

**PARKVIEW AT  
LONG LAKE RANCH  
COMMUNITY DEVELOPMENT  
DISTRICT**

**September 29, 2025**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

**PARKVIEW AT LONG  
LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA  
LETTER**

# Parkview at Long Lake Ranch Community Development District

## OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

September 22, 2025

Board of Supervisors

Parkview at Long Lake Ranch Community Development District

### ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

**Note: Meeting Time**

Dear Board Members:

The Board of Supervisors of the Parkview at Long Lake Ranch Community Development District will hold a Regular Meeting on September 29, 2025 at 12:00 p.m., at the Long Lake Reserve Amenity Center, 19617 Breynia Drive, Lutz, Florida 33558. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consider Appointment of Lauren Markus to Fill Unexpired Term of Seat 3; *Term Expires November 2026*
  - Administration of Oath of Office (*the following to be provided under separate cover*)
    - A. Required Ethics Training and Disclosure Filing
      - Sample Form 1 2023/Instructions
    - B. Board Membership, Obligations and Responsibilities
    - C. Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - D. Form 8B: Memorandum of Voting Conflict
4. Acceptance of Resignation of Justin Lawrence
5. Consider Appointment to Fill Unexpired Term of Seat 4; *Term Expires November 2028*
  - Administration of Oath of Office
6. Consider Appointment to Fill Unexpired Term of Seat 5; *Term Expires November 2026*
  - Administration of Oath of Office
7. Consideration of Resolution 2025-08, Electing and Removing Officers of the District and Providing for an Effective Date

8. Acceptance of Unaudited Financial Statements as of August 31, 2025
  9. Approval of July 21, 2025 Public Hearing and Meeting Minutes
  10. Staff Reports
    - A. District Counsel: *Kutak Rock LLP*
    - B. District Engineer: *Lighthouse Engineering, Inc.*
    - C. District Manager: *Wrathell, Hunt and Associates, LLC*
- NEXT MEETING DATE: October 20, 2025 at 10:00 AM


○ QUORUM CHECK

SEAT 1	MEGAN WILLIS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	CAROLINA BOLIVAR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	LAUREN MARKUS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

11. Board Members' Comments/Requests
12. Public Comments
13. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 512-9027.

Sincerely,

  
Jamie Sanchez  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**CALL-IN NUMBER: 1-888-354-0094**

**PARTICIPANT PASSCODE: 131 733 0895**

# **PARKVIEW AT LONG LAKE RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

**3**

**PARKVIEW AT LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF PARKVIEW AT LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

**ACKNOWLEDGMENT OF OATH BEING TAKEN**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing oath was administered before me before me by means of ☐ physical presence or ☐ online notarization on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Parkview at Long Lake Ranch Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_

-----  
MAILING ADDRESS: ☐ Home ☐ Office County of Residence \_\_\_\_\_

\_\_\_\_\_  
Street Phone Fax

\_\_\_\_\_  
City, State, Zip Email Address

# **PARKVIEW AT LONG LAKE RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

**4**

**NOTICE OF TENDER OF RESIGNATION**

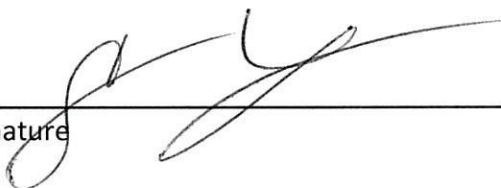
To: Board of Supervisors  
Parkview at Long Lake Ranch Community Development District  
Attn: District Manager  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

From: Justin Lawrence  
Printed Name

Date: 9/5/25  
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Parkview at Long Lake Ranch Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and ☐ personally presented at a duly noticed meeting of the Board of Supervisors, ☒ scanned and electronically transmitted to [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com) or ☐ faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

  
Signature



# **PARKVIEW AT LONG LAKE RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

**7**

**RESOLUTION 2025-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
PARKVIEW AT LONG LAKE RANCH COMMUNITY DEVELOPMENT  
DISTRICT ELECTING AND REMOVING OFFICERS OF THE DISTRICT  
AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Parkview at Long Lake Ranch Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District’s Board of Supervisors desires to elect and remove Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF PARKVIEW AT LONG LAKE RANCH COMMUNITY  
DEVELOPMENT DISTRICT THAT:**

**SECTION 1.** The following is/are elected as Officer(s) of the District effective September 29, 2025:

\_\_\_\_\_ is elected Chair  
\_\_\_\_\_ is elected Vice Chair  
\_\_\_\_\_ is elected Assistant Secretary  
\_\_\_\_\_ is elected Assistant Secretary  
\_\_\_\_\_ is elected Assistant Secretary

**SECTION 2.** The following Officer(s) shall be removed as Officer(s) as of September 29, 2025:

Justin Lawrence \_\_\_\_\_ Chair \_\_\_\_\_

**SECTION 3.** The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Jamie Sanchez is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

