

**LONGLEAF
COMMUNITY DEVELOPMENT DISTRICT**

June 18, 2009 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, June 18, 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

Mr. Altman called the Regular Meeting of the Board of Supervisors of the Longleaf Community Development District to order on Thursday, June 18, 2009 at 6:30 p.m.

Board Members Present and Constituting a Quorum:

Paul Jenkins	Chairman (<i>via conference call</i>)
Jonathan Brewer	Vice Chairman
David Reid	Supervisor
Joanne Rein	Supervisor

Staff Members Present:

Peter Altman	District Manager, District Management Services, LLC
Tony Canorro	Field Manager, District Management Services, LLC
John Vericker	District Counsel, Straley & Robin, P.A.

Audience Members Present:

Chris Clark	Representative, Amenity Services Group
Residents	

2. PLEDGE OF ALLEGIANCE

Mr. Altman stated an American Flag has not been purchased yet for the pledge of allegiance.

3. RESIDENT COMMENTS ON AGENDA ITEMS

Mr. Altman stated that audience members are encouraged to make comments at the beginning of each agenda item as it is discussed. He stated if a resident is unable to attend the entire meeting, their comments should be stated at the beginning.

4. STAFF REPORTS

A. District Counsel

1. Discussion of Series 1999/2001 May Bond Call Delinquency

Mr. Vericker stated that he submitted the letter to the Bondholders advising them that they have the option to pay for the foreclosure actions. He stated Mr. Altman is preparing a Trim Notice to be included on the tax roll in the event that payment is not received.

Mr. Vericker stated he also submitted the letter to Cheryl Stewart with Crosland, LLC to ask for their status of the payment of the O&M and debt service. Ms. Stewart reported that her client fully intends to make the July 1st O&M payment to the District; however, she does not know the status of the debt payment. Discussion ensued regarding the foreclosure process.

B. District Engineer

Mr. Altman recommended an Independent third party District Engineer option for the project and other services. Mr. Jenkins stated there are 2 problems preventing the final acceptance of this project by the County to release any retainage:

1. An 11 % failure rate where the asphalt is not thick enough
2. A portion of Marsha Street was never overlaid.

Mr. Jenkins stated he feels that TBE Group should rescind their acceptance of the project until these problems are complete. Mr. Brewer stated that District Management has recommended additional core samples be taken in selected areas. He stated the information of the core samples, although requested by DMS, have not been provided by TBE Group or Nelson Construction Company. Mr. Canorro stated he has contacted Faulkner Engineering who provided an estimate for core sample services of \$670.00-\$700.00 for 10 samples, based on the locations. Discussion ensued regarding the available options for District Engineering services. Mr. Altman recommended the Board approve the termination of the current District Engineer, followed by a formal request for qualifications process to select a new firm for engineering services. Mr. Jenkins stated it was his belief that the District still has a Performance Bond with Nelson Construction Company. He stated this Performance Bond should be enacted as well as a list of what is incomplete by TBE Group during the road project. Mr. Brewer recommended putting the Project Completion Bond on notice that a claim might be filed against this Bond. Mr. Vericker stated that a list of what is incomplete must be created by a professional.

MOTION TO:	Send a Letter of Termination to TBE Group as District Engineer and direct District Management to distribute Request for Qualifications for District Engineering services.
MADE BY:	Supervisor Rein
SECONDED BY:	Supervisor Jenkins
DISCUSSION:	Mr. Jenkins stated he would like to pursue a new District Engineer; however, he does not see a need to terminate the current services at this time. Mr. Altman stated that this motion is not intended to terminate TBE Group as project manager or their responsibilities with respect to the road project. Mr. Jenkins agreed to the original motion.
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

Mr. Brewer requested that District Staff investigate who TBE Group signed as (Project Engineer or District Engineer) on the letter which accepted Nelson Construction Company's work substantially complete. Mr. Canorro stated he would retrieve this information for Mr. Brewer. Mr. Jenkins stated that a requisition for this work has not been presented yet.

MOTION TO:	Authorize District Management to complete the independent testing of the core samples (not to exceed \$1,000.00).
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Rein
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

Mr. Vericker suggested sending a letter to TBE Group stating that the District does not agree that the project is complete. The Board agreed that District Counsel should send this letter to the TBE Group.

5. BUSINESS ADMINISTRATION

A. Consideration of Resignation of Supervisor (Tab 1)

Mr. Altman stated a letter of resignation has been received from Board Supervisor Tom Archbold. Mr. Vericker stated that Mr. Archbold contacted him to report that he will no longer be a Longleaf resident per the Florida Constitution. Mr. Reid inquired about the objections of Mr. Archbold remaining a Board Supervisor, although he will remain the owner of the house. Mr. Vericker reviewed the requirements of a Board Supervisor. He stated that should Mr. Archbold move back into his house, he may be reappointed as Board Supervisor. Mr. Altman stated a Board member must willingly resign in order to no longer serve as a Supervisor. Mr. Vericker stated by approving the letter of resignation, the Board is recognizing that there is a vacancy that needs to be filled. He reviewed the required exit paperwork that Mr. Archbold must complete to avoid a fine. Mr. Brewer stated that he would ask Mr. Archbold to continue to stay involved as a landowner.

