

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
April 23, 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, April 23, 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, April 23, 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

Pledge of Allegiance

II. Audience Comments (*limited to three minutes*)

III. Administrative Matters

- | | | |
|----|--|------------------|
| A. | Consideration and Approval of Minutes of the February 26, 2019 Meeting | Exhibit 1 |
| B. | Acceptance of the February and March 2019 Financial Statements | Exhibit 2 |
| C. | Acceptance of the March 2019 Operations & Maintenance Expenditures | Exhibit 3 |

IV. Business Matters

- | | | |
|----|--|------------------|
| A. | Review of the Issuer Annual Continuing Disclosure Report | Exhibit 4 |
| B. | Consideration and Approval of Innovative Employer Solutions Agreement | Exhibit 5 |
| C. | Consideration of LMP Proposal #58423 Replenishment of Playground Mulch - \$4,365.00 | Exhibit 6 |
| D. | Consideration of Playmore Recreational Products & Services – Mulch Delivered and Installed \$4,050 | Exhibit 7 |
| E. | Consideration of Multi-Purpose Field Usage Agreement – Nathan Thomas | Exhibit 8 |

V. Old Business Matters

- | | |
|----|------|
| A. | None |
|----|------|

VI. Staff Reports

A. District Manager

1. Update on TECO Late Charges

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report April 2019
 - Water Usage Report
 - Aquatics Report and Inspection Report
2. Review of the OLM Inspection Report, Grade Sheet and LMP Landscape Weekly Summary Report

Exhibit 9

Exhibit 10

Exhibit 11

Exhibit 12

VI. Supervisors' Requests

VII. Adjournment

EXHIBIT 1.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved the Donation of \$200.00 to Collins Elementary School for the Panther Trace I Community Development District.

- B. **Exhibit 5:** Review and Consideration of Pro-Bono Swim Lessons from Brandon Sports & Aquatics Center, YMCA

This agenda item will be brought back to the Board next month.

FIFTH ORDER OF BUSINESS – Old Business Matters

- A. **Exhibit 6:** Consideration and Acceptance of LMP Pond Erosion Sod Replacement Proposal, 12307 Adventure Drive - \$730.00

From lack of a motion from the Board, the motion dies.

SIXTH ORDER OF BUSINESS – Staff Reports

- A. District Manager

➤ Tax Issue

Mr. Lotito explained that the property was taxed because an exemption was not in place at the time. He continued to say that he filed for CDD tax exemption and negotiated the tax bill down to \$234.05.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved the motion to pay the tax bill in the amount of \$234.05 from Line 86 Capital Improvements for the Panther Trace I Community Development District.

- B. District Counsel

There being none, next item followed.

- C. District Engineer

There being none, next item followed.

- D. Facilities Director

1. **Exhibit 7:** Facilities Director's Report **February 2019**

➤ Pool Health Department Report

➤ Water Usage Report

➤ Aquatics Report and Inspection Report

2. **Exhibit 8:** Review of the OLM Inspection Report, Grade Sheet and LMP Landscape Weekly Summary Report

SEVENTH ORDER OF BUSINESS – Supervisors Requests

There being none, next item followed.

EIGHTH ORDER OF BUSINESS – Adjournment

Mr. Lotito 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, Mr. Lotito 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

Printed Name

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 2.

