Link Repair 03/19	\$ 1,000.00
Munyan Painting	002388	20130	Pressure Clean & Seal Bridge 03/19	\$ 4,975.00
Nvirotech Pest Control Services, Inc.	002389	171895	Pest Control Account #10520 03/19	\$ 135.00
Nvirotech Pest Control Services, Inc.	002370	295585	Pest Control Account #8876 02/19	\$ 70.00
One Stop Cooling Tampa, LLC	002371	0000040708	HVAC Maintenance 02/19	\$ 916.00
Pasco County Utilities	002363	11586644	18981 Long Lake Ranch Blvd 01/19	\$ 54.30
Pasco County Utilities	002378	11631044	0 Community Center 02/19	\$ 1,888.47
Pasco County Utilities	002378	11631045	18981 Long Lake Ranch Blvd 02/19	\$ 115.21
PC Consultants	002372	106516	IT Maintenance for Clubhouse Manager 03/19	\$ 240.00
Rizzetta & Company, Inc.	002365	INV0000039199	District Management Services 03/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002380	INV00000000005933	Management Contract 03/19	\$ 3,594.15
Rizzetta Amenity Services, Inc.	002380	INV00000000005962	Out of Pocket Expenses 02/19	\$ 110.18
Rizzetta Amenity Services, Inc.	002390	INV00000000006081	Management Contract 03/19	\$ 2,662.53
Rizzetta Technology Services	002364	INV0000004222	Website Hosting Services 3/19	\$ 100.00
Securiteam, Inc.	002382	5044111218	Install Dome Camera 01/19	\$ 1,440.00
Securiteam, Inc.	002391	5484031519	Service Call - Instruction & Support 03/19	\$ 125.00
Securiteam, Inc.	002391	5513031919	Service Call - Bring Cameras Online 03/19	\$ 125.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2019 Through March 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Pool Service	002392	5128	Pool/Spa & Chemical Service 03/19	\$ 1,700.00
Tampa Poop 911 LLC	002379	2537609	Pet Waste Station Monthly 02/19	\$ 395.85
Times Publishing Company	002373	746100 02/22/19	Account #108665 Legal Advertising 02/19	\$ 109.60
Yellowstone Landscape	002383	0000237372B	Monthly Landscape Maintenance 11/18	\$ 19,421.12
Yellowstone Landscape	002383	0000240628A	Monthly Landscape Maintenance 12/18	\$ 14,337.42
Yellowstone Landscape	002393	TM 10056	Irrigation Inspection Repair 02/19	\$ 208.55
Yellowstone Landscape	002393	TM 10057	Winter Annual Rotation 03/19	\$ 5,572.00
Yellowstone Landscape	002393	TM 10058	Replace (4) Palms Foxtail Pool 03/19	\$ 1,200.00
Yellowstone Landscape	002374	TM 4407	Turn Off Controller for Tennis Court Repaving 02/19	\$ 59.28
Yellowstone Landscape	002374	TM 4541	Monthly Landscape Maintenance 02/19	\$ 13,754.42
Yellowstone Landscape	002374	TM 4814	OTC Palm Injections 02/19	\$ 550.08
Yellowstone Landscape	002374	TM 4821	Turn On Controller for Tennis Court Repaving 02/19	<u>\$ 59.28</u>
Report Total				<u>\$ 109,471.52</u>