MOTION TO:	Accept the Resignation of Supervisor Tom Archbold and notify residents that there is a vacancy; and to submit resumes to DMS for consideration at next month's meeting.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Rein
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed (Mr. Reid abstained from voting).

Mr. Vericker left the meeting in progress.

B. Nomination of Supervisor

This item was continued to the next Board meeting.

C. Administer Oath of Office

This item was continued to the next Board meeting.

D. Consideration of Resolution 2009-08, Re-Designating Officers (Tab 2)

This item was continued to the next Board meeting.

E. Consideration of the Minutes of the Board of Supervisors' Meeting on April 2, 2009 (Tab 3)

Mr. Brewer stated under Item 4, paragraph 2, the Board directed the District Manager to present the recorded meetings of August, September, and October 2008 to Joanne Christy for review. He stated this action has not been taken. Mr. Canorro stated these meetings were recorded on cassette tapes and management is in the process of retrieving them. Ms. Christy stated that former District Management, Rizzetta & Company, Inc., sent her an invoice for \$90.00 for the recordings; however, she will not pay this invoice due to the recordings never being received. Ms. Rein stated that the same paragraph reflects that *the Nelson Construction Company contract was awarded to Ms. Rein*. She stated she was not awarded this contract. Mr. Altman stated the minutes will be corrected to reflect that the "*requested meeting minutes are to be provided to Ms. Christy*".

MOTION TO:	Approve the Minutes of the Board of Supervisors' meeting on April 2, 2009 (as amended).
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Reid
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

F. Consideration of the Minutes of the Board of Supervisors' Meeting on May 21, 2009 (Tab 4)

Mr. Brewer stated under Item 6, all of the comments he made were attributed to Mr. Reid. Mr. Altman stated these comments would be corrected to reflect that they were made by Mr. Brewer.

MOTION TO:	Approve the Minutes of the Board of Supervisors' Meeting on May 21, 2009 (as amended).
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Reid
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

G. Consideration of Operation & Maintenance Expenditures June, 2009 (Tab 5)

Ms. Rein stated on Cornerstone Invoice # 1408, it reflects the payment for the repair and painting of 3 sections of wood fencing on the exit side of the entryway. She stated the District does not own this fence, and going forward work should not be performed on this fence.

Mr. Brewer stated that the Progress Energy invoice reflects an amount of \$5,246.88; however, the budgeted amount is \$3,500.00. Mr. Brewer stated that the Pasco County utilities are also an estimated 25% higher than the budgeted amount. Mr. Altman stated he would perform a review of the fluctuations between months of these invoices in order to create an accurate budget.

Mr. Brewer stated that the U.S. Bank fee reflects a \$3,624.00 payment for Trustees fees; however, the budgeted amount is \$1,354.00. Mr. Altman stated he would review the financials regarding this invoice.

MOTION TO:	Approve the Operation and Maintenance Expenditures for June, 2009 (\$61,586.70).
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Rein
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

6. OLD BUSINESS

A. Discussion of Management Transition Items

Mr. Altman stated there were no management transition items to discuss.

B. Discussion of Road Construction

Mr. Canorro stated that the progression on the road construction includes the District Engineer's proposals to be presented at the next meeting. He stated that the core sample testing will be complete and presented at the next meeting.

Mr. Brewer stated he would like to thank Mr. Altman and Mr. Canorro for implementing a District Management Company that is looking out on the behalf of the District.

C. Consideration of OLM Proposal (Tab 6)

Mr. Canorro reviewed the services of OLM, Inc. for the Board. Discussion ensued regarding approving the OLM, Inc. proposal before the request for proposals for the landscaping services is approved. Mr. Altman stated as the budget is developed, the Board must be made aware of any necessary repairs to the landscape. He stated the scope of services should be discussed regarding the new landscape services contract. Mr. Altman stated this will help create a more accurate budget for any potential repairs that need to be made. Mr. Paul Woods, a representative for OLM, Inc., stated that the District will not incur any expenses from OLM, Inc. until the maintenance and inspection services are performed. He stated these services would not be performed until the request for proposals for landscaping services are complete, and

a contract had been selected. Mr. Woods stated he is looking for approval from the Board to develop a request for proposals for the landscaping services, with no financial obligation, due to the fees being based on the savings that the District will incur. Mr. Woods stated the standard fee for OLM, Inc. to prepare a request for proposals for the landscape services is \$15,000.00, or 75% of the first year savings of current landscaping maintenance contract. He stated that the monthly landscape maintenance inspection is a total monthly fee of \$1,250.00.

