

**LONGLEAF  
COMMUNITY DEVELOPMENT DISTRICT**

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**October 15, 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, October 15, 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, October 15 at 6:30 p.m.

Board Members Present and Constituting a Quorum:

Jonathan Brewer	Vice Chairman
David Reid	Supervisor
Joanne Rein	Supervisor

Staff Members Present:

Peter Altman	District Management Services, LLC
Patrick Dooley	Community Attendant, District Management Services, LLC
Steve Shaw	District Engineer, Johnson Engineering, Inc.
Mark Straley	District Counsel, Straley & Robin, P.A.

Audience Members Present:

Residents	
Bill Seng	Representative, Envera Solutions

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited

**3. RESIDENT COMMENTS ON AGENDA ITEMS**

There were no resident comments.

**4. STAFF REPORTS**

A. District Counsel - Update on Delinquent Assessments

Mr. Straley stated that the District may file foreclosure actions against some of the large landowners for not making their Bond payments. He stated that the Board has done everything it needs to do. Mr. Straley stated that they have put the operation and maintenance assessments on the tax roll. He stated that they are waiting for Funding Agreements from the Bond Holder because the Bond Holders are going to pay for that effort.

B. District Engineer - Update on Road Construction Warranty Coordination

Mr. Altman stated that there are pending expenses from TBE Group totaling \$35,956. He stated that he has been holding back on some of these invoices through the process of waiting to see what was going to result. Mr. Altman stated that he spoke with Mr. Straley earlier about this issue and stated that some of the invoices are operation and maintenance related totaling \$4,200 and while others are related to the roadway project totaling approximately \$36,000.

Mr. Altman stated that as they have just given receipt of their payment in full for the contract to the company that constructed the roads, Nelson, the only other entity left to look to for any potential damages or costs or shortcomings is the Engineer. Mr. Altman stated that they have to either pay the Engineer bills or make a claim to say that they incurred some damages. He stated that once they pay the Engineer, there may be difficulty getting assistance in the future. Mr. Straley stated that the operation and maintenance services are services that were contracted out for which that firm is no longer with the District. He stated that they now have a new District Engineer for the operation and maintenance services. Mr. Straley stated that they should pay for those services to TBE Group if their real issue is based on the overall contract of the road work. Mr. Altman stated that they did get over billed for engineers on one of the invoices and the Board previously indicated that they would pay for one of the engineers. He stated that Mr. Straley suggested that they need to decide if they are going to make a claim as to the overall fairness of the fees before they make the final payment.

Mr. Shaw stated that the information the Engineer based their design was record drawing information that was submitted by Florida Design Consulting. He stated that at a previous meeting, TBE Group asked if they could use the drawings to save costs from a survey standpoint. Mr. Shaw stated that the drawings were not complete enough to do the project that they were proposing. He stated that he did not see any daily inspection reports that were supposed to be generated from TBE Group according to the contract terms. Mr. Shaw stated that he submitted a letter dated September 29, 2009 requesting that they forward all of their District information to his firm. Mr. Altman stated that due to the fact that their new District Engineer has not received the information he requested from the previous Engineer, he may need to send a letter to the TBE Group stating that they need to review the information as they feel there may be some shortcomings. Discussion ensued regarding the as builds that were not complete enough and the fact that the Engineer should have noted that they were not complete enough and there was no option to use them.

Mr. Straley stated that while they wait for the requested information they can request a report from the District Engineer that outlines the deficiencies he has found and that Mr. Brewer has identified.

