

***PANTHER TRACE I
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
October 23, 2018
7:30 p.m.***

***Panther Trace I Clubhouse
12515 Bramfield Drive
Riverview, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Panther Trace I Community Development District

DPFG Management & Consulting, LLC
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

Board of Supervisors
**Panther Trace I Community
Development District**

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District is scheduled for **Tuesday, October 23, 2018 at 7:30 p.m.** at the **Panther Trace I Clubhouse**, 12515 Bramfield Drive, Riverview, Florida.

The advanced copy of the agenda for the meeting is attached along with associated documentation. Any additional support material will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Raymond J. Lotito
District Manager

cc: Attorney, Straley Robin
Engineer, Stantec
Clubhouse Manager
District Files

District: **PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, October 23, 2018

Time: 7:30 P.M.

Location: Panther Trace I Clubhouse
12515 Bramfield Drive
Riverview, Florida

Dial –in Number: 515-603-4904

Guest Access Code: 434537#

Agenda

I. Roll Call

II. Audit Committee Meeting

A. Ranking of Audit Proposals

➤ Summary Evaluation

Exhibit 1

➤ DiBartolomeo

Exhibit 2

➤ Grau & Associates

Exhibit 3

B. Audit Committees Recommendation for Auditor Services

III. Audience Comments

IV. Administrative Matters

A. Consideration and Approval of Minutes of the September 25, 2018 Meeting

Exhibit 4

B. Acceptance of the September 2018 Operations & Maintenance Expenditures

Exhibit 5

C. Acceptance of the September 2018 Financial Statements

Exhibit 6

IV. Business Matters

A. Other Business Matters

V. Staff Reports

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director's Report

Exhibit 7

➤ Review of the OLM Inspection Report & Grade Sheet and the LMP Landscape Weekly Summary Report

➤ Review of Monthly Remson Aquatics Pond Maintenance (*under*

separate cover)

VII. Supervisors Requests

VIII. Adjournment

EXHIBIT 1.

PANTHER TRACE I- AUDITOR EVALUATION									
	FY 2018	FY 2019	FY 2020	Ability of Personnel 20 Points	Proposer Experience 20 Points	Understanding Scope of Work 20 Points	Ability to Furnish Required Service 20 Points	Price 20 Points	TOTAL POINTS
DiBartolomeo	\$ 3,200.00	\$ 3,250.00	\$ 3,450.00						
Grau	\$3,600.00	\$3,700.00	\$3,800.00						

				Ability of Personnel 20 Points	Proposer Experience 20 Points	Understanding Scope of Work 20 Points	Ability to Furnish Required Service 20 Points	Price 20 Points	TOTAL POINTS
	FY 2018	FY 2019	FY 2020						
DiBartolomeo	\$ 3,200.00	\$ 3,250.00	\$ 3,450.00						
Grau	\$3,600.00	\$3,700.00	\$3,800.00						

EXHIBIT 2.

Panther Trace I Community Development District

Proposer

DiBartolomeo, McBee, Hartley & Barnes, P.A.
Certified Public Accountants

**2222 Colonial Road, Suite 200
Fort Pierce, Florida 34950
(772) 461-8833**

**591 SE Port St. Lucie Boulevard
Port Saint Lucie, Florida 34984
(772) 878-1952**

Contact:

**Jim Hartley, CPA
Principal**

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Panther Trace I
Community Development District
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Panther Trace I Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

Proven Track Record—Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

Experience—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with audit standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up to date on all changes that are occurring within the industry.

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591 S.E. Port St. Lucie Blvd., • Port St. Lucie, Florida 34984 • 772-878-1952 • Fax: 772-878-1709

Member AICPA

Member AICPA Division for CPA Firms
Private Company Practice Section

Member AICPA

WWW.DMHB CPA.NET

Timeliness – In order to meet the Districts needs, we will perform interim internal control testing from unaudited preliminary general ledgers provided. We will also review all minutes and subsequent needs related to the review of the minutes. Follow up review will be completed as necessary in order to meet the required deadlines.

Communication and Knowledge Sharing— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

DiBartolomeo, McBee, Hartley & Barnes

DiBartolomeo, McBee, Hartley & Barnes, P.A.

PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

Professional Staff Classification	Number of Professionals
Partner	4
Managers	2
Senior	2
Staff	11
	19

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

Jim Hartley, CPA – Engagement Partner (resume attached)
Will assist in the field as main contact

Jay McBee, CPA – Technical Reviewer (resume attached)

Theresa Goldstein - Senior (resume attached)

Staff – TBA

Jim Hartley

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jim has over 25 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 25 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

Education and Registrations

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

Professional Affiliations

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

Volunteer Service

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

Jay L. McBee

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jay has over 35 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 35 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

Recent Engagements

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

Education and Registrations

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

Professional Affiliations

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

Volunteer Service

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

Theresa Goldstein

Supervisor – DiBartolomeo, McBee, Hartley & Barnes

Experience and training

Theresa has over 15 years of public accounting experience and would serve as the supervisor for the Constitutional Officers. Her experience and training include:

- 15 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 100 hours of relevant government CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Theresa has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Theresa currently provides internal audit and consulting services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Engagements include City of Port St. Lucie, St. Lucie County Fire District, Town of Sewall’s Point, Town of Jupiter Island, Multiple CDD audits, Tradition CDD #1-10, Southern Groves CDD #1-6 and Town of St. Lucie Village.

Education and Registrations

- Bachelor of Science in Finance – University of Central Florida
- Masters of Business Administration with concentration in Accounting – Bryant College

Professional Affiliations

- Associate Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

ADDITIONAL DATA

➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements. The scope of peer review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence
- Assignment of professional personnel to engagements
- Consultation on technical matters
- Supervision of engagement personnel
- Hiring and employment of personnel
- Professional development
- Advancement
- Acceptance and continuance of clients
- Inspection and review system

➤ *Independence*

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

ADDITIONAL DATA (CONTINUED)

➤ *Independence (Continued)*

- Au Section 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants
- ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants
- Chapter 21A-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

This evaluation includes:

- System hardware and software
- Organization and administration
- Access

Contracts of Similar Nature within References

Client	Years	Annual Audit In Accordance With GAAS	Engagement Partner	Incl. Utility Audit/ Consulting	GFOA Cert.	GASB 34 Implementation & Assistance	Total Hours
St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300	1984 - Current	√	Jim Hartley			√	250-300
City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200	2005-current	√	Mark Barnes		√	√	800
Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600	2005-current	√	Jim Hartley	√	√	√	600
Town of Jupiter Island Mike Ventura (772)-545-0104	2010		Jim Hartley	√			200
Town of Sewall's Point Pamela Walker (772) 287-2455	2010	√	Jim Hartley			√	225
Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663	1999 – current	√	Jim Hartley			√	100
City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460	1998 – current	√	Jay McBee				60
St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300	1990 – current	√	Jay McBee				60
Tradition Community Development District 1-10 Alan Mishlove ,District Finance Manager (407)382-3256	2002 - current	√	Jim Hartley			√	350
Union Park Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Deer Island Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Park Creek Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50

TECHNICAL APPROACH

a. *An Express Agreement to Meet or Exceed the Performance Specifications.*

1. The audit will be conducted in compliance with the following requirements:
 - a. Rules of the Auditor General for form and content of governmental audits
 - b. Regulations of the State Department of Banking and Finance
 - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1st of the following year. In order to ensure this we will perform interim internal control testing as required by January 31st from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1st. We will also review all minutes and subsequent needs related to the review of the minutes by January 30th. Follow up review will be completed as necessary. Our goal is to provide timely financial reporting, any deadlines imposed by the district will be considered in order to accommodate.

