

Long Lake Ranch

COMMUNITY DEVELOPMENT DISTRICT



ADVANCE MEETING PACKAGE

DATE / TIME:

Thursday, December 4, 2025
6:00 P.M.

LOCATION:

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



Note: The Advance Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval, or adoption.

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

c/o Anchor Stone
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746

Dear Supervisors:

A Regular Meeting of the Board of Supervisors of the Long Lake Ranch Community Development District is scheduled for **Thursday, December 4, 2025, at 6:00 P.M.** at the **Long Lake Ranch CDD, Long Lake Ranch Amenity Center, 19037 Long Lake Ranch Blvd., Lutz, FL 33558.**

The Agenda package for the meeting is attached. Additional support material will be distributed prior to the meeting.

If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Thibault

Patricia Thibault
District Manager

CC: District Counsel
District Engineer
District Records



LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

Thursday, December 4, 2025, 6:00 P.M.

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

VIA INTERNET

TEAMS: [LINK](#)

Meeting ID: 262 710 408 082 2

Passcode: 4zE6pg2z

VIA TELEPHONE

CALL IN: +1 (323) 538-4434

Conference ID: 109 118 130#

Mute/Unmute: *6

AGENDA

Per Resolution 2013-35: Nothing herein shall be construed to prohibit the Presiding Officer from maintaining orderly conduct and proper decorum in a public meeting.

For the full agenda packet, please contact: Patricia@AnchorStoneMgt.com

- I. Call to Order/ Roll Call**
- II. Audience Comments – Agenda Items** *(limited to 3 minutes per individual)*
- III. Supervisor Comments**
- IV. Professional Vendor Presentations**

A. Johnson Engineering –

- 1. Consideration of French Drain Proposal *(to be distributed)*

[EXHIBIT 1](#)

B. GHS Environmental Aquatic Maintenance

- 1. Aquatic Maintenance Log – 11.26.2025

[EXHIBIT 2](#)

C. Red Tree Landscape

- 1. Landscape Maintenance Report – November 2025

[EXHIBIT 3](#)

- 2. Consideration of Proposals:

- ❖ Installation of 2 Sabal Palm – 16 Feet - \$1,350

[EXHIBIT 4A](#)

- 3. Discussion of Landscape Enhancement Projects & Review of Landscape Photo Review

- ❖ Foxtail – Serenoa Drive Grade Sheet & Traffic Circles & LLR Blvd.

[EXHIBIT 5](#)

D. District Counsel



V. Amenity General Manager & Field Manager

A. Presentation for Discussion - Field Task List

[EXHIBIT 6](#)

B. Presentation of Proposals:

❖ Blue Water Aquatics – Fountain Repair - \$884.83

[EXHIBIT 7A](#)

❖ Cooper Pools – Filter Cartridge Gris at Foxtail Pool - \$2,860

[EXHIBIT 7B](#)

❖ Cooper Pools – Stenner Feed Pump - \$1,376

[EXHIBIT 7C](#)

VI. Financial & Administrative Matters

A. Consideration for Acceptance of October, 2025 Unaudited Financial Statements

[EXHIBIT 8](#)

B. Presentation of Check Details for October 2025 *(to be distributed)*

[EXHIBIT 9](#)

C. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held November 6 , 2025

[EXHIBIT 10](#)

D. Consideration for Ratification:

❖ Keystone Backflow Services - \$453

[EXHIBIT 11A](#)

❖ American Illuminations – Wreath Hanging - \$2,500

[EXHIBIT 11B](#)

❖ Red Tree Landscape – Irrigation Repair - \$120.25

[EXHIBIT 11C](#)

E. Consideration of Resolution 2026-02 – General Election Resolution

[EXHIBIT 12](#)

VII. Staff Reports

A. District Manager

❖ Discussion of Notice of Termination from Anchor Stone Management

❖ Consideration of Proposal - Haven Management Solutions

[EXHIBIT 13](#)

B. District Engineer

VIII. Other Introduced Items

IX. Audience Comments – New Business *(limited to 3 minutes per individual)*

X. Supervisor Requests

Any items and materials listed under Supervisor Requests have been provided solely by the identified Supervisor and have not been reviewed, approved, confirmed for accuracy by District staff or other Supervisors. Materials provided under Supervisor Requests are not approved by the Board prior to inclusion in the agenda, and may not necessarily reflect the position of the Board

XI. Adjournment



EXHIBIT 1

RETURN TO AGENDA



AB

EXHIBIT 2

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Service Date	Big Lake	Borrow Expansion	Borrow Lake	FPM 4	FPM 5	FPM 6	FPM 7	FPM 7A	FPM 9	FPM 10	FPM 11 North	FPM 11 South	FPM 12	Pond 10	Pond 100	Pond 10A	Pond 110	Pond 20	Pond 30	Pond 40	Pond 50A	Pond 50B	Pond 60	Pond 70	Pond 80	Pond 90	Field Notes
1/9/2025																										Field check.	
1/24/2025																										Field check.	
1/28/2025	T, SM,*	T	T	T	T	T	T	T	T	T	T	T, G	T	T	T	T	T	T	T, G	T	T, G	T	T	T	T	Trash pickup all ponds. *Email coordination with W. Hughes regarding broken skimmers on Big Lake control structures.	
2/3/2025	G																										
2/13/2025																										Field check.	
2/26/2025	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	Trash pickup all ponds.	
2/27/2025	*																							*		Placed order for delivery of grass carp for Big Lake and Pond 80. Availibilty and delivery for 12"-14" fish scheduled for April.	
3/7/2025																										Field check.	
3/12/2025																										Field check.	
3/18/2025																										Field check.	
3/25/2025		G	G			G	G, T	G	L	L	G	G				G									G		
4/2/2025	G						T	T													G					Removed roof shingles exposed from water level drop on FPM 7, 7A.	
4/17/2025													G	G			G							G	G		
4/25/2025		T	T							T	T	T		T		T			T			T					
4/28/2025	T			T	T	T	T	T	T	T			T		T		T	T		T	T		T	T	T		
4/30/2025	*																							*		* Coordination with fish vendor. 12" - 14" grass carp are available and scheduled for delivery on May 2, 2025.	
5/2/2025	*																							*		Installed 37 grass carp into Pond 80 and 343 grass carp into the Big Lake. Grass carp were 12"-14".	
5/9/2025																								M		Mowed perimter of Pond 80 to reduce wax mrytle and overgrowth along the edge.	
5/13/2025	M																			M			M		M	Mowed edges to reduce overgrowth.	
5/19/2025	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	Trash pickup all ponds. Still finding shingles in ponds from hurricanes as water levels drop.	
5/28/2025																										Field check.	
6/6/2025																							*			* Email coordination with P. Thibault concerning resident email on Pond 70.	
6/12/2025											G	G				G											
6/13/2025									L						L								L, S				
6/26/2025	G																		G			G					
6/30/2025	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	Trash pickup all ponds.	
7/1/2025																								*		*Email coordination with P. Thibault, J. O'Reilly and B. Pellan on treating vegetation and lilies on north end/neck of Pond 90.	
7/2/2025								L, G	L				L										L		L	Water lily reduction.	
7/7/2025	M												M		M		M	M					M		M	Brushcut wax mrytles and Carolina willow popping up along pond edge, boardwalk.	
7/8/2025																							S		S	Hydrilla treatments. Phone coordination with B. York. Attended CDD meeting.	
7/14/2025																										Field meeting with J. Burkett, B. York and J. O'Reilly to review pond edges and delineation of mowing.	
7/17/2025							L		L	L													S	S, L		Hydrilla treatments and water lily reduction.	
7/22/2025																										Field check.	
7/28/2025								M																		Mowed edge of FPM 9 to reset maintenance line to the original planting zone.	
7/31/2025	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	Trash pickup all ponds.	
8/4/2025	G, T																						G				
8/7/2025			SM			G, SM	SM	G	G	G, L			G	G		G							S, SM	G	G	Attended CDD meeting.	
8/14/2025																									G		
8/19/2025																										Field check.	
8/27/2025		G									S					G										Prepared and submitted GHS Proposal No. 25-223 for grass carp stocking in Pond 70.	

[illegible]

EXHIBIT 3

RETURN TO AGENDA



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LONG LAKE RANCH CDD

LANDSCAPE MAINTENANCE REPORT:

NOVEMBER 2025

TO: District Management
Long Lake Ranch CDD Board of Supervisors

FROM: John Burkett, Client Care Specialist – RedTree Landscape Systems

Mowing and Detailing

- Mowing was completed per schedule on the property.
- Detailing was completed per schedule on the property.

Irrigation

- Clubhouse controller proposal approved to investigate faults and make repairs on Zones 10-14, 16, & 17. The project is underway and making progress.
- Minor drip line repairs made in the islands .

Pest Control & Fertilization

- IPM was performed in the month of November.

Landscape

- Mulch proposal was approved 11.06.25 and received 11.24.25.

Arbor Care:

- The Woodline cutback at the Serenova Drive Roundabout has been approved as of 11.06.25.

The following proposals are awaiting approval:

- No proposals awaiting approval.

Work Orders / Service requests

- Please do not hesitate to send any service requests to our Service Desk at service@redtreelandscape.systems. Property names, photographs, and coordinates (including street names, etc.) are all extremely helpful in ensuring that we can address any concerns promptly.

EXHIBIT 4A

RETURN TO AGENDA



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The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscape.com

5532 Auld Lane, Holiday FL 34690

AT: MULTI FLORA LA.
ENTRY BED: TREE INSTALL PROPOSAL
FOR
LONG LAKE RANCH CDD

Attention: Patricia Thibault, District Manager.

