



Rizzetta & Company

# Long Lake Ranch Community Development District

---

**Board of Supervisors'  
Regular Meeting  
July 10, 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 William Pellan Andrew Kimpland Michael Leonard John Twomey	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

July 9, 2019

**REVISED AGENDA**

Dear Board Members:

The public hearing and regular meeting of the Board of Supervisors of Long Lake Ranch Community Development District will be held on **Wednesday, July 10, 2019 at 6:00 p.m.** at the Long Lake Ranch Amenity Center, located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558. The following is the revised agenda for the meeting:

1. **CALL TO ORDER / ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on June 6, 2019 .....Tab 1
  - B. Consideration of Operations & Maintenance Expenditures for May 2019 .....Tab 2
  - C. Ratification of Change Orders (if any)
4. **BUSINESS ITEMS**
  - A. [Presentation of Field Inspection Report](#) .....Tab 3
    - i. [Consideration of Landscaping Proposals](#) .....Tab 4
  - B. Consideration of Clubhouse Repair Proposals .....Tab 5
  - C. Ratification of Deed to County for Nightshade Drive ROW Corners .....Tab 6
  - D. Consideration of Resident Generator Application .....Tab 7
  - E. Public Hearing on Fiscal Year 2019/2020 Budget.....Tab 8
    - i. Consideration of Resolution 2019-09, Adopting Fiscal Year 2019-2020 Budget .....Tab 9
    - ii. Consideration of Resolution 2019-10, Imposing Special Assessments & Certifying Assessment Roll .....Tab 10
  - F. Presentation of Final Audit Report for FY 2017-2018.....Tab 11
5. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - i. Consideration of Engineering Services Proposals .....Tab 12
  - C. Clubhouse Manager
    - i. Presentation of Operations Report .....Tab 13
  - 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) 933-5571.

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, June 6, 2019 at 5:30 PM** 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; Chair</b>
Betty Valenti	<b>Board Supervisor; Vice Chair</b>
Bill Pellan	<b>Board Supervisor; Assistant Secretary</b>
Andrew Kimpland	<b>Board Supervisor; Assistant Secretary (via phone)</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Co, Inc.</b>
Sarah Sandy	<b>District Counsel; Hopping Green &amp; Sams (via phone)</b>
Justin Lawrence	<b>Clubhouse Manager</b>
Tyree Brown	<b>Field Services Manager; RASI</b>
Brian Mahar	<b>Yellowstone Landscape</b>
John Twomey	
Michael Leonard	

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**

Residents commented on lawn maintenance, late-night fishing, and cars parking on the streets.

**THIRD ORDER OF BUSINESS**

**Consideration of Board  
Supervisor Resignations and  
Administration of Oath of Office  
to Appointed Supervisors**

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors accepted the resignation of Stephen Bennett from the Board of Supervisors for the Long Lake Ranch Community Development District.

47  
48 Mr. Radcliff administered the Oath of Office to Mr. Twomey and Mr. Twomey  
49 responded in the affirmative. Mr. Radcliff informed Mr. Twomey that as a Board  
50 Supervisor he is entitled to compensation of \$200.00 per meeting, up to an annual  
51 maximum of \$4,800.00. Mr. Twomey declined compensation. Ms. Sandy briefly reviewed  
52 Sunshine Laws and public records laws with Mr. Twomey.  
53

On a motion by Mr. Pellan, seconded by Mr. Koford, with all in favor, the Board of Supervisors accepted the resignation of Betty Valenti from the Board of Supervisors for the Long Lake Ranch Community Development District.

54  
55 Mr. Radcliff administered the Oath of Office to Mr. Leonard and Mr. Leonard  
56 responded in the affirmative. Mr. Radcliff informed Mr. Leonard that as a Board  
57 Supervisor he is entitled to compensation of \$200.00 per meeting, up to an annual  
58 maximum of \$4,800.00. Mr. Leonard declined compensation. Ms. Sandy briefly reviewed  
59 Sunshine Laws and public records laws with Mr. Leonard.  
60

61 **FOURTH ORDER OF BUSINESS**

**Consideration of Resumes of  
62 Vacant Seats**  
63

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors appointed John Twomey to Seat #2 of the Board of Supervisors for the Long Lake Ranch Community Development District.

64  
On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of  
Supervisor appointed Michael Leonard to Seat #1 of the Board of Supervisors for the  
Long Lake Ranch Community Development District.