**PASSED AND ADOPTED** this 29<sup>th</sup> day of September, 2025.

ATTEST:

**PARKVIEW AT LONG LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**PARKVIEW AT LONG  
LAKE RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**PARKVIEW AT LONG LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
AUGUST 31, 2025**

**PARKVIEW AT LONG LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
AUGUST 31, 2025**

	General Fund	Debt Service Fund Series 2020	Capital Projects Fund Series 2020	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$ 107,983	\$ -	\$ -	\$ 107,983
Investments				
Revenue	-	171,816	-	171,816
Reserve	-	178,978	-	178,978
Due from other	4,307	-	-	4,307
Total assets	<u>\$ 112,290</u>	<u>\$ 350,794</u>	<u>\$ -</u>	<u>\$ 463,084</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Tax payable	\$ 92	\$ -	\$ -	\$ 92
Total liabilities	<u>92</u>	<u>-</u>	<u>-</u>	<u>92</u>
Fund balances:				
Restricted for:				
Debt service	-	350,794	-	350,794
Assigned:				
Working capital	31,098	-	-	31,098
Unassigned	81,100	-	-	81,100
Total fund balances	<u>112,198</u>	<u>350,794</u>	<u>-</u>	<u>462,992</u>
Total liabilities and fund balances	<u>\$ 112,290</u>	<u>\$ 350,794</u>	<u>\$ -</u>	<u>\$ 463,084</u>

**PARKVIEW AT LONG LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED AUGUST 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll	\$ -	\$ 105,530	\$ 105,189	100%
Total revenues	-	105,530	105,189	100%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisor fees	-	2,584	6,459	40%
Management/accounting/recording	4,000	44,000	48,000	92%
Legal	629	4,512	20,000	23%
Engineering	-	1,895	3,000	63%
Audit	-	4,700	4,700	100%
Arbitrage rebate calculation	-	750	750	100%
Dissemination agent	84	917	1,000	92%
Trustee	-	4,031	4,500	90%
Telephone	16	183	200	92%
Postage	-	163	500	33%
Printing & binding	42	458	500	92%
Legal advertising	-	690	1,500	46%
Annual special district fee	-	175	175	100%
Insurance	-	6,016	6,400	94%
Contingencies/bank charges	105	1,540	500	308%
Other contingencies	-	-	2,550	0%
Website hosting & maintenance	-	850	705	121%
Meeting room	-	1,182	1,200	99%
Website ADA compliance	-	-	210	0%
Property appraiser	-	150	150	100%
Tax collector	-	2,108	2,191	96%
Total expenditures	4,876	76,904	105,190	73%
Excess/(deficiency) of revenues over/(under) expenditures	(4,876)	28,626	(1)	
Fund balances - beginning	117,074	83,572	50,141	
Fund balance - ending (projected)				
Assigned				
Working capital	31,098	31,098	31,098	
Unassigned	81,100	81,100	19,042	
Fund balances - ending	\$ 112,198	\$ 112,198	\$ 50,140	

**PARKVIEW AT LONG LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2020  
FOR THE PERIOD ENDED AUGUST 31, 2025**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll	\$ -	\$ 366,851	\$ 365,571	100%
Interest	1,162	15,385	-	N/A
Total revenues	<u>1,162</u>	<u>382,236</u>	<u>365,571</u>	105%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	135,000	135,000	100%
Interest	-	224,456	224,456	100%
Total debt service	<u>-</u>	<u>359,456</u>	<u>359,456</u>	100%
<b>Other fees &amp; charges</b>				
Tax collector	-	7,330	7,616	96%
Total other fees and charges	<u>-</u>	<u>7,330</u>	<u>7,616</u>	96%
Total expenditures	<u>-</u>	<u>366,786</u>	<u>367,072</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	1,162	15,450	(1,501)	
<b>OTHER FINANCING SOURCES/(USES)</b>				
Transfer in	-	2	-	N/A
Total other financing sources	<u>-</u>	<u>2</u>	<u>-</u>	N/A
Net change in fund balances	1,162	15,452	(1,501)	
Fund balances - beginning	349,632	335,342	320,066	
Fund balances - ending	<u>\$ 350,794</u>	<u>\$ 350,794</u>	<u>\$ 318,565</u>	



**PARKVIEW AT LONG LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2020  
FOR THE PERIOD ENDED AUGUST 31, 2025**

	Current Month	Year To Date
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
<b>EXPENDITURES</b>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
<b>OTHER FINANCING SOURCES/(USES)</b>		
Transfer out	<u>-</u>	<u>(2)</u>
Total other financing sources/(uses)	<u>-</u>	<u>(2)</u>
Net change in fund balances	<u>-</u>	<u>(2)</u>
Fund balances - beginning	<u>-</u>	<u>2</u>
Fund balances - ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

# **PARKVIEW AT LONG LAKE RANCH**

**COMMUNITY DEVELOPMENT DISTRICT**

# **MINUTES**

**DRAFT**

**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 Public Hearing and Regular Meeting on July 21, 2025 at 10:00 a.m., at the Long Lake Reserve Amenity Center, 19617 Breynia Drive, Lutz, Florida 33558.

