



Rizzetta & Company

Long Lake Ranch Community Development District

Board of Supervisors' Meeting July 9, 2020

Via conference call pursuant to Governor DeSantis' Executive Order
20-69 (as extended by Executive Order 20-112)
<https://zoom.us/j/4922920702> Meeting ID: 492 292 0702
One tap mobile
+1929-205-6099,,4922920702# US (New York)

www.longlakeranchcdd.org

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors	James Koford William Pellan Andrew Kimpland Vacant 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 during conference, except for participating in the meeting discussion.

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.

July 1, 2020

Board of Supervisors
Long Lake Ranch Community
Development District

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Long Lake Ranch Community Development District will be held on **Thursday, July 9, 2020 at 6:00 PM via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-150)**. The following is the tentative agenda for this meeting:

1. **CALL TO ORDER / ROLL CALL**
2. **BUSINESS ITEMS – PART 1**
 - A. Consideration of Resumes for Vacant Seat.....Tab 1
 - i. Ms. Sharri Hoye
 - ii. Mr. Kaushik Doshi
 - iii. Ms. Heidi Clawson
 - iv. Mr. Tim Davis
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
 - A. i. Resident Input Regarding Amenity Management.....Tab 2
4. **STAFF REPORTS**
 - A. Landscaping & Irrigation
 - i. Presentation of June 2020 Field Inspection Report.....Tab 3
 - B. Aquatic Services
 - i. Presentation of Mosquito Fish Numbers.....Tab 4
 - C. District Engineer
 - D. District Counsel
 - E. Clubhouse Manager
 - i. Presentation of Clubhouse Report.....Tab 5
 - F. District Manager
5. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held on June 4, 2020.....Tab 6
 - B. Consideration of Minutes of Board of Supervisors' Continued Meeting held on June 18, 2020.....Tab 7
 - C. Consideration of Operations & Maintenance Expenditures for May 2020.....Tab 8
6. **BUSINESS ITEMS – PART 2**
 - A. Fiscal Year 2020-2021 Operations and Maintenance Budget and Assessments
 - i. Public Hearing on The FY 2020-2021 Budget
 - a. Consideration of Resolution 2020-09 ; Annual Appropriation and Adoption of the FY 2020-2021 Budget.....Tab 9
 - ii. Public Hearing on the FY 2020-2021 Assessments
 - a. Consideration of Resolution 2020-10; Annual Assessment Resolution.....Tab 10

- B. Discussion of Golf Cart / ATV Use Within the District.....Tab 11
- C. Discussion of Spiders at Ponds
- D. Discussion of Pressure Washing.....Tab 12
- E. Consideration of Pool Proposals.....Tab 13
- F. Consideration of Resolution 2020-08; Setting Landowners'
Meeting and Election.....Tab 14
- G. Amenity Reopening Status
- H. Discussion Regarding Amenity Management Scope of Services USC
- I. Consideration of 2019 Final Audit Report.....Tab 15
- 7. **AUDIENCE COMMENTS**
- 8. **SUPERVISOR REQUESTS**
- 9. **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
District Manager

Tab 6

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 meeting of the Board of Supervisors of the Long Lake Ranch Community Development District was held on **Thursday, June 4, 2020 at 6:02 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112). Present and constituting a quorum:

James Koford	Board Supervisor; Chair
Bill Pellan	Board Supervisor; Vice Chair
Andrew Kimpland	Board Supervisor; Assistant Secretary
John Twomey	Board Supervisor; Assistant Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Sarah Sandy	District Counsel; Hopping Green & Sams
Phil Chang	District Engineer; Johnson Engineering
Justin Lawrence	Clubhouse Manager
Brian Mahar	Yellowstone Landscape
Heidi Clawson	HOA

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

The Board entertained Resident comments.

THIRD ORDER OF BUSINESS

Staff Reports

A. Field Manager- Landscape and Irrigation

i. Field Inspection Report

Mr. Radcliff presented the Field Inspection Report to the Board and reviewed all Landscape Proposals.

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved proposal for Long Lake Ranch and Long Lake Ranch Blvd Median Plant replacement. (\$1,984.63), for the Long Lake Ranch Community Development District.

46
47 The Board tabled the Proposal of Long Lake Ranch Foxtail median plant placement
48 for a different variety of plant material until further discussion.
49

On a motion by Mr. Koford, seconded by Mr. Pellan, with all in favor, the Board of Supervisors approved a proposal for Bahia Replacement (\$2,988.90), for the Long Lake Ranch Community Development District.

