



Rizzetta & Company

Long Lake Ranch Community Development District

Board of Supervisors' Meeting December 3, 2019

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

www.longlakeranchcdd.org

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd., Lutz, FL 33558

Board of Supervisors	James Koford William Pellan Andrew Kimpland Michael Leonard John Twomey	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Counsel	Sarah Sandy	Hopping Green & Sams, P.A.
District Engineer	Phil Chang	Johnson Engineering

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.

December 3, 2019

Board of Supervisors
Long Lake Ranch Community
Development District

REVISED AGENDA

Dear Board Members:

The special meeting of the Board of Supervisors of the Long Lake Ranch Community Development District will be held on **Tuesday, December 3, 2019** at 6:00 PM (immediately following the Audit Review Committee meeting), at the Long Lake Ranch Amenity Center located at 19037 Long Lake Ranch Blvd., Lutz, FL 33558. The following is the [revised agenda](#) for this 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 November 7, 2019](#).....Tab 1
 - B. Consideration of Operations & Maintenance Expenditures for October 2019Tab 2
 - C. Ratification of Change Orders (if any)
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Clubhouse Manager.....Tab 3
 - D. Field ManagerTab 4
 - i. Consideration of Landscaping Proposal(s)
 - E. District Manager
 - i. [Presentation of Arbitrage Calculation Report](#).....Tab 5
5. **BUSINESS ITEMS**
 - A. Consideration of Audit Committee Recommendation
 - B. Consideration of Revised Aquatic Services Proposal and Sport Fish Stocking ProposalsTab 6
 - C. Consideration of Revised Gate Repairs Proposal.....Tab 7
 - D. Consideration of Holiday Celebration Event.....Tab 8
 - E. Discussion Regarding M/I Homes Signage
6. **AUDIENCE COMMENTS**
7. **SUPERVISOR REQUESTS**
8. **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 public hearing and regular meeting of the Board of Supervisors of the Long Lake Ranch Community Development District was held on **Thursday, November 7, 2019 at 6:00 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	Board Supervisor; Chair
Bill Pellan	Board Supervisor; Vice Chair
Andrew Kimpland	Board Supervisor; Assistant Secretary
Michael Leonard	Board Supervisor; Assistant Secretary
John Twomey	Board Supervisor; Assistant Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Sarah Warren	District Counsel; Hopping Green & Sams (via phone)
Phil Chang	District Engineer; Johnson Engineering
Justin Lawrence	Clubhouse Manager
Tyree Brown	Field Services Mgr.; RASI
Brian Mahar	Yellowstone Landscape
Jim Taylor	Aquatic Systems
Chuck Burnice	GHS Environmental

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and called the roll, confirming a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

One resident requested that the Spirit Committee from the HOA be allowed to post a mailbox on District property for newsletters. Discussion ensued. The Board agreed to the request, and District Counsel will draft a licensing agreement.

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved the installation of a mailbox for HOA newsletter purposes on District property, subject to District Counsel drafting a license agreement, for the Long Lake Ranch Community Development District.

A second resident proposed holding meditation sessions at the clubhouse.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Meeting
held October 3, 2019**

Mr. Radcliff presented the October 3, 2019 draft meeting minutes to the Board for consideration.

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

FOURTH ORDER OF BUSINESS

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

Mr. Radcliff presented the September 2019 O&M expenditures to the Board for consideration. Discussion ensued. Mr. Koford requested that all in-person attendance by District Counsel be authorized beforehand in an attempt to lessen legal costs.

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for August 2019 (\$66,086.13) for the Long Lake Ranch Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report presented.

B. District Engineer

i. Sunlake Blvd. Streetlight Discussion

77 Mr. Chang presented his District Engineer's report to the Board. He discussed
78 the ownership of the streetlights within the District and the possibility of having
79 neighboring communities share in the cost.

80
81 *(Mr. Chang left the meeting at 6:30 PM.)*

82
83 **C. Clubhouse Manager**

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85 Mr. Lawrence presented his clubhouse management report to the Board for
86 review. Topics discussed included cars being parked on sidewalks, grants for play
87 areas in Primrose, and an update on sign repairs within the District.

88
89 **D. Field Manager**

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91 Mr. Brown and Mr. Mahar presented the latest field inspection report to the
92 Board for review. Discussion ensued regarding irrigation, tree pruning, and other
93 general items. Mr. Brown and Mr. Mahar addressed and answered the Board's
94 questions and concerns.