Date: November 7th, 2025.

Scope of Work:

This project includes the installation of (2) 16' Sable Palm at Multi Flora LA.

Work includes:

- Installation of (2) 16' Sable Palm at the entry side plant bed.
- All labor, equipment, materials, and dumping fees.

Price: **\$1,350.00**

Authorized Signature to Proceed

Date of Authorization

Proposal submitted by John Burkett, Client Services Manager
jburrkett@redtreelandscape.com / Cell phone: (727) 267-2059

EXHIBIT 5

RETURN TO AGENDA



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Anchor Stone Management

Monthly Landscape Inspection: 11/12/2025

Area: Long Lake Ranch

Area: Foxtail – Serenoa Dr., LLR Blvd

Landscape Inspection Items	Score	Max Points
Turf - Mow, Hard Edge, & Blow	10	10
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule	10	10
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density	15	15
Turf Fertility - Non Bahia - Color and Growth Density	5	15
Turf Areas - Weed Control	5	10
Bed Weed Control	8	10
Shrub & Plant Pruning & Shape - Deadheading & Appearance	3	10
Shrub Fertility & Vitality	3	10
Debris & Trash Management	6	10
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% - 80 or lower	65%	100

Other Landscape Maintenance Items Based on Contract Terms	Score	Max Points
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms	5	10
Plant Material Fertilization Management - Applied Pursuant to Contract Terms	5	10
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"	5	10
Reporting Requirements & District Receipt - Based on Contract Terms	10	20
Total Points Other Landscape Items - Failure is at 90% - 45 or lower	25%	50

Other Landscape Supplemental Items		
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	6	10
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	2	10
Total Points Other Landscape Supplemental Items- Failure is at 80% - 16 or below	8%	20

Anchor Stone Management

Monthly Landscape Inspection: 11/17/2025

Area: Long Lake Ranch

Area: Circles / LLR Blvd

Landscape Inspection Items	Score	Max Points
Turf - Mow, Hard Edge, & Blow	10	10
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule	10	10
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density	15	15
Turf Fertility - Non Bahia - Color and Growth Density	6	15
Turf Areas - Weed Control	5	10
Bed Weed Control	6	10
Shrub & Plant Pruning & Shape - Deadheading & Appearance	3	10
Shrub Fertility & Vitality	3	10
Debris & Trash Management	6	10
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	64%	100

Other Landscape Maintenance Items Based on Contract Terms	Score	Max Points
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms	4	10
Plant Material Fertilization Management - Applied Pursuant to Contract Terms	4	10
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"	5	10
Reporting Requirements & District Receipt - Based on Contract Terms	10	20
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	23%	50

Other Landscape Supplemental Items		
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	9	10
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	2	10
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	11%	20

11/12/25 Hedges need
to be cut and below
lettering



11/12/25 hedges need
• trimmed below
lettering and even.







11/12/25 Bittern Blvd
Serenoa Dr. Monument
Fox Tail raise trees



11/12/25 Bittern Blvd -
Serenoa Dr. Fox Tail
Monument dead
bushes





11/12/25 Serenoa Dr
Island bush lifting up



EXHIBIT 6

RETURN TO AGENDA



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LONG LAKE RANCH CDD - 11.26.2025

TASK LIST: NOVEMBER 2025

TASK	DATE ASSIGNED	ASSIGNED TO	DELIVERABLE DATE	NOTES
Towing Policy	10.02.2025	District Manager/Maintenance	01.07.2026	Towing Public Hearing will be on the January agenda
Lights Out Around Monuments & Amenity	06.15.2025	Will Butler from American and M	10.30.2025	Will is arranging for the manufacturer to be on site to investigate the matter. He will advise further on resolution of the matter.
Serenoa Roundabout Cut Back Project	10.02.2025	Field Joe	11.06.2025	Proposal was approved at the November meeting - waiting on project completion
Pool Resurface - Foxtail	10.02.2025	Maintenance	11.06.2025	The Board motioned at the November meeting to go with Cooper Pools - - awaiting timeline to completion
Street Light conversion		District Manager	12.04.2025	Sent 3 emails and called Gregory Seel at 52-459-9676. He will be sending "estimates" but advises project is about 6 - 9 months out. Followed up via email for an estimates timeline deliverable - no response.
Meet with Mr. Bailey regarding the sign	10.02.2025	Field Joe	12.04.2025	Joe has reached out several times to HCA for a mockup of the signage. Calls have not been returned. Will continue to call and hopefully have a response for meeting time
Insurance & Car Hit on Sunlake	03.15.2025	District Manager	12.04.2025	A copy of the report was made as a public records request to the Sheriff Department. The reference number is R022971-102125. Still outstanding.
Bridge Board Repairs	09.04.2025	Maintenance	12.04.2025	Tibbetts lumber are unable to match the boards precisely. Going to bring to the December meeting for a discussion on full replacement with TREX board
Basketball Fence		Maintenance	12.04.2025	Revised Proposals will be presented at the December meeting with warranties
Finn Outdoor & Sidewalk	07.07.2025	Field Joe	12.04.2025	Charles the Engineer was on site and presented his report at the November meeting - awaiting proposals for french drains for December meeting
Sign Audit	08.07.2025	Maintenance	12.04.2025	Sign Audit has been completed. Nered proposals for the December meeting
Basketball Fence	10.02.2025	Maintenance	12.04.2025	Proposals were presented at the November meeting - needing new proposals for all encompassing project
Basket Ball Court Magnetic Lock Install for Fence	10.22.2025	Maintenance	12.04.2025	Obtain proposal from ECS for entry - proposals will be advanced as a large project
Handicap Pool Chair	10.22.2025	Maintenance	12.04.2025	Staff is trying to get the pool chairs operational. Foxtail is up and running. Neither batteries at the pool are taking a charge. Bill is investigating further part needs
Tree Lift Project pursuant to the	11.06.2025	Field Joe	12.04.2025	Red Tree has completed lifting and cut back along Long Lake Ranch Boulevard and on the east side of Sunlake Boulevard. We've also removed branches from the fences. Joe will review on his December field report
John Deere Gator Scheduled for 500 Hour Maintenance	10.22.2025	COMPLETE	COMPLETE	The maintenance has been scheduled for November and will happen on November 7 and the Gator has been picked up
Progressive & Monument Accident	03.15.2025	Complete	COMPLETE	Amount was deposited and is reflected in the check register and on the financials
Drip Line Project	09.04.2025	COMPLETE	COMPLETE	Anchor Stone Dana presented a report for Board use. Board will advance with landscape enhancements
Tennis Nets	10.02.2025	COMPLETE	COMPLETE	Nets have been ordered and replaced
Water Fountain	06.06.2025	Maintenance	COMPLETE	Project is Complete by In House Staff
Bridge Painting	06.06.2025	Maintenance	COMPLETE	Bridge Painting is complete
Fishing Dock Condition	09.04.2025	Maintenance	COMPLETE	Project has been completed by in house team
Drain at Handicap Ramp	09.04.2025	Maintenance	COMPLETE	Project has been completed by in house team
Primrose Display Box has Cracked Glass	09.04.2025	Maintenance	COMPLETE	Project has been completed by in house team



EXHIBIT 7A

RETURN TO AGENDA



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Blue Water Aquatics, Inc.

5119 State Road 54
New Port Richey, FL 34652
(727) 842-2100
office@bluewateraquaticsinc.com
www.bluewateraquaticsinc.com



Estimate

ADDRESS
Long Lake Ranch CDD
c/o Anchor Stone Management, LLC
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746
United States

ESTIMATE FA-2025-1154
DATE 11/18/2025
EXPIRATION DATE 01/18/2026

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Fountain Repair			
	Fountain Repair Services -	1	884.83	884.83
	* REPLACE 2 Par56 Bulbs with LED			
	Bulbs on FOUNTAIN #2			
	* REPLACE 2 Par56 Bulbs with LED			
	Bulbs on FOUNTAIN #3			
	* REPLACE the Intermatic T101 Time			
	for the Lights on FOUNTAIN #3			
	(Estimate includes all parts, materials,			
	shipping, taxes and labor)			

Please note: this is a preliminary ESTIMATE not a final invoice.
Parts and materials required for the job will be ordered only after the
estimate has been approved and any necessary deposits have been
received.
Work order will be dispatched once all required items are in hand.

