

**LONGLEAF  
COMMUNITY DEVELOPMENT DISTRICT**

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**January 21, 2010 Minutes of Meeting**

***Minutes of the Regular Meeting***

(DRAFT)

The Regular Meeting of the Board of Supervisors for Longleaf Community Development District was held on Thursday, January 21, 2009 at 6:30 p.m. at Longleaf Town Hall, located at 3141 Deland Street, New Port Richey, Florida 34655.

**1. CALL TO ORDER/ROLL CALL**

Ms. Johnson called the Regular Meeting of the Board of Supervisors of the Longleaf Community Development District to order on Thursday, January 21, 2010 at 6:30 p.m.

**Board Members Present and Constituting a Quorum:**

Paul Jenkins	Chairman
Jonathan Brewer	Vice Chairman
David Reid	Supervisor
Joanne Rein	Supervisor
Amanda Maucere	Supervisor

**Staff Members Present:**

Peter Altman	District Manager, District Management Services, LLC
Patrick Dooley	Community Manager
Bill Brammell	District Engineer, Johnson Engineering
Steve Shaw	District Engineer, Johnson Engineering

**Audience Members:**

Residents

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited

**3. RESIDENT COMMENTS ON AGENDA ITEMS:**

Carl Holden, a resident, presented his Christmas (After Action) Report regarding expenditures. He was given \$750.00 for a budget and spent \$554.70 and returned a cashiers check for \$195.00. He publicly thanked Mr. Dooley for his role in making the event successful.

**4. STAFF REPORTS:**

A. District Counsel

1. Update on Collections and Developer Foreclosure Proceedings

As District Counsel was not in attendance, Mr. Altman addressed an e-mail he received regarding a couple of parcels that had not been transferred to the District. Mr. Altman will address this issue in his Manager's report later in the meeting. Mr. Altman also informed the Board that he will keep them posted regarding the outstanding operations funds owed.

B. District Engineer

1. Update on Records Transfer and Wetlands Coordination

52 Mr. Brammell updated the Board regarding the wetlands with respect to American Eco Systems. Mr.  
53 Brammell stated Mr. Smith still had some concerns and questions on the exotic nuisance species. As a  
54 result of his concern there will be another site visit. Discussion ensued regarding the clean up of the  
55 wetland area; Nanak's cleaning up of the buffer zones and perhaps having the Boy Scouts participate in  
56 the clean up or having a Wetlands Day. Mr. Brammell addressed the compliance of the pyrometers which  
57 are a requirement of the U.S. Army Corps of Engineers and must be assessable for their assessments.  
58 Mr. Brammell will be responsible for doing an inventory of the pyrometers, identifying their locations  
59 and ensuring their compliance standard. Mr. Brammell stated that he and Mr. Canorro are working on a  
60 "Boarder Maintenance Program" for the wetlands. Mr. Brammell will continue to update the Board on  
61 the progress of the wetlands and the issues that need to be resolved.  
62 And must be assessable for their assessments

- 63  
64 2. Discussion of TBE Group Meeting and Outstanding Invoices (Tab 1)  
65 a. TBE Group Summary  
66 b. TBE Group O & M Invoices  
67 c. TBE Group Construction Invoices and Backup  
68 d. Minutes extracts pertaining to TBE Group's Invoicing  
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70 Mr. Shaw updated the Board regarding TBE regarding a TBE Group meeting which consisted of District  
71 Management, Johnson Engineering and TBE Group. He referred to the memo Mr. Canorro addressed to  
72 the Board regarding "Update on Records Transfer and Wetland Coordination". Mr. Shaw stated the  
73 record transfer portion of the meeting went well. Mr. Shaw informed the Board that Mr. Fluty is still  
74 contesting the fees for O & M. Mr. Shaw referred to Mr. Canorro's memo which outlined Mr. Fluty's  
75 actual statements and advised that if District Management could provide the evidence to Bob Brown then  
76 he will make the O & M expenses go away providing the Board pays the remaining \$2,847.93.  
77

