

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
January 22, 2019
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, January 22, 2019 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, January 22, 2019

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. Audience Comments
- III. Administrative Matters
 - A. Consideration and Approval of Minutes of the December 4 2018 Meeting **Exhibit 1**
 - B. Acceptance of the November & December 2018 Financial Statements **Exhibit 2**
 - C. Acceptance of the November & December 2018 Operations & Maintenance Expenditures **Exhibit 3**
- IV. Business Matters
 - A.
- V. Staff Reports
 - A. District Manager
 - B. District Counsel
 - C. District Engineer
 - D. Facilities Director
 - Facilities Director's Report January 22, 2019 **Exhibit 4**
 - Review of the OLM Inspection Report, Grade Sheet and LMP Landscape Weekly Summary Report **Exhibit 5**
 - Consideration & Acceptance of LMP Pond Erosion Sod Replacement Proposal – 12307 Adventure Drive - \$730.00 **Exhibit 6**
- VI. Supervisors' Requests
- VII. Adjournment

EXHIBIT 1.

B. **Exhibit 2:** Consideration and Adoption of Resolution 2019-02; Designation of Officers

Mr. Lotito requested nominations from the Board to appoint a chair and vice chair. Nominations are as follows:

- **Chairman:** Ms. Megan Jones
Nominated by: 1) Mr. Dan O'Neill, 2) Mr. Michael Staubitz
- **Vice Chairman:** Mr. Michael Staubitz
Nominated by: 1) Ms. Megan Jones, 2) Mr. Dan O'Neill

On a MOTION by Mr. Staubitz, SECONDED by Mr. O'Neill, WITH ALL IN FAVOR, the Board adopted Resolution 2019-02, designating the Officers of the District as follows: Ms. Megan Jones to serve as Chairman, Mr. Michael Staubitz to serve as Vice Chairman, and Mr. Dan O'Neill, Mr. Michael Themar, and Mr. Michael Staubitz 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.

FOURTH ORDER OF BUSINESS – Administrative Matters

A. **Exhibit 3:** Consideration and Approval of the October 23, 2018 Meeting Minutes

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors regular and audit committee meeting held on **October 23, 2018** as presented for the Panther Trace I Community Development District.

B. **Exhibit 4:** Acceptance of the October 2018 Financial Statements

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board accepted the **October 2018** Financial Statements as presented for the Panther Trace I Community Development District.

C. **Exhibit 5:** Acceptance of the October 2018 Operations & Maintenance Expenditures

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board accepted the **October 2018** Operations & Maintenance Expenditures as amended for the Panther Trace I Community Development District.

FIFTH ORDER OF BUSINESS – Business Matters

A. **Exhibit 6:** Consideration and Adoption of Resolution 2019-01; FY 2018-2019 Budget Amendment

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved the Adoption of Resolution **2019-01**; FY 2018-2019 Budget Amendment for the Panther Trace I Community Development District.

B. **Exhibit 7:** Review of ADA Website Requirements

Ms. Vitale provided the Board with an update as a follow up to the Board's motion from the October 23, 2018 meeting that authorized staff to gather scope of services and pricing in relation to ADA website compliance. Discussion ensued. At the conclusion of the discussion, Ms. Jones requested that Ms. Vitale re-evaluate the website options and work within the confines of district counsel's directives and for

DPFG staff to provide Ms. Vitale with meeting minutes and agendas that are in a compliant format for ADA website postings.

C. Exhibit 8: Consideration of Aquatics Maintenance Proposals

On a MOTION by Mr. Staubitz, SECONDED by Mr. Themar, WITH Mr. Staubitz, Mr. Themar, and Ms. Jones Voting AYE, and Mr. O'Neill abstaining from voting given his own residential, the Board approved the motion to select Aquatic Systems, Inc. for aquatics maintenance for the Panther Trace I Community Development District.

D. Exhibit 9: Consideration of LLS Tax Solutions Engagement Letter

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board accepted the LLS Tax Solutions Engagement Letter for the Panther Trace I Community Development District.

SIXTH ORDER OF BUSINESS – Staff Reports

Ms. Jones opened the floor for the district staff to present and review the items of their staff reports. Mr. Lotito provided the Board with an update as a follow up to the Board's inquiry and request from the October 23, 2018 meeting in reference to the September 19, 2018 Paychex charges and the redefined scope of services of the DPGF Management & Consulting LLC contract. Discussion ensued. **After the discussion**, Ms. Vitale presented and reviewed the items of the Facilities Director's Report (**Exhibit 10**) that included the OLM Inspection Report and Grade Sheet and the Landscape Maintenance Professionals, Inc. ("LMP") Landscape Weekly Summary Report (**Exhibit 11**). Discussion ensued.

SEVENTH ORDER OF BUSINESS – Supervisors Requests

There being none, next item followed.