SUBTOTAL	884.83
TAX	0.00
TOTAL	\$884.83

Accepted By

Accepted Date

EXHIBIT 7B

RETURN TO AGENDA



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ESTIMATE

Cooper Pools, CP Remodeling & Resurfacing
4850 Allen Rd
Zephyrhills, FL 33541-3551

info@cooperpoolsinc.com
+1 (844) 766-5256



Cleaning Commercial Acct:Anchor Stone Management LLC:Long Lake Ranch CDD

Bill to
Long Lake Ranch CDD
255 Primera Boulevard, Suite 160,
Lake Mary, FL 32746

Ship to
Long Lake Ranch CDD
19037 Long Lake Ranch Blvd
Lutz, FL 33558

Estimate details
Estimate no.: 2025-442
Estimate date: 11/17/2025
Expiration date: 12/17/2025

Technician: Wendy
PO#: Mushroom Pool

#	Date	Product or service	Description	Qty	Rate	Amount
1.		UNICEL ANTHONY FG2417 REPL FILTER CART GRID ANTHONY 17- 1/2INX24INFG2417 REPLACEMENT	UNICEL ANTHONY FG2417 REPL FILTER CART GRID ANTHONY 17- 1/2INX24INFG2417 REPLACEMENT	50	\$50.00	\$2,500.00
2.		COMMERCIAL SERVICE CALL / INSTALLATION	COMMERCIAL SERVICE CALL / INSTALLATION	2	\$180.00	\$360.00
Total						\$2,860.00
					Expiry date	12/17/2025

Accepted dateAccepted by

EXHIBIT 7C

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ESTIMATE

Cooper Pools, CP Remodeling &
Resurfacing
4850 Allen Rd
Zephyrhills, FL 33541-3551

info@cooperpoolsinc.com
+1 (844) 766-5256



Cleaning Commercial Acct:Anchor Stone Management LLC:Long Lake Ranch CDD

Bill to
Long Lake Ranch CDD
255 Primera Boulevard, Suite 160,
Lake Mary, FL 32746

Ship to
Long Lake Ranch CDD
19037 Long Lake Ranch Blvd
Lutz, FL 33558

Estimate details
Estimate no.: 2025-496
Estimate date: 08/29/2025
Expiration date: 11/30/2025

Technician: Kenneth

#	Date	Product or service	Description	Qty	Rate	Amount
1.		STENNER FEED PUMP W/ 1/4" TUBE 45M5	STENNER FEED PUMP W/ 1/4" TUBE 45M5 The single head adjustable is an ideal choice for treating problem water, it can inject solutions for pH control or to oxidize iron, hydrogen sulfide or manganese for removal by filtration.	2	\$688.00	\$1,376.00

Total \$1,376.00

Expiry date 11/30/2025

Accepted date Accepted by

EXHIBIT 8

RETURN TO AGENDA



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LONG LAKE RANCH

Summary Financial Statements (Unaudited)

October 31, 2025

Long Lake Ranch CDD
Balance Sheet
October 31, 2025

	General Fund	Reserve Fund	Debt Service 2014 Fund	Debt Service 2015 Fund	Debt Service 2016 Fund	Total
1 Assets:						
2 Operating Account-SS	\$ 73,049	\$ -	\$ -	\$ -	\$ -	\$ 73,049
3 Money Market Account- SS	1,446,312	1,278,815	-	-	-	2,725,127
4 Debit Card - SS	189	-	-	-	-	189
5 Small Checking - SS	500					500
6 Petty Cash	3,187		-	-	-	3,187
7 Trust Accounts						
8 Revenue Fund	-	-	244,785	142,482	98,110	485,377
9 Reserve Fund	-	-	316,500	117,969	95,494	529,963
10 Prepayment Fund	-	-	100	-	119	219
11 Accounts Receivable	10,800	-	-	-	-	10,800
12 Assessments Receivable-On Roll	1,202,714	-	317,500	235,938	191,881	1,948,033
13 Excess Fees - Receivable	5,588	1,383	1,465	1,088	887	10,411
14 Due from Other Funds	-	2,759	-	-	-	2,759
15 Prepaid Expenses	1,173	-	-	-	-	1,173
16 Deposits	61,859	-	-	-	-	61,859
17 TOTAL ASSETS	<u>2,805,372</u>	<u>1,282,957</u>	<u>880,351</u>	<u>497,476</u>	<u>386,490</u>	<u>5,852,646</u>
18 Liabilities:						
19 Accounts Payable	43,612	-	-	-	-	43,612
20 Sales Tax	-	-	-	-	-	-
21 Accrued Expenses	10,099	-	-	-	-	10,099
22 Deffered Revenue-On Roll	1,202,714	-	317,500	235,938	191,881	1,948,033
20 Due to Other Funds	2,759	-	-	-	-	2,759
23 TOTAL LIABILITIES	<u>1,259,184</u>	<u>-</u>	<u>317,500</u>	<u>235,938</u>	<u>191,881</u>	<u>2,004,503</u>
24 Fund Balance						
25 Non-Spendable	63,032	-	-	-	-	63,032
26 Assigned: Capital Reserves	287,256	1,282,957	-	-	-	1,570,213
27 Assigned:2-Month Operating Capital	210,242	-	-	-	-	210,242
28 Restricted for Debt Service	-	-	562,851	261,538	194,609	1,018,998
29 Unassigned	985,657	-	-	-	-	985,657
30 TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,805,372</u>	<u>\$ 1,282,957</u>	<u>\$ 880,351</u>	<u>\$ 497,476</u>	<u>\$ 386,490</u>	<u>\$ 5,852,646</u>

LONG LAKE RANCH CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through October 31, 2025

	FY2026 Month of October	FY2026 Total Actual Year to Date	FY2026 Approved Budget	Variance Over/(Under) Budget	% Actual YTD/ FY Budget
1 Revenues:					
2 Assessments Levied					
3 Assessments Levied (Net On-Roll)	\$ -	\$ -	\$ 1,202,714	\$ (1,202,714)	0%
4 Assessments Levied for General Fund Transfer to Res	-	-	350,000	(350,000)	0%
5 Early Payment Discount	-	-	-	-	0%
6 Assessments Excess	-	-	-	-	0%
7 Additional Revenue					
8 Tennis	-	-	6,000	(6,000)	0%
9 Room Rentals	-	-	-	-	0%
10 Gate Access Cards	-	-	-	-	0%
11 Miscellaneous Revenue	750	750	-	750	0%
12 Interest	8,344	8,344	-	8,344	0%
13 Advertisement Rental	-	-	-	-	0%
14 Misc Revenue	-	-	-	-	0%
15 Fund Balance Forward (removed)	-	-	76,518	(76,518)	0%
16 TOTAL REVENUE	9,094	9,094	1,635,232	(1,626,138)	1%
17 Expenditures:					
18 Administrative					
19 Supervisors-Regular Meetings	1,015	1,015	13,000	(11,985)	8%
20 Supervisors-Workshops	-	-	1,000	(1,000)	0%
21 Payroll Taxes (BOS)	61	61	1,071	(1,010)	6%
22 Payroll Services Fees	50	50	700	(650)	7%
23 District Management	1,250	1,250	15,000	(13,750)	8%
24 Administrative	417	417	5,000	(4,583)	8%
25 Accounting	833	833	10,000	(9,167)	8%
26 Assessment Roll Preparation	417	417	5,000	(4,583)	8%
27 Dissemination Agent	250	250	3,000	(2,750)	8%
28 District Counsel	-	-	45,000	(45,000)	0%
29 District Engineer	-	-	10,000	(10,000)	0%
30 Arbitrage Rebate Calculation	-	-	1,500	(1,500)	0%
31 Trustee Fees	-	-	13,768	(13,768)	0%
32 Bank Fees	25	25	150	(125)	16%
33 Auditing	-	-	3,700	(3,700)	0%
34 Regulatory Permits and Fees	175	175	175	-	100%
35 Property Taxes	-	-	250	(250)	0%
36 Legal Advertising	-	-	1,500	(1,500)	0%
37 Website Hosting	-	-	2,015	(2,015)	0%
38 TOTAL ADMINISTRATIVE	4,493	4,493	131,829	(127,336)	3%
39 Insurance					
40 Public Officials, General Liability & Property Insurance	32,118	32,118	34,313	(2,195)	94%
41 TOTAL INSURANCE	32,118	32,118	34,313	(2,195)	94%
42 Utilities					
43 Utilities-Electricity	-	-	61,200	(61,200)	0%
44 Utilities-Streetlights	-	-	117,300	(117,300)	0%
45 Utilities-Water/Sewer	58	58	18,000	(17,942)	0%
46 Utilities-Solid Waste Assessment	240	240	1,530	(1,290)	16%
47 Utilities-Solid Waste Removal	-	-	2,040	(2,040)	0%
48 TOTAL UTILITIES	298	298	200,070	(199,772)	0%
49 Security					
50 Security Repairs & Maintenance	-	-	7,500	(7,500)	0%
51 TOTAL SECURITY	-	-	7,500	(7,500)	0%

LONG LAKE RANCH CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through October 31, 2025