78 Mr. Shaw then updated the Board regarding the road project. He stated that the TBE Group remains firm  
79 on their position that it is no fault of theirs with the exception of one structure that is not functioning  
80 properly. Mr. Shaw then highlighted a portion of the memo which states; "Bob Brown gave the following  
81 offer: if the District pays TBE the \$35,959 and signs a hold-harmless agreement, TBE will do the  
82 engineering on the additional work areas for free and turn over their work product to Johnson Engineering  
83 to finish out the project (with the District responsible for the actual construction costs). Once the actual  
84 bid document set is finalized TBE wants to hold a conference meeting with the Board. It will then be the  
85 Board's responsibility to make sure the project gets billed were all the areas are correct. Mr. Shaw stated  
86 this is the juncture they are presently at, he is unsure if the Board wants him to turn this information over  
87 to District Counsel. Mr. Shaw informed the Board the construction cost would be approximately \$7K to  
88 \$11K per intersection and there are approximately 18 intersections totaling approximately \$250K.  
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90 Mr. Canorro stated he spent a lot time going through the Minutes and has filed a complaint as directed by  
91 the Board but hasn't gotten anything back from the State Engineer's Board. Discussion ensued regarding  
92 Mr. Fluty's statements, billing and clarification of what the District owes to TBE Group. Mr. Altman  
93 suggested to ask District Counsel if it possible to consider legal action with TBE Group for specific  
94 performance under their contract. It was also suggested to go to the Head of the Engineering Dept. of  
95 Pasco County; resolve the O & M payment; review the invoice for \$35,959 and pay the legitimate  
96 amount; and let TBE Group keep the work area survey; and have District Counsel send TBE Group a  
97 letter informing them they are still the engineer until the project is completed. Further discussion ensued  
98 regarding retainage of the TBE Group; it was again suggested to sit down with Bob Brown of TBE to  
99 resolve the issue with respect to the completion of the road project.

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101 Ms. Maucere questioned what needs to done to have Johnson Engineering complete the project and move  
102 forward. Mr. Shaw stated he can identify areas that would probably not be completed because it would be

103 too cost prohibitive and which areas that can be fixed; from that point he would need to hire a surveyor  
104 and then the Board would need to hire an engineer to do the design. Discussion ensued regarding options  
105 on how to proceed forward on the road project, projected cost and possible litigation. It was concluded in  
106 an effort to move forward on the road project to set up a meeting between Paul Jenkins and Jim Widman  
107 from Pasco County. Johnson Engineering will be responsible for soliciting a surveyor and provide bid  
108 specs. Regarding TBE the following conclusion was made:  
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110	MOTION TO:	Reject TBE Group's Survey, DMS to complete
111		construction engineering accounting, Johnson Engineering
112		to resurvey road project and DMS to set up meeting with
113		the Chairman Jenkins and Bob Brown of TBE Group
114	MADE BY:	Supervisor Brewer
115	SECONDED BY:	Supervisor Maucere
116	DISCUSSION:	None further
117	RESULT:	Called to Vote: Motion PASSED
118		5/0 - Motion Passed Unanimously (1:00:12)

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120 Mr. Altman discussed employment subsidization for additional staff support. He stated that he had  
121 submitted a preliminary application under the Economic Recovery Act, "Florida Back to Work Program".  
122 One position would be for a General Maintenance position. The second position could possibly assist  
123 with engineering with respect to maintenance of the wetland area or a Resident Service Director. The  
124 Resident Service Director would be responsible for developing spring and summer programs or after  
125 school programs. Mr. Altman stated the term of employment would be from March 1<sup>st</sup> through  
126 September 30<sup>th</sup>, 2010. He stated there is no obligation to the District to maintain the employment once  
127 the term is completed. Mr. Altman stated the request has been recommended for approval and the Board  
128 will be responsible for endorsing the application for employment subsidization. Mr. Altman reviewed the  
129 monetary nuances involved, the District's financial responsibility (approximately \$1,800) and deadline  
130 dates. Mr. Altman stated that while the District is the official employer, a staff leasing/recruitment  
131 agency or DMS will be "the employer of record".  
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133	MOTION TO:	Ratify the actions of Management and authorize the
134		District to participate in the employment subsidization
135		program
136	MADE BY:	Supervisor Brewer
137	SECONDED BY:	Supervisor Jenkins
138	DISCUSSION:	None further
139	RESULT:	Called to Vote: Motion PASSED
140		5/0 - Motion Passed Unanimously (1:08:33)