NINTH ORDER OF BUSINESS – Adjournment

Ms. Jones asked for final questions, comments, or corrections before adjourning the meeting. There being no new additional items, and upon a motion duly made, seconded and unanimously carried, Ms. Jones declared the meeting adjourned.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, 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

Raymond J. Lotito

Printed Name

122

123 **Title:** ☐ **Secretary** ☐ **Assistant Secretary**

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

EXHIBIT 2.

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
November 30, 2018

Panther Trace CDD
Balance Sheet
November 30, 2018

	GENERAL FUND	DS2007 FUND	CONSOLIDATED TOTAL
1 <u>ASSETS:</u>			
2			
3 CASH	\$ 31,231	\$ -	\$ 31,231
4 CASH - DEBIT CARD	1,745	-	1,745
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	1,384,687	-	1,384,687
8 TRUST - REVENUE ACCT	-	146,591	146,591
9 TRUST - RESERVE ACCT	-	1	1
10 TRUST - INTEREST ACCT	-	-	-
11 ACCOUNTS RECEIVABLE	1,114	-	1,114
12 ON ROLL ASSESSMENTS RECEIVABLE - CY	735,750	297,754	1,033,504
13 ASSESSMENTS RECEIVABLE - PY (FY13&FY14)	6,157	2,528	8,685
14 ALLOWANCE - UNAVAILABLE REVENUE	(6,157)	(2,528)	(8,685)
15 DUE FROM OTHER FUNDS	-	23,230	23,230
16 PREPAID EXPENSES	625	-	625
17 DEPOSITS	16,890	-	16,890
18 TOTAL ASSETS	<u>\$ 2,172,042</u>	<u>\$ 467,576</u>	<u>\$ 2,639,618</u>
19			
20			
21 <u>LIABILITIES:</u>			
22			
23 ACCOUNTS PAYABLE	\$ 40,930	\$ -	\$ 40,930
24 SALES TAX	73	-	73
25 ACCRUED EXPENSES	-	-	-
26 DEFERRED REVENUE (ON-ROLL)	735,750	297,754	1,033,504
27 DUE TO DS FUND	23,230	-	23,230
28			
29 <u>FUND BALANCE:</u>			
30			
31 NONSPENDABLE:			
32 PREPAID AND DEPOSITS	17,515	-	17,515
34 ASSIGNED: ONE QUARTER OPERATING CAPITAL	198,136	-	198,136
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 ASSIGNED: FY 2019 INC. IN RESERVES	70,900	-	70,900
39 RESTRICTED:			
40 DEBT SERVICE	-	169,822	169,822
41 UNASSIGNED	573,164	-	573,164
42			
43 TOTAL LIABILITIES & FUND BALANCE	<u>\$ 2,172,042</u>	<u>\$ 467,576</u>	<u>\$ 2,639,618</u>

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

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 78,775	\$ 51,996 (a)	\$ (26,779)
3 INTEREST REVENUE	2,000	333	3,049	2,716
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	50	-	(50)
5 CH SECURITY OFFICER FEE	-	-	122	122
6 CLUBHOUSE RENTALS	2,500	417	425	8
7 INSURANCE PROCEEDS	-	-	-	-
8 DISCOUNT	-	-	-	-
9 TOTAL REVENUE	792,545	79,575	55,592	(23,983)
11 EXPENDITURES				
12 FINANCIAL AND ADMINISTRATIVE:				
13 BOARD OF SUPERVISORS SALARIES	12,000	2,000	1,400	600
14 PAYROLL TAXES (BOS STAFF)	918	153	107	46
15 PAYROLL SERVICE FEES	715	119	126	(7)
16 MANAGEMENT CONSULTING SERVICES	45,000	7,500	7,500	-
18 OFFICE SUPPLIES	500	83	-	83
19 BANK FEES	200	33	147	(114)
20 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)				
21 MAILING	50	-	-	-
22 SCHOOL SPONSORSHIP	200	-	-	-
23 OTHER MISCELLANEOUS	250	-	-	-
24 AUDITING	4,200	-	-	-
25 REGULATORY AND PERMIT FEES	175	175	175	-
26 LEGAL ADVERTISEMENTS	700	117	464	(347)
27 ENGINEERING SERVICES	5,000	833	1,093	(260)
28 TECHNOLOGY SERVICES & WEBSITE ADMIN	200	33	-	33
29 LEGAL SERVICES	7,500	1,250	1,968	(718)
30 COUNTY COLLECTION FEES	-	-	-	-
31 TOTAL FINANCIAL & ADMINISTRATIVE	77,608	12,297	12,980	(683)
32				
33 INSURANCE:				
34 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	15,122	15,122	12,846	2,276
35 TOTAL INSURANCE	15,122	15,122	12,846	2,276
36				
37 DEBT SERVICE ADMINISTRATION:				
38 DISCLOSURE REPORT	1,000	-	-	-
39 ARBITRAGE REBATE	700	-	-	-
40 TRUSTEE FEES	4,770	4,337	4,337	-
41 TOTAL DEBT SERVICE ADMINISTRATION	6,470	4,337	4,337	-
42				
43				
44 UTILITIES:				
45 UTILITIES - ELECTRICITY	123,600	20,600	4,815	15,785
46 UTILITIES - WATER	10,000	1,667	658	1,009
47 UTILITIES - SOLID WASTE DISPOSAL	1,700	425	446	(21)
48 UTILITY IMPACT FEE	650	-	-	-
49 TOTAL UTILITIES	135,950	22,692	5,919	16,773
50				
51 CLUBHOUSE STAFF:				
52 SECURITY SYSTEM - CONTRACT	120	30	34	(4)
53 SECURITY PATROL	30,000	5,000	2,619	2,381
54 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)	500	83	-	83
55 CLUBHOUSE STAFF	69,000	11,500	9,559	1,941
56 CLUBHOUSE STAFF TAXES	5,279	880	731	149
57 UNEMPLOYMENT INSURANCE	1,500	250	-	250
58 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	208	167	41
59 CLUBHOUSE STAFF PAYROLL FEES	3,000	500	407	93
60 TOTAL SECURITY	110,649	18,452	13,517	4,935
61				
62 PHYSICAL ENVIRONMENT:				
63 LAKE & POND MAINTENANCE	12,300	2,050	1,025	1,025
64 LAKE & POND MAINTENANCE - OTHER	5,500	917	985	(68)
65 ENTRY & WALLS MAINTENANCE	7,500	1,250	-	1,250
66 LANDSCAPE MAINTENANCE - CONTRACT	181,690	43,169	44,342	(1,173)
67 LANDSCAPE CONSULTING (INSPECTION)	15,120	2,520	2,520	-
68 LANDSCAPE - MISCELLANEOUS				
69 LANDSCAPE REPLACEMENT (SEEDING, EXTRAS)	16,975	1,800	1,800	-
70 TREE MAINTENANCE/REMOVAL	5,000	1,348	1,348	-
71 OTHER LANDSCAPE MISCELLANEOUS	5,000	-	-	-
72 IRRIGATION REPAIRS & MAINTENANCE	7,500	1,250	380	870
73 IRRIGATION USAGE REPORTING	2,400	400	400	-
74 DECORATIVE LIGHT MAINTENANCE	1,200	-	-	-
75 PAVEMENT REPAIRS	1,000	-	-	-
76 PEST CONTROL	960	160	160	-
77 FIELD CONTINGENCY	10,000	1,667	-	1,667
78 TOTAL PHYSICAL ENVIRONMENT	272,145	56,531	52,960	3,571