	FY2026 Month of October	FY2026 Total Actual Year to Date	FY2026 Approved Budget	Variance Over/(Under) Budget	% Actual YTD/ FY Budget
52 Community Maintenance					
53 Field Services	417	417	5,000	(4,583)	8%
54 Fountain Service Repair & Maintenance	-	-	5,000	(5,000)	0%
55 Aquatic Maintenance	2,460	2,460	29,520	(27,060)	8%
56 Mitigation Area Monitoring & Maintenance	-	-	3,100	(3,100)	0%
57 Aquatic Plant Replacement	-	-	2,750	(2,750)	0%
58 Fish Stocking	-	-	12,000	(12,000)	0%
59 Lake & Pond Maintenance	-	-	5,000	(5,000)	0%
60 Entry & Walls Maintenance	-	-	2,500	(2,500)	0%
61 Landscape Maintenance-Contract	14,085	14,085	180,920	(166,835)	8%
62 Landscape Replacement-Mulch	-	-	72,000	(72,000)	0%
63 Landscape Replacement Annuals	8,181	8,181	39,996	(31,815)	20%
64 Landscape Replacement Plants & Shrubs	-	-	90,760	(90,760)	0%
65 Tree Trimming & Maintenance	4,400	4,400	45,000	(40,600)	10%
66 Other Landscape-Fire Ant Treatment	-	-	4,500	(4,500)	0%
67 Irrigation Repairs & Maintenance	35	35	15,000	(14,966)	0%
68 Decorative Lights Maintenance	-	-	15,000	(15,000)	0%
69 Volunteer Supplies	-	-	-	-	0%
70 Pressure Washing	-	-	37,000	(37,000)	0%
71 Field Contingency	2,600	2,600	30,627	(28,027)	8%
72 TOTAL PHYSICAL ENVIRONMENT	32,177	32,177	595,673	(563,496)	5%
73 Road & Street Facilities					
74 Sidewalk Repair & Maintenance	-	-	1,000	(1,000)	0%
75 Roadway Repair & Maintenance	-	-	2,500	(2,500)	0%
76 Signage Repair & Replacement	-	-	20,000	(20,000)	0%
77 TOTAL ROAD & STREET FACILITIES	-	-	23,500	(23,500)	0%
78 Amenity Maintenance					
79 Clubhouse Management	5,178	5,178	141,296	(136,118)	4%
80 Seasonal Pool Attendants	-	-	9,800	(9,800)	0%
81 Cell Phone for Attendants	-	-	100	(100)	0%
82 Pool Maintenance-Contract	3,200	3,200	40,000	(36,800)	8%
83 Dog Waste Station Supplies	-	-	3,000	(3,000)	0%
84 Amenity Maintenance & Repair	1,901	1,901	21,000	(19,099)	9%
85 Office Supplies	-	-	1,200	(1,200)	0%
86 Furniture Repair/Replacement	-	-	1,750	(1,750)	0%
87 Pool Repairs	-	-	2,000	(2,000)	0%
88 Pool Permits	-	-	1,000	(1,000)	0%
89 Communication (Tel, Fax, Internet)	418	418	5,000	(4,582)	8%
90 Facility A/C & Heating Maintenance & Rep.	-	-	2,000	(2,000)	0%
91 Computer Support, Maintenance & Repair	-	-	1,000	(1,000)	0%
92 Park & Playground Maintenance & Repair	-	-	6,600	(6,600)	0%
93 Pest Control	100	100	3,600	(3,500)	3%
94 Clubhouse Janitorial Supplies	-	-	3,000	(3,000)	0%
95 TOTAL PARKS & RECREATION	10,797	10,797	242,346	(231,549)	4%
96 Project Budget					
97 Capital Outlay	-	-	50,000	(50,000)	0%
98 TOTAL PROJECT BUDGET	-	-	50,000	(50,000)	0%
99 Total Expenditures	79,883	79,883	1,285,231	(1,205,348)	6%
100 Total Excess Expenditures Over (Under) Revenues	(70,789)	(70,789)	350,001	1,205,348	
101 Total Other Financing Sources (Uses)					
102 County Collection Costs	-	-	-	-	
103 Transfers In	-	-	-	-	
104 Transfers Out	-	-	350,000	350,000	
105 TOTAL OTHER FINANCING SOURCES (USES)	-	-	350,000	350,000	
106 Fund Balance - Beginning	1,616,976	1,616,976	1,616,976		
107 Net Change In Fund Balance	(70,789)	(70,789)	700,001		
108 Fund Balance - Ending-Projected	1,546,188	1,546,188	2,316,977		

Long Lake Ranch CDD
Capital Reserve Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through October 31, 2025

	FY 2026 Approved Budget	FY 2026 Total Actual Year-to-Date	VARIANCE Over (Under) to Budget Year-to-Date
1 <u>Revenues:</u>			
2 Special Assessments-On Roll (NET)	\$ -	\$ -	\$ -
3 Early Payment-Discount	-	-	-
4 Excess Fees	-	-	-
5 Interest & Miscellaneous	-	-	-
6 Total Revenues	-	-	-
7 <u>Expenditures:</u>			
8 Capital Improvement Plans (Pool)	-	-	-
9 Contingency	-	-	-
10 Total Expenditures	-	-	-
11 Excess Expenditures Over (Under) Revenues	-	-	-
12 <u>Other Financing Sources & Uses</u>			
13 County Collection Costs	-	-	-
14 Transfers In from General Fund	350,000	-	(350,000)
15 Transfers Out	-	-	-
16 Total Other Finances Sources & Uses	350,000	-	350,000
17 Net Change in Fund Balance	350,000	-	(350,000)
18 Fund Balance-Beginning	1,252,371	1,252,371	-
19 Fund Balance - Ending	\$ 1,602,371	\$ 1,252,371	\$ (350,000)
20 <u>Analysis of Fund Balance</u>			
21 Assigned: Future Capital Improvements	1,282,957	1,282,957	
23 Fund Balance - Ending	1,282,957	1,282,957	

Long Lake Ranch CDD
Debt Service -Series 2014
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through October 31, 2025

	FY 2026 Approved Budget	FY2026 Actual Actual Total Year-to-Date	Variance Over (Under) to Budget
1 Revenues:			
2 Special Assessments- On Roll (NET)	\$ 317,500	\$ -	\$ (317,500)
3 Excess Fees	-	-	-
4 Interest Revenue	-	1,741	1,741
5 Total Revenues	317,500	1,741	(315,759)
6 Expenditures:			
7 Interest Expense:			
8 November 1, 2025	107,250	-	(107,250)
9 May 1, 2026	105,000	-	(105,000)
10 Principal Retirement:			
11 May 1, 2026	104,100	-	(104,100)
12 Principal Prepayment	-	-	-
13 Total Expenditures	316,350	-	(316,350)
14 Excess Expenditures Over (Under) Exp.	1,150	1,741	591
15 NET Change in Fund Balance	1,150	1,741	591
16 Fund Balance-Beginning	561,109	561,109	-
17 Fund Balance - Ending	\$ 562,259	\$ 562,851	\$ 591

Long Lake Ranch CDD
Debt Service -Series 2015
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through October 31, 2025

	FY 2026 Approved Budget	FY2026 Actual Actual Total Year-to-Date	Variance Over (Under) to Budget
1 <u>Revenues:</u>			
2 Special Assessments- On Roll (NET)	\$ 235,938	\$ -	\$ (235,938)
3 Excess Fees	-	-	-
4 Interest Revenue	-	855	855
5 Total Revenues	235,938	855	(235,083)
6 <u>Expenditures:</u>			
7 Interest Expense:			
8 November 1, 2025	82,419	-	(82,419)
9 May 1, 2026	70,000	-	(70,000)
10 Principal Retirement:			
11 May 1, 2026	80,319	-	(80,319)
12 Principal Prepayment	-	-	-
13 Total Expenditures	232,738	-	(232,738)
14 Excess Expenditures Over (Under) Exp.	3,200	855	(2,345)
15 NET Change in Fund Balance	3,200	855	(2,345)
16 Fund Balance-Beginning	260,683	260,683	-
17 Fund Balance - Ending	\$ 263,883	\$ 261,538	\$ (2,345)

Long Lake Ranch CDD
Debt Service -Series 2016
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through October 31, 2025

	FY 2026 Approved Budget	FY2026 Actual Actual Total Year-to-Date	Variance Over (Under) to Budget
1 <u>Revenues:</u>			
2 Special Assessments- On Roll (NET)	\$ 191,881	\$ -	\$ (191,881)
3 Excess Fees	-	-	-
4 Interest Revenue	-	634	634
5 Total Revenues	191,881	634	(191,247)
6 <u>Expenditures:</u>			
7 Interest Expense:			
8 November 1, 2025	59,100	-	(59,100)
9 May 1, 2026	75,000	-	(75,000)
10 Principal Retirement:			
11 May 1, 2026	57,600	-	(57,600)
12 Principal Prepayment	-	-	-
13 Total Expenditures	191,700	-	(191,700)
14 Excess Expenditures Over (Under) Exp.	181	634	453
15 NET Change in Fund Balance	181	634	453
16 Fund Balance-Beginning	193,975	193,975	-
17 Fund Balance - Ending	\$ 194,156	\$ 194,609	\$ 453

-

Bank Reconciliation
For the Period of October 1, 2025 through October 31, 2025

Balance per Bank Statement	122,032
Plus: Deposits in Transit	-
Less: Outstanding Checks	(48,983)
<i>Adjusted Bank Balance</i>	73,049

Beginning Balance	87,272
Receipts	105,129
Disbursements	(119,352)
<i>Balance per Book</i>	73,049