b. A Tentative Schedule for Performing the Key phases of the Audit – proposed for FYE 2018 and 2019

Audit Phase and Tasks	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
<i>I. Planning Phase:</i>							
Meetings and discussions with Panther Trace I Community Development District personnel regarding operating, accounting and reporting matters							
Discuss management expectations, strategies and objectives							
Review operations							
Develop engagement plan							
Study and evaluate internal controls							
Conduct preliminary analytical review							
<i>II. Detailed Audit Phase:</i>							
Conduct final risk assessment							
Finalize audit approach plan							
Perform substantive tests of account balances							
Perform single audit procedures (if applicable)							
Perform statutory compliance testing							
<i>III. Closing Phase:</i>							
Review subsequent events, contingencies and commitments							
Complete audit work and obtain management representations							
Review proposed audit adjustments with client							
<i>IV. Reporting Phase:</i>							
Review or assist in preparation of financial statement for Panther Trace I Community Development District							
Prepare management letter and other special reports							
Exit conference with Panther Trace I Community Development District officials and management							

Delivery of final reports									
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b. SPECIFIC AUDIT APPROACH

Our partners are not strangers who show up for an entrance conference and an exit conference. We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

Planning Phase

Meetings and Expectations:

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Panther Trace I Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding management's knowledge of fraud and on management's views regarding the risk of fraud.

Review Operations and Develop Engagement Plan

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

Study and Evaluate Internal Control

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

Conduct Preliminary Analytical Review

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.

Detailed Audit Phase

Conduct Final Risk Assessment and Prepare Audit Programs

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

Perform Substantive Tests of Account Balances

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

Perform Single Audit Procedures (if applicable)

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

Perform Statutory Compliance Testing

We have developed audit programs for Panther Trace I Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

Closing Phase

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

Reporting Phase

Financial Statement Preparation

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

Management Letters

We want to help you solve problems before they become major.

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

Exit Conferences and Delivery of Reports

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

PROPOSED AUDIT FEE FOR EACH YEAR OF THE THREE YEARS

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Panther Trace I Community Development District for the three years as follows:

September 30, 2018	\$3,200
September 30, 2019	\$3,250
September 30, 2020	\$3,450

EXHIBIT 3.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services

Panther Trace I

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: October 11, 2018 - 11:00AM

Submitted to:

Panther Trace I Community Development District
c/o Raymond Lotito, District Manager
15310 Amberly Drive
Tampa, Florida 33647

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431
Tel (561) 994-9299 / (800) 229-4728
Fax (561) 994-5823
tony@graucpa.com / www.graucpa.com

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Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road, Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823

October 11, 2018

Panther Trace I Community Development District
c/o Raymond Lotito, District Manager
15310 Amberly Drive
Tampa, Florida 33647

Re: Request for Proposal for Professional Auditing Services for the fiscal years ended September 30, 2018 with an option for two additional annual renewals.

Grau & Associates (Grau) is pleased to respond to Panther Trace I Community Development District's (the "District") Request for Proposal (RFP), and look forward to working with you on your audit. We are a team of knowledgeable professionals with extensive experience in audits for organizations just like yours, and we know how to work with you to complete an effective and efficient audit.

Since our focus is on government, we fully understand the professional services and work products required to meet your RFP requirements. Our team provided services in excess of 19,000 hours for our public sector clients last year, and we currently audit over 300 governmental entities. Our practice is unique as 98% of work is either audit or work related to government and non-profit entities.

In addition to our firm's focus, Grau & Associates is a great fit for your audit for a variety of other reasons, including:

- **Experience**

Grau is proud of the fact that the personnel we assign to your audit are some of the most experienced auditors in the field. Unlike many other firms, our auditors work almost exclusively with governmental entities, which mean they are more knowledgeable and efficient on audits like yours. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you. Also, due to Grau's very low turnover rate for our industry, you won't have to worry about retraining your auditors from year to year.

- **Service**

Our clients are pleased with the level of personalized service they receive from our talented professionals. Because of our extensive experience, we are adept at making the transition to a new firm as smooth as possible. We work with you to resolve any issues and keep in regular contact so there are no surprises when the final report delivers. In fact, your engagement team will report any potential audit adjustments to you on a regular basis so you will have adequate time to research and respond. Additionally, we have a disaster recovery plan that includes daily data back-ups and offsite file storage, so in the case of an emergency, your records would be safe.

- **Responsiveness**

We pride ourselves on our high level of responsiveness. We answer emails and telephone calls within 24 hours, and usually right away. We are always accessible to clients during business hours, and make every effort to answer any questions as they arise. Additionally, we don't just complete your audit and disappear. We understand the "big picture" and think beyond the traditional auditor's perspective. We remain in touch for the entire year, suggesting ways you can improve your District's performance, procedures and controls. We will update, advise and educate you on new or revised reporting requirements so you are sure to always remain compliant.

- **Reputation**

Our reputation in our field is impeccable. **We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort.** We have the professional staff available to perform the engagement and resources required to complete the work. We are financially stable and have never been involved in any bankruptcy proceedings.

- **Standards**

Grau & Associates is a professional association / licensed certified public accounting firm serving clients through the state of Florida. We are a member of the American Institute of Certified Public Accountants (AICPA) and the Florida Institute of Certified Public Accountants (FICPA). Additionally, individuals are members of both the (GFOA) and (FGFOA). Grau is also a member of the Governmental Audit Quality Center (GAQC). Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or provide additional information as needed. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience, and look forward to serving you.

Very truly yours,

Grau & Associates



Antonio J. Grau



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Firm Qualifications & Experience

Grau & Associates is a medium-sized accounting firm providing comprehensive financial and compliance auditing, attestation and accounting, and other management consulting services and we are properly registered and licensed by the State of Florida. The Partners, Consultant and Managers of Grau are members of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.

Grau & Associates is a properly registered/licensed State of Florida professional corporation and all assigned supervisory professional staff are properly registered/licensed to practice in the State of Florida.

Grau's Focus and Experience

- We are dedicated to serving **Special Districts**.
- We currently audit over **300 Special Districts**.
- Last year, Grau performed in excess of 19,000 **hours** of services for our Public Sector Clients under *Governmental Auditing Standards*.
- Grau currently **only** provides **audit and attestation** services principally for governmental and non-profit entities under government auditing standards. The firm and staff are 100% dedicated to the audit practice.

During Grau's history we have consistently focused on providing service to the public sector. By focusing our resources on this industry, we provide the highest level of services to our Public Sector Clients.

Grau & Associates has a total of 17 employees, 15 professional staff, including 2 *Partners* and 13 *professionals* who specialize in providing auditing, accounting, consulting, and monitoring services to the *Public Sector* and 2 *administrative professionals*. The number of professional staff by employee classification is as follows:

Team Member	Total Professional Staff	Total CPAs	Total Government Audit Staff
Partners *	2	2	2
Managers *	3	3	3
Advisory Consultant	1	1	1
Supervisor / Seniors *	4	3	4
Staff Accountants *	5	2	5
Total	15	11	15

***ALL FULL TIME EMPLOYEES**

Compliance with Government Education Requirements

In order to maintain our high level of technical competence, we provide continuing professional education programs for all partners and professional staff members, which exceed national and state standards. **All of the audit professionals of Grau & Associates exceed the education requirements as set forth in *Government Auditing Standards*, published by the Comptroller General of the United States, and our continuing professional education programs ensure that all audit professionals meet the requirements to participate in audits of government agencies.**

Professional Staff Training

Partners - All of our Partners are CPA's and have diversified public accounting experience. They are responsible for overall engagement performance, policy, direction and quality control and have ***far exceeded minimum CPE requirements***.