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

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
79				
80 PARKS AND RECREATION:				
81 COMMUNICATIONS (TEL, CELL, INT)	2,500	417	447	(30)
82 CLUB FACILITY - INTERIOR FURNISHINGS	2,500	-	-	-
83 CLUB FACILITY MAINTENANCE	18,000	3,000	2,516	484
84 POOL MAINTENANCE - CONTRACT	11,200	1,867	1,800	67
85 POOL MAINTENANCE - OTHER	6,000	1,000	-	1,000
86 POOL PERMIT	275	-	-	-
87 CLUBHOUSE SUPPLIES	2,500	417	303	114
88 PARK FACILITY MAINTENANCE	8,000	1,333	314	1,019
89 CAPITAL IMPROVEMENTS	17,600	-	-	-
90 SPECIAL EVENTS	25,000	4,167	7,084	(2,917)
91 DECORATIVE LIGHT/HOLIDAY	1,000	1,000	927	73
92 MISCELLANEOUS		-	-	-
93 STORAGE	900	225	208	17
94 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	8,225	1,371	-	1,371
95 TOTAL PARKS AND RECREATION	103,700	14,796	13,599	1,197
96				
97				
98 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	721,645	144,227	116,158	28,068
99				
100 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	70,900	(64,653)	(60,566)	4,086
101				
102 CAPITAL RESERVES:				
103 CAPITAL ASSET RESERVES	70,900	-	-	-
104 TOTAL CAPITAL RESERVES	70,900	-	-	-
105				
106 TOTAL EXPENDITURES	792,545	144,226	116,158	28,068
107				
108 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(64,652)	(60,566)	4,086
109				
110 FUND BALANCE - BEGINNING	1,484,488	1,484,488	1,432,625	1,432,625
111 INCREASE IN RESERVES FOR RENEWAL	70,900	-	-	-
112				
113 FUND BALANCE - ENDING	\$ 1,555,388	\$ 1,419,836	\$ 1,372,059	\$ 1,436,711

114
115
116 a) Assessment budget, year-to-date budget and actual collections reported at net.
117
118
119
120
121

Renewal & Replacement (Reserve)	
Reserve for Renewal & Replacement	\$ 431,808
FY 2017	\$ 115,806
FY 2018	\$ 100,615
FY 2019	\$ 70,900
Solar & Heat Pump	\$ (98,803)
Bathroom Renovation	\$ (27,357)
Split System (A/C) & Compressor	\$ (9,725)
Total	\$ 583,244