Long Lake Ranch CDD
Check Register
FY2026

Date	Check #	Payee	Memo	Deposit	Disbursement	Balance
			Beginning Balance		\$	87,272.28
10/1/25	5065	Anchor Stone Management, LLC	Inv 14		3,583.34	83,688.94
10/1/25	5066	RedTree Landscape Systems	Landscape Maint		14,085.25	69,603.69
10/1/25	5067	Cooper Pools Inc	Pool Maintenance		3,200.00	66,403.69
10/1/25	100125ach	Duke Energy	Summary Bill 8/2-9/2		13,771.84	52,631.85
10/3/25			Deposit	5,129.29		57,761.14
10/4/25	5068	RedTree Landscape Systems	Irrigation Repairs		275.00	57,486.14
10/4/25	5069	RedTree Landscape Systems	irrigation repairs		75.64	57,410.50
10/4/25	5070	RedTree Landscape Systems	irrigation repairs		49.50	57,361.00
10/4/25	5071	RedTree Landscape Systems	irrigation repairs		148.00	57,213.00
10/4/25	5072	RedTree Landscape Systems	irrigation repairs		39.00	57,174.00
10/4/25	5073	RedTree Landscape Systems	irrigation repairs		34.50	57,139.50
10/4/25	5074	RedTree Landscape Systems	irrigation repairs		229.88	56,909.62
10/4/25	5075	RedTree Landscape Systems	irrigation repairs		75.62	56,834.00
10/4/25	5076	RedTree Landscape Systems	tree removal		650.00	56,184.00
10/4/25	5077	RedTree Landscape Systems	tree repair		3,000.00	53,184.00
10/4/25	5078	RedTree Landscape Systems	tree maint		750.00	52,434.00
10/7/25	5079	Coastal Waste & Recycling, Inc.	waste collection		120.24	52,313.76
10/7/25	5080	WRB Painting LLC	Painting		5,950.00	46,363.76
10/9/25	100925ach1	Frontier	Phone-Internet 9/15-10/14		150.99	46,212.77
10/9/25	100925ach2	Frontier	Phone-Internet 9/15-10/14/25		265.92	45,946.85
10/10/25	101025ach	Coastal Waste & Recycling, Inc.	waste collection		120.24	45,826.61
10/10/25	101025ach	Engage PEO	BOS 10-2-25		757.10	45,069.51
10/10/25	71	William Pellam	BOS MTG 10/2-25		184.70	44,884.81
10/10/25	72	Darrell Thompson	BOS 10-2-25		184.70	44,700.11
10/15/25	5081	RedTree Landscape Systems	landscape enhancement		8,181.00	36,519.11
10/15/25	101525ach	Florida Commerce	Special Dist Filling Fee		175.00	36,344.11
10/20/25	5082	Bryans Fence LLC	Fence word		12,600.00	23,744.11
10/21/25	5083	Turner Pest Control LLC	pest control		100.00	23,644.11
10/21/25	5085	American Power Washing			2,249.00	21,395.11
10/22/25	102225ach	Pasco County Utilities Services Branch	18981 long lake ranch blvd		173.40	21,221.71
10/22/25	102225ach1	Pasco County Utilities Services Branch	0 COMMUNITY CENTER		148.55	21,073.16
10/24/25			Funds Transfer Out		500.00	20,573.16
10/28/25	5086	GHS LLC	Aquatic Maint		2,460.00	18,113.16
10/28/25			Funds Transfer In	100,000.00		118,113.16
10/29/25	5086	Egis Insurance & Risk Advisors	Policy #100125769		32,118.00	85,995.16
10/31/25	103125ach	Duke Energy	Summary Bill 9/3-10/1		12,946.08	73,049.08
10/31/25				105,129.29	119,352.49	73,049.08

EXHIBIT 9

RETURN TO AGENDA



AB

EXHIBIT 10

RETURN TO AGENDA



AB

1 **MINUTES OF 11/06/2025 REGULAR MEETING**
2 **LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

3 The Regular Meeting of the Board of Supervisors of the Long Lake Ranch Community Development District was held
4 Thursday, November 6, 2025 at 6:00 p.m. at the Long Lake Ranch CDD, Long Lake Ranch Amenity Center, 19037 Long
5 Lake Ranch Blvd., Lutz, FL 33558. The public was able to listen and/or participate in-person or live via Teams conference.

6 **I. Call to Order / Roll Call**

7 The meeting was called to order by Ms. Thibault. Roll was called and a quorum was confirmed with the following
8 Supervisors present:

9 Heidi Clawson..... Board of Supervisors, Chairwoman
10 William Pellan..... Board of Supervisors, Vice Chairman
11 George Smith Jr..... Board of Supervisors, Assistant Secretary
12 John Twomey Board of Supervisors, Assistant Secretary
13 Darrell Thomson Board of Supervisors, Assistant Secretary

14 Also present were:

15 Patricia Thibault..... District Manager, Anchor Stone Management
16 William York..... Amenity Manager, Anchor Stone Management
17 Sarah Sandy (via phone)..... Counsel, Kutak Rock LLP
18 Charles Reed..... District Engineer, Johnson Engineering
19 John Burkett..... RedTree Landscape
20 Matt Olson RedTree Landscape
21 Joe O’Rielly Field Manager, Anchor Stone Management
22 Dana Bryant (via phone) Irrigation Consultant, Anchor Stone Management
23 Kendall Bullard..... Vice President, MBS Capital Markets, LLC
24 Amanda Shapiro..... Owner, Manda’s Minnows
25

26 **Opening Remarks and Attendance Notes**

27 Ms. Thibault officially called the Meeting to order after confirming that quorum had been established. Present in
28 person were Chairwoman Clawson, Supervisor Pellan, Supervisor Smith, Supervisor Twomey, and Supervisor Thompson
29 of the Board of Supervisors. Also present were District Management Staff; Amenity Team and District Counsel members
30 attended via conference.

31 **II. Audience Comments - (limited to 3 minutes per individual on agenda items)**

32 Two residents spoke during the Audience Comments portion. The first raised concerns about ongoing parking issues on
33 neighborhood roads, noting that vehicles continue to park along both sides of the street and that this has been a safety
34 problem for years. Chairwoman Clawson clarified that the District cannot enforce parking rules on county-owned roads
35 and explained that a public hearing will be scheduled through Resolution 2026-01 to update the District’s parking and
36 towing policy.

37 A second resident asked about how to access meeting materials, and staff explained that agenda packets - including the
38 prior meeting minutes - are sent out by email about a week before each meeting. No additional comments were made,
39 and the Chair closed the Audience Comments section.

40 **III. Supervisor Comments**

41 During Supervisor Comments, Supervisor Thomson referred to photographs he had submitted under the Supervisor
42 Request section of the meeting agenda. The photos showed the mailbox areas at Fox Tail and Primrose, highlighting the
43 need to repaint both the mailbox structures and the adjacent parking spaces to match the previously repainted standard
44 mailbox areas. He requested that repainting of the Fox Tail and Primrose mailbox areas and parking spaces be added to
45 the staff task list for follow-up.

IV. Professional Vendor Presentations

A. MBS Refunding - Series 2014

❖ MBS Refunding Summary

Kendall Bullard of MBS Capital Markets presented an overview of the upcoming refunding opportunity for the District's Series 2014 Bonds. The bonds total approximately \$3.5 million at a 6% interest rate and become callable in May 2026. She projected potential savings of about 5% net present value and 10% cash flow, with no upfront cost to the District.

The Board approved execution of the underwriting agreement with MBS Capital Markets to monitor market conditions and prepare refunding options for review in early 2026.

❖ MBS Underwriting Agreement

Following the refunding presentation, Ms. Bullard reviewed the MBS Underwriting Agreement outlining the proposed terms for MBS Capital Markets to serve as the District's underwriter for the potential Series 2014 Bond refunding. She confirmed that the agreement would allow MBS to monitor market conditions and prepare preliminary refunding scenarios in advance of the 2026 call date.

The Board discussed the contingent fee structure - 1.5% of the par amount or \$50,000, payable only at closing - and confirmed that no District funds would be expended unless the refunding successfully closes.

On a MOTION by Supervisor Pellan, SECONDED by Supervisor Smith, WITH ALL IN FAVOR, the Board approved the MBS Underwriting Agreement for the Long Lake Ranch Community Development District.

B. Johnson Engineering - *Discussion of Sidewalk Puddling*

The District Engineer discussed sidewalk puddling along the lakeside path and recommended installing trench drains as a cost-effective solution. The Board directed him to obtain multiple quotes for the work and report back at a future meeting.

C. GHS Environmental Aquatic Maintenance

1. Aquatic Maintenance Log - 10.29.2025

The Board reviewed the October 29, 2025 aquatic maintenance report, noting generally stable pond conditions with minor algae and mosquito activity. Staff were directed to coordinate with mosquito control for monitoring and prevention.

D. Red Tree Landscape

1. Landscape Maintenance Report - October 2025

RedTree Landscape reported that regular maintenance, including mowing, edging, and tree lifting, was completed in October. Bahia weed growth increased due to weather fluctuations, but treatments were scheduled, and overall landscape conditions were satisfactory.

On a MOTION by Chairwoman Clawson, SECONDED by Supervisor Smith, WITH ALL IN FAVOR, the Board approved the Removal and Stump Grinding of Two Foxtail Palms for RedTree with Amount NTE \$3,200 for the Long Lake Ranch Community Development District.

2. Discussion & Assessment of Drip Line Project

The Board discussed the District-wide drip line project based on findings from the irrigation consultant. It was determined that installing drip irrigation for established landscape areas would not be cost-effective. The consultant, Mr. Bryant, recommended redirecting those funds toward enhancement projects and targeted irrigation improvements instead, and the Board agreed to proceed with that approach.

3. Discussion of Tree Cutback Project

The Board discussed the ongoing tree cutback program and agreed to conduct walkthroughs twice a year - once in the fall and again in the spring. RedTree will perform initial lifting and clearance trimming, followed by joint inspections with staff to identify additional structural pruning needs.

4. Consideration of Proposals:

❖ **Pine Tree Replacement - Sunlake Blvd - South of LLR Road: \$675**

The Board reviewed RedTree's proposal to replace a damaged pine tree on Sunlake Boulevard south of Long Lake Ranch Road for \$675. Discussion noted that this area falls under a county license agreement, with part of it still active. District Counsel was asked to confirm maintenance responsibility before proceeding, and the item was deferred pending clarification.

❖ **Woodline Cutback Proposal - Serenoa Round-About - \$2,200**

The Board reviewed and approved RedTree's proposal for the Woodline cutback at the Serenoa roundabout in the amount of \$2,200. The work will address overgrown vegetation and improve visibility and appearance in that area.

