

**MINUTES OF MEETING  
PARKVIEW AT LONG LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Parkview at Long Lake Ranch Community Development District held a Regular Meeting on January 17, 2025 at 10:00 a.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544.

**Present:**

Carolina Bolivar  
Tom Griggs  
Justin Lawrence

Assistant Secretary  
Assistant Secretary  
Assistant Secretary

**Also present:**

Jamie Sanchez  
Bennett Davenport (via telephone)  
Megan Willis

District Manager  
District Counsel  
Supervisor-Elect

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:02 a.m. Supervisors Griggs, Lawrence, Bolivar and Supervisor-Elect Megan Willis were present. Supervisor Hierlihy were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public were present.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors [Megan Willis – Seat 1, Carolina Bolivar – Seat 2, Justin Lawrence – Seat 4] (the following to be provided under separate cover)**

Ms. Sanchez stated that she administered the Oath of Office to Mr. Justin Lawrence and Ms. Carolina Bolivar prior to the meeting.

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Megan Willis. She provided and explained the following:

**A. Required Ethics Training and Disclosure Filing**

- **Sample Form 1 2023/Instructions**

Form 1 will be filed electronically with the Commission on Ethics. Board Members are required to complete four hours of ethics training by December 31, 2025 and will note completion of the requirement when filing Form 1 in 2026.

**B. Membership, Obligations and Responsibilities**

**C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

**D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Ms. Sanchez recapped the results of the Landowners' Election as follows:

Seat 1	Megan Willis	28 Votes	2-Year Term
Seat 2	Carolina Bolivar	29 Votes	4-Year Term
Seat 4	Justin Lawrence	29 Votes	4-Year Term

**On MOTION by Mr. Lawrence and seconded by Ms. Bolivar, with all in favor, Resolution 2025-01, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Resignations from Supervisors**

Ms. Sanchez presented the following:

**A. Bill Hierlihy (Seat 5): Term Expires November 2026**

**B. Tom Griggs (Seat 3): Term Expires November 2026**

**On MOTION by Mr. Lawrence and seconded by Ms. Bolivar, with all in favor, the resignations of Mr. Bill Hierlihy from Seat 5 and Mr. Tom Griggs from Seat 3, were accepted.**

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2025-02,  
Electing and Removing Officers of the  
District, and Providing for an Effective Date**

Ms. Sanchez presented Resolution 2025-02. Ms. Willis nominated the following:

Justin Lawrence	Chair
Megan Willis	Vice Chair
Carolina Bolivar	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Tim Murray	Chair
Tom Griggs	Vice Chair
Bill Hierlihy	Assistant Secretary

The following prior appointments to the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Jamie Sanchez	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Ms. Willis and seconded by Ms. Bolivar, with all in favor, Resolution 2025-02, Electing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2025-03,  
Designating Dates, Times and Locations for  
Regular Meetings of the Board of**

**Supervisors of the District for Remainder  
of Fiscal Year 2024/2025 and Providing for  
an Effective Date**

Ms. Sanchez presented Resolution 2025-03.

Discussion ensued regarding changing the meeting dates, times and the location to the Long Lake Reserve Amenity Center, subject to availability, which might increase resident attendance.

This item was deferred.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of November 30, 2024**

**On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the Unaudited Financial Statements as of November 30, 2024, were accepted.**

**NINTH ORDER OF BUSINESS**

**Approval of Minutes**

- A. August 19, 2024 Public Hearing and Regular Meeting**
- B. December 16, 2024 Landowners' Meeting**

**On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the August 19, 2024 Public Hearing and Regular Meeting Minutes and the December 16, 2024 Landowners' Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock LLP**
- B. District Engineer: Lighthouse Engineering, Inc.**

There were no reports from District Counsel or the District Engineer.

- C. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: March 17, 2025 at 10:00 AM**
  - **QUORUM CHECK**

The next meeting will be on March 17, 2025, unless cancelled.

**ELEVENTH ORDER OF BUSINESS****Board Members' Comments/Requests**

Mr. Lawrence discussed his conversation with Ms. Sanchez about the HOA's current management company's failure to keep the community safe, concerns about the CDD's liability and that it would not be a conflict of interest to serve on a volunteer Board to create a monthly accountability list for the Management Company until the HOA advertises a Request for Proposals (RFP) for a new HOA Management Company.

In response to a question, Ms. Sanchez discussed the process to transition the HOA Field Operations to the CDD and proposed emailing the HOA of the CDD's safety and liability concerns, such as missing street signs, etc., and request a timeline of when the HOA expects to resolve those issues.

Mr. Davenport stated that, if directed, Ms. Sanchez can email the HOA to ensure the CDD assets are being maintained in accordance with the CDD's Maintenance Agreement with the HOA, and that, if not, the Board can decide to terminate the Agreement and take on the Operations and Maintenance (O&M) of CDD improvements.

Discussion ensued regarding changing the HOA scope of services to add landscape maintenance of the parcel outside the CDD boundary, changing the Management Company and adding a Field Operations Manager or possibly forming a Homeowner Committee to monitor assets, which would help keep the HOA fees down.

Ms. Sanchez stated she will email the CDD Maintenance Agreement with the HOA and the Engineer's Report to the Board.

**TWELFTH ORDER OF BUSINESS****Public Comments**

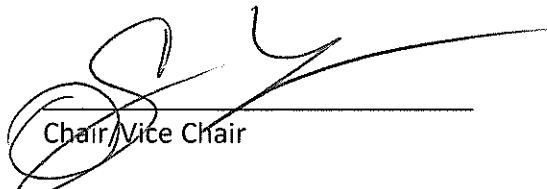
No members of the public spoke.

**THIRTEENTH ORDER OF BUSINESS****Adjournment**

**On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the meeting adjourned at 10:35 a.m.**



Secretary/Assistant Secretary



Chair/Vice Chair