95
96 **i. Consideration of Landscaping Proposals**

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98 Mr. Radcliff presented landscaping proposals for installation of mulch and
99 seasonal perennials to the Board for consideration. Mr. Brown and Mr. Mahar
100 spoke at length with the Board regarding the use of perennials versus annuals.

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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 for annuals installations by Yellowstone for an amount not to exceed \$16,000.00, and authorized the Chair to approve outside of the meeting, for the Long Lake Ranch Community Development District.

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On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved the proposal for annual mulch installations by Yellowstone in the amount of \$23,046.25 for the Long Lake Ranch Community Development District.

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106 *(Mr. Brown and Mr. Mahar left the meeting at 7:15 PM.)*

107
108 **E. District Manager**

109 Mr. Radcliff stated that the next regular meeting will be on Tuesday,
110 December 3, 2019 at the Long Lake Ranch Amenity Center, located at 19037 Long
111 Lake Ranch Blvd., Lutz, FL 33558.

113
114 Mr. Radcliff presented seven event proposals submitted by a representative of the
115 HOA's Spirit Committee to the Board for consideration. Discussion ensued. The Board
116 declined to approve the two fireworks proposals and the hot air balloon ride proposal, and
117 requested that the remaining four (bike parade, remote-controlled boats, slingshot helicopter
118 and slingshot water balloons) be formerly proposed along with proper documentation by the
119 HOA at the next scheduled meeting.

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121 **EIGHTH ORDER OF BUSINESS** **Establishment of Audit Review**
122 **Committee**

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124 Mr. Radcliff explained the purpose and procedure of establishing a committee to
125 contract for annual auditing services for the District. The Board supervisors agreed to serve
126 as committee members and authorized staff to advertise as required.

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On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors established the Audit Review Committee, agreed to serve as its members, and authorized staff to advertise as required for the Long Lake Ranch Community Development District.

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129 **NINTH ORDER OF BUSINESS** **Consideration of Suspension of**
130 **Amenities Privileges**

131
132 Mr. Radcliff introduced the topic to the Board for consideration. Mr. Lawrence and
133 Ms. Warren reviewed the event and pertinent rules. The resident, Nicholas Del Rio, was not
134 present at the meeting nor was any representative for him. Discussion ensued. The Board
135 agreed to suspend Mr. Del Rio's amenity privileges for one year. District Counsel will draft
136 a letter to the resident.

137
On a motion by Mr. Leonard, seconded by Mr. Koford, with all in favor, the Board of Supervisors approved the suspension of amenities privileges for resident Nicholas Del Rio for a period of one year for the Long Lake Ranch Community Development District.

138
139 **TENTH ORDER OF BUSINESS** **Public Hearing on Amended &**
140 **Restated Rules of Procedure**

141
142 Mr. Radcliff introduced the topic to the Board for consideration and asked for a motion
143 to open the public hearing portion of the meeting.

144

On a Motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board of Supervisors opened the public hearing on adoption of the Amended & Restated Rules of Procedure for the Long Lake Ranch Community Development District.

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ELEVENTH ORDER OF BUSINESS

Presentation of Amended & Restated Rules of Procedure

Mr. Radcliff asked for any comments or questions from the public; there were none. He then presented the amended and restated rules of procedure to the Board for consideration and reviewed the proposed updates. As there were no questions or comments from the public, he asked for a motion to close the public hearing portion of the meeting.

On a Motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors closed the public hearing on adoption of the Amended & Restated Rules of Procedure for the Long Lake Ranch Community Development District.

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TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2020-01, Adopting the Amended & Restated Rules of Procedure

Mr. Radcliff presented Resolution 2020-01 to the Board for consideration.

On a Motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors adopted Resolution 2020-01, Adopting the Amended & Restated Rules of Procedure, for the Long Lake Ranch Community Development District.

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THIRTEENTH ORDER OF BUSINESS

Ratification of Amendment to Landscape Services Agreement

Mr. Radcliff presented an amendment to the landscape services agreement with Yellowstone to the Board for ratification.

On a Motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors ratified the first amendment to the landscape services agreement with Yellowstone Landscape for the Long Lake Ranch Community Development District.