On a MOTION by Supervisor Twomey, SECONDED by Chairwoman Clawson, WITH ALL IN FAVOR, the Board approved the Woodline Cutback Proposal - Serenoa Round-About for \$2,200 for the Long Lake Ranch Community Development District.

❖ **Installation of Mulch - \$49,500**

The Board approved RedTree's proposal for community-wide mulch installation in the amount of \$49,500, authorizing the work to proceed as part of the regular landscape enhancement cycle.

On a MOTION by Supervisor Twomey, SECONDED by Supervisor Smith, WITH ALL IN FAVOR, the Board approved the Installation of Mulch for \$49,500 for the Long Lake Ranch Community Development District.

❖ **Irrigation Proposal - Faults at Clubhouse - \$1,000**

The Board approved RedTree's irrigation proposal for repairs to address system faults at the clubhouse, in the amount of \$1,000, and authorized the vendor to proceed with the work.

On a MOTION by Chairwoman Clawson, SECONDED by Supervisor Twomey, WITH ALL IN FAVOR, the Board approved the Irrigation Proposal - Faults at Clubhouse for \$1,000 for the Long Lake Ranch Community Development District.

5. Discussion of Landscape Enhancement Projects & Review of Landscape Photo Review

❖ **Area: Clubhouse, Peppergrass, Cordgrass**

The Board reviewed landscape enhancement concepts for the areas around the Clubhouse, Peppergrass, and Cordgrass. RedTree presented photos and discussed potential plant replacements and design improvements to refresh the appearance of these locations. The Board provided feedback and requested that detailed proposals be prepared for review at a future meeting.

❖ **Area - Fox Tail**

The Board reviewed enhancement options for the Fox Tail area, focusing on replacing two declining Sylvester palms. It was agreed that the trees would be removed and replaced with cabbage palms, including stump grinding. The Board approved the work with a not-to-exceed amount of \$1,600 per tree.

E. District Counsel

1. Florida Open Carry Application to Special Districts

District Counsel reported that the memorandum on the Florida Open Carry law's application to special districts was not yet available and would be presented at the next meeting.

2. Consideration for Adoption Resolution 2026-01 Setting the Public Hearing for Revised Parking-Towing Policy

District Counsel reviewed Resolution 2026-01, establishing a public hearing for the revised parking and towing policy. The Resolution clarifies that towing applies only to District-owned roads and designates specific hours for guest and amenity parking. The Board approved the Resolution.

On a MOTION by Chairwoman Clawson, SECONDED by Supervisor Twomey, WITH ALL IN FAVOR, the Board adopted the Resolution 2026-01 Setting the Public Hearing for Revised Parking-Towing Policy for January 7, 2026 for the Long Lake Ranch Community Development District.

V. Amenity General Manager & Field Manager

A. Presentation for Discussion - Field Task List

Field Manager Joe O'Rielly reviewed the current field task list, updating the Board on irrigation, lighting, and general maintenance items. The Board discussed priorities and provided direction on upcoming work, noting the need for the HCA discussion to be advanced further; no formal action was taken.

B. Consideration of Proposal for Basketball Fence

❖ Fence Outlet - \$22,694.93

The Board reviewed a proposal from Fence Outlet in the amount of \$22,694.93 for installation of fencing around the basketball court. The proposal included materials and labor for the full enclosure. Discussion followed comparing this quote with other vendor options; no decision was made at this stage.

❖ Total Quality Fence & Remodeling - \$16,696 (without tax)

The Board reviewed a second proposal from Total Quality Fence & Remodeling in the amount of \$16,696 (excluding tax) for installation of fencing around the basketball court. The proposal was noted as the lower of the two bids received. Further discussion was deferred pending review of access control costs associated with the project.

❖ DCSI - Access Control to enter Basketball Fenced Area - \$28,625

The Board reviewed a proposal from DCSI in the amount of \$28,625 for installation of an electronic access control system to secure entry to the proposed basketball fenced area. The system would integrate with the District's existing gate access software. The Board agreed to consider this proposal alongside the fencing bids before making a final decision on the project.

C. Consideration of Lawson Proposal for Basketball Resurface - \$15,000

The Board reviewed a proposal from Lawson Courts to resurface the basketball court at a cost of \$15,000. The work would include cleaning, repairing surface cracks, and applying new coatings and striping. The proposal was discussed in conjunction with the fencing and access control bids, and the Board agreed to consider all related items together before final approval.

D. Consideration of Lawson Proposal for Tennis Court Resurface - \$30,000

The Board reviewed a proposal from Lawson Courts to resurface the tennis courts for \$30,000. The scope included pressure washing, surface repair, application of new acrylic coating, and restriping. The Board took the proposal under advisement to evaluate timing and budget alongside other amenity improvements before authorizing the work.

E. Presentation for Discussion - Insurance Site Review of Property

District Manager Ms. Thibault presented the results of the insurance site inspection, noting only minor maintenance and safety items. Staff will address the listed issues and report completion to the insurance provider.

VI. Financial & Administrative Matters

A. Consideration for Acceptance of September, 2025 Unaudited Financial Statements

District Manager Patricia Thibault presented the September 2025 unaudited financial statements for the Board's review. After brief discussion and confirmation that all expenditures were within budget, the Board voted to accept the September 2025 unaudited financial statements as presented.

On a MOTION by Supervisor Pellán, SECONDED by Chairwoman Clawson, WITH ALL IN FAVOR, the Board accepted the September, 2025 Unaudited Financial Statements for the Long Lake Ranch Community Development District.

B. Presentation of Check Details for September 2025

District Manager Ms. Thibault presented the Check Register for September 2025, detailing District expenditures and vendor payments for the month. The Board reviewed the report, and after confirming that all disbursements were standard and properly authorized, the Board approved the check register for September 2025 as presented.

On a MOTION by Supervisor Smith, SECONDED by Supervisor Twomey, WITH ALL IN FAVOR, the Board approved the Check Details for September 2025 for the Long Lake Ranch Community Development District.

C. Consideration for Approval - The Minutes of the Board of Supervisors Regular Meeting Held October 2, 2025

District Manager Ms. Thibault presented the Minutes of the Board of Supervisors Regular Meeting held on October 2, 2025. After review and with no corrections noted, the Board approved the October 2, 2025 meeting minutes as presented.

On a MOTION by Supervisor Smith, SECONDED by Supervisor Pellan, WITH ALL IN FAVOR, the Board approved the Minutes of the Board of Supervisors Regular Meeting Held October 2, 2025 for the Long Lake Ranch Community Development District.

VII. Staff Reports

A. District Manager

District Manager Ms. Thibault had no additional items to report beyond those already discussed during the meeting.

B. District Engineer

The District Engineer provided a brief update confirming that field observations related to the sidewalk puddling and drainage issues were ongoing and that cost estimates for trench drain installation would be brought back at the next meeting. No further updates or actions were presented.

VIII. Other Introduced Items

A. Consideration of Welch Tennis for Wind Screen - \$910.48

The Board reviewed a proposal from Welch Tennis in the amount of \$910.48 for the purchase and installation of a new wind screen at the tennis courts. After brief discussion, the Board approved the Welch Tennis proposal as presented.

On a MOTION by Supervisor Pellan, SECONDED by Supervisor Twomey, WITH ALL IN FAVOR, the Board approved the Welch Tennis for Wind Screen for \$910.48 for the Long Lake Ranch Community Development District.

B. Consideration of Proposals for Remediation of Foxtail Pool

❖ **Cooper Pools - \$2,075**

The Board reviewed and approved the proposal from Cooper Pools in the amount of \$2,075 for remediation work at the Foxtail Pool, authorizing the vendor to proceed with the repairs.

On a MOTION by Supervisor Smith, SECONDED by Supervisor Twomey, WITH ALL IN FAVOR, the Board approved the Cooper Pools Proposal for \$2,075 for the Long Lake Ranch Community Development District.

A subsequent motion was approved to include a warranty provision with the contract.

On a MOTION by Supervisor Smith, SECONDED by Supervisor Pellan, WITH ALL IN FAVOR, the Board approved to Include a Warranty Provision with the Cooper Pools Contract for \$2,075 Proposal for the Long Lake Ranch Community Development District.

❖ **The Pool Doctor - \$2,600**

The Board reviewed a competing proposal from The Pool Doctor in the amount of \$2,600 for the same Foxtail Pool remediation work. Following comparison, the Board selected the lower proposal from Cooper Pools and took no action on The Pool Doctor's estimate.

❖ **The Vermana - \$962.13**

The Board also reviewed an additional quote from Vermana in the amount of \$962.13 but took no action on that proposal.

IX. Audience Comments - New Business - (limited to 3 minutes per individual)

During Audience Comments on new business, the Board heard from Ms. Minnows of Manda's Minnows regarding her swim lessons and an agreement. District Counsel confirmed it would be finalized as a license agreement with specified teaching hours. The Board approved moving forward with the agreement.

On a MOTION by Supervisor Smith, SECONDED by Chairwoman Clawson, WITH ALL IN FAVOR, the Board approved the Manda's Minnows swim lessons at Foxtail pool Agreement for the Long Lake Ranch Community Development District.

X. Supervisors' Requests

During Supervisor Requests, Supervisor Thomson revisited the mailbox area improvements at Fox Tail and Primrose, requesting that repainting of the parking spaces and mailbox structures be added to the staff task list if not already scheduled.

XI. Adjournment

After all discussions were concluded, the Board moved forward with a motion to adjourn the meeting.

On a MOTION by Supervisor Pellan, SECONDED by Supervisor Twomey, WITH ALL IN FAVOR, the Board adjourned the Meeting for the Long Lake Ranch Community Development District.

