

**LONGLEAF  
COMMUNITY DEVELOPMENT DISTRICT**

December 20, 2012 Minutes of Meeting

**Minutes of the Regular Meeting**

The Regular Meeting of the Board of Supervisors for Longleaf Community Development District was held on Thursday, December 20, 2012 at 6:30 p.m. at Longleaf Town Hall, located at 3141 Deland Street, New Port Richey, Florida 34655.

❖ **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

❖ **CALL TO ORDER/ROLL CALL**

Mr. Howell called the Regular Meeting of the Board of Supervisors of the Longleaf Community Development District to order on Thursday, December 20, 2012 at 6:30 p.m.

Board Members Present and Constituting a Quorum:

Joanne Rein	Vice Chairman
Marilyn Woodhull	Supervisor
Robb Hideck	Supervisor
Jennifer Spicer	Supervisor

Staff Members Present:

Brian Howell	District Manager, District Management Services, LLC
Shawndel Kaiser	Resident Services, District Management Services, LLC <i>(arrived at 7:10 p.m.)</i>
Phil Chang	Johnson Engineering, District Engineer

Audience:

Carol Jenkins

Mr. Howell announced that Supervisor Spicer and Supervisor Hideck had already been sworn in. Supervisor Rein was sworn in by Mr. Howell.

❖ **Consideration of Resolution 2013-01; Re-Designation of District Officers**

(00:02:07)

MOTION TO:	Nominate Paul Jenkins as Chairman.
MADE BY:	Supervisor Hideck
SECONDED BY:	Supervisor Rein
DISCUSSION:	None
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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(00:02:33)

MOTION TO:	Nominated Joanne Rein as Vice-Chair.
MADE BY:	Supervisor Hideck
SECONDED BY:	Supervisor Woodhull
DISCUSSION:	None
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

Mr. Howell will remain as Assistant Secretary, Brian Lamb as Secretary and Debbie Lollar as Treasurer.

❖ **RESIDENT COMMENTS ON THE AGENDA ITEMS**

Carol Jenkins asked if door alarm was working. Mr. Howell and the Board stated it appeared so as red light was on and armed. Ms. Kaiser will advise when she comes to the meeting later in the evening. Carol Jenkins also inquired on status of furniture and was advised Ms. Kaiser will update later that evening.

❖ **STAFF REPORTS**

➤ **District Counsel**

Mr. Howell noted that District Counsel did not attend per the request of Supervisor Jenkins who felt it was not needed for this meeting. Counsel will attend a meeting in the future when the District has business to review that needs his attention. Supervisor Rein advised that the discussion for N3 special assessment would be pushed back to January and February with January being the Board discussion and February the residents of N3 would be invited. The Board would vote that night. DMS will send the invite through multiple venues to try and get as much attendance as possible for the February meeting. Ms. Jenkins offered to liaison with the newsletter to ensure the notice was in there as well.

➤ **District Engineer**

Mr. Chang advised that Hurlong repair was complete and came in under budget. Mr. Chang went over the repairs with the Board and advised the work was not as bad as anticipated. Mr. Chang went over how a sinkhole forms and that this was not a sinkhole. Mr. Chang went over the proposed erosion repair quote and explained that at a minimum, the rock installed by prior landscape company needed removed, the area graded and new sod stapled. He suggested that the best solution would be to also install a drain system to ensure the water drained properly. The board asked if the drain would be on CDD property. Mr. Chang advised yes, it was CDD property.

(00:17:29)

MOTION TO:	Approve SEG proposal.
MADE BY:	Supervisor Rein
SECONDED BY:	Supervisor Woodhull
DISCUSSION:	None
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

89 Mr. Chang stated that zoysai grass repair would be done in the spring as requested by the  
90 homeowner and SEG was fine with that.

91  
92 ➤ **District Manager**

93 **1. Manager Report**

94 Mr. Howell stated his report was pretty light. The request to see if an archery club or event could  
95 be held on District property was denied by insurance provider. Mr. Howell advised overall the  
96 landscape program had improved a lot during the past year and he felt the program was on the  
97 right track. Supervisor Spicer and Supervisor Woodhull requested that areas along the buffer  
98 areas be addressed. Mr. Howell went over what the county would allow and advised he would  
99 get with LMP to knock back some of the growth in these areas.

- 100 a. **Update on Action Item List**  
101 b. **Inspection Report**  
102 c. **Resident Service Report**  
103

104 ❖ **BUSINESS ADMINISTRATION**

105 ➤ **Consideration of the Minutes of the Board of Supervisors Meeting, November**  
106 **15, 2012**

107 The Board reviewed the November minutes.

108 (00:30:37)

109	MOTION TO:	Approve the November 15, 2012 Board of
110		Supervisors Meeting Minutes with corrections.
111	MADE BY:	Supervisor Woodhull
112	SECONDED BY:	Supervisor Rein
113	DISCUSSION:	None
114	RESULT:	Called to Vote: Motion PASSED
115		4/0 – Motion Passed Unanimously

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117 ➤ **Consideration of the Operations and Maintenance Expenditures, December 2012**

118 Supervisor Hideck had a question on gas bill. Supervisor Rein suggested the gas bill is high  
119 because of heating the pool. Mr. Howell will check and advise. Supervisor Hideck noted an  
120 invoice for irrigation should be clock 11 and not clock 1. Supervisor Spicer requested that staff  
121 look at the marcite in the spa and determine what needs done to repair. Supervisor Spicer also  
122 stated the shower cord was not installed correctly.