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FOURTEENTH ORDER OF BUSINESS

Consideration of Aquatic Services Proposals

Mr. Radcliff presented proposals for aquatic services and maintenance to the Board

171 for consideration. Discussion ensued. The Board requested proposals for fish stocking from
172 Aquatic Systems, Inc. and GHS Environmental.

173
174 **FIFTEENTH ORDER OF BUSINESS** **Consideration of Midge Fly**
175 **Treatments**
176

177 Mr. Radcliff presented proposals for midge fly treatment to the Board for
178 consideration. Discussion ensued. The Board made no decision on the proposals.

179
180 *(Mr. Taylor left the meeting at 7:34 PM.)*
181

182 **SIXTEENTH ORDER OF BUSINESS** **Consideration of Extended**
183 **Service Proposal**
184

185 Mr. Radcliff presented an extended service proposal from Securiteam to the Board
186 for consideration. After discussion, the Board declined the proposal.

187
188 **SEVENTEENTH ORDER OF BUSINESS** **Consideration of Holiday**
189 **Decorations Proposal**
190

191 Mr. Radcliff presented a holiday decorating proposal from Events Done Bright to the
192 Board for consideration. After discussion, the Board declined the proposal.

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194 **EIGHTEENTH ORDER OF BUSINESS** **Consideration of Gate Repairs**
195 **Proposal**
196

197 Mr. Radcliff presented a proposal for gate repairs to the Board for consideration.
198 Discussion ensued. The Board requested clarification of the existing proposal as well as an
199 additional proposal for a new gate opening of 76" to be located at the dumpster side
200 entrance.

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202 **NINETEENTH ORDER OF BUSINESS** **Audience Comments**
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204 A resident inquired about residents installing District holiday decorations on their
205 own.

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207 **TWENTIETH ORDER OF BUSINESS** **Supervisor Requests**
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209 Mr. Koford requested that all developer (M/I Homes) sales signs be removed from
210 District property.

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212 Mr. Twomey requested the roundabouts be pressure washed.

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214 Mr. Pellan requested a proposal for semi-annual, District-wide pressure washing
215 and a proposal for cleaning the pavement at the mailbox pavilion.

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TWENTY-FIRST ORDER OF BUSINESS

Adjournment

On a motion by Mr. Koford, seconded by Mr. Leonard, with all in favor, the Board of Supervisors adjourned the meeting at 8:37 PM for the Long Lake Ranch Community Development District.

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Assistant Secretary

Chair / Vice Chair

DRAFT

Tab 2

Long Lake Ranch Community Development District

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

Operations and Maintenance Expenditures October 2019 For Board Approval

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

The total items being presented: **\$92,346.97**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Affordable Golf Carts, Inc.	002600	48270	Rental Extension 10/08/19-11/08/19	\$ 310.00
Anna Pyshnyuk	002626	101719-Pyshnyuk	Rental Deposit Refund 10/19	\$ 210.00
APD Advanced Stabilization, LLC	002592	1908-1911-1753	Sidewalk Repair & Maintenance 10/19	\$ 400.00
Bright House Networks	002587	065052101091619	Account# 0050650521-01 Clubhouse Internet 09/19	\$ 290.43
Bright House Networks	002621	065052101101619 10/1	Account# 0050650521-01 Clubhouse Internet 10/19	\$ 290.50
Bright House Networks	002601	073753101100419	Account# 0050737531-01 Pool Internet, Phone, TV 10/19	\$ 319.96
Clean Sweep Supply Co., Inc.	002613	00205907	Cleaning Supplies 10/19	\$ 51.95
Clean Sweep Supply Co., Inc.	002613	00206037	Cleaning Supplies 10/19	\$ 11.22
Cory Carter	002622	008	Monthly Janitorial Service 10/19	\$ 660.00
County Sanitation	002602	10442296	Monthly Waste Service 10/19	\$ 80.00
Duke Energy	002588	03431 87057 09/19	0000 Sunlake Blvd Lite 09/19	\$ 434.99
Duke Energy	002623	03431 87057 10/19	0000 Sunlake Blvd Lite 10/19	\$ 434.99