~Any individual who wishes to appeal a decision made by the Board with respect to any matter considered at this meeting is hereby advised that they may be responsible for ensuring that a verbatim record of the proceedings is made, including all testimony and evidence upon which the appeal is based.~

The meeting minutes were approved by a vote of the Board of Supervisors during a publicly noticed meeting held on _____, 2025.

Signature

Signature

Printed Name ☐ Secretary ☐ Assistant Secretary

Printed Name ☐ Chairman ☐ Vice Chairman

EXHIBIT 11A

RETURN TO AGENDA



AB

ESTIMATE



Keystone Backflow Services, LLC
29641, Eagle Station Dr, Wesley Chapel, FL 33543,
UNITED STATES
ksbackflow@gmail.com

Estimate No#: 0015
Estimate Date: Nov 13, 2025

\$453.00

ESTIMATED AMOUNT

BILL TO
Bill York
manager@longlakeranchcdd.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Rebuild and test RP backflow Rebuild 1.5" Wilkins 975XL2 SN- 3900140 Backflow includes all parts needed for repair then test backflow for compliance and send test report to Pasco County	1	\$453.00	\$453.00
Subtotal				\$453.00
TOTAL				\$453.00 USD

EXHIBIT 11B

RETURN TO AGENDA



AB



American Illuminations

Long Lake Ranch CDD
Long Lake Ranch CDD
19037 Long Lake Ranch Blvd
Lutz, FL 33558

✉ Patricia@anchorstonemgt.com

ESTIMATE	#447
ESTIMATE DATE	Nov 24, 2025
TOTAL	\$2,500.00

CONTACT US

8247 Westhaven Dr
Land O' Lakes, FL 34638

☎ (757) 572-3732
✉ william@american-powerwashing.com

ESTIMATE

Services	amount
2025 Holiday Wreath Install/Takedown	\$2,500.00
Install (21) 24" Wreaths w/ bows at all monuments. Install (2) 48" Wreaths w/ bows at LLR & Foxtail Amenity Centers (1 at each location).	
Includes maintenance of all installations. If there are issues needing to be addressed, please call 813-716-5999 or email william@american-powerwashing.com.	
Takedowns are guaranteed by Jan 21st, but most likely will be done by, or around, Jan 14th.	

Services subtotal: \$2,500.00

Total **\$2,500.00**

EXHIBIT 11C

RETURN TO AGENDA



AB

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to
Long Lake Ranch Community Development
District
C/o Anchor Stone Management, LLC
255 Primera Blvd, Ste 160
Lake Mary, FL 32746 USA

Ship to
Long Lake Ranch Community Development
District
C/o Anchor Stone Management, LLC
255 Primera Blvd, Ste 160
Lake Mary, FL 32746 USA

Invoice details
Invoice no.: 32265
Terms: Net 45
Invoice date: 11/21/2025
Due date: 01/05/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Irrigation repairs were performed as follows on 10.24.25 Inspected the controller across from the Basketball courts—repairs made after the inspection to zones 1, 3, and 4.			
2.		Sales	Maxi Jet	12	\$5.50	\$66.00
3.		Sales	Maxi Jet Stakes	1	\$5.50	\$5.50
4.		Sales	Labor-Technician	0.75	\$65.00	\$48.75
Total						\$120.25

EXHIBIT 12

RETURN TO AGENDA



AB

RESOLUTION NO. 2026-02

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE PASCO COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the 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 unincorporated Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Pasco County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

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

1. **GENERAL ELECTION SEATS.** Seat 4, currently held by William Pellan, and Seat 5, currently held by Darrell Thompson, are scheduled for the General Election beginning in November 2026. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Pasco County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2026, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **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.

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

PASSED AND ADOPTED this 4th day of December 2026.

**LONG LAKE RANCH COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair, Board of Supervisors

ATTEST:

Secretary/Assistant Secretary

EXHIBIT A

**NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Long Lake Ranch Community Development District (“District”) will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Pasco County Supervisor of Elections located at Central Pasco Professional Center, 4111 Land O’Lakes Blvd., Suite 105, Land O’Lakes, Florida 34639; Ph: (813) 929-2788. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Pasco County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Long Lake Ranch Community Development District has two (2) seats up for election, specifically seats 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Pasco County Supervisor of Elections.

Publish on or before May 25, 2026.

EXHIBIT 13

RETURN TO AGENDA



AB

Haven Management Solutions

A Partnership Proposal

For District Management & Field Management Services



The Long Lake Ranch Community Development District



Haven Management Solutions

November 26, 2025

The Board of Supervisors
Long Lake Ranch Community Development District
c/o Ms. Sarah Sandy
Kutak Rock LLP
107 West College Avenue
Tallahassee, FL 32301

RE: Proposal to Serve as District Manager & Provide Field Management Services

On behalf of Haven Management Solutions , we thank you for considering our proposal to provide District Management services to the Long Lake Ranch Community Development District. Haven Management Solutions is a professional limited liability company with a focused practice on serving Community Development Districts. We are excited about the possibility of collaborating and advancing a Public Private Partnership that will serve the needs of the residents of the Long Lake Ranch Community Development District.

This partnership proposal presents our qualifications and expertise in the community development district arena.

The Haven Management Solutions Mission:

Advance the unique Vision of the Board of Supervisors, Ensure the Sustainability of District Infrastructure, Maintain the Thrivability of Living Assets, Assure Economic and Budgetary Governance.

Our firm's leaders bring decades of practical experience in district management, field services, and finance and accounting. We leverage this expertise to deliver transparent, efficient and solution-oriented service that is tailored to the specific needs of your district.

We look forward to presenting our proposal to the Board of Supervisors.

Sincerely,

Patricia Thibault

Patricia Thibault
Director - District Operations





Haven Management Solutions

The Long Lake Ranch Dedicated Professional Team

Though only recently founded in 2025, the professional management team brings together the most esteemed professionals in the industry, combining to an experience of over 100 years!!! Backed by decades of shared experience, we partner with your District to turn challenges into opportunities. Through active listening, strategic collaboration, and seasoned insight, we deliver innovative, solution-focused strategies that drive meaningful results. Your dedicated management team has a long history of working together and share a commitment to deliver the highest level of professional management services.

Patricia Thibault - Director of District Operations

Patricia is a dynamic and initiative driven professional with over 20 years of extensive expertise in District Management, accounting, and auditing. With a proven track record of overseeing complex management and financial operations, she consistently delivers efficient, transparent, and data-informed solutions that support organizational growth and fiscal integrity.

Her strong planning and organizational abilities enable her to manage District initiatives from concept to completion, ensuring alignment with District strategic goals and regulatory standards. Patricia's disciplined approach and ability to balance multiple priorities under pressure allow her to meet critical deadlines without compromising quality or accuracy.

As a certified leader and effective communicator, Patricia excels in translating complex financial data into actionable insights that drive sound decision-making at the District level. She is thoroughly versed in Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) principles and has held Certified Public Accountant (CPA) licenses in two states.

Patricia has had experience overseeing the daily operations of over 40 Districts and is well versed in Florida Statute Chapter 190. She understands that it is the residents of the District that provide the fiscal means for her to operate as the District Manager. Her commitment and dedication is to the residents of the District as well as the Board of Supervisors.

Joe O'Reilly - Field Operations

Joe brings over a decade of diverse property management experience,

Over the last several years, Joe has focused on Amenity and Field Services. His earlier background experience in management has refined his expertise in driving performance effectiveness. Joe is recognized for the implementation of preemptive maintenance strategies that are tailored to the precise operational needs of each District.





Haven Management Solutions

The Long Lake Ranch Dedicated Professional Team

John McKay – Finance & Assessments

John has over 30 years in the financial services industry. He advances a complete scope of district financial and assessment services ranging from district establishment to bond issuances to ongoing assessment revenue collections – which are critical to the success of district operations. He will prepare and issue estoppel letters for prepayments and closings, process, and record assessment prepayments, and perform regular true-up analysis for each bond issue. He will also provide the dissemination Agent Services for the District; prepare and post quarterly and annual continuing disclosure reports as required by the bond issue. John has been qualified as an expert witness in bond validation hearings. Experience does matter and John is a well renowned leader in the CDD financial industry.

Austin Corings – Senior Accountant

Austin has over 8 years in the CDD industry – growing from a summer intern to senior accountant. The accounting business of a CDD is not easy, with fluctuating budgets and reporting responsibilities. He grasps complex issues and is at ease explaining the many aspects of a financial statement to the Board members and residents of a District. His daily focus is on financial reporting and compliance with a keen eye on cash management. Austin oversees the Districts audit process and ensures that all District audits are completed within the Florida Statute mandates. Good governance goes beyond compliance, and so does our experienced Government Services team with Austin as the team leader. It's about timely financial reporting, transparent communication and a dedicated commitment to the District.

Shima Pakzadian – Accounts Payable Manager

Shima is considered an expert with over 15 years of experience in accounts payable with a focused six years dedicated to CDD accounting. Shima holds two Masters degrees, an MBA as well as a Masters of Science in Accounting. As an expert in accounts payable, her role involves managing the District's financial obligations by processing, verifying, and reconciling invoices, making timely vendor payments, and maintaining accurate financial records to ensure cash flow, profitability, and compliance. Shima handles complex AP processes, resolves invoice discrepancies, and provides insights for financial planning which impact the district's financial stability and reputation. She takes pride in fostering positive relationships across departments and with external vendors; to ensure accurate financial accountability.