141 *(The Board took a recess)*  
142 *(The Board Reconvened)*

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145 **5. BUSINESS ADMINISTRATION:**  
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147 A. Consideration of the Minutes of the Board of Supervisors Meeting on December 17, 2009  
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MOTION TO:	Approve Minutes of the Board of Supervisors Meeting on December 17, 2009.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Jenkins
DISCUSSION:	Motion includes corrections made at the meeting
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously (1:12:27)

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B. Consideration of Operation & Maintenance Expenditures January 2010 (Tab 3)

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Ms. Rein questioned the invoice from Cornerstone regarding the flag. It was clarified the expenditure was for hiring an outside vendor due to the height of the flag. The expenditure of the unemployment tax was questioned. It was clarified an employee filed for unemployment and when DMS received, the bill they were unaware at the time that the employee filed for unemployment. DMS is in the process of denying the claim in an effort to recoup funds. Mr. Canorro addressed the expenditure for the hand held lighting invoice from Himes Electrical, which was questioned at the last Board meeting. Mr. Canorro clarified the warranty was for the light poles and the junction boxes, but not the splices. Discussion ensued regarding the differences between junction boxes and unknown handles. Mr. Jenkins still contests the invoice from Himes Electrical because he feels the District is being billed for something that is still under warranty. It was concluded Mr. Canorro will be responsible for setting up a meeting with Paul Nadeau from Himes Electrical and Chairman Jenkins in an effort to resolve this issue.

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MOTION TO:	Approve the Operations and Maintenance Expenditures for January 2010.
MADE BY:	Supervisor Rein
SECONDED BY:	Supervisor Jenkins
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously (1:22:59)

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C. Consideration of Construction Requisitions (Tab 4)

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MOTION TO:	Approve Construction Requisitions
MADE BY:	Supervisor Jenkins
SECONDED BY:	Supervisor Reid
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously (1:24:15)

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6. BUSINESS ITEMS:

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A. Disposal of Historical Electrical Charges (Tab 5)

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Mr. Canorro reviewed the historical electrical expenditures for Longleaf Community CDD. It was concluded the budget for this years electrical expenses were in line with actual costs.

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B. Discussion of OLM Billing (Tab 6)

Mr. Altman reviewed the OLM billing, which was questioned at the last Board meeting. Mr. Canorro outlined in accordance with their contract with the District OLM is currently billing for both their inspection services and their pro-rated cost savings from the RFP process. They have adjusted their cost savings billing to the correct amount (\$15,780 x 75% divided by 12 months equaling \$986.25 per month). These fees will cease to be billed in September of 2010. Their billing for monthly inspection fees, which are separate and amount to \$1,150 per month, and would continue as long as they are retained. Mr. Jenkins states they are calling the expense for preparing bid docs when the invoice should state it's for earned commissions. Mr. Canorro will be responsible for requesting OLM to change the verbiage on the invoice.

C. Discussion of Subsidized Employee Augmentation (Tab 7)

This item was previously discussed in the meeting. Mr. Altman informed the Board that DMS is seeking additional staff for website design. Mr. Altman will be responsible for monitoring the application for subsidized employees and its inception.

D. Demonstration of Pool Security System

Discussion ensued regarding the card access to the pool during the repairs. It was concluded to disable the card access for the pool area only. Mr. Dooley will be responsible for disabling the card access to the pool area.