Managers - All of our Audit Managers are CPA's who have demonstrated the ability to plan audit engagements, supervise personnel and maintain frequent contact with clients. They continually upgrade their skills through the firm's continuing education programs and courses sponsored by the AICPA, FICPA and GFOA. They have ***far exceeded minimum CPE Requirements***.

Seniors - All of our Seniors have a minimum of 3 years of diversified public accounting experience. They perform audits, evaluate staff, review findings and prepare audit reports. They possess the potential for upward mobility and have ***far exceeded minimum CPE requirements***.

Memberships

All of the firm's CPA's are properly licensed as CPA's and members in good standing of both the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. In addition, certain firm professionals are members or have been members of the following professional groups:

- FICPA Committee on State and Local Government
- Florida Government Finance Officers Association (FGOA)
- Special Review Committee of the Government Finance Officers Association
- Florida Institute of CPA Non-Profit Conference Committee
- Florida Association of Special Districts (FASD)
- FGFOA Annual Conference Program Committee
- FASD Finance Committee
- FICPA Young CPAs Committee
- FICPA Accounting Careers Committee

In addition, we have an ongoing recruitment program that seeks only those accountants with a proven record of academic success. When we recruit at the senior and manager level, we select CPA's with proven governmental accounting and auditing experience.

Quality Control and Confidentiality

Grau participates in an external quality review program requiring an on-site independent examination of our auditing practice. Grau has consistently received an unqualified opinion on the quality of our audit practice. During our firm's last external quality control review, six audits were reviewed, including five government audits. *A copy of the report on the firm's most recent quality review can be found on the following page.*

In addition to scheduled Peer Reviews, our firm continually monitors performance to ensure the highest quality of services. Under the supervision of the Audit Partner, an Audit Manager is responsible for monitoring quality control of all appropriate engagements.

Results of State and Federal Reviews

All state and federal reviews of the firm's reports and working papers have been accepted without change or revision to issued reports.



FICPA Peer Review Program
Administered in Florida by the
Florida Institute of CPAs



AICPA Peer Review Program
Administered in Florida by the
Florida Institute of CPAs

March 2, 2017

Antonio Jose Grau Jr, CPA
Grau & Associates
2700 N Military Trl Ste 350
Boca Raton, FL 33431

Dear Mr. Grau:

It is my pleasure to notify you that on March 2, 2017 the Florida Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is December 31, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Paul N. Brown, CPA, CGMA
Director of Technical Services

cc: Daniel Joseph Hevia, CPA

Firm Number: 4390114

Review Number: 474720

325 W. College Ave. | P.O. Box 5437 | Tallahassee, FL 32314 | (850) 224-2727 | (800) 342-3197 | Fax: (850) 222-8190 | www.ficpa.org



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Anita Ford, Chair
AICPA Peer Review Board
2016

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Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Staff Qualifications, Experience & Resumes

QUALITY AND EXPERIENCE OF FIRM'S ASSIGNED AUDITING PERSONNEL

You will have two partners available and our consultant for any technical assistance. In addition, an audit manager will be available for the engagement and a senior will be assigned to the engagement that will perform the majority of fieldwork. Additional staff are available to assist with the engagement should the need arise.

Name	Years performing government audits	CPE within last 2/3 years	Professional Memberships
ANTONIO J. GRAU, CPA (Partner)	Over 30	Government Accounting, Auditing: 95 hours Accounting, Auditing and Other: 62 hours	AICPA FICPA FGFOA GFOA
ANTONIO S. GRAU, CPA (Concurring Review Consultant)	Over 40	Government Accounting and Auditing: 32 hours Accounting, Auditing and Other: 62 hours	AICPA FICPA ICPA
RACQUEL MCINTOSH, CPA (Partner)	Over 10	Government Accounting and Auditing hours:88 Accounting, Auditing and Other: 43 hours	AICPA FICPA FGFOA FASD

POSITION DESCRIPTIONS

Engagement Partner

The engagement will be performed under the direct supervision of an Engagement Partner. The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel.

The Engagement Partner will also be involved in:

- ❖ coordinating all services;
- ❖ directing the development of the overall audit approach and plan;
- ❖ performing an overriding review of work papers;
- ❖ resolving technical accounting and reporting issues;
- ❖ reviewing, approving and signing reports, management letters, and other audit engagement products; and,
- ❖ ascertaining client satisfaction with all aspects of our engagement, such as services and the personnel assigned.



Concurring Review and Advisory Consultant

A Concurring Review Consultant will be available as a sounding board to advise in those areas where problems are encountered. He will also perform a second review of all reports to be issued by Grau & Associates.

Audit Manager and Senior

The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include:

- ❖ planning the audit;
- ❖ preparing or modifying audit programs, as needed;
- ❖ evaluating internal control and assessing risk;
- ❖ communicating with the client and the partners the progress of the audit; and
- ❖ determining that financial statements and all reports issued by the firm for accuracy, completeness and that they are prepared in accordance with professional standards and firm policy.

Information Technology Consultants and Personnel

In addition to the assigned personnel above, Grau and Associates has staff with significant IT auditing experience that will assist in the evaluation and testing of internal controls. Because our staff has both a financial audit and IT background, they are able to communicate effectively all IT related concerns to management. In addition, Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

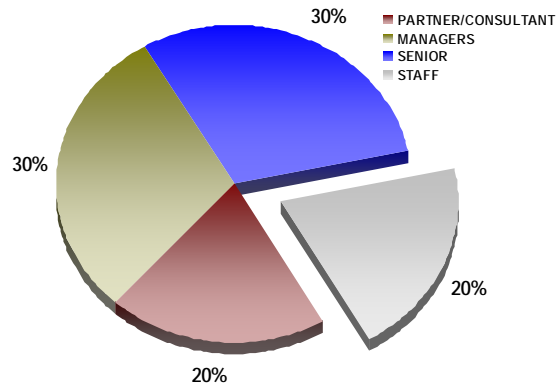
CONTINUITY OF STAFF AND AUDIT TEAM

Grau's engagement team's workload is organized in such a way that additional activities brought about by this engagement will not impact our current commitments to our clients. We have sufficient staff capacity to integrate these professional services into our present operations, while continuing to maintain the highest standards of quality and time lines for our clients.

COMPOSITION OF ENGAGEMENT TEAM

In contrast to the majority of both national and local firms, ***Grau's proposed engagement team is comprised*** of an **exceptionally large percentage** of **high-level audit professionals**. This gives us the ability to **quickly recognize problems** and **be more efficient** as a result of our Team's **DECADES** of governmental auditing experience.