Mr. Jenkins stated that both the CDD and LNA have hired Vila & Sons, Inc. for landscaping services; therefore, he would recommend including both the CDD and LNA under the OLM, Inc. contract. Discussion ensued regarding this option. Mr. Woods stated he would present this proposal to the LNA to be included in the contract. Mr. Canorro stated he would find out how much notice is required to be given to Vila & Sons, Inc. that these services are going out for bid.

MOTION TO:	Approve the OLM Exterior Landscape Maintenance Bid Package: 1.) Develop Request for Proposal; 2.) Develop Landscape Maintenance Services and Specifications; 3.) Develop Seasonal Color of Specifications; 4.) Conduct Bid Process; 5.) Submit Bid Summary Package; 6.) Evaluate Bids and Submit Finalized Contract for Execution; for a total fee of 75% of the first year savings of the current landscape maintenance contract.
MADE BY:	Supervisor Rein
SECONDED BY:	Supervisor Brewer
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

D. Consideration of Amenity Services Group Contract Renewal (Tab 7)

Mr. Canorro reviewed the benefits of the Amenity Services Group contract. Roy Deary, owner of the Amenity Services Group, presented the history of the company and services being offered to the District. He also reviewed the part-time and full-time options for the event planner/ maintenance person services. Mr. Clark reviewed his experience for the services being offered to the Board. Mr. Canorro stated that the 2010 proposed budget includes a 20 hour a week, as well as an additional part time employee for a total estimation of \$90,000.00. Mr. Jenkins stated he feels that specific performances can be contracted. He stated the District Management Services contract includes the event coordinator. Mr. Jenkins suggested reviewing comparable bids for the maintenance of the pool and janitorial services. Discussion ensued regarding the benefits of a part-time event planner/ maintenance person services. Mr. Altman concluded that an evaluation will be created to reveal the services that DMS provides, role management, and the possibility of community events and programs regarding the use of the amenities. He also stated that comparable bids for janitorial and pool maintenance services will be provided. The Amenity Services Group agreed to continue their services on a month to month basis until an amount is set to coincide with the budget. This item was continued to the next meeting, pending further research for the costs of the services.

7. BUSINESS ITEMS

A. Discussion of Proposed Fiscal Year 2010 Budget (Tab 8)

Mr. Altman reviewed the proposed Fiscal Year 2010 budget for the Board. He stated that the proposed general fund operating budget had total revenue for Fiscal Year 2009 of \$797,369, with reduced projected revenue for Fiscal Year 2010 of \$753,133. Mr. Altman stated the entire general fund operating budget will be placed on the tax roll. He stated that the Financial and Administrative line items have been reduced by almost \$45,000 due to a fee reduction in the District Engineer's fees. Mr. Altman reviewed the line items of the proposed budget for the Board. Mr. Altman reminded the Board that the public hearing on the final budget will be held on Thursday, July 16, 2009 at 6:00 p.m. He stated during that meeting, the Board can approve the final budget or continue the public hearing to a later date.

Mr. Altman reviewed the cash projections as of March 1, 2009 for the Board. He also reviewed the schedule of proposed annual debt assessments.

Ms. Rein listed additions to the community that the residents have requested. These additions include:

- a water fountain near the basketball court for \$1,900.00
- gazebos near The Green
- more benches in the park and along the Buffet Street Ponds
- a dock in the Buffett Street Lake (Mr. Brewer to research)
- bleachers near the ball fields
- 2 barbeque grills near the pavilions
- relocating the Doc Brittle benches near the circled hedges
- creating a Dog Park.

Mr. Altman stated that there is a lack of fencing near the baseball fields to protect the houses. He also stated that no parking is allowed near the fields, and further research should be done regarding installing the bleachers. Ms. Rein requested the brown table near the Neighborhood 2 postal kiosk be moved to the sand park.

An audience member expressed concern regarding the streetlights losing power during storms. Mr. Canorro stated he has requested a map and numbering system so that when a streetlight is not working, he is able to report the exact location that needs work. He stated Mr. Clark is able to repair the streetlights.

B. General Matters of the District

There were no further general matters of the District presented.

8. STAFF REPORTS

A. District Manager

i. Financial Statement, Period Ending April 30, 2009 (Tab 9)

Mr. Altman presented the financial statement, period ending April 30, 2009 for the Board.

ii. Operations Report (Tab 10)

Mr. Canorro stated that the sand park safety report is complete, and some issues were discovered.

MOTION TO:	Authorize the Sand Park Safety Repairs.
MADE BY:	Supervisor Reid
SECONDED BY:	Supervisor Rein
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

Mr. Canorro stated that Vila & Sons are to repair the swale and replace the mulch with shell to solve the tennis court drainage issues.

9. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

A. Communications

Ms. Rein stated that the mulch near the playground area is broken down and needs to be replaced.

Ms. Rein stated that the curb which was damaged by Nelson Construction Company on Town Avenue and Deland Street must be fixed.

Ms. Rein stated the repainting services for the Neighborhood 3 wall was previously bid out before it was hit. She stated there have been requests for these services to be carried out now that the wall has been repaired.

Ms. Rein stated that there is a dead tree on Miller Place, and she will submit a maintenance ticket for this.

Ms. Rein stated that the Security Policy which was recently approved has not been posted on the website. She requested this policy be included on the website.

Ms. Rein requested the meeting minutes be posted on the website.

Ms. Rein stated that near the end of Wiregrass, the barricades have been pushed back and cars can now drive through. She requested the barricades be put back into place.

Ms. Rein stated that the Board should consider the street sweeping services be done soon.

Ms. Rein stated that she received approval regarding the trees to be replaced on Starkey (a total of 8).

Ms. Rein stated she researched extending the bike path on Meisner and Dog Trot; however, the District does not own this area although they maintain it. Discussion ensued regarding the District not owning but maintaining the Meisner area.

Mr. Brewer stated that the District is currently accepting O&M assessments for Neighborhood 4 and the Maricopa areas. He inquired the District's rightful access to this area due to part of this area to be parceled out as CDD property. It was stated this area is not deeded to the CDD until it develops; therefore, access is not permitted.

Ms. Rein stated that residents have concerns regarding Pickerel Street being used as a driveway. She stated people are unable to turn around on this street due to the parking, and have requested installing “No Parking” signs on this street. Mr. Canorro suggested addressing parking policies as a global issue, and the Board draft a policy regarding “No Parking” signs.

Mr. Canorro updated the Board on the progress for the light on Durant Street. He stated further information will be distributed tomorrow.

Mr. Brewer stated the District is legally required to have a depository of all legal documents, and the Board would like to establish the library as the local records location. He stated that a librarian and assistance will be brought in, not to exceed \$1,250 a month for 2 months, to set up the library for all of the documents. He stated these services will then be reduced to 4-6 hours per month for membership cards. It was stated the services regarding the library access cards will be discussed at a later date.

MOTION TO:	Approve the services to establish the library as the local records location (not to exceed \$1,250 per month for 2 months).
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Rein
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 - Motion passed unanimously

Mr. Jenkins stated that the LNA is currently paying for garbage collection, with the trucks running on the CDD streets. He stated there are a few homeowners that are not paying the LNA fees; therefore, he would like to move the cost of the garbage collection to the CDD fees to be put on the tax roll. Mr. Altman stated he would ask Mr. Vericker to research the determinations to be made in order to accept this responsibility.

Mr. Jenkins stated he has forwarded an invoice for \$15,000.00 for the survey work from TBE Group. He stated he has not seen any surveys or engineering to document the invoice. Mr. Altman stated he will ensure that this invoice is not processed until documentation is received regarding the survey work.

Mr. Jenkins stated that a contract for the installation of the streetlights reflects an upgrade of the hand holes at each light post location, which includes both current and old line post locations. Mr. Canorro stated that these services were not carried out. Mr. Jenkins requested bringing this information to District Counsel for review, due to a lack of fulfillment of the contract. He stated an upgraded wire connection was also included in the contract in order to prevent connection problems. Mr. Jenkins stated that the junction boxes were to be changed out with the new style water proof connections.

Mr. Jenkins stated that all of the lights along Town Avenue are to have a GFI outlet. He inquired if Mr. Canorro could test these outlets to repair the streetlights. Mr. Canorro stated he would ask Himes Electric if this is possible.

Mr. Altman stated an invoice was received from Straley & Robin dated April 24, 2009 for \$6,399. for the month. He stated this amount was related to the Crosland, LLC correspondence and demand letters, and he believes some of this invoice will be reimbursed.

10. ADJOURNMENT

MOTION TO:	Adjourn the Regular Meeting of the Longleaf Community Development District.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Reid
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**These minutes were done in summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

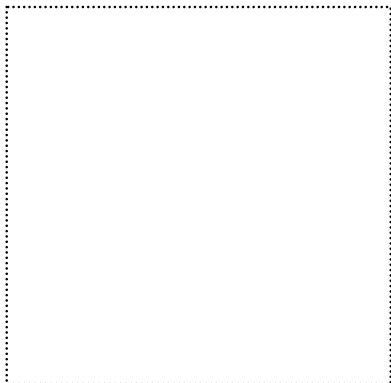
Printed Name

Title:

- Chairman
- Vice Chairman

Title:

- Secretary
- Assistant Secretary



Recorded by Records Administrator

Signature

Date