123 (00:35:41)

124	MOTION TO:	Approve the Operations and Maintenance
125		Expenditures for December 2012.
126	MADE BY:	Supervisor Rein
127	SECONDED BY:	Supervisor Woodhull
128	DISCUSSION:	None
129	RESULT:	Called to Vote: Motion PASSED
130		4/0 – Motion Passed Unanimously

131 ➤ **Consideration of Financial Statement Period Ending, October 31, 2012**

132 The Board reviewed the financial statements. Mr. Howell advised Supervisor Spicer that the  
133 financials were audited every year and audits should be ready for approval every June. Mr.  
134 Howell advised audits for Longleaf in the past have been clean. Supervisor Rein asked if DMS  
135 still did training for new supervisors. Mr. Howell confirmed yes and he was available to do the  
136 training with Supervisor Spicer at her convenience.

137  
138 ❖ **BUSINESS ITEMS**

139 **A. Radar Sign Placement**

140 Supervisor Rein stated Ms. Kaiser had brought to her attention the need for some poles to be  
141 purchased for the sign to be hung on. The Board discussed the locations of radar sign with the  
142 Board and three focal areas would be Marsha, Nicholas and Town.

143  
144 Supervisor Spicer asked about some of the issues she was concerned with such as stop signs,  
145 crosswalks and what the District could do since they owned the roads. Supervisor Rein stated  
146 that while the District maintained the roads they still had to follow regulatory guidelines for  
147 signage and such. The District would need to engage an engineer to do a study and propose  
148 additional signage. Supervisor Spicer stated she thought the District may want to do this if the  
149 last study had been done a while back. Supervisor Rein stated the speed limits and such were  
150 based on total build out and not just the amount of owners presently living in the District. Mr.  
151 Howell offered to ask the sheriff for extra patrols.

152  
153 *Ms. Kaiser arrived at the meeting while this discussion was in process.*

154  
155 Ms. Kaiser stated the District would need thicker poles for the radar sign. Ms. Kaiser asked if the  
156 Board want speed limit signs as well to attach with radar. The Board stated they did and the sign  
157 will be relocated to the three areas every three weeks to coincide when the sign would need  
158 recharged.

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160 **B. Playground Equipment**

161 The Board discussed the different options and the costs of each one. Initially the Board was  
162 thinking of not replacing the item as nobody had noticed it was gone and perhaps use the money  
163 on something else. Supervisor Rein stated she felt that Supervisor Jenkins was right and that their  
164 job was to maintain all the assets to a minimum level and it should be replaced.

165  
166 (01:07:39)

167	MOTION TO:	Approve \$1500.00 for a new piece of equipment.
168	MADE BY:	Supervisor Rein
169	SECONDED BY:	Supervisor Spicer
170	DISCUSSION:	Ms. Kaiser will review different options.
171	RESULT:	Called to Vote: Motion PASSED
172		4/0 – Motion Passed Unanimously

173  
174 Ms. Kaiser went over her report with the Board.

175 The Board directed staff to add more lights to the playground area at the pool and for staff to  
176 reach out to seek volunteers for events and suggestions. Ms. Kaiser and the Board discussed  
177 future events in detail.  
178

179 **C. General Matters of the District**

180  
181 **❖ SUPERVISOR REQUEST AND AUDIENCE COMMENTS**

182 Supervisor Spicer asked about the status of lighting for the tennis courts. The Board stated this  
183 would be considered in 2013 after input was received from the residents as to whether they  
184 would like to see this done. Supervisor Spicer advised a new projector was needed and the Board  
185 determined cost was within approval amount allowed by staff. The Board directed Ms. Kaiser to  
186 look at purchasing a new projector that had 3-D.  
187

188 Ms. Jenkins asked about the furniture and Ms. Kaiser stated the rest of the order would come in  
189 next week. Supervisor Rein stated they were looking at options to replace the tables and vendor  
190 had agreed to swap them out. Ms. Jenkins wanted to ensure the District did as much as possible  
191 to involve the residents in what was going on in the operations of the CDD. She volunteered to  
192 assist. Ms. Kaiser stated she would hang flyers at the bulletin board etc. as well as post items on  
193 the website.  
194

195 **❖ ADJOURNMENT**

196  
197 (01:36:50)

198 MOTION TO:	Adjourn the meeting of the Board of Supervisors for
199	December 20, 2012.
200 MADE BY:	Supervisor Woodhull
201 SECONDED BY:	Supervisor Hideck
202 DISCUSSION:	None further
203 RESULT:	Called to Vote: Motion PASSED
204	4/0 - Motion Passed Unanimously

205

208 \*Please note the entire meeting is available on disc.

209

210 \*These minutes were done in summary format.

211

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

216 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
217 noticed meeting held on 1-17-13.

218

219 Joanne Rein

220 \_\_\_\_\_

221 Signature

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224 Printed Name

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226 Title:

227  Chairman

228  Vice Chairman

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B. Howell

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Signature

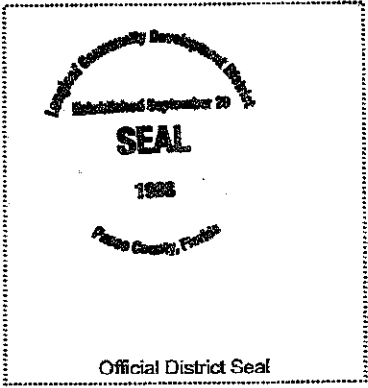
Brian Howell

\_\_\_\_\_  
Printed Name

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Title:

Secretary

Assistant Secretary



Recorded by Records Administrator

[Signature]

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Signature

1-18-13

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Date