**Present:**

Justin Lawrence	Chair
Megan Willis	Vice Chair
Carolina Bolivar	Assistant Secretary

**Also present:**

Jamie Sanchez	District Manager
Lindsay Whelan (via telephone)	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 10:31 a.m.

Supervisors Willis, Lawrence and Bolivar were present. Two seats were vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired  
Term of Seat 3; Term Expires November  
2026**

This item was deferred.

- **Administration of Oath of Office (the following to be provided under separate cover)**
  - A. Required Ethics Training and Disclosure Filing**
    - **Sample Form 1 2023/Instructions**
  - B. Board Membership, Obligations and Responsibilities**

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

D. Form 8B: Memorandum of Voting Conflict

**FOURTH ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 5; Term Expires November 2026**

This item was deferred.

• **Administration of Oath of Office**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-08, Electing and Removing Officers of the District and Providing for an Effective Date**

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Consideration of Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

**A. Proof/Affidavit of Publication**

**B. Consideration of Resolution 2025-09, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Ms. Sanchez reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes.

**On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the Public Hearing was opened.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the Public Hearing was closed.**

Ms. Sanchez presented Resolution 2025-09 and read the title.

**On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, Resolution 2025-09, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025 and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

#### **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-10, Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Sanchez presented Resolution 2025-10 and read the title.

**On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, Resolution 2025-10, Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

#### **EIGHTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report for the Fiscal Year Ended September 30, 2024, Prepared by Grau & Associates**

Ms. Sanchez presented the Audited Financial Report for the Fiscal Year Ended September 30, 2024 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

**A. Consideration of Resolution 2025-11, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2024**

On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, Resolution 2025-11, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2024, was adopted.

**NINTH ORDER OF BUSINESS****Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Sanchez presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

- Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

Ms. Sanchez noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

On MOTION by Ms. Willis and seconded by Ms. Bolivar, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.

**TENTH ORDER OF BUSINESS****Authorization of RFP for Annual Audit Services**

On MOTION by Ms. Willis and seconded by Ms. Bolivar, with all in favor, the Request for Proposals for Annual Audit Services and authorizing Staff to advertise, was approved.

**ELEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of May 31, 2025**

On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the Unaudited Financial Statements as of May 31, 2025, were accepted.

**TWELFTH ORDER OF BUSINESS****Approval of May 19, 2025 Regular Meeting Minutes**

On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the

May 19, 2025 Regular Meeting Minutes, as presented, were approved.

**THIRTEENTH ORDER OF BUSINESS****Staff Reports**

**A. District Counsel: Kutak Rock LLP**

**B. District Engineer: Lighthouse Engineering, Inc.**

There were no District Counsel or District Engineer reports.

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

- **390 Registered Voters in District as of April 15, 2025**

- **UPCOMING MEETINGS**

- **August 18, 2025 at 10:00 AM**

- **September 15, 2025 at 10:00 AM**

- **QUORUM CHECK**

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

Discussion ensued regarding new HOA Management and the CDD and HOA responsibilities.

Mr. Lawrence asked about the Goals and Objectives. Ms. Sanchez referred to the Ninth Order of Business and stated the Fiscal Year 2026 Goals and Objectives were already prepared and approved and they are the same as for Fiscal Year 2025.

**FIFTEENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**SIXTEENTH ORDER OF BUSINESS****Adjournment**

On MOTION by Mr. Lawrence and seconded by Ms. Willis, with all in favor, the meeting adjourned at 10:18 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

189

190

191

192

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Secretary/Assistant Secretary

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Chair/Vice Chair



**PARKVIEW AT LONG  
LAKE RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS**

PARKVIEW AT LONG LAKE RANCH COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
<i>Long Lake Reserve Amenity Center, 19617 Breynia Drive, Lutz, Florida 33558</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 20, 2025	Regular Meeting	10:00 AM
November 17, 2025	Regular Meeting	10:00 AM
December 15, 2025	Regular Meeting	10:00 AM
February 16, 2026	Regular Meeting	10:00 AM
March 16, 2026	Regular Meeting	10:00 AM
April 20, 2026	Regular Meeting	10:00 AM
May 18, 2026	Regular Meeting	10:00 AM
June 15, 2026	Regular Meeting	10:00 AM
July 20, 2026	Regular Meeting	10:00 AM
August 17, 2026	Regular Meeting	10:00 AM
September 21, 2026	Regular Meeting	10:00 AM