50
On a motion by Mr. Kimpland, seconded by Mr. Twomey, with all in favor, the Board of Supervisors approved a proposal for Foxtail Pool Drain Rock (\$859.70), for the Long Lake Ranch Community Development District.

51
52 The Board approved the proposal of Foxtail Pool Drain Rock. The Board also verified
53 that Yellowstone will maintain the fence lines facing the ponds going forward.
54

55 **B. Amenities Re-Opening Plan for Phase 1 and 2, the Board**
56 **agreed on the following plan;**

- 57
- 58 • Pool Hours 10:00 a.m.-6:00 p.m. (12:30 p.m.-1:00 p.m.- clean), (3:30 p.m.-
- 59 4:00 p.m.– clean). Pool closes at 6:00 p.m.
- 60 • Bathroom- One person at the time
- 61 • Water fountain Disabled
- 62 • 50 Person MAX (first come, first serve)
- 63 • Waiver to be filled out
- 64 • Need to check pool chemical levels daily
- 65 • Order more sanitizer
- 66 • Basketball Court -CLOSED
- 67 • Pickleball Court- CLOSED/ proper signage to be installed
- 68 • Playground- CLOSED
- 69 • Tennis Lessons- One on One, yes/ Group lessons, No
- 70 • Community Meeting-(will revisit at continued meeting
- 71 • Fields- OPEN with social distancing / Proper signage to be installed
- 72 • Pavilions- OPEN with social distancing/ Proper signage to be installed
- 73

74 **C. Aquatics Services – Presentation of Mosquito Fish Numbers**

- 75 i. Mr. Radcliff presented the updated Mosquito Fish installation
- 76 numbers to the board.
- 77
- 78
- 79

80 **D. District Engineer**

81 No report.

82
83 **E. District Counsel**

84 Ms. Sandy reviewed the HOA/CDD fences and gates with the Board.

85
86 **F. Clubhouse Manager – Presentation of the Club House Report**

87 Mr. Radcliff presented the Club House Report to the Board.

88
89 **G. District Manager**

90 Mr. Radcliff presented his District Manager’s Report to the Board. The
91 next meeting is scheduled for Thursday, July 9, 2020 at 6:00 p.m. Mr.
92 Radcliff also informed the Board this will be a public hearing to adopt the
93 final budget.

94
95 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the
Board of Supervisors’ Meeting
held May 7, 2020**

96
97
98
99 The Board requested additional research for the invoice from Austin Outdoor
100 LLC.

101

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors’ Meeting held May 7, 2020, as presented, for the Long Lake Ranch Community Development District.

102
103 **FIFTH ORDER OF BUSINESS**

**Consideration of Operations and
Maintenance Expenditures April
2020**

104
105
106
107 The Board approved the Operations and Maintenance Expenditures for April 2020.

108

On a motion by Mr. Koford, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for April 2020 (\$52,784.87), for the Long Lake Ranch Community Development District.

109
110 **SIXTH ORDER OF BUSINESS**

**Board’s Acceptance of Mr.
Micheal Leonard Resignation**

111
112
113 Mr. Radcliff presented Mr. Micheal Leonard’s resignation letter to the Board.

114

On a motion by Mr. Kimpland, seconded by Mr. Twomey, with all in favor, the Board accepted the letter of resignation, for the Long Lake Ranch Community Development District.

115
116 **SEVENTH ORDER OF BUSINESS** **Consideration of Flagpole**
117 **Installation Proposal**
118

119 The Board tabled the Flagpole Installation Proposal until further discussion at the next
120 meeting.

121
122 **EIGHTH ORDER OF BUSINESS** **Ratification of APD Advance**
123 **Stabilization Contract**
124

125 The Board requested research on whether or not this expenditure was authorized.

126
127 **NINTH ORDER OF BUSINESS** **Ratification of Romaner**
128 **Graphics Proposal**
129

130 Mr. Radcliff presented Romaner Graphics Proposal for repair work to the Lake
131 Bridge to the Board.

132

On a motion by Mr. Twomey, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors ratified the approval of Romer Graphics (\$425.00), for the Long Lake Ranch Community Development District.

133
134 **TENTH ORDER OF BUSINESS** **Ratification of May Irrigation**
135 **Repair Proposal**
136

137 Mr. Radcliff presented the May Irrigation Repair Proposed to the Board.

138

On a motion by Mr. Pellan, seconded by Mr. Towmey, with all in favor, the Board of Supervisors ratified the May Yellowstone Irrigation Repair Proposal (\$1,043.30), for the Long Lake Ranch Community Development District.