E. General Matters of the District Management Services

**7. STAFF REPORTS:**

A. District Manager

1. Financial Statement, Period Ending November 30, 2009 (Tab 8)
2. Operations Report (Tab 9) –
  - a. OLM Inspection Report (Tab i)
  - b. Nanaks Service Reports (Tab ii)
  - c. Nanaks Turf Replacement Proposal (Tab iii)

Mr. Jenkins questioned the invoices from Nanak's Landscaping. Mr. Canorro informed the Board of Nanak's Landscaping coming to next month's Board meeting to address their invoicing. Mr. Jenkins questioned if Nanak's completed all the sprinkler repairs. Mr. Canorro clarified Nanak's time has passed to identify any repairs but they have completed the sprinkler repairs. The District will be responsible for Capital item repairs going forward.

Ms. Rein questioned if they completed the mulching. Mr. Dooley will be responsible for following up with Nanak's regarding the mulching. Mr. Canorro recommended that the District not authorize the sod replacement. Mr. Canorro will be responsible for checking the mulch on Dog Trot, Mt. Dora, Fernandina, Durrance and Doc Brittle.

**8. SUPERVISORS REQUESTS AND AUDIENCE COMMENTS:**

A. Communications

246 Ms. Rein addressed the issue of furniture with respect to inspection and feels the Board may want to re-  
247 address this issue in the future. Ms. Rein also addressed the bridge going over the wetland area with  
248 respect to sealant and feels the Board may want to address this issue in the future as well.  
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250 Mr. Altman requested that the Board think about maintenance issues that need to be completed.  
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252 Mr. Altman informed the Board he spoke with Starkey's regarding the fence issue. They are in  
253 agreement the fence looks unacceptable. Frank Starkey has been working on a design plan and he feels a  
254 few gates are needed and they will pay the cost for any gate installation and they have lumber available  
255 for the fence and would like to work together with the Board in an effort to assist with the financial  
256 aspect. Discussion ensued regarding temporary options to correct the fence. It was concluded Mr.  
257 Altman, Mr. Canorro and Mr. Dooley will be responsible for working with Mr. Starkey to finalize a plan  
258 for the fence and will report back to the Board with the progress.  
259

260 Discussion ensued regarding the landscaping parcel and land transfer from Maricopa. It was concluded to  
261 table this discussion and add it to next month's agenda.  
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263 Mr. Canorro addressed the issued of the storm drains being pressure washed. Mr. Canorro also addressed  
264 the frost damage from the recent cold weather and stated OLM recommends to the Board to not conduct  
265 any replacement of damaged plants until March. Mr. Jenkins requested that OLM and Nanak's prepare  
266 and estimated of any anticipated replacement plants from the frost damage and the have the Board  
267 approve the expense prior to replacement.  
268

269 Mr. Canorro asked the Board their preferable color for the cap tile on the pool. It was concluded to go  
270 with the dark blue.  
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272 A resident addressed an issue regarding the condition of the sidewalks and the median. Mr. Altman stated  
273 he and Mr. Canorro will take a look at the conditions on the street.  
274

275 It was questioned if the bike path alone Starkey Blvd. was the responsibility of the District. Mr. Canorro  
276 will be responsible for verifying ownership.  
277

278 Discussion ensued regarding the pavilion and ball park and allowing residents to reserve the areas for  
279 private events. Further discussion ensued regarding a security deposit. Mr. Altman will be responsible  
280 for getting reservation signs and drafting a policy for reserving the pavilion and ball park.  
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282 **9. ADJOURNMENT:**  
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284	MOTION TO:	Motion to Adjourn
285	MADE BY:	Supervisor Jenkins
286	SECONDED BY:	Supervisor Reid
287	DISCUSSION:	None further
288	RESULT:	Called to Vote: Motion PASSED
289		5/0 - Motion Passed Unanimously

290 *\*These minutes were done in summary format.*

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

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295 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
296 meeting held on \_\_\_\_\_.  
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299 \_\_\_\_\_  
300 **Signature**

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305 **Title:**  
306  **Chairman**  
307  **Vice Chairman**

**Title:**  
 **Secretary**  
 **Assistant Secretary**

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310 *Recorded by Records Administrator*

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