

**LONGLEAF  
COMMUNITY DEVELOPMENT DISTRICT**

June 21, 2012 Minutes of Regular Meeting

**Minutes of the Regular Board of Supervisors Meeting**

The Regular Meeting of the Board of Supervisors of the Longleaf Community Development District was held on **Thursday, June 21, 2012 at 6:30 p.m.** at The Longleaf Town Hall located at 3141 Deland Street, New Port Richey, Florida 34655

Board Members Present and Constituting a Quorum at the onset of the meeting:

Paul Jenkins	Chairman ( <i>via speakerphone</i> )
David Reid	Supervisor
Robert Hideck	Supervisor
Marilyn Woodhull	Supervisor

Staff Members Present:

Brian Howell	District Manager, District Management Services, LLC
Shawndel Kaiser	District Management Services
Phil Chang	District Engineer, Johnson Engineering
LMP and Team	

Other Individuals Present:

Resident Jen Spicer

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER**

Mr. Howell called the regular meeting of the Board of Supervisors of the Longleaf Community Development District to order on Thursday, June 21, 2012 at 6:30 p.m.

**3. RESIDENT COMMENTS ON AGENDA ITEMS**

Resident Carol Jenkins commented that the pool furniture looked nice. She also asked about the palm fronds turning yellow. Mr. Flint advised July is not were the month they would be trimmed and that they already had begun trimming a few.

**4. VENDOR REPORTS**

**5. STAFF REPORTS**

**A. District Counsel**

**B. District Engineer**

Mr. Chang updated the Board on Neighborhood Two improvements. He stated that basically everything had been completed except for area 76 in the northwest corner, area 52, and area 54 in the rear alleyway. He explained that those were scheduled to be done in the next 2 weeks.

Mr. Chang had compiled a list of sidewalks needing removal and replacement. He explained that change request 2 pertained to neighborhood improvements, and change request 3 pertained to what a resident had brought to the Board's attention. He stated that the unit costs were what Steve had bid in his proposal. He explained that the repair would take the water from the park and drain it in the alleyway. He requested approval for the change requests amounting to around \$25,000. The Board discussed the issue. They were uncertain whether or not to approve the repairs because they had not been planning on repairs in Neighborhood 3 yet. Supervisor Reid asked if this was normal to have almost 10% more costs for a project.

53 Mr. Chang replied that this work was in other areas that were not considered in the initial scope.

54  
55 (0:14:35)

56 MOTION TO:	Approve proposals 2 and 3, doing a special assessment for
57	neighborhood 3 on the 2014 tax roll.
58 MADE BY:	Supervisor Jenkins
59 SECONDED BY:	Supervisor Woodhull
60 DISCUSSION:	Supervisor Jenkins asked whether the repairs for
61	neighborhood 3 could be a special assessment for
62	neighborhood 3 for 2014 to pay back to the reserves. Mr.
63	Howell agreed.
64 RESULT:	Called to Vote: motion PASSED
65	4/0 - Motion passed unanimously

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67 Engineer Chang advised that he had a requisition form but because Board members were out of town, it  
68 could be taken care of another time.

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70 Supervisor Woodhull asked about the price per resident for the sidewalks. Mr. Howell advised that that had  
71 not yet been determined but most Districts had a line item in the budget under Operations rather than  
72 determining responsibility. The Board agreed to put the approval and discussion of the sidewalk repairs on  
73 the agenda for July. The Board discussed whether it was important to approve the repairs immediately, and  
74 agreed to ask Steve Gan how long he would hold his prices for. Engineer Chang suggested including the  
75 sidewalk repairs in with the restroom facilities.

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77 LMP discussed the landscaping proposal with the Board. The representative requested if the Board decided  
78 to put in lighting, that they allow LMP to put the plants in first, then the wiring go in, and then LMP finish  
79 out with mulch. He advised the Board that LMP, like everyone else, was struggling to keep up, but that he  
80 had seen marked improvement in the landscaping. He requested that the Board please inform him if there  
81 was anything that needed to be taken care of. Darrell asked if there were any concerns. He explained that all  
82 of the previously raised concerns had been taken care of.

83  
84 The LMP representative advised that their enhancement crews were backed up and requested that the Board  
85 be patient once they signed the proposal.