65 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution  
66 2019-08, Re-designating Officers  
67 of the District**  
68  
69

70 Mr. Radcliff presented Resolution 2019-08, which would designate Jim Koford as  
71 Chair, Bill Pellan as Vice Chair, and Michael Leonard, John Twomey, and Andrew Kimpland  
72 as assistant secretaries.  
73

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors adopted Resolution 2019-08 for the Long Lake Ranch Community Development District.

74  
75  
76  
77  
78

**SIXTH ORDER OF BUSINESS**

**Consideration of Minutes of  
Board of Supervisors' Regular  
Meeting held on May 2, 2019**

On a motion by Mr. Pellan, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the meeting minutes of the Board of Supervisors' regular meeting held on May 2, 2019, as amended for the Long Lake Ranch Community Development District.

79  
80  
81  
82  
83

**SEVENTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for  
April 2019**

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for April 2019 (\$52,124.33) for the Long Lake Ranch Community Development District.

84  
85  
86  
87  
88  
89

**EIGHTH ORDER OF BUSINESS**

**Presentation of Field Inspection  
Report**

Mr. Radcliff presented the latest field inspection report to the Board for review.

90  
91  
92  
93  
94  
95

**NINTH ORDER OF BUSINESS**

**Consideration of Landscape  
Proposals**

Mr. Radcliff presented several landscape proposals to the Board for review. The Board requested additional proposals regarding magnolia removal and palm installation.

On a motion by Mr. Pellan, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved a proposal from Yellow Stone Landscape for peppergrass flax Lily installations in the amount of \$362.63 for the Long Lake Ranch Community Development District.

96

On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved a proposal from Yellow Stone Landscape for Long Lake Blvd. sod in the amount of \$1,517.25 for the Long Lake Ranch Community Development District.

97

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors approved a proposal from Yellow Stone Landscape for mailbox plant installation in the amount of \$468.75 for the Long Lake Ranch Community Development District.

98

99

**TENTH ORDER OF BUSINESS**

**Review of Reserve Study**

100

101

The Board agreed to table this item until next month's meeting.

102

103

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Clubhouse  
Flooring Proposal**

104

105

106

107

Mr. Radcliff presented several proposals for clubhouse flooring to the Board. The Board agreed to table these proposals until further notice.

108

109

**TWELFTH ORDER OF BUSINESS**

**Consideration of Safety Curb  
Proposals**

110

111

112

Mr. Radcliff presented two proposals for safety curb proposals to the Board.

113

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved a proposal from G-Force for safety curbs with a not-to-exceed amount of \$675.00, pending use of Rust-O-Leum paint and disclosure of warranty information, for the Long Lake Ranch Community Development District.

114

115

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Pressure  
Washing Proposals**

116

117

118

119

Mr. Radcliff presented several pressure washing proposals to the Board for consideration.

120

On a motion by Mr. Kimpland, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved a proposal from Xtreme Pressure Washing in the amount of \$150.00 for the Long Lake Ranch Community Development District.

121

122

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

123

124

**A. District Counsel**

125

126

Ms. Sandy presented her report to the Board.

127





160  
161  
162  
163  
164  
165  
166  
167

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Pellan requested that copies of the proposed budget be sent again to all Board members.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors adjourned the meeting at 8:03 PM for the Long Lake Ranch Community Development District.