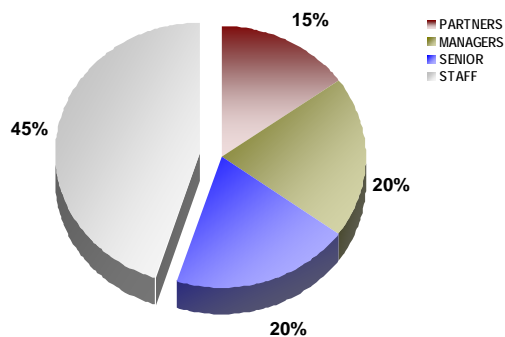
Grau & Associates



80 percent of engagement will be performed by
Partners, Management and Senior Staff

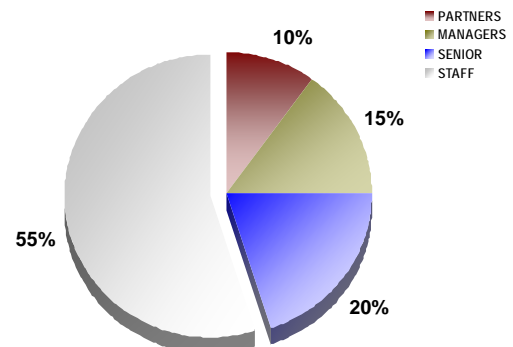
VS.

Typical Local CPA Firm:



Fifty-five percent of engagement is performed by "Management"

Typical National CPA Firm



Forty-five percent of engagement is performed by "Management"

Antonio J. Grau, CPA, Partner

e-mail: tgrau@graucpa.com

Education

Bachelor of Arts, Business Administration, 1983 University of South Florida; Certificate of Educational Achievement from the AICPA in Governmental Single Audits, 2016

Professional History

CPA, in Florida since February 28, 1985, Certificate No. 15330		
Grau & Associates	Partner	2005-Present
Grau & Company	Partner	1995-2005
Grau & Company	Audit Manager	1987-1995
International Firm	Auditor	1985-1986
Grau & Company	Staff Accountant	1983-1984

Clients Served *(partial list)*

(>300) Various Special Districts	Key Largo Water Treatment District
Brevard Workforce Board	Mae Volen Senior Center, Inc.
Broward Education Foundation	North Lauderdale Academy High School
City of Cooper City	Orlando Housing Authority
City of Lauderdale Lakes	Palm Beach County Workforce Development Board
City of Lauderhill	Peninsula Housing Programs
City of Lauderhill General Pension	School Board of Broward County
City of North Lauderdale	School Board of Miami-Dade County
City of Oakland Park	School Board of Palm Beach County
City of Weston	South Florida Water Management District
Delray Beach Housing Authority	Southwest Florida Workforce Development Board
East Central Regional Wastewater Treatment Faci.	Town of Davie
Florida Community College at Jacksonville	Town of Highland Beach
Florida Department of Management Services	Town of Hypoluxo
Greater Boca Raton Park & Beach District	Village of Golf
Highland County School District	Village of Wellington
Hispanic Human Resource Council	West Palm Beach Housing Authority

Professional Education *(over the last two years)*

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	95
Accounting, Auditing and Other	<u>62</u>
Total Hours	<u>157</u> <i>(includes of 4 hours of Ethics CPE)</i>

Other Qualifications

As a member of the Government Finance Officers Association Special Review Committee, Mr. Grau participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

Professional Associations/Memberships

American Institute of Certified Public Accountants	Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants	Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member	

Antonio S. Grau, CPA, Concurring Review Consultant

e-mail: asgrau@graucpa.com

Education

Bachelor Degree, Business Administration, 1966, University of Miami, Certificate of Educational Achievement from the AICPA in Governmental and Not-For-Profit Accounting and Auditing, 1994/1995

Professional History

CPA in Florida since April 29, 1970, Certificate No. 2623

Grau & Company	Partner	1977-2004
Public Company	Financial Officer	1972-1976
International Firm	Auditor	1966-1972

Clients Served (partial list)

Mr. Grau was the head of the governmental audit department of Grau & Company, and performs the concurring review and advises on all the governmental audits of the firm.

Atlanta Housing Authority	Hispanic Human Resource Council
Broward County Housing Authority	Mae Volen Senior Center, Inc.
City of Dania Beach	Miami Beach Housing Authority
City of Lauderdale Lakes	North Lauderdale Academy High School
City of Lauderhill	Palm Beach County Workforce Development Board
City of Lauderhill General Pension	School Board of Miami-Dade County
City of Miami Springs	South Florida Water Management District
City of Oakland Park	Town of Hypoluxo
City of Sweetwater Pension	Town of Lauderdale-By-The-Sea
Florida Community College at Jacksonville	Town of Miami Lakes
Highland County School District	Town of Southwest Ranches
Downtown Development Authority of the City of Miami /	Village of Biscayne Park
Community Development Block Grants	West Palm Beach Housing Authority

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	32
Accounting, Auditing and Other	62
Total Hours	94 (includes of 4 hours of Ethics CPE)

Other Qualifications

Mr. Grau was the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County.

Professional Associations/Memberships

Member, American Institute of Certified Public Accountants
Member, Florida Institute of Certified Public Accountants
Past member, State and Local Government Committee, Florida
Past member, Quality Review Acceptance Committee, Florida
Past member of BKR International Committee on Government and Non-Profit Accounting and Auditing

Racquel C. McIntosh, CPA, Partner

e-mail: rmcintosh@graucpa.com / 561-939-6669

Education

Master of Accounting, MACC; Florida Atlantic University, December 2004;

Bachelor of Arts – Majors: Accounting and Finance; Florida Atlantic University, May 2003

Professional History

Grau & Associates	Partner	2014-Present
Grau & Associates	Manager	2009-2014
Grau & Associates	Senior Auditor	2007-2009
Grau & Associates	Staff Auditor	2006-2007
Grau & Company	Staff Auditor	2005-2006

Clients Served *(partial list)*

(>300) Various Special Districts	Pinetree Water Control District (Broward/Palm Beach)
Boca Raton Airport Authority	Ranger Drainage District
Brevard Workforce Development Board	San Carlos Park Fire Protection & Rescue District
Broward Education Foundation	South Central Reg. Wastewater Treatment & Disposal Bd.
Central Broward Water Control District	South Trail Fire Protection & Rescue
City of Cooper City	Southwest Florida Workforce Development Board
City of Pompano Beach (Joint Venture)	Sun N Lake of Sebring Improvement District
City of West Park	Town of Highland Beach
City of Weston	Town of Hypoluxo
East Central Reg. Wastewater Treatment Fac.	Town of Lantana
East Naples Fire Control & Rescue District	Town of Hillsboro Beach
Greater Boca Raton Beach & Park District	Village of Golf
Key Largo Wastewater Treatment District	Village of Wellington

Professional Education *(over the last two years)*

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	88
Accounting, Auditing and Other	43
Total Hours	<u>131</u> <i>(includes of 4 hours of Ethics CPE)</i>

Professional Associations/ Memberships

American Institute of Certified Public Accountants	FICPA State & Local Government Committee
Florida Institute of Certified Public Accountants	FICPA Atlantic Chapter Board Member
FICPA Young CPAs Committee	FGFOA Palm Beach Chapter



References

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Racquel McIntosh
Dates	Annually since 2007
Client Contact	William Rizzetta, President 12750 Citrus Park Lane, Suite 115 Tampa, Florida 33625 813-933-5571

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Cost of Services

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2018-2020 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2018	\$3,600
2019	\$3,700
2020	\$3,800
TOTAL	<u>\$11,100</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Supplemental Information

Specific Audit Approach

SCOPE / WORK PRODUCTS / RESULTS

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:

Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements.
- Read minutes of meetings.
- Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems.
- Obtain an understanding of fraud detection and prevention systems.
- Obtain and document an understanding of internal control. Consider the methods that are used to process accounting information which influence the design of the internal control. This understanding includes knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation.
- Assess risk and determine what controls we are to rely upon and what tests we are going to perform. Perform test of controls.
- Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives.
- Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions.
- Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures.
- Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- Perform final analytical procedures.
- Review information and make inquiries for subsequent events.
- Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- Significant audit adjustments;
- Significant deficiencies or material weaknesses;
- Disagreements with management; and,
- Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

- The recommendation must be cost effective;
- The recommendations are to be the simplest to effectuate in order to correct a problem;
- The recommendation must go to the heart of the problem and not just correct symptomatic matter; and
- The corrective action must take into account why the deficiency occurred.