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

	ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 346,514	\$ 32,572	\$ 21,043	\$ (11,529)
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	637	637
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
7 TOTAL REVENUE	332,653	32,572	21,680	(10,892)
8				
9				
10				
11 EXPENDITURES				
12 COUNTY-COLLECTION FEES (ASSESSMENTS)	6,930	-	-	-
13 INTEREST EXPENSE	161,394	-	82,538	(82,538)
14 PRINCIPAL RETIREMENT	155,000	-	-	-
15 TOTAL EXPENDITURES	323,324	-	82,538	(82,538)
16				
17				
18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	9,329	32,572	(60,858)	(93,430)
19				
20 FUND BALANCE - BEGINNING	-	-	230,681	230,681
21				
22 FUND BALANCE - ENDING	\$ 9,329	\$ 32,572	\$ 169,823	\$ 137,251

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)
November 30, 2018

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 48,483.94
Add: Deposits in Transit	-
Less: Outstanding Checks	(17,252.84)
<i>Adjusted Bank Balance</i>	<u>\$ 31,231.10</u>
Beginning Bank Balance Per Books	\$ 35,628.50
Cash Receipts	50,454.92
Cash Disbursements	(54,852.32)
<i>Cash Balance Per Books</i>	<u>\$ 31,231.10</u>

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
December 31, 2018

Panther Trace CDD
Balance Sheet
December 31, 2018

	GENERAL FUND	DS2007 FUND	CONSOLIDATED TOTAL
1 <u>ASSETS:</u>			
2			
3 CASH	\$ 44,589	\$ -	\$ 44,589
4 CASH - DEBIT CARD	1,489	-	1,489
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	2,247,023	-	2,247,023
8 TRUST - REVENUE ACCT	-	146,809	146,809
9 TRUST - RESERVE ACCT	-	1	1
10 TRUST - INTEREST ACCT	-	-	-
11 ACCOUNTS RECEIVABLE	20	-	20
12 ON ROLL ASSESSMENTS RECEIVABLE - CY	52,436	21,221	73,657
13 ASSESSMENTS RECEIVABLE - PY (FY13&FY14)	6,157	2,528	8,685
14 ALLOWANCE - UNAVAILABLE REVENUE	(6,157)	(2,528)	(8,685)
15 DUE FROM OTHER FUNDS	-	299,764	299,764
16 PREPAID EXPENSES	4,375	-	4,375
17 DEPOSITS	16,890	-	16,890
18 TOTAL ASSETS	<u>\$ 2,366,822</u>	<u>\$ 467,795</u>	<u>\$ 2,834,617</u>
19			
20			
21 <u>LIABILITIES:</u>			
22			
23 ACCOUNTS PAYABLE	\$ 2,725	\$ -	\$ 2,725
24 SALES TAX	-	-	-
25 ACCRUED EXPENSES	-	-	-
26 DEFERRED REVENUE (ON-ROLL)	52,436	21,221	73,657
27 DUE TO DS FUND	299,764	-	299,764
28			
29 <u>FUND BALANCE:</u>			
30			
31 NONSPENDABLE:			
32 PREPAID AND DEPOSITS	21,265	-	21,265
34 ASSIGNED: ONE QUARTER OPERATING CAPITAL	198,136	-	198,136
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 ASSIGNED: FY 2019 INC. IN RESERVES	70,900	-	70,900
39 RESTRICTED:			
40 DEBT SERVICE	-	446,574	446,574
41 UNASSIGNED	1,209,252	-	1,209,252
42			
43 TOTAL LIABILITIES & FUND BALANCE	<u>\$ 2,366,822</u>	<u>\$ 467,795</u>	<u>\$ 2,834,617</u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through December 31, 2018