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
February 28, 2019

Panther Trace CDD
Balance Sheet
February 28, 2019

	GENERAL FUND	DS2007 FUND	CONSOLIDATED TOTAL
1 <u>ASSETS:</u>			
2			
3 CASH	\$ 81,399	\$ -	\$ 81,399
4 CASH - DEBIT CARD	1,630	-	1,630
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	1,853,473	-	1,853,473
8 TRUST - REVENUE ACCT	-	450,859	450,859
9 TRUST - RESERVE ACCT	-	1	1
10 TRUST - INTEREST ACCT	-	-	-
11 ACCOUNTS RECEIVABLE	-	-	-
12 ON ROLL ASSESSMENTS RECEIVABLE - CY	34,144	13,818	47,962
13 DUE FROM OTHER FUNDS	-	3,706	3,706
14 PREPAID EXPENSES	-	-	-
15 DEPOSITS	16,890	-	16,890
16 TOTAL ASSETS	<u>\$ 1,987,536</u>	<u>\$ 468,384</u>	<u>\$ 2,455,920</u>
17			
18			
19 <u>LIABILITIES:</u>			
20			
21 ACCOUNTS PAYABLE	\$ 4,219	\$ -	\$ 4,219
24 DEFERRED REVENUE (ON-ROLL)	34,144	13,818	47,962
25 DUE TO DS FUND	3,706	-	3,706
26			
27 <u>FUND BALANCE:</u>			
28			
29 NONSPENDABLE:			
30 PREPAID AND DEPOSITS	16,890	-	16,890
32 ASSIGNED: ONE QUARTER OPERATING CAPITAL	198,136	-	198,136
33 ASSIGNED: RENEWAL & REPLACEMENT	295,923	-	295,923
34 ASSIGNED: FY 2017 INC. IN RESERVES	115,806	-	115,806
35 ASSIGNED: FY 2018 INC. IN RESERVES	100,615	-	100,615
36 ASSIGNED: FY 2019 INC. IN RESERVES	70,900	-	70,900
37 RESTRICTED:			
38 DEBT SERVICE	-	454,566	454,566
39 UNASSIGNED	1,147,197	-	1,147,197
40			
41 TOTAL LIABILITIES & FUND BALANCE	<u>\$ 1,987,536</u>	<u>\$ 468,384</u>	<u>\$ 2,455,920</u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through February 28, 2019

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 630,196	\$ 753,769	\$ 123,573
3 INTEREST REVENUE	2,000	833	10,558	9,725
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	125	443	318
5 CH SECURITY OFFICER FEE	-	-	243	243
6 CLUBHOUSE RENTALS	2,500	1,042	1,139	97
7 INSURANCE PROCEEDS	-	-	-	-
8 TOTAL REVENUE	792,545	632,196	766,152	133,956
9 EXPENDITURES				
10 FINANCIAL AND ADMINISTRATIVE:				
11 BOARD OF SUPERVISORS SALARIES	12,000	5,000	2,800	2,200
12 PAYROLL TAXES (BOS STAFF)	918	384	214	169
13 PAYROLL SERVICE FEES	715	298	398	(100)
14 MANAGEMENT CONSULTING SERVICES	45,000	18,750	18,750	-
15 SALES TAX	-	-	-	-
16 OFFICE SUPPLIES	500	208	94	114
17 BANK FEES	200	83	178	(94)
18 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)				
19 MAILING	50	21	-	21
20 SCHOOL SPONSORSHIP	200	200	200	-
21 OTHER MISCELLANEOUS	250	104	234	(130)
22 AUDITING	4,200	-	-	-
23 REGULATORY AND PERMIT FEES	175	175	175	-
24 LEGAL ADVERTISEMENTS	700	292	464	(172)
25 ENGINEERING SERVICES	5,000	2,083	1,093	991
26 TECHNOLOGY SERVICES & WEBSITE ADMIN	200	-	-	-
27 LEGAL SERVICES	7,500	3,125	4,895	(1,770)
28 TOTAL FINANCIAL & ADMINISTRATIVE	77,608	30,723	29,495	1,228
29 INSURANCE:				
30 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	15,122	15,122	12,846	2,276
31 TOTAL INSURANCE	15,122	15,122	12,846	2,276
32 DEBT SERVICE ADMINISTRATION:				
33 DISCLOSURE REPORT	1,000	-	-	-
34 ARBITRAGE REBATE	700	700	650	50
35 TRUSTEE FEES	4,770	4,770	4,337	433
36 TOTAL DEBT SERVICE ADMINISTRATION	6,470	5,470	4,987	483
37 UTILITIES:				
38 UTILITIES - ELECTRICITY	123,600	51,500	36,970	14,530
39 UTILITIES - WATER	10,000	4,167	3,009	1,158
40 UTILITIES - SOLID WASTE DISPOSAL	1,700	852	882	(