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We typically begin our audit process with an entrance conference before the onsite fieldwork begins. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis. Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal. We strive to continue to keep an open line of communication through the fieldwork and ending with an exit conference.

Additional Services

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- | | |
|-----------------------------|---------------------------------------|
| • Accounting systems | • Fixed asset records |
| • Development of budgets | • Cost reimbursement |
| • Organizational structures | • Indirect cost allocation |
| • Financing alternatives | • Grant administration and compliance |
| • IT Auditing | |

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds. Please find a partial list of clients served on the following pages.

***GRAU HAS PROVIDED ARBITRAGE SERVICES FOR
GOVERNMENTAL CLIENTS INCLUDING:***

- Aberdeen Community Development District
- Amelia Walk Community Development District
- Arlington Ridge Community Development District
- Bartram Park Community Development District
- Bartram Springs Community Development District
- Bayside Improvement District
- Baywinds Community Development District
- Beacon Lakes Community Development District
- Beacon Tradeport Community Development District
- Bobcat Trail Community Development District
- Boynton Village Community Development District
- Brandy Creek Community Development District
- Briger Community Development District
- Brighton Lakes Community Development District
- Brooks of Bonita Springs Community Development District
- Candler Hills East Community Development District
- Capital Region Community Development District
- Cedar Pointe Community Development District
- Championsgate Community Development District
- Chevel West Community Development District
- City Place Community Development District
- Coconut Cay Community Development District
- Colonial Country Club Community Development District
- Cory Lakes Community Development District
- Country Greens Community Development District
- Creekside Community Development District
- Double Branch Community Development District
- Dunes Community Development District
- Durbin Crossing Community Development District
- East Bonita Beach Road Plantation Comm. Development District
- East Homestead Community Development District
- East Park Community Development District
- Enclave at Black Point Marina Community Development District
- Falcon Trace Community Development District
- Fiddler's Creek Community Development District I
- Fiddler's Creek Community Development District II
- Fleming Island Plantation Comm. Dev. District
- Grand Haven Community Development District
- Griffin Lakes Community Development District
- Habitat Community Development District
- Hamal Community Development District
- Hammocks Community Development District
- Harbour Lakes Estates Comm. Development District
- Harmony Community Development District
- Heritage Bay Community Development District
- Heritage Palms Community Development District
- Heritage Pines Community Development District
- Heritage Springs Community Development District
- Huntington Community Development District
- Indigo East Community Development District
- Islands of Doral III Community Development District
- Julington Creek Plantation Comm. Dev. District
- Laguna Lakes Community Development District
- Lake Ashton Community Development District
- Lake Ashton II Community Development District
- Lake Powell Residential Golf Community Dev. District
- Lakes By The Bay South Community Dev. District
- Lakewood Ranch 1 Community Development District
- Landmark at Doral Community Development District
- Jurlington Creek Plantation Community Dev. District
- Lakewood Ranch 2 Community Development District
- Lakewood Ranch 3 Community Development District
- Lakewood Ranch 4 Community Development District
- Lakewood Ranch 5 Community Development District
- Lakewood Ranch 6 Community Development District
- Legacy Springs Improvement District No. 1
- Live Oak Community Development District
- Main Street Community Development District
- Marshall Creek Community Development District
- Meadow Pointe II Community Development District
- Mediterra North Community Development District
- Mediterra South Community Development District
- Mediterranean Community Development District
- Midtown Miami Community Development District
- Moody River Community Development District
- Monterra Community Development District
- Narcossee Community Development District
- North Springs Improvement District
- Oakstead Community Development District
- Old Palm Community Development District
- Orchid Grove Community Development District
- OTC Community Development District
- Overoaks Community Development District
- Palm Glades Community Development District
- Parklands Lee Community Development District
- Parklands West Community Development District
- Parkway Center Community Development District
- Pine Air Lakes Community Development District
- Pine Island Community Development District
- Pine Ridge Plantation Community Development District

ARBITRAGE SERVICES (Continued)

- Portofino Cove Community Development District
- Portofino Isles Community Development District
- Portofino Landings Community Development District
- Portofino Shores Community Development District
- Portofino Vista Community Development District
- Reunion East Community Development District
- Reunion West Community Development District
- Ridgewood Trails Community Development District
- River Place on the St. Lucie Community Dev. District
- Rolling Hills Community Development District
- Sampson Creek Community Development District
- South Dade Venture Community Development District
- South Village Community Development District
- Spicewood Community Development District
- Split Pine Community Development District
- Stonegate Community Development District
- Stoneybrook Community Development District
- Stoneybrook West Community Development District
- The Crossings at Fleming Island Comm. Dev. District
- Tison's Landing Community Development District
- Treeline Preserve Community Development District
- Turnbull Creek Community Development District
- Tuscany Reserve Community Development District
- University Place Community Development District
- Urban Orlando Community Development District
- Vasari Community Development District
- Verandah East Community Development District
- Verandah West Community Development District
- Verano Center Community Development District
- Villa Portofino East Community Development District
- Villa Vizcaya Community Development District
- Villages of Westport Comm. Development District
- Villasol Community Development District
- Vista Lakes Community Development District
- Vizcaya Community Development District
- Vizcaya in Kendall Community Development District
- Walnut Creek Community Development District
- Waterchase Community Development District
- Waterford Estates Community Development District
- Waterstone Community Development District
- Wentworth Estates Community Development District
- Westchester Community Development District #1
- Woodlands Community Development District
- Wynnfield Lakes Community Development District

**Grau provides value and services
above and beyond
the traditional auditor's "product"**

We look forward to providing **Panther Trace I Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

EXHIBIT 4.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board accepted the unaudited **August 2018** financial statements for the Panther Trace I Community Development District.

FIFTH ORDER OF BUSINESS – Business Matters

Ms. Jones presented the business matters that included Resolution 2018-09; Re-Designating Officers (**Exhibit 4**) and the contract amendment between PTI and LMP, Inc. to the Board for their review and consideration.

A. *Exhibit 4:* Consideration and Adoption of Resolution 2018-09; Re-Designating Officers

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board adopted Resolution **2018-09**, re-designating the Officers of the District as follows: **Ms. Megan Jones** to serve as Chairman, **Mr. Mike Staubitz** to serve as Vice Chairman, and **Mr. Dan O'Neill** and **Mr. Michael Themar** to serve as Assistant Secretaries; District staffing as follows: **Mr. Raymond Lotito** as Secretary, **Ms. Patricia Comings-Thibault** as Treasurer, **Mr. Maik Aagaard** as Assistant Treasurer; and **Ms. Janet Johns** as Assistant Secretary for the Panther Trace I Community Development District.

B. Consideration of Contract Amendment – between PTI and LMP, Inc.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved the Contract Amendment between LMP, Inc. and the Panther Trace I Community Development District.