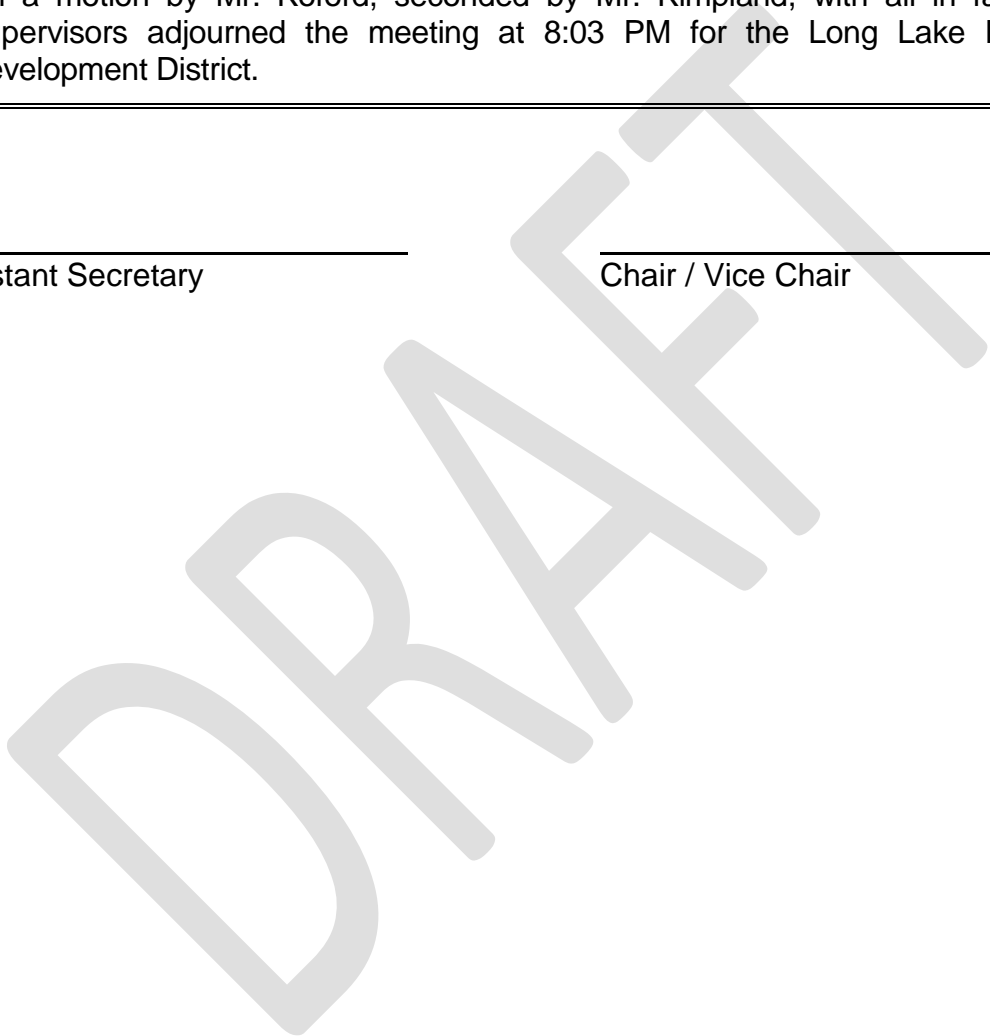
168  
169  
170  
171  
172  
173

---

Assistant Secretary

---

Chair / Vice Chair



## **Tab 2**

# Long Lake Ranch Community Development District

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

## Operations and Maintenance Expenditures May 2019 For Board Approval

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

The total items being presented: **\$94,168.42**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2019 Through May 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	002416	065052101041619	Account# 0050650521-01 Clubhouse Internet 04/19	\$ 287.94
Bright House Networks	002444	065052101051619	Account# 0050650521-01 Clubhouse Internet 05/19	\$ 287.94
Bright House Networks	002426	073753101050419	Account# 0050737531-01 Pool Internet, Phone, TV 05/19	\$ 319.96
Cory Carter	002417	002	Monthly Janitorial Service 04/19	\$ 660.00
Cory Carter	002427	003	Monthly Janitorial Service 05/19	\$ 660.00
County Sanitation	002428	10423547	Monthly Waste Services 05/19	\$ 80.00
Duke Energy	002418	03431 87057 04/19	0000 Sunlake Blvd Lite 04/19	\$ 434.97
Duke Energy	002445	03431 87057 05/19	0000 Sunlake Blvd Lite 05/19	\$ 434.97
Duke Energy	002441	71571 28505 04/19	0000 Sunlake Blvd-Lighting 04/19	\$ 6,979.81
Duke Energy	002429	Summary Bill 04/19	Summary Bill 04/19	\$ 10,061.98
Florida Natives Nursery, Inc.	002446	15993	Quarterly Mitigation Maintenance 01/19	\$ 450.00
Florida Natives Nursery, Inc.	002446	16160	Quarterly Mitigation Maintenance 04/19	\$ 450.00