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 472,647	\$ 735,309 (a)	\$ 262,662
3 INTEREST REVENUE	2,000	500	5,544	5,044
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	75	230	155
5 CH SECURITY OFFICER FEE	-	-	243	243
6 CLUBHOUSE RENTALS	2,500	625	550	(75)
7 INSURANCE PROCEEDS	-	-	-	-
8 DISCOUNT	-	-	-	-
9 TOTAL REVENUE	792,545	473,847	741,876	268,029
11 EXPENDITURES				
12 FINANCIAL AND ADMINISTRATIVE:				
13 BOARD OF SUPERVISORS SALARIES	12,000	3,000	2,200	800
14 PAYROLL TAXES (BOS STAFF)	918	230	168	62
15 PAYROLL SERVICE FEES	715	179	208	(29)
16 MANAGEMENT CONSULTING SERVICES	45,000	11,250	11,250	-
18 OFFICE SUPPLIES	500	125	94	31
19 BANK FEES	200	50	163	(113)
20 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)				
21 MAILING	50	-	-	-
22 SCHOOL SPONSORSHIP	200	-	-	-
23 OTHER MISCELLANEOUS	250	-	-	-
24 AUDITING	4,200	-	-	-
25 REGULATORY AND PERMIT FEES	175	175	175	-
26 LEGAL ADVERTISEMENTS	700	175	464	(289)
27 ENGINEERING SERVICES	5,000	1,250	1,093	157
28 TECHNOLOGY SERVICES & WEBSITE ADMIN	200	50	-	50
29 LEGAL SERVICES	7,500	1,875	2,752	(877)
30 COUNTY COLLECTION FEES	-	-	-	-
31 TOTAL FINANCIAL & ADMINISTRATIVE	77,608	18,358	18,567	(209)
32				
33 INSURANCE:				
34 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	15,122	15,122	12,846	2,276
35 TOTAL INSURANCE	15,122	15,122	12,846	2,276
36				
37 DEBT SERVICE ADMINISTRATION:				
38 DISCLOSURE REPORT	1,000	-	-	-
39 ARBITRAGE REBATE	700	-	-	-
40 TRUSTEE FEES	4,770	4,337	4,337	-
41 TOTAL DEBT SERVICE ADMINISTRATION	6,470	4,337	4,337	-
42				
43				
44 UTILITIES:				
45 UTILITIES - ELECTRICITY	123,600	20,600	16,194	4,406
46 UTILITIES - WATER	10,000	2,500	658	1,842
47 UTILITIES - SOLID WASTE DISPOSAL	1,700	567	595	(28)
48 UTILITY IMPACT FEE	650	650	631	19
49 TOTAL UTILITIES	135,950	24,317	18,078	6,239
50				
51 CLUBHOUSE STAFF:				
52 SECURITY SYSTEM - CONTRACT	120	40	44	(4)
53 SECURITY PATROL	30,000	7,500	3,753	3,747
54 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)	500	125	-	125
55 CLUBHOUSE STAFF	69,000	17,250	14,843	2,407
56 CLUBHOUSE STAFF TAXES	5,279	1,320	1,135	185
57 UNEMPLOYMENT INSURANCE	1,500	375	-	375
58 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	313	259	54
59 CLUBHOUSE STAFF PAYROLL FEES	3,000	750	625	125
60 TOTAL SECURITY	110,649	27,672	20,659	7,013
61				
62 PHYSICAL ENVIRONMENT:				
63 LAKE & POND MAINTENANCE	12,300	3,075	2,050	1,025
64 LAKE & POND MAINTENANCE - OTHER	5,500	1,375	985	390
65 ENTRY & WALLS MAINTENANCE	7,500	1,875	-	1,875
66 LANDSCAPE MAINTENANCE - CONTRACT	181,690	56,391	57,910	(1,519)
67 LANDSCAPE CONSULTING (INSPECTION)	15,120	3,780	3,780	-
68 LANDSCAPE - MISCELLANEOUS				
69 LANDSCAPE REPLACEMENT (SEEDING, EXTRAS)	16,975	2,361	2,361	-
70 TREE MAINTENANCE/REMOVAL	5,000	1,348	1,348	-
71 OTHER LANDSCAPE MISCELLANEOUS	5,000	-	-	-
72 IRRIGATION REPAIRS & MAINTENANCE	7,500	1,875	380	1,495
73 IRRIGATION USAGE REPORTING	2,400	600	600	-
74 DECORATIVE LIGHT MAINTENANCE	1,200	-	-	-
75 PAVEMENT REPAIRS	1,000	-	-	-
76 PEST CONTROL	960	240	240	-
77 FIELD CONTINGENCY	10,000	2,500	-	2,500
78 TOTAL PHYSICAL ENVIRONMENT	272,145	75,420	69,654	5,766

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through December 31, 2018

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
79				
80 PARKS AND RECREATION:				
81 COMMUNICATIONS (TEL, CELL, INT)	2,500	625	552	73
82 CLUB FACILITY - INTERIOR FURNISHINGS	2,500	-	-	-
83 CLUB FACILITY MAINTENANCE	18,000	5,087	5,438	(351)
84 POOL MAINTENANCE - CONTRACT	11,200	2,800	2,625	175
85 POOL MAINTENANCE - OTHER	6,000	1,500	100	1,400
86 POOL PERMIT	275	-	-	-
87 CLUBHOUSE SUPPLIES	2,500	625	522	103
88 PARK FACILITY MAINTENANCE	8,000	2,000	314	1,686
89 CAPITAL IMPROVEMENTS	17,600	-	-	-
90 SPECIAL EVENTS	25,000	6,250	7,699	(1,449)
91 DECORATIVE LIGHT/HOLIDAY	1,000	1,000	927	73
92 MISCELLANEOUS		-	-	-
93 STORAGE	900	300	286	14
94 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	8,225	2,056	-	2,056
95 TOTAL PARKS AND RECREATION	103,700	22,243	18,463	3,780
96				
97				
98 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	721,645	187,471	162,604	24,866
99				
100 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	70,900	286,376	579,272	292,895
101				
102 CAPITAL RESERVES:				
103 CAPITAL ASSET RESERVES	70,900	-	-	-
104 TOTAL CAPITAL RESERVES	70,900	-	-	-
105				
106 TOTAL EXPENDITURES	792,545	187,470	162,604	24,866
107				
108 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	286,377	579,272	292,895
109				
110 FUND BALANCE - BEGINNING	1,484,488	1,484,488	1,432,625	1,432,625
111 INCREASE IN RESERVES FOR RENEWAL	70,900	-	-	-
112				
113 FUND BALANCE - ENDING	\$ 1,555,388	\$ 1,770,864	\$ 2,011,897	\$ 1,725,520