*(Mr. Straley left the meeting in progress.)*

MOTION TO:	Direct DMS to send a letter to TBE Group indicating that the \$4,200 Operations and Maintenance payment will be made when TBE Group provides Johnson Engineering with the requested information.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Rein
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

MOTION TO:	Direct DMS to respond to the request from TBE Group for payment of \$35,000 with letter stating that payment will be submitted upon receipt of all relevant documents requested.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Reid
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

Mr. Altman stated that they were successful in getting the Pasco Property Appraiser and Tax Collector to put the O&M assessments back on the tax roll. He stated that because last year the assessments were levied, they didn't collect and put the previous years on the roll as well. Mr. Altman stated that they effectively taxed those properties for their O&M costs that the District needs. Mr. Brewer asked if he was correct in understanding that the Bond Holders have agreed with Straley & Robin, P.A. to fund a foreclosure proceeding. Mr. Altman stated that they are waiting for the Bond Holders formal written approval. General discussion ensued.

## 5. BUSINESS ADMINISTRATION

### A. Consideration of Minutes of the Board of Supervisors Meeting on September 17, 2009 (Tab 1)

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting on September 17, 2009.
MADE BY:	Supervisor Reid
SECONDED BY:	Supervisor Brewer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

A request was made for Mr. Altman to research TBE Group's legal and fiduciary responsibility to transfer the District's documents to the new District Engineer. Mr. Altman stated that he will copy the Board members on the letter he intends sends to TBE Group.

### B. Consideration of Operation & Maintenance Expenditures October, 2009 (Tab 2)

Items of discussion included:

- \$780 for removal of pine tree from private residence – tree on CDD property and was posing safety hazard to the home
- Tree removal policy to be on the next agenda
- American Eco-Systems – it is their responsibility to clear the grass around the storm drains on the alley ways that abut the green space and it has not been done in three months – hold their payment until they cleaning the storm drains and request a completion date

MOTION TO:	Approve Operation & Maintenance Expenditures of October 2009.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Rein
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

C. Consideration of Series 2006 Construction Requisitions October 2009 (Tab 3)

Mr. Altman stated that David Nelson Construction Company payment has been provided. Mr. Altman stated that he spoke with the owners and they were bringing and signing a receipt with respect to the agreement. Mr. Altman stated that he reminded them that they may have warranty issues after they do the agreed upon walk through. A request was made for Mr. Shaw to be in attendance at the walk through. Mr. Shaw asked Mr. Altman if he has had the opportunity to review the contract as to what responsibilities still remain outstanding with regards to plans and payment and when the warranty period begins. He stated that the warranty period technically should begin when the final payment is made.

MOTION TO:	Approve the Series 2006 Construction Requisitions October 2009.
MADE BY:	Supervisor Reid
SECONDED BY:	Supervisor Brewer
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**6. OLD BUSINESS**

A. District Parking Policy Review (Tab 5)

Items of discussion included:

- Section 8 references RV's. RV's are allowed by the LNA for 72 hours. Need to make sure they are not overwriting the LNA's parking policies.
- Need to ensure that the only person sending parking violation letters are agents of the CDD and not of the LNA
- Lack of ability of the fire trucks being able to turn around if need to in an emergency if a park spot is made on Palatio
- Get a bid on expanding and making a turn around area

MOTION TO:	Approve Resolution 2009-12, Adopting District Parking Policy.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Reid
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

## 7. BUSINESS ITEMS

### A. Consideration of Pool Renovation Proposals

Mr. Altman distributed copies of the pool renovation proposals to the Board. He stated that if there is plan to do a refurbishment it would need to be approved by November that way it would be done in the winter. Mr. Altman reviewed the proposed prices from the various companies. Ms. Rein asked if this was a renovation that needed to be done immediately or if it was something they could look at doing sometime in the future. Mr. Altman stated that they would defer this item so that Mr. Seng could make his security system proposal.

### B. Discussion of Alarm System Proposal

Mr. Seng gave a presentation on a pool security system. He stated that the initial cost would be \$8,582.48 plus a monthly monitoring fee of the equipment which will be \$425 per month. Mr. Seng stated that they are currently paying \$300 per month to monitor the pool. He reviewed the services his company would provide for the District. Discussion ensued regarding the terms of the contract and the additional costs associated with the improved services. Audience comments were entertained by the Board.