Dana Bryant – Professional Landscape Advisor

Dana has over 20 years in the landscape industry and provides expert consulting on critical irrigation and landscape matters that impact the District's living assets. Dana is comfortable in presenting the “real” of your landscape issues as an independent consultant on the Haven Management Solutions team.

Amenity & Maintenance Management – Bill York

Bill boasts years of experience in maintenance and amenity management. These experiences have strengthened his understanding of the challenges and opportunities of the Long Lake Ranch Community Development District. He believes that effective property management goes beyond maintaining buildings—it's about elevating residents' quality of life while maintaining the value of District infrastructure.

Known for his clear communication and supportive leadership style, he takes pride in mentoring his team and fostering their professional growth. His commitment to excellence and team development consistently results in high resident satisfaction and strong operational performance. Bill will oversee the current team in place at Long Lake Ranch.





Haven Management Solutions

The Commitment

Haven Management Solutions commits to financial integrity: At Haven Management Solutions, we believe that trust is the foundation of every successful relationship. Our commitment to financial integrity guides every decision we make — ensuring transparency, accountability, and honesty in all our financial practices. We uphold the highest ethical standards, maintaining accurate records, complying fully with regulations, and safeguarding the interests of our clients, partners, and stakeholders. By prioritizing integrity, we aim to build lasting confidence in our brand and create sustainable value for everyone we serve; the residents and the Board of Supervisors. Key Deliverables include:

- ❖ Collaborating with the Board of Supervisors to create a unique and comprehensive Vision Plan, ensuring the District's growth reflects and supports the goals and values of the Board.
- ❖ Developing a monthly financial dashboard that showcases the key financial metrics and insights unique to the District.
- ❖ Presenting monthly financial statements that incorporate variance expenditure analysis and detailed information on unfavorable variances
- ❖ Delivering budget presentations that are clear, relevant and meaningful for all members of the District - reflecting a fundamental accounting principle for all financial reporting
- ❖ Our audit promise. Deliver the audit in compliance with Florida Statute deadlines.
- ❖ Administer the assessment roll and coordinate with the County Tax Collector and Property Appraiser in compliance with State Statutes
- ❖ Bond dissemination. We prepare and deliver all necessary disclosures and reports for the bondholders and trustees, ensuring full compliance with the master trust indenture and SEC Rule 15c2-12.

Haven Management Solutions commits to field service management: Haven Management Solutions understands that approximately 37% of the Long Lake Ranch CDD budget is driven by the physical environment needs of the District. Consequently, the District depends heavily on the effective governance and oversight of the field services team. Critical monitoring and reporting on both the infrastructure as well as the District living assets ensures long-term sustainability and growth. Key deliverables include:

- ❖ Conduct property inspections for the Long Lake Ranch CDD three times monthly. This proactive governance approach identifies both immediate maintenance needs while also establishing a long-term plan to ensure sustainable upkeep.
 - ❖ Provide monthly management and maintenance task reporting to the Board to keep them informed of the District's maintenance activities and impacts.
 - ❖ Respond efficiently and effectively to maintenance concerns raised by residents and Board members.
 - ❖ The solicitation of multiple vendor proposals advances due diligence and accountability to the Board. Cost comparing various vendor proposals and scope ensures the best value for the District budget and aids in the strategic prioritizing of projects.
- 



Haven Management Solutions

The Commitment

Haven Management Solutions commits to resident support and communication: Resident concerns and observations should be acknowledged, documented and addressed promptly. The Haven Management Solutions Resident Resource Center is open seven days a week, from 7 a.m. to 7 p.m., providing residents with expedient access to District information. Additionally, a designated email address will be established for the District to ensure resident concerns are promptly documented and responses are tracked. This resident-centric approach demonstrates a commitment to listening to residents.

Haven Management Solutions commits to the delivery of excellence in District Management & Administrative Services: The District Manager will strategically align with the Board to ensure that every operational and maintenance decision support the District's long-term vision and objectives. Thru the collaboration with maintenance and accounting professionals, the District Manager will develop an integrated plan that addresses the unique needs of the District and Board. Our innovative and integrated approach provides for proactive oversight while adapting effectively to the evolving conditions and needs of the District.

Haven Management Solutions commits to a seamless transition: The Haven Management Solutions team will begin implementing transition objectives upon contract award. We will work with your current management company to obtain a comprehensive list of vendors, ensuring swift communication with District resources. Additionally, Haven Management Solutions will conduct a thorough review of the District budget, past meeting minutes, and a representative will be present at each meeting to ensure we are fully prepared for Day One of the contract.

A Sample Scope of Services Can be Found in Exhibit A of this document.

The Guarantee

Haven Management Solutions **BELIEVES** in their commitment promise to the District. If for any reason the Board determines that we have failed in our obligations to the District and motions to terminate the contract, Haven Management Solutions will provide the final 60 days of the contract at no charge to the District.





Haven Management Solutions

Fee Schedule & Pricing Overview - District Management - No Increase in Pricing for Three Years

No Increase in Pricing from Prior District Management

TASK	DETAIL	PRICING		
		Year 1	Year 2	Year 3
Task 1	Management	\$15,000	\$15,000	\$15,000
Task 2	Administrative	\$5,000	\$5,000	\$5,000
Task 3	Accounting	\$10,000	\$10,000	\$10,000
Task 4	Assessment Revenue Collections & Reporting	\$ 5,000	\$ 5,000	\$ 5,000
Task 5	Dissemination Agent	\$ 3,000	\$ 3,000	\$ 3,000
Task 6	Field Management	\$ 5,000	\$ 5,000	\$ 5,000
	ANNUAL TOTAL	\$ 43,000	\$43,000	\$ 43,000
ADDITIONAL SERVICES				
District Management - Hourly Rate for Additional district meetings or Meetings over 4 hours - Includes 15 Meetings		\$ 125	\$ 125	\$ 125

Task lists - “what have we done for you lately” - will be incorporated and presented for each agenda package to advance transparency to the residents and the Board as to what the management team is working on.

Note: Haven Management Solutions is not affiliated with, endorsed by, or a rebrand of any other company with a like or similar name.



Fee Schedule & Pricing Overview - Amenity Management

No Increase in Pricing from Prior District Management

TASK	DETAIL	PRICING		
		Year 1	Year 2	Year 3
Amenity Manager	Position Count 1 – 40 hours weekly	\$86,500	\$89,095	\$91,767.85
General Maintenance	Position Count 1 – 25 hours Weekly	\$32,500	\$33,475	\$34,480
Facility Attendant	Position Count 1 – 16 hours Weekly	\$20,800	\$21,424	\$22,066.72
Seasonal Pool Monitor - 14 Weeks Memorial Day to Labor Day	Position Count 1 – 28 Hours Weekly	\$9,800	\$ 10,094	\$10,396.82
Annual Management Fee		\$1,496	\$1,541	\$1,587
	ANNUAL TOTAL	\$151,096	\$155,629	\$160,298.39
	APPROXIMATE MONTHLY TOTAL	\$12,591.33	\$12,969.08	\$13,358.19

Items for Observation

Costs include payroll administration, workers compensation, Health Insurance stipend for all full time employees (\$350 monthly) , training and development, payroll taxes, accounting services, and annual management processing fees.





Haven Management Solutions Sample Scope of Services – Exhibit A



LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

DISTRICT MANAGEMENT – SCOPE OF SERVICES

MANAGEMENT

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Bid proposal should be based on twelve (12) meetings per year plus one (1) budget workshop for a total of thirteen (13) meetings, each 4 hours in length
- C. Ensure compliance with all statutes affecting the district.
- D. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

ADMINISTRATIVE

- A. Agenda Preparation, record keeping in accordance with Florida law, prepare accurate meeting minutes, filing of records/reports with local/state agencies including the Florida Commission on Ethics, provide administrative support services to the District Manager
- B. Prepare and publish all meeting and workshop notices
- C. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy
- D. Tablets/electronic device for Supervisors use at meetings

ACCOUNTING

- A. Monthly accounts payable, construction and capital program accounting, monthly production of Unaudited Financial Statements, Filing the Annual Financial Report, Filing the Annual Independent Audit, and other usual and customary accounting services required of CDD's
- B. Budget preparation shall include calculation of operation and maintenance assessments

ASSESSMENT ADMINISTRATION SERVICES

- A. Assessment Roll Preparation and Re-amortization schedule, preparing of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing
- B. Estoppel letters, bond payoff information and other collection related work shall be provided to property owner and realtors. Estoppels will be billed at state approved levels

DISSEMINATION AGENT SERVICES

- A. Payment made annually in the month of October each year.
- B. Providing the ongoing disclosure requirements and duties listed in the agreements of all series of Bonds issued by the District, facilitating the District's compliance with the Securities and Exchange Commission's Rule 15c2-12(b)(5).

ADDITIONAL SERVICES

Additional District Meetings – proposed hourly fee to be charged for each hour past the initial 4-hour meeting timeframe included in the scope of services.

LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT

FIELD MANAGEMENT – SCOPE OF SERVICES

Field Management

Oversight of vendors, submitting one (1) written monthly Field Services Report, to be included in the Board meeting agenda.

Conduct FOUR site visits per month for the purpose of inspecting landscape and pond maintenance in accordance with District's agreements and meeting with District vendors and contractors.

Attend monthly Board meetings, including in person at the request of the Board, to review the monthly Field Services Report with the Board.

Execute the direction from Board meetings related to Field Services, including soliciting proposals, and coordinating field services work.

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