86  
87 The Board discussed purchasing iPads. Mr. Howell advised that it would cost around \$3,200 for all 5 Board  
88 members to be outfitted with iPads and gear.

89  
90 **Proposals for Lighting**

91 Supervisor Jenkins suggested that that lighting and landscape proposals be looked at in conjunction with each  
92 other. The Board discussed both proposals. Supervisor Jenkins suggested putting in street lights rather than  
93 ground lighting because they would be more durable and because Progress Energy would maintain them.  
94 Supervisor Woodhull suggested using the light poles and replacing the current lighting with LED lights.  
95 Supervisor Jenkins stated that he wanted to put in the street light and leave the existing lights for landscape  
96 lights. He also suggested adding the street light to Neighborhood 3's 2014 assessment.

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102 (0:46:25)

103	MOTION TO:	Accept the landscape proposal for the front entry of Marsha,
104		put the street light at Marsha and put it on the 2014 tax roll for
105		Neighborhood 3, repair the existing landscape lighting and put
106		in LED lights.
107	MADE BY:	Supervisor Jenkins
108	SECONDED BY:	Supervisor Woodhull
109	DISCUSSION:	None.
110	RESULT:	Called to Vote: motion PASSED
111		4/0 - Motion passed unanimously

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113 **C. District Manager**

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115 **1. Manager Report**

116 **a. Update on Action Item List**

117 **b. Inspection Report**

118 Mr. Howell advised the Board that the pond was doing well regarding invasive weeds, algae, and trash. He  
119 stated that he had executed the proposal the Board approved at the last meeting and that planting would take  
120 place within 30 days. Mr. Howell advised that the landscape was moving in the right direction, although they  
121 still had some work to do. He informed the Board that he spoke with Jeff from the developer, and that he  
122 seemed open to some sort of partnership and would know for sure within a week.

123  
124 Mr. Howell advised that he looked into an As Built plan for the water reclaiming program, and could not  
125 find one anywhere but he did have a site plan with maintenance areas and timer locations. Mr. Jenkins  
126 requested a blow up of the site plan to be given to the landscape company for them to start pencilling in valve  
127 locations.

128  
129 Mr. Howell advised that in Doc Brittle Park, there were Crepe Myrtles shaded under Oak trees that he would  
130 ask LMP to move, along with a dead Sycamore that needed to be swapped out. He stated that on Highway 54  
131 there really was no way to relocate the landscape material but other foliage could be installed to mask the  
132 blueberry farm.

133  
134 Mr. Howell advised that refinancing the bonds would not be feasible at the time because the community  
135 needed to be more built out.

136  
137 Mr. Howell observed that some paint around the park needed touch-up.

138  
139 **c. Resident Service Report**

140 Shawndel Keiser reported that the pool furniture was in, signs went up for towing, and everything was  
141 ordered for the Town Hall. She advised that the court painting should be done in the next week or two, but  
142 that she might wait until after July 4th. She stated that she and Jen Spicer would host Bingo by the pool and  
143 if it went well, do it again. Ms. Keiser stated that she had a lot of people wanting a dog park. The Board  
144 agreed that it was too late for Neighborhood 3 to put one in due to space issues, but maybe Neighborhood 4  
145 could look at doing one. Mr. Howell advised that he should have a proposal for the bath house by the next  
146 meeting.

147  
148 The Board discussed ideas for the bath house and concerns raised by residents.

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150 **6. BUSINESS ADMINISTRATION**

151 **A. Consideration of the Minutes of the Board of Supervisors Meeting for April and May 2012**

152 Supervisor Hideck recommended some changes to the minutes.

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(1:13:18)

MOTION TO:	Approve the meeting minutes for April 2012 with revisions.
MADE BY:	Supervisor Reid
SECONDED BY:	Supervisor Woodhull
DISCUSSION:	None.
RESULT:	Called to Vote: motion PASSED
	4/0 - Motion passed unanimously

(1:14:25)

MOTION TO:	Approve the meeting minutes for May 2012 with revisions.
MADE BY:	Supervisor Woodhull
SECONDED BY:	Supervisor Hideck
DISCUSSION:	None.
RESULT:	Called to Vote: motion PASSED
	4/0 - Motion passed unanimously

**B. Consideration of Operation and Maintenance Expenditures, June 2012**

Supervisor Woodhull mentioned the delinquent notice from the city of Clearwater for gas. Mr. Howell agreed to research the bill and find an explanation for why it was so high. He advised that if the fee was the fault of DMS, then DMS would cover it.