SIXTH ORDER OF BUSINESS – Staff Reports

Ms. Jones opened the floor for the district staff to present their reports. Ms. Jones discussed the ADA proposal. Ms. Vitale presented the Facilities Director Report (**Exhibit 5**) that included the OLM Inspection Report and Grade Sheet, the Landscape Maintenance Professionals (LMP) Landscape Weekly Summary Report, the Monthly Remson Aquatics Pond Maintenance Report, and the Tampa Electric (TECO) Lighting Contract to the Board for their review and consideration. Ms. Vitale asked for a motion to authorize the CDD staff to solicit and approve removal and stump grinding of 19 dead pine trees, with an NTE (not to exceed) budget of \$10,500.00.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved the CDD staff to solicit and approve removal and stump grinding of 19 dead pine trees, with an NTE (not to exceed) budget of **\$10,500.00** for the Panther Trace I Community Development District.

SEVENTH ORDER OF BUSINESS – Supervisors Requests

Ms. Jones opened the floor for supervisor comments and requests. Discussion ensued concerning the accounting and management services.

EIGHTH ORDER OF BUSINESS – Adjournment

Ms. Jones asked for final questions, comments, or corrections before concluding the meeting. There being none, Mr. O'Neill made a motion to adjourn the meeting.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board adjourned the meeting for the Panther Trace I Community Development District.

**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: ☐ **Secretary** ☐ **Assistant Secretary**

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

EXHIBIT 5.

Panther Trace Community Development District

**Financial Statements
(Unaudited)**

**Period Ending
September 30, 2018**

Panther Trace CDD
Balance Sheet
September 30, 2018

	GENERAL FUND	DS2007 FUND	CONSOLIDATED TOTAL
1 <u>ASSETS:</u>			
2			
3 CASH	\$ 46,927	\$ -	\$ 46,927
4 CASH - DEBIT CARD	1,563	-	1,563
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	1,401,017	-	1,401,017
8 TRUST - REVENUE ACCT	-	228,492	228,492
9 TRUST - RESERVE ACCT	-	1	1
10 TRUST - INTEREST ACCT	-	-	-
11 ACCOUNTS RECEIVABLE	60	-	60
13 ASSESSMENTS RECEIVABLE - PY (FY13&FY14)	6,157	2,528	8,685
14 ALLOWANCE - UNAVAILABLE REVENUE	(6,157)	(2,528)	(8,685)
16 PREPAID EXPENSES	57	-	57
17 DEPOSITS	16,890	-	16,890
18 TOTAL ASSETS	<u>\$ 1,466,514</u>	<u>\$ 228,493</u>	<u>\$ 1,695,007</u>
19			
20			
21 <u>LIABILITIES:</u>			
22			
23 ACCOUNTS PAYABLE	\$ 31,767	\$ -	\$ 31,767
28			
29 <u>FUND BALANCE:</u>			
30			
31 NONSPENDABLE:			
32 PREPAID AND DEPOSITS	16,947	-	16,947
34 ASSIGNED: ONE QUARTER OPERATING CAPITAL	199,386	-	199,386
35 ASSIGNED: RENEWAL & REPLACEMENT	295,923	-	295,923
36 ASSIGNED: FY 2017 INC. IN RESERVES	115,806	-	115,806
37 ASSIGNED: FY 2018 INC. IN RESERVES	100,615	-	100,615
38 RESTRICTED:			
39 DEBT SERVICE	-	228,493	228,493
40 UNASSIGNED	706,070	-	706,070
41			
42 TOTAL LIABILITIES & FUND BALANCE	<u>\$ 1,466,514</u>	<u>\$ 228,493</u>	<u>\$ 1,695,007</u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2017 through September 30, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 787,745	\$ 811,959 (a)	\$ 24,214
3 INTEREST REVENUE	2,000	2,000	6,266	4,266
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	300	2,478	2,178
5 CH SECURITY OFFICER FEE	-	-	446	446
6 CLUBHOUSE RENTALS	2,500	2,500	3,475	975
7 INSURANCE PROCEEDS	-	-	-	-
8 DISCOUNT	-	-	-	-
9 TOTAL REVENUE	792,545	792,545	824,624	32,079
11 EXPENDITURES				
12 FINANCIAL AND ADMINISTRATIVE:				
13 BOARD OF SUPERVISORS SALARIES	12,000	12,000	7,000	5,000
14 PAYROLL TAXES (BOS STAFF)	918	918	536	382
15 PAYROLL SERVICE FEES	385	385	565	(180)
16 MANAGEMENT CONSULTING SERVICES	45,000	45,000	45,000	-
18 OFFICE SUPPLIES	300	300	1,297	(997)
19 BANK FEES	200	200	301	(101)
20 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	500	500	-	500
21 MAILING	-	-	-	-
22 SCHOOL SPONSORSHIP	-	-	200	(200)
23 OTHER MISCELLANEOUS	-	-	-	-
24 AUDITING	4,200	4,200	4,223	(23)
25 REGULATORY AND PERMIT FEES	175	175	175	-
26 LEGAL ADVERTISEMENTS	700	700	2,828	(2,128)
27 ENGINEERING SERVICES	5,000	5,000	503	4,497
28 TECHNOLOGY SERVICES & WEBSITE ADMIN	200	200	616	(416)
29 LEGAL SERVICES	7,500	7,500	7,162	338
30 COUNTY COLLECTION FEES	-	-	-	-
31 TOTAL FINANCIAL & ADMINISTRATIVE	77,078	77,078	70,406	6,672
33 INSURANCE:				
34 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	15,122	15,122	13,747	1,375
35 TOTAL INSURANCE	15,122	15,122	13,747	1,375
37 DEBT SERVICE ADMINISTRATION:				
38 DISCLOSURE REPORT	1,000	1,000	1,000	-
39 ARBITRAGE REBATE	700	700	3,250 (b)	(2,550)
40 TRUSTEE FEES	4,337	4,337	4,337	-
41 TOTAL DEBT SERVICE ADMINISTRATION	6,037	6,037	8,587	(2,550)
44 UTILITIES:				
45 UTILITIES - ELECTRICITY	106,800	106,800	112,436 (c)	(5,636)
46 UTILITIES - WATER	10,000	10,000	5,574	4,426
47 UTILITIES - SOLID WASTE DISPOSAL	1,500	1,500	1,582	(82)
48 UTILITY IMPACT FEE	650	650	625	25
49 TOTAL UTILITIES	118,950	118,950	120,217	(1,267)
51 SECURITY:				
52 SECURITY SYSTEM - CONTRACT	120	120	106	14
53 SECURITY PATROL	30,000	30,000	22,641	7,359
54 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)	-	-	2,865	(2,865)
55 TOTAL SECURITY	30,120	30,120	25,612	4,508
57 PHYSICAL ENVIRONMENT:				
58 LAKE & POND - WATERWAY MANAGEMENT SYSTEM	12,300	12,300	12,300	-
59 LAKE & POND MAINTENANCE - OTHER	5,500	5,500	4,290	1,210
60 ENTRY & WALLS MAINTENANCE	7,500	7,500	-	7,500
61 LANDSCAPE MAINTENANCE - CONTRACT	158,665	158,665	158,664	1
62 LANDSCAPE CONSULTING (INSPECTION)	15,120	15,120	15,120	-
63 LANDSCAPE - MISCELLANEOUS	50,000	50,000	-	50,000
64 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	-	-	30,999	(30,999)
65 TREE MAINTENANCE/REMOVAL	-	-	6,625	(6,625)
66 WATER PERMITS	-	-	6,725	(6,725)
67 OTHER LANDSCAPE MISCELLANEOUS	-	-	3,587	(3,587)
68 IRRIGATION REPAIRS & MAINTENANCE	7,500	7,500	9,368	(1,868)
69 DECORATIVE LIGHT MAINTENANCE	1,200	1,200	1,170	30
70 PAVEMENT REPAIRS	1,000	1,000	-	1,000
71 PEST CONTROL	960	960	960	-
72 FIELD CONTINGENCY	10,000	10,000	5,633	4,367
73 TOTAL PHYSICAL ENVIRONMENT	269,745	269,745	255,441	14,304