114
115
116 a) Assessment budget, year-to-date budget and actual collections reported at net.
117
118
119
120
121

Renewal & Replacement (Reserve)	
Reserve for Renewal & Replacement	\$ 431,808
FY 2017	\$ 115,806
FY 2018	\$ 100,615
FY 2019	\$ 70,900
Solar & Heat Pump	\$ (98,803)
Bathroom Renovation	\$ (27,357)
Split System (A/C) & Compressor	\$ (9,725)
Total	\$ 583,244

Panther Trace CDD
Debt Service Fund- Series 2007
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through December 31, 2018

	ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 346,514	\$ 195,434	\$ 297,576	\$ 102,142
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	855	855
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
7 TOTAL REVENUE	332,653	195,434	298,431	102,997
8				
9				
10				
11 EXPENDITURES				
12 COUNTY-COLLECTION FEES (ASSESSMENTS)	6,930	-	-	-
13 INTEREST EXPENSE	161,394	-	82,538	(82,538)
14 PRINCIPAL RETIREMENT	155,000	-	-	-
15 TOTAL EXPENDITURES	323,324	-	82,538	(82,538)
16				
17				
18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	9,329	195,434	215,893	20,459
19				
20 FUND BALANCE - BEGINNING	-	-	230,681	230,681
21				
22 FUND BALANCE - ENDING	\$ 9,329	\$ 195,434	\$ 446,574	\$ 251,140

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)
December 31, 2018**

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 66,567.48
Add: Deposits in Transit	-
Less: Outstanding Checks	(21,978.20)
<i>Adjusted Bank Balance</i>	<u>\$ 44,589.28</u>
Beginning Bank Balance Per Books	\$ 31,231.10
Cash Receipts	101,576.14
Cash Disbursements	(88,217.96)
<i>Cash Balance Per Books</i>	<u>\$ 44,589.28</u>

EXHIBIT 4.

Panther Trace CDD- Phase I Facilities Director Report

January 22, 2019

Clubhouse Deposit Information

November 2018

November	
Category	Amount
Rentals Fees	\$125.00
Pool Cabana Rental Fees	
Vendor Usage Fees	\$200.00
Security Officer Fees	\$121.50
Amenities Access Fees	
Miscellaneous	
Total	\$446.50

December 2018

December	
Category	Amount
Rentals Fees	
Pool Cabana Rental Fees	
Vendor Usage Fees	
Security Officer Fees	
Amenities Access Fees	\$30.00
Miscellaneous	
Total	\$30.00

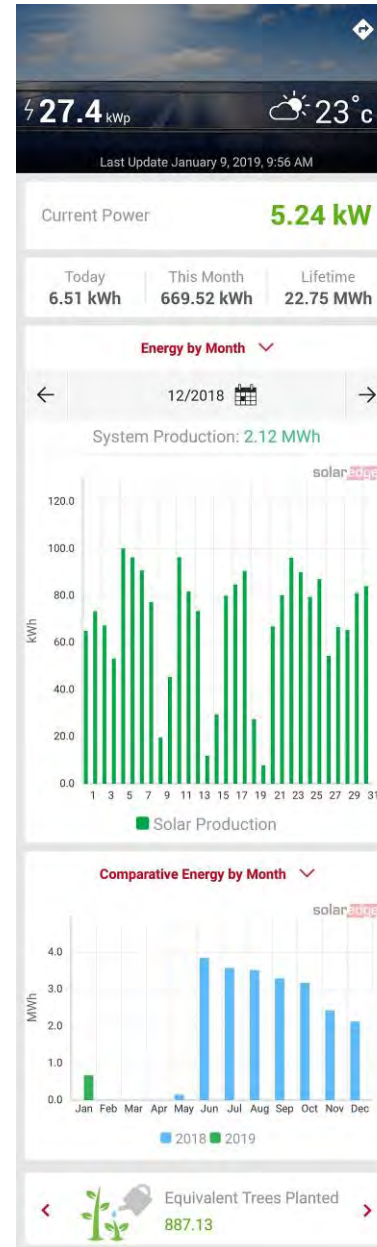
Well Meter Totals

Reported by LMP

12 Month Water Use Totals: Panther Trace CDD

MO.	Well #1	Well #2	Well #3	Well #4	TOTALS	AVGDAILY	12 MO. AVG
Jun-18	168,700	214,300	31,700	136,100	550,800	17,768	0
Jul-18	305,600	522,200	253,400	218,000	1,299,200	46,400	
Aug-18	499,800	560,600	694,500	354,600	2,109,500	68,048	
Sep-18	502,100	579,800	813,200	371,600	2,266,700	75,557	
Oct-18	595,100	672,200	922,800	493,200	2,683,300	86,558	
Nov-18	311,400	692,000	1,038,500	469,400	2,511,300	83,710	
Dec-18	621,800	437,700	410,500	451,400	1,921,400	61,981	
Jan-19	0	0	0	0	0	0	
Feb-19	0	0	0	0	0	0	
Mar-19	0	0	0	0	0	0	
Apr-19	0	0	0	0	0	0	
May-19	0	0	0	0	0	0	
TOTALS	3,004,500	3,678,800	4,164,600	2,494,300			
AVGDAILY	8,232	10,079	11,410	6,834			

Solar Power Monthly December 2018



Basketball Goals
Have been
damaged and
repaired twice.
Unfortunately
they have been
hanging from
the rims and
breaking the
bolts.