Supervisor Jenkins asked why the attorney's bills were coming in so late and Mr. Howell agreed to look into it and ask them to keep their billing on a 30 day basis.

Supervisor Woodhull asked if there were any other signs installed other than the 'No Parking' and towing ones. Ms. Keiser advised that there were signature signs put up around the community: one at the baseball field, one at the pool, one at the playground with rules, a new street sign to replace one that fell down and was stolen, and then the slider that was stolen from the tennis courts.

(1:21:18)

MOTION TO:	Approve the June Operation and Maintenance Expenditures.
MADE BY:	Supervisor Jenkins
SECONDED BY:	Supervisor Woodhull
DISCUSSION:	None.
RESULT:	Called to Vote: motion PASSED
	4/0 - Motion passed unanimously

**C. Consideration of Financials Month Ending April 30, 2012**

Mr. Howell advised that an email went out from Steve Conley stating that the audit came back clean and just needed signatures at the next meeting.

**7. BUSINESS ITEMS**

**A. Proposal for Sidewalk Replacement**

200 **B. Drainage Repairs**

201

202 **C. Proposals for Lighting**

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204 **D. General Matters of the District**

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206 **8. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

207 The Board mentioned the issue raised previously about the slippery pool deck. Ms. Keiser advised that they  
208 could either use a citrus based product or have the company resurface it again with sand grid. She gave her  
209 opinion that it was not a good time to resurface it and that it would need to be stripped before it could be  
210 resurfaced properly. She advised that she had posted a 'No Running' sign. Mr. Howell suggested waiting  
211 until wintertime to do anything. The Board discussed spending 2 days and \$2,500 to just resurface it for  
212 safety.

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(1:27:43)

215 MOTION TO:	Proceed with the pool resurfacing closing it for 2 days not to 216 exceed \$3,000.
217 MADE BY:	Supervisor Jenkins
218 SECONDED BY:	Supervisor Reid
219 DISCUSSION:	None.
220 RESULT:	Called to Vote: motion PASSED
221	4/0 - Motion passed unanimously

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223 Supervisor Jenkins asked whether the residents had requested extended pool hours for the summer. Ms. Keiser  
224 advised that no one had requested that and she would wait until the pool lights were fixed before doing that.  
225 Supervisor Jenkins recommended extended hours on weekends. Ms. Keiser agreed to that as long as there was  
226 no vandalism.

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228 **9. ADJOURNMENT**

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(1:31:10)

231 MOTION TO:	Adjourn the June 21, 2012 meeting of the Board of 232 Supervisors.
233 MADE BY:	Supervisor Woodhull
234 SECONDED BY:	Supervisor Reid
235 DISCUSSION:	None further.
236 RESULT:	Called to Vote: motion PASSED
237	4/0 - Motion passed unanimously

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240 \*These minutes were done in a summary format.

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242 \*Each person who decides to appeal any decision made by the Board with respect to any matter considered  
243 at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,  
244 including the testimony and evidence upon which such appeal is to be based.

245 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
246 meeting held on 7-14-12

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Signature

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Printed Name

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Title:

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Chair

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Vice Chair

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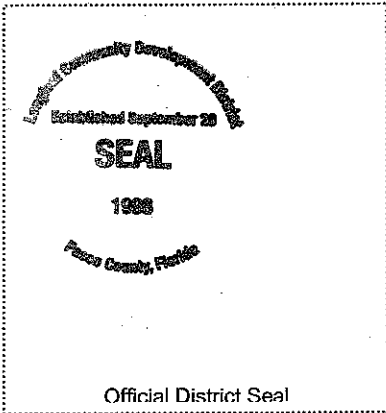
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Signature

Printed Name

Title:

Secretary

Assistant Secretary

Recorded by Records Administrator

[Signature]  
Signature

7-20-12  
Date