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2017 through September 30, 2018

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
75				
76	PARKS AND RECREATION:			
77	COMMUNICATIONS (TEL., CELL, INT)	3,300	3,300	2,864
78	CLUBHOUSE MANAGER & STAFF (DEC HR)	68,000	68,000	68,053
79	CLUBHOUSE STAFF TAXES	5,202	5,202	5,992
80	CLUBHOUSE WORKMANS COMP INSURANCE	1,200	1,200	1,189
81	CLUBHOUSE STAFF PAYROLL FEES	2,700	2,700	2,828
82	CLUB FACILITY - INTERIOR FURNISHINGS	2,500	2,500	540
83	CLUB FACILITY MAINTENANCE	18,000	18,000	10,338
84	POOL MAINTENANCE - CONTRACT	11,200	11,200	11,100
85	POOL MAINTENANCE - OTHER	6,000	6,000	6,416
86	POOL PERMIT	275	275	275
87	CLUBHOUSE SUPPLIES	2,000	2,000	3,520
88	PARK FACILITY MAINTENANCE	8,000	8,000	5,807
89	CAPITAL IMPROVEMENTS	20,000	20,000	-
90	SPECIAL EVENTS	25,000	25,000	19,283
91	DECORATIVE LIGHT/HOLIDAY	1,000	1,000	160
92	MISCELLANEOUS	500	500	-
93	STORAGE	-	-	907
94	SIGNS	-	-	33
	OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	-	-	4,811
95		-	-	(4,811)
96	TOTAL PARKS AND RECREATION	174,877	174,877	144,116
97				30,761
98	TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	691,930	691,930	638,126
99				53,803
100	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	100,615	100,615	186,498
101				85,882
102	CAPITAL RESERVES:			
103	CAPITAL ASSET RESERVES	100,615	100,615	135,885
104	TOTAL CAPITAL RESERVES	100,615	100,615	135,885
105				(35,270)
106	TOTAL EXPENDITURES	792,545	792,544	774,011
107				18,533
108	FUND BALANCE - BEGINNING	1,299,743	1,299,743	1,384,134
109	INCREASE IN RESERVES FOR RENEWAL	100,615	100,615	-
110				1,384,134
111	FUND BALANCE - ENDING	\$ 1,400,358	\$ 1,400,358	\$ 1,434,747
112				\$ 1,404,671
113				
114	a) Assessment budget, year-to-date budget and actual collections reported at net.			
115	b) Prior Year Arbitrage Calculation Required, amounts rolled over from PY fund balance			
116	c) Effective January 16, 2017, TECO had a rate increase for the basic service charge per month and the energy charge per kWh			
117	d) Bathroom Renovation, Solar & Heat Pump, and Split System (A/C) & Compressor.			
118				
119				
120				
121				
122				
123				
124				
125				
126				

Renewal & Replacement (Reserve)			
Reserve for Renewal & Replacement	\$	431,808	
FY 2017	\$	115,806	
FY 2018	\$	100,615	
Solar & Heat Pump	\$	(98,803)	
Bathroom Renovation	\$	(27,357)	
Split System (A/C) & Compressor	\$	(9,725)	
Total	\$	512,344	

Panther Trace CDD
Debt Service Fund- Series 2007
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2017 through September 30, 2018

	ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 318,792	\$ 318,792	\$ 328,593	\$ 9,801
4 INTEREST REVENUE	-	-	2,875	2,875
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
7 TOTAL REVENUE	318,792	318,792	331,468	12,676
8				
9				
10				
11 EXPENDITURES				
12 INTEREST EXPENSE	171,825	171,825	171,825	-
13 PRINCIPAL RETIREMENT	150,000	150,000	150,000	-
14				
15 TOTAL EXPENDITURES	321,825	321,825	321,825	-
16				
17				
18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(3,033)	(3,033)	9,643	12,676
19				
20 FUND BALANCE - BEGINNING	-	-	218,850	218,850
21				
22 FUND BALANCE - ENDING	\$ (3,033)	\$ (3,033)	\$ 228,493	\$ 231,526

23
24 a) Assessment budget reported at gross and year-to-date budget and actual collections adjusted for net tax collections.

**Panther Trace CDD
Cash Reconciliation (GF)
September 30, 2018**

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 46,924.85
Add: Deposits in Transit	681.00
Less: Outstanding Checks	(679.10)
<i>Adjusted Bank Balance</i>	<u>\$ 46,926.75</u>

Beginning Bank Balance Per Books	\$ 31,399.43
Cash Receipts	50,806.53
Cash Disbursements	(35,279.21)
<i>Cash Balance Per Books</i>	<u>\$ 46,926.75</u>

EXHIBIT 7.



Facilities Director Report

10-23-2018

Clubhouse & Community

- Pressure washing of the clubhouse will be done to prepare for the upcoming holiday events
- Holiday lighting is scheduled for the weekend of Thanksgiving.
- Over seeding of the multipurpose field is scheduled for November
- The clubhouse is still seeing continued rental usage and remains booked through the end of the year
- Aquatics Maintenance Proposals will be presented at the November/December meeting



September	
Category	Amount
Rentals Fees	\$415.00
Pool Cabana Rental Fees	\$100.00
Vendor Usage Fees	\$250.00
Security Officer Fees	\$202.00
Amenities Access Fees	\$90.00
Miscellaneous	\$10.00
Total	\$1,067.00

Deposit Summary September 2018



Community Events

- ❖ October 26th All ages Canvas Painting
- ❖ November 3rd Fall Festival, movie Night & Blood Drive
- ❖ November 30th Holiday Wine Glass Craft Adult Event
- ❖ December 8th Holiday party



Volunteers Needed!



- Panther Trace CDD-Phase I will host the annual Fall Festival on November 3, 2018
- Volunteers are needed 2:45pm-6:15pm
- We are looking for people to assist the face painters and balloon twisters.
- We are also looking for people to help the inflatable attendants.
- Volunteers will receive a ticket for a hotdog meal from Cub Scout Pack 909.
- This is a great opportunity to get hours for Bright Futures and other community service organizations!
- If interested, please contact Monica at 813-671-8023 or MonicaVitaleCAM@gmail.com

Panther Trace CDD-Phase I Fall Canvas Painting



- All Ages Welcome!
- Create a Frankenstein or Ghost!
- Friday October 26th 3pm-7pm
- Panther Trace Phase I Clubhouse
- Children must be accompanied by an adult.
- Phase I & II Residents and guests welcome!
- Cost is \$3 per canvas
- A Grab and Go snack will be available upon completion.
- Must RSVP to MonicavitaleCAM@gmail.com or 813-671-8023



Landscape Reports

10-23-2018

PANTHER TRACE

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	2	Broad leaf
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10	2	Cycad scale
PRUNING	10		
CLEANLINESS	10	2	Gravel in roadway
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		16

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
MAXIMUM VALUE	145		



Date 10-1-18 Score: 96 Performance Payment™ % 100

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____



PANTHER TRACE CDD

LANDSCAPE INSPECTION
October 1, 2018

ATTENDING:
GARTH RINARD – LMP, INC.
PAUL WOODS – OLM, INC.