Community Events

Movie Night March 16 & 30

Spring Egg Hunt April 20

Spring Wine Glass Painting TBD

Spring Canvas Painting Adult Event & Children's Event TBD

In Planning for the Summer Party July 13

EXHIBIT 5.

LANDSCAPE

JANUARY 22, 2019





PANTHER TRACE CDD

LANDSCAPE INSPECTION

January 7, 2019

ATTENDING:

MONICA VITALE – PANTHER TRACE

GARTH RINARD – LMP, INC.

PAUL WOODS – OLM, INC.

SCORE: 95.5%

NEXT INSPECTION
FEBRUARY 4TH, 2019 AT 1:00 PM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

CLUBHOUSE

1. Near the entrance: Closely monitor the area of drought stress, increasing the fertility to reinvigorate the turf.
2. Around the perimeter of the tennis court: Control bed weeds.
3. Rake down fire ant mounds in the sports field.
4. Detail Sycamore leaf drop weekly.

BOULEVARD

5. To the east of Bramfield: Control Broadleaf turf weeds on the embankment.
6. Greystone entrance: Detail the Chinese Fan palms with sanitized pruning tools in the center median island.
7. Schedule rejuvenational pruning of Thryallis in the next 30 days.
8. Near the Passage entrance at Stratford: Hand prune the Arboricola Trinette to improve the stairstep presentation with the Viburnum hedgerow.
9. At the Wildflower Garden: Control Broadleaf turf weeds in the right of way turf strips, promoting infilling growth of the irrigated St. Augustine.
10. Adventure Drive pocket park and gazebo: Rejuvenate prune the Muhly Grass.

HUNTINGTON

11. Rejuvenate prune the Fakahatchee Grass, refertilize to promote a flush of new growth.
12. In the park: Remove the accumulation of pines straw so that it does not smother the unirrigated Bahia lawns.
13. Rake down fire ant mounds once they insects have been irradiated.

ENTRANCE

14. Control turf disease.
15. Throughout the monument: Prune up to 15 feet low branches and downward growth in the Oaks to promote improved visibility of the Magnolia and Hollies.
16. Improve fertility to the Evergreen Liriope and Agapanthus in the center median island.
17. Rejuvenate prune the Cord Grass following the bloom cycle.
18. Remove litter and debris along the shore lines.

CATEGORY III: IMPROVEMENTS – PRICING

1. Provide a price to install 6 inch and Floral 10 inch Butterfly planting, using approximately 80 plants.

CATEGORY IV: NOTES TO OWNER

NONE

CATEGORY V: NOTES TO CONTRACTOR

NONE

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

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	5	Broadleaf St. Aug and Bermuda
TURF INSECT/DISEASE MANAGEMENT	10	2	Contd fungus treatment
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	1	Fak Muhlygrass rejuv
CLEANLINESS	10	1	Shoreline debris
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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



Date 1-7-19 Score: 95.5 Performance Payment™ %100_____

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____



November 19, 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 11/12/18:

1. Mow, edge, line trim, blow common and ponds throughout common areas completed. (Note: Common area St. Augustine and Bahia mowing shifts to a bi-weekly cycle effective November 5. Weekly mowing schedule resumes in March 2019)
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Turf insect, disease, weed control.
4. Ornamental grass cutbacks – continued
5. Pool/ Clubhouse detail as needed.
6. Magnolia leaf drop removal (on-going).
7. Hand weed entrances as needed.
8. Mulch installation scheduled for Monday 11/19
9. Over-seeding scheduled for Tuesday 11/20
10. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 11/12 – 11/19 was a cumulative .79 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .36 inches on Wednesday 11/14. Soil temperatures reported as an average 72.19
11. Panther Trace Weather Station (KFLRIVER86) reporting max rainfall during the week was .88" on Wednesday 11/14, with a cumulative rainfall total of 1.27" for the period 11/12 – 11/19.
12. Thanksgiving Holiday Schedule:

Thursday	11/22	Closed
Friday	11/23	Closed

I can be reached via phone, text, or email for any after hour emergencies that may arise.

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

Happy and Safe Thanksgiving,

Garth Rinard

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

cc: Paul Woods, OLM, Inc.