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2019 Through May 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Natives Nursery, Inc.	002446	16275	Semi-Annual Mitigation Maintenance 05/19	\$ 650.00
Funez Drywall and Painting, LLC	002430	01	Pressure Wash Clubhouse & Deck 04/19	\$ 4,500.00
Funez Drywall and Painting, LLC	002430	02	Pressure Wash & Paint (2) Pavilions 04/19	\$ 1,400.00
Pasco County Property Appraiser	002420	Annual Fee FY 19/20	Non-Ad Valorem Assessment Annual Fee FY 19/20	\$ 150.00
Gaydos Hydro Services, LLC	002431	2019-266	Aquatic Maintenance Phase 1 & 2 Task 1-3 04/19	\$ 2,460.00
Gaydos Hydro Services, LLC	002431	2019-267	Monthly Midge Fly Control 04/19	\$ 1,750.00
Hopping Green & Sams	002432	107155	General Counsel 03/19	\$ 2,040.00
Hopping Green & Sams	002447	107550	General Counsel 04/19	\$ 2,382.00
James Koford	002433	JK050219	Board of Supervisors Meeting 05/02/19	\$ 200.00
Long Lake Ranch CDD	CD052	CD052	Debit Card Replenishment	\$ 159.41
Long Lake Ranch HOA	002434	050919	Reimburse Long Lake Ranch HOA - Advertising 05/19	\$ 10.00
Nvirotech Pest Control Services, Inc.	002419	298731	Pest Control Account #8876 04/19	\$ 70.00

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2019 Through May 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Nvirotech Pest Control Services, Inc.	002448	300468	Pest Control Account #8876 05/19	\$ 70.00
Onsight, Inc.	002449	006-19-248185D	50% Deposit on Residents Only Sign 05/19	\$ 315.83
Pasco County Utilities	002425	11848066	18981 Long Lake Ranch Blvd 03/19	\$ 54.30
Pasco County Utilities	002442	11893673	0 Community Center 04/19	\$ 2,948.26
Pasco County Utilities	002442	11893674	18981 Long Lake Ranch Blvd 04/19	\$ 115.21
Rizzetta & Company, Inc.	002422	INV0000040358	District Management Services 05/19	\$ 4,391.67
Rizzetta & Company, Inc.	002437	INV0000040385	Mass Mailing 04/19	\$ 190.54
Rizzetta Amenity Services, Inc.	002443	INV00000000006209	Management Contract 04/19	\$ 2,944.08
Rizzetta Amenity Services, Inc.	002438	INV00000000006241	Management Contract 05/19	\$ 3,412.34
Rizzetta Amenity Services, Inc.	002438	INV00000000006271	Out of Pocket Expenses 04/19	\$ 72.95
Rizzetta Amenity Services, Inc.	002443	INV00000000006302	Management Contract 05/19	\$ 2,982.73
Rizzetta Technology Services	002421	INV0000004391	Website Hosting Services 05/19	\$ 100.00

# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2019 Through May 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Securiteam, Inc.	002450	11824	200 HID IClass Access Cards 04/19	\$ 1,020.00
Securiteam, Inc.	002450	11903	Remote Video Monitoring 6/19-08/19 Cabana	\$ 1,275.00
Securiteam, Inc.	002450	11904	Remote Video Monitoring 06/19-08/19 Clubhouse	\$ 1,563.00
Securiteam, Inc.	002450	5720051519	Service Call - Reset Cameras 05/19	\$ 125.00
Suncoast Pool Service	002451	5277	Pool/Spa & Chemical Service 05/19	\$ 1,700.00
Tampa Poop 911 LLC	002436	2634279	Pet Waste Station Monthly 04/19	\$ 395.85
Times Publishing Company	002423	768978 04/19/19	Account #108665 Legal Advertising 04/19	\$ 107.20
Vertex Water Features	002424	4503	Quarterly Fountain Cleaning Service 04/19	\$ 600.00
Vertex Water Features	002424	4504	Fountain Repair 04/19	\$ 70.14
Welch Tennis Courts, Inc.	002439	2942	Balance Due on Tennis Court Improvements 02/19	\$ 2,875.00
William A. Pellan	002435	BP050219	Board of Supervisors Meeting 05/02/19	\$ 200.00
Yellowstone Landscape	002440	TM 17853	Monthly Landscape Maintenance 04/19	\$ 13,754.42



# Long Lake Ranch Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2019 Through May 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	002440	TM 17854	Replace Stolen Annuals 04/19	\$ 184.50
Yellowstone Landscape	002440	TM 18661	Repair Grate at Playground 04/19	\$ 247.00
Yellowstone Landscape	002440	TM 18662	Repair Damage from Sub, Sunlake Blvd. 04/19	\$ 1,680.00
Yellowstone Landscape	002452	TM 22702	Fertilize & Chemical Service - Bahia 05/19	\$ 140.00
Yellowstone Landscape	002452	TM 22703	Monthly Landscape Maintenance 05/19	<u>\$ 13,754.42</u>
Report Total				<u>\$ 94,168.42</u>