SCORE: 96%

NEXT INSPECTION
NOVEMBER 5TH, 2018 AT 1:00 PM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS 09/18/18

PANTHER TRACE BOULEVARD

17. Greystone entrance: Control weeds in the Asiatic Jasmine planting.

CATEGORY II: MAINTENANCE ITEMS

301 ENTRANCE

1. Across the US 301 frontage: Redistribute the remaining bed mulch in the Oleanders to cove bare soil.
2. Across the US 301 frontage: Continue to fertilize the Oleanders, to promote vigorous new blooms. I would suggest heavier applications rates to produce improved new growth/blooms.
3. At Panther Trace Blvd.: Remove the sand, gravel, and debris in the crosswalk.
4. Entrance monument: Minimally prune the Ligustrums and Magnolias to improve visibility to the monument feature.

PANTHER TRACE BOULEVARD

5. Huntington roundabout: control grassy weeds in the Asiatic Jasmine diamond.
6. Greystone entrance: Monitor for turf disease and treat the turf for fungus, replace under warranty any areas of turf that does not recover.
7. Along the Greystone entrance berm: Monitor the Fakahatchee Grass for mite damage.
8. Maintain sidewalk clearance for pedestrians on the street trees.
9. Detail pond shore of litter and debris during mowing operations.
10. Stratford entrance island at Passage Lane: Control bed weeds in the Asiatic Jasmine planting.
11. Passage entrance: Prune the Fakahatchee Grass overgrowing the sign.
12. Passage entrance: Rejuvenate prune the Fountain Grasses once they complete their

bloom cycle.

13. Ocelot entrance: Improve vigor and fertility in the Indian Hawthorn.
14. Berkshire entrance: Monitor and control Asiatic Cycad Scale.
15. West end of the Rodeo property line: Prune back the Brazilian Pepper overgrowing the mowables.

CLUBHOUSE

16. Adjacent to the playground: Improve fertility to the Queen palms.
17. Parking area: Complete mulching on the exit side of the parking.
18. Entrance: Maintain a symmetrical spiral form in the Eugenia topiaries.
19. Lightly hand prune the multi-stem Hibiscus, promoting a dense shrub at window sill height.
20. Front right corner of the Clubhouse: With sanitized pruning tools maintain a topiary form in the large Holly tree.
21. Pool: Improve fertility to the Ligustrum screening the pool pump enclosure fence.

SPORTS FIELD

22. Complete turf weed services prior to over seed to avoid germination problems.
23. Monitor soil moisture in aerated turf adjusting as needed to avoid excessive dryness.

CATEGORY III: IMPROVEMENTS – PRICING

1. 12700 Block of Stand Bridge: Provide a price to remove the illegal dumping in the conservation easement.

CATEGORY IV: NOTES TO OWNER

NONE

CATEGORY V: NOTES TO CONTRACTOR

1. Confirm with Monica any fall events which occur in the sports field for Q 4 / 2018.

PGW:kn

cc: Monica Vitale ptreccentermanager@verizon.net
Scott Carlson scott.carlson@lmppro.com
Garth Rinard garth.rinard@lmppro.com
Barbara Gonzalez ARpayments@lmppro.com



October 1, 2018

Monica Vitale, LCAM, Facilities Director
Panther Trace CDD – Phase I
12515 Bramfield Dr.
Riverview, Florida 33579

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 09/24/18:

1. Mow, edge, line trim, blow common and ponds throughout common areas. Note: Areas of Bahia (Pond and internal cul-de-sac/ parks shift to a bi-weekly mow cycle effective October. St. Augustine mowing remains weekly until the first of November.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Irrigation adjustments for new flowers and plant material.
4. Magnolia leaf drop removal (on-going).
5. Select prune viburnum, loropetalum along Panther Trace Blvd. (continued)
6. Hand weed entrances as needed.
7. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 9/24 – 10/1 was a cumulative 1.22 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .61 inches on Thursday 9/27. Soil temperatures reported as an average 83.12.
8. Panther Trace Weather Station (KFLRIVER86) reporting max rainfall during the week was .49" on Tuesday 9/25, with a cumulative rainfall total of 2.22" for the period 9/24 – 10/1.

Please review. Should you have any questions or need further information please do not hesitate to contact me at your convenience.

Sincerely,

Garth Rinard

Garth Rinard, Account Manager
O: 813.757.6500
C: 813.478.9678
garth.rinard@lmppro.com

cc: Paul Woods, OLM, Inc.



October 8, 2018

Monica Vitale, LCAM, Facilities Director
Panther Trace CDD – Phase I
12515 Bramfield Dr.
Riverview, Florida 33579

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 10/01/18:

1. Mow, edge, line trim, blow common and ponds throughout common areas. Note: Areas of Bahia (Pond and internal cul-de-sac/ parks shift to a bi-weekly mow cycle effective October. St. Augustine mowing remains weekly until the first of November).
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Clubhouse and pool area detail.
4. Sod repair along Panther Trace Blvd. Irrigation schedule adjustments
5. Mainline repair at Well A (Panther Trace Blvd/ US 301 – exit side)
6. Magnolia leaf drop removal (on-going).
7. Hand weed entrances as needed.
8. OLM inspection.
9. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 10/1 – 10/8 was a cumulative .26 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .07 inches on Friday 10/5. Soil temperatures reported as an average 81.43
10. Panther Trace Weather Station (KFLRIVER86) reporting max rainfall during the week was .17" on Thursday 10/4, with a cumulative rainfall total of .29" for the period 10/1 – 10/8.

Please review. Should you have any questions or need further information please do not hesitate to contact me at your convenience.

Sincerely,

Garth Rinard

Garth Rinard, Account Manager
O: 813.757.6500
C: 813.478.9678
garth.rinard@lmppro.com

cc: Paul Woods, OLM, Inc.



October 15, 2018

Monica Vitale, LCAM, Facilities Director
Panther Trace CDD – Phase I
12515 Bramfield Dr.
Riverview, Florida 33579

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 10/08/18:

1. Mow, edge, line trim, blow common and ponds throughout common areas. Note: Areas of Bahia (Pond and internal cul-de-sac/ parks shift to a bi-weekly mow cycle effective October. St. Augustine mowing remains weekly until the first of November).
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Clubhouse and pool area detail.
4. Round-up weed control.
5. Magnolia leaf drop removal (on-going).
6. Hand weed entrances as needed.
7. Detail, select prune/ trim at US 301 entrance.
8. Pine tree removals and Huntington palm removal the week of 10/15.
9. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 10/8 – 10/15 was a cumulative .31 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .10 inches on Thursday 10/11. Soil temperatures reported as an average 82.09
10. Panther Trace Weather Station (KFLRIVER86) reporting max rainfall during the week was .49" on Thursday 10/11, with a cumulative rainfall total of .92" for the period 10/8 – 10/15.

Please review. Should you have any questions or need further information please do not hesitate to contact me at your convenience.

Sincerely,

Garth Rinard

Garth Rinard, Account Manager
O: 813.757.6500
C: 813.478.9678
garth.rinard@lmppro.com

cc: Paul Woods, OLM, Inc.