139
140 **ELEVENTH ORDER OF BUSINESS** **Consideration of Proposals for**
141 **Clubhouse Management**
142

143 Scott Smith and Greg Gruhl presented proposals for clubhouse management.

144
145 The Board agreed to continue the meeting to the June 18th, 2020 at 9:00 a.m. to
146 further discuss the proposals.

147

148

149

150 **TWELTH ORDER OF BUSINESS** **Consideration of Golf Cart/**
151 **Fishing Violations vs. Rules,**
152 **Regulations, and Book of**
153 **Standards**
154

155 The Board reviewed the recent issue of Golf Carts and/or ATVs also including fishing
156 on the District property. The Board agreed to install additional signage.
157

158 **THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resume for
Upcoming Vacant Seat**

160
161 The Board tabled this until the next meeting in order to obtain more submissions.
162 The Board requested an email blast be sent to the residents notifying them of the opening.
163

164 **FOURTEENTH ORDER OF BUSINESS**

Audience Comments

- 165
166
 - A resident commented on the Foxtail median replacement.
 - A resident commented on the amenities Re-Opening
 - A resident commented on the fishing laws
 - A resident commented on the mowing around his home
170

171 **FIFTEENTH ORDER OF BUSINESS**

Supervisor Requests

- 172
173
 - Mr. Koford commented on trash and debris located on Sunlake Blvd.
 - Mr. Pellan commented on the following;
 - 174 i. Fishing within the District
 - 175 ii. Monument at Sunlake
 - 176 iii. Field Services Manager attending nest meeting
 - John Twomey commented the following;
 - 177 i. Broken concrete at Sunlake Blvd.
 - 178 ii. The ADA construction issues and possible resources. The Board
 - 179 authorized District Counsel to research this and sidewalk damage from a
 - 180 T.E.C.O. subcontractor previously.
 - 181 iii. Requested more updates throughout the month from the District
 - 182 Manager to Report regarding upgrades that need to be done and the
 - 183 possibility of recourse.
 - 184
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197 **SIXTEENTH ORDER OF BUSINESS**

Adjournment

198

On a motion by Mr. Pellan, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors adjourned the meeting at 11:02 p.m. for the Long Lake Ranch Community Development District.

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202
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Assistant Secretary

Chair / Vice Chair

Tab 7

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 continued meeting of the Board of Supervisors of the Long Lake Ranch Community Development District was held on **Thursday, June 18, 2020 at 9:00 a.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112). Present and constituting a quorum:

James Koford	Board Supervisor; Chair
Bill Pellan	Board Supervisor; Vice Chair
Andrew Kimpland	Board Supervisor; Assistant Secretary
John Twomey	Board Supervisor; Assistant Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Co, Inc.
Sarah Sandy	District Counsel; Hopping Green & Sams
Greg Gruhl	Amenities Manager; RASI
Scott Smith	Regional Amenities Manager; RASI

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

The Board entertained Resident comments.

THIRD ORDER OF BUSINESS

Staff Reports

There were no Staff Reports.

FOURTH ORDER OF BUSINESS

**Discussion of Amenities
Reopening**

The Board reviewed the status of the amenities reopening. The board decided on the following adjustments:

- 49 1. Reinstall all pool umbrellas with signage stating to not adjust or close them.
50 2. Increase signage referencing “social distancing” and “use at own risk” around
51 the pool area.
52 3. Bring out 20 chairs for use at the pool.
53 4. Check with Pasco County regarding the status of their basketball courts and
54 playgrounds. The CDD will follow suit.
55

56 **FIFTH ORDER OF BUSINESS**

Termination of Janitorial Contract

57
58 The Board approved a motion to terminate the Cosmo Cleaners LLC Janitorial
59 Contract and have Clubhouse Management assume these duties. District Council will draft
60 a termination letter.
61

On a motion by Mr. Koford, seconded by Mr. Twomey, with all in favor, the Board approved to terminate the Cosmo Cleaners LLC Janitorial Contract, for the Long Lake Ranch Community Development District.