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	002614	71571 28505 09/19	0000 Sunlake Blvd-Lighting 09/19	\$ 6,980.24
Duke Energy	002603	Summary Bill 09/19	Summary Bill 09/19	\$ 10,170.83
Florida Department of Revenue	002612	61-8017823328-7 0919	Sales & Use Tax Payable Quarterly	\$ 82.28
Gaydos Hydro Services, LLC	002593	2019-481	Aquatic Maintenance Phase 1 & 2 Task 1-4 09/19	\$ 2,460.00
Gaydos Hydro Services, LLC	002593	2019-482	Monthly Midge Fly Control 09/19	\$ 1,750.00
Harris Romaner Graphics	002591	19673	Install Various Signage 09/19	\$ 2,200.00
Harris Romaner Graphics	002608	19689	Install (3) Yield Signs 10/19	\$ 550.00
Harris Romaner Graphics	002617	19704	Install Road Sign 10/19	\$ 225.00
Harris Romaner Graphics	002628	19714	Replace Damaged Fence, Repair Street Signs 10/19	\$ 495.00
Hopping Green & Sams	002604	110331	General Counsel 08/19	\$ 1,631.58
Johnson Engineering, Inc.	002594	1	Engineering Services 09/19	\$ 1,445.00
Johnson Engineering, Inc.	002624	2	Engineering Services 10/19	\$ 722.50

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Long Lake Ranch CDD	CD059	CD059	Debit Card Replenishment	\$ 340.47
Nvirotech Pest Control Services, Inc.	002625	188237	Pest Control Account #10520 10/19	\$ 135.00
Nvirotech Pest Control Services, Inc.	002589	307317	Pest Control Account #8876 09/19	\$ 70.00
Pasco County Utilities Services Branch	002590	12464579	18981 Long Lake Ranch Blvd - Fire Hydrant 08/19	\$ 54.30
Pasco County Utilities Services Branch	002615	12522007	0 Community Center 09/19	\$ 3,166.69
Pasco County Utilities Services Branch	002615	12522008	18981 Long Lake Ranch Blvd 09/19	\$ 115.21
Rizzetta & Company, Inc.	002595	INV0000043788	Assessment Roll FY 19/20	\$ 5,000.00
Rizzetta & Company, Inc.	002595	INV0000043916	District Management Services 10/19	\$ 4,391.67
Rizzetta Amenity Services, Inc.	002596	INV00000000006737	Management Contract 10/19	\$ 3,621.09
Rizzetta Amenity Services, Inc.	002607	INV00000000006762	Out of Pocket Expenses 09/19	\$ 80.60
Rizzetta Amenity Services, Inc.	002616	INV00000000006793	Management Contract 10/19	\$ 2,679.60
Rizzetta Technology Services	002627	INV0000004818	Email & Website Hosting Services 10/19	\$ 175.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Securiteam, Inc.	002597	12381	Replace Netbox Controller 09/19	\$ 7,396.00
Securiteam, Inc.	002609	6384100119	Install Access Point Playground Camera 10/19	\$ 390.00
Securiteam, Inc.	002609	6415100819	Service Call - Entry Gate, Pool 10/19	\$ 125.00
Solitude Lake Management, LLC	002610	PI-A00310082	Quarterly Management Service 10/19	\$ 600.00
Suncoast Pool Service	002629	5657	Pool/Spa & Chemical Service 10/19	\$ 1,700.00
Tampa Poop 911 LLC	002606	2926496	Pet Waste Station Monthly 09/19	\$ 395.85
Times Publishing Company	002598	0000017784 09/20/19	Account #108665 Legal Advertising 09/19	\$ 117.20
Times Publishing Company	002618	0000021091 10/03/19	Account #108665 Legal Advertising 10/19	\$ 152.80
Times Publishing Company	002611	21107 10/02/19	Account #108665 Legal Advertising 10/19	\$ 95.20
William A. Pellan	002605	BP100319	Board of Supervisors Meeting 10/03/19	\$ 200.00
Yellowstone Landscape	002619	TM 53190	Monthly Landscape Maintenance 09/19	\$ 13,754.41
Yellowstone Landscape	002599	TM 54310	Install Plants Long Lake Ranch Blvd. 09/19	\$ 827.00

Long Lake Ranch Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	002599	TM 54311	Remove Tree - Foxtail 09/19	\$ 220.00
Yellowstone Landscape	002630	TM 57199	Monthly Landscape Maintenance & Fertilizer 10/19	<u>\$ 14,337.41</u>
Report Total				<u>\$ 92,346.97</u>