MOTION TO:	Accept the proposal from Envera Solutions for an initial cost of \$8,582.48 and a monthly monitoring fee of \$425.
MADE BY:	Supervisor Reid
SECONDED BY:	Supervisor Rein
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

### C. General Matters of the District

General discussion ensued regarding the projects that the new employee Patrick Dooley has worked on for the District.

## 8. STAFF REPORTS

### A. District Manager

#### 1. Financial Statement, Period Ending August 31, 2009 (Tab 6)

Mr. Altman reviewed the financial statements for the Board.

2. Cash Flow Projection (Tab 7)

Mr. Altman stated that they had expected to spend \$58,000 in September which left them with projected cash in the bank at the end of the fiscal year of \$339,000. He stated that the operating budget for the year ahead was \$753,000. Mr. Altman stated that if they take out the Maricopa and Crosland obligations, \$350,000 of the \$753,000 budgeted might not be collected if they do not pay their taxes. He stated that they would have \$741,000 that would be available. Mr. Altman noted that the budget included \$54,000 in capital improvements and \$80,000 in a capital reserve. After a discussion, a suggestion was made to revisit the Fiscal Year 2010 Budget in 90 days. The Board discussed the estimated time the pool would have to be closed in order to do the proposed renovations and the reduced costs while the pool is closed. Mr. Altman recommended that they wait 30 days to make a decision on the pool renovations so they can get a better idea of the upcoming expenses.

Discussion continued regarding the financial statements for the period ending August 31, 2009. A request was made to look at refurbish the spa as well as the pool with the marquis quartz. Mr. Altman stated that they will look at negotiating the costs to refurbish the pool and invite three bidders to present their proposal to the Board at the next meeting. The Board discussed the appropriate minimum age limit for the hot tub.

3. Operations Report (Tab 8)

**9. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

A. Communications

A resident, stated that another resident would like to have a fundraiser to raise money to send gifts to the troops in Iraq and Afghanistan. She stated that they would like to have the fundraiser on November 7, 2009 in the morning. She stated that they would like to utilize the Town Hall to have a "Coffee on the Front Porch" and have vendors set up booths with the vendors donating a portion of their sales. Ms. Rein noted that typically the Town Hall is not allowed to be utilized for any kind of fundraising event or private sales. The resident stated that Tuesday night at the LPAC meeting, the LPAC committee approved a Community Yard Sale for November 7<sup>th</sup> without looking at the community calendar. Ms. Rein stated that the fundraiser would probably benefit from having the events on the same day but essentially they would be opening up the Town Hall to the general public which she is not comfortable with. It was stated that the resident was requesting the donation of the use of Town Hall for the fundraiser versus leasing the Town Hall. Mr. Altman stated that because it is a public event, the resident could utilize the outside of the Town Hall for her fundraiser and they would not reserve the Town Hall that morning.

MOTION TO:	Allow the use of outdoor facilities for the Coffee on the Porch fundraiser and if there is a public event that same day that the inside of the Town Hall is only for the personal use of the residents.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Reid
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**10. ADJOURNMENT**

MOTION TO:	Adjourn the Meeting of the Longleaf Community Development District.
MADE BY:	Supervisor Brewer
SECONDED BY:	Supervisor Reid
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - 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**

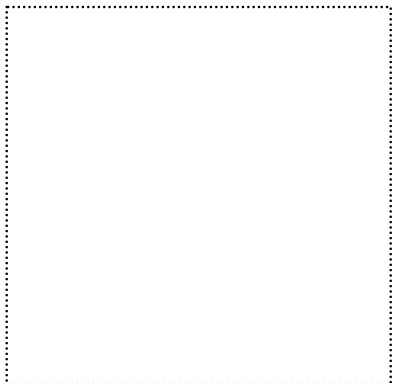
\_\_\_\_\_  
**Printed Name**

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

**Title:**  
 **Chairman**  
 **Vice Chairman**

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

*Recorded by Records Administrator*



\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*