62
63 **SIXTH ORDER OF BUSINESS**

**Discussion of Proposals for
Clubhouse Management**

64
65
66 The Board agreed to put the contract for Amenity Management out for bid. District
67 Counsel, Ms. Sandy, agreed to handle the bid process. The Board agreed to review the
68 scope of services at the July 9, 2020 meeting.
69

70 **SEVENTH ORDER OF BUSINESS**

Audience Comments

71
72 The Board entertained Audience comments.
73

74 **EIGHTH ORDER OF BUSINESS**

Supervisor Requests

- 75
76 • Mr. Koford requested “Fishing within the district” be added as a
77 discussion point for the next meeting.
78 • Mr. Pellan commented on the possibility of a reverse cost-share
79 between the CDD/HOA for Clubhouse Staff and requested that “ADA
80 Compliance” be added as a discussion point for the next meeting.
81 • Mr. Twomey requested follow-up on sidewalk damage within the
82 District.
83
84
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92 **NINTH ORDER OF BUSINESS**

Adjournment

93

On a motion by Mr. Twomey, seconded by Mr. Kimpland, with all in favor, the Board of Supervisors adjourned the meeting at 11:30 a.m. for the Long Lake Ranch Community Development District.

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98 _____
Assistant Secretary

Chair / Vice Chair

Tab 9

RESOLUTION 2020-09

THE ANNUAL APPROPRIATION RESOLUTION OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors (“**Board**”) of the Long Lake Ranch Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Long Lake Ranch Community Development District for the Fiscal Year Ending September 30, 2021.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND (SERIES 2014A-1)	\$_____
DEBT SERVICE FUND (SERIES 2015A-1)	\$_____
DEBT SERVICE FUND (SERIES 2016)	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not

increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

ATTEST:

**LONG LAKE RANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By:_____

Its:_____

Tab 10

RESOLUTION 2020-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Long Lake Ranch Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Pasco County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Long Lake Ranch Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as

Exhibit “B,” is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this ____ day of _____, 2020.

ATTEST:

**LONG LAKE RANCH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

- Exhibit A:** Fiscal Year 2020/2021 Budget
- Exhibit B:** Assessment Lien Roll
Assessment Roll (Uniform Method)

Tab 14

RESOLUTION 2020-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Long Lake Ranch Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT:

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	VACANT	November 2020
2	John Twomey	November 2020
3	Andrew Kimpland	November 2020
4	William Pellan	November 2022
5	James Koford	November 2022

This year, Seat 3 is subject to a landowner election. The term of office for the successful landowner candidate shall commence upon election and shall be for a four-year period. Seats 1 and 2, with terms expiring in November 2020, are subject to a General Election process to be conducted by the Pasco County Supervisor of Elections, which General Election process shall be addressed in Resolution 2020-06.

2. **LANDOWNER’S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect a Board Supervisor of the District shall be held on the _____ day of November, 2020, at _____ .m., and located at the Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd., Lutz, Florida 33558.

3. **PUBLICATION.** The District’s Secretary is hereby directed to publish notice of the landowners’ meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners’ meeting and election have been announced by the Board at its _____, 2020 meeting. A sample notice of landowners’ meeting and election, proxy, ballot form and instructions were presented at

such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office / District Manager's office, c/o Rizzetta & Company, Inc., 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

**LONG LAKE RANCH COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

Chairman, Board of Supervisors

Secretary

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within the Long Lake Ranch Community Development District (“**District**”) the location of which is generally described as comprising a parcel or parcels of land containing approximately 1,032 acres, located in Pasco County, Florida, advising that a meeting of landowners will be held for the purpose of electing One (1) person to the District’s Board of Supervisors (“**Board**”, and individually, “**Supervisor**”).

DATE: _____
TIME: _____
PLACE: Long Lake Ranch Amenity Center
19037 Long Lake Ranch Blvd.
Lutz, Florida 33558

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, c/o Rizzetta & Company, Inc., 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625, Ph: (813) 933-5571 (“**District Manager’s Office**”). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy. At the landowners’ meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners’ meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for the meeting may be obtained from the District Manager’s Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in the meeting is asked to contact the District Manager’s Office, at least 48 hours before the hearing. 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), for aid in contacting the District Manager’s Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such 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.

Bryan Radcliff
District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
THE LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF A SUPERVISOR**

DATE OF LANDOWNERS' MEETING: _____, November __, 2020

TIME: _____ .M.

LOCATION: **Long Lake Ranch Amenity Center
19037 Long Lake Ranch Blvd.
Lutz, Florida 33558**

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners’ meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners’ meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, Seat 3 on the Board will be up for election in a landowner seat for a four-year period. The term of office for the successful landowner candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER __, 2020**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Long Lake Ranch Community Development District to be held at the Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd., Lutz, Florida 33558, on _____, 2020, at _____.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
LANDOWNERS' MEETING - NOVEMBER __, 2020

For Election (Seat 3): The candidate receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Long Lake Ranch Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
Seat 3:	

Date: _____

Signed: _____

Printed Name: _____