November 26, 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 11/19/18:

1. Mow, edge, line trim, blow common and ponds throughout common areas – off week. (Note: Common area St. Augustine and Bahia mowing shifts to a bi-weekly cycle effective November 5. Weekly mowing schedule resumes in March 2019)
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Turf/ St. Augustine select weed control – Chamberbitter
4. Pool/ Clubhouse detail as needed.
5. Magnolia leaf drop removal (on-going).
6. Hand weed entrances as needed.
7. Mulch installation completed.
8. Over-seeding of soccer field completed.
9. Irrigation programming for field (Pump C) adjusted. Cycle/ Soak. Four (4) starts. Daily
10. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 11/19 – 11/26 was a cumulative 0.00 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .36 inches on Wednesday 11/14. Soil temperatures reported as an average 73.13
11. Panther Trace Weather Station (KFLRIVER86) **not** reporting for Monday 11/26. Previous: max rainfall during the week was .88" on Wednesday 11/14, with a cumulative rainfall total of 1.27" for the period 11/12 – 11/19.

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

Happy and Safe Thanksgiving,

Garth Rinard

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

cc: Paul Woods, OLM, Inc.



December 3, 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 11/26/18:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. (Note: Common area St. Augustine and Bahia mowing shifts to a bi-weekly cycle effective November 5. Weekly mowing schedule resumes in March 2019)
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Annuals liquid fertilization and disease (preventative) application.
4. Turf/ St. Augustine select liquid iron application to areas targeted with chamberbitter. Loss of color due to treatments for the turf weed.
5. Fakahatchee grass cutbacks completed. Muhly grass cutbacks pending bloom completion.
6. Pool/ Clubhouse detail as needed.
7. Magnolia leaf drop removal (on-going).
8. Hand weed entrances as needed.
9. Irrigation programming for field (Pump C) adjusted. Cycle/ Soak. Four (4) starts. Adjustments the week of 12/3 depending on prevailing weather and germination progress.
10. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 11/26 – 12/03 was a cumulative 0.23 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .11 inches on Monday 11/26. Soil temperatures reported as an average 72.95
11. Panther Trace Weather Station (KFLRIVER80) reporting for Monday 12/03. Max rainfall during the week was .31" on Monday 11/26, with a cumulative rainfall total of .36" for the period 11/26 – 12/03.

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

Thank you,

Garth Rinard

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

cc: Paul Woods, OLM, Inc.



December 17, 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 12/10/18:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. (Note: Common area St. Augustine and Bahia mowing shifts to a bi-weekly cycle effective November 5. Weekly mowing schedule resumes in March 2019)
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail as needed.
4. Magnolia leaf drop removal (on-going).
5. Hand weed entrances as needed.
6. Round-up weed control
7. Turf fertilization completed
8. Turf weed control.
9. Irrigation programming for field (Pump C) adjusted. Cycle/ Soak. Pump off due to rain.
10. Irrigation off at Pump B (Clubhouse) for weekend event.
11. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 12/10 – 12/17 was a cumulative 1.37 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .46 inches on Saturday 12/15. Soil temperatures reported as an average 66.74
12. Panther Trace Weather Station (KFLRIVER80) reporting for Monday 12/17. Max rainfall during the week was 2.17” on Saturday 12/15, with a cumulative rainfall total of 2.58” for the period 12/10 – 12/17.

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

Thank you,

Garth Rinard

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

cc: Paul Woods, OLM, Inc.

EXHIBIT 6.



**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

◆ 12515 Bramfield Drive ◆ Riverview, Florida 33579 ◆ (813) 671-8023

To: Board of Supervisors
From: Monica Vitale
Date: January 22, 2019
Re: Pond Erosion Sod Proposal

Dear Board,

I have requested a proposal from LMP based upon a resident's complaint and inquiry regarding the bank of the pond on Adventure Drive. Garth has provided the attached proposal. However, upon his inspection, he found that the complaint was invalid. The resident stated that there was concern that the lack of sod and erosion was causing water and mud to slide into her yard. During his inspection he noted that the embankment slopes away from her yard, and the threat of the erosion causing water or mud to slide into the resident's yard could only occur if the pond had flooded well over its bank. I am presenting the proposal as a courtesy to the resident. Thank you.

Monica Vitale
Facilities Director

Estimate

Submitted To:

Panther Trace CDD
c/o DPFG
250 International Parkway, Suite 280
Lake Mary, FL 32746

Date	1/4/2019
Estimate #	51028
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Provides for the installation of sod to re-establish sod cover on pond embankment that has worn away over time from maintenance and weather related exposure. Work to include pinning of sod to hold on slightly steeper grade embankment. Recommend work to commence at start of rain season. Work Location: 12307 Adventure Drive			
Sod	Sod - Bahia SF	400	1.00	400.00
Cleanup	Bed Prep/ Debris/ Disposal	1	247.50	247.50
Enhancements	Ground Staples	1	82.50	82.50

TERMS AND CONDITIONS:

TOTAL	\$730.00
--------------	-----------------

LMP reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. Any work performed requiring more than 5 days to complete is subject to progressive payments as portions of the work are completed. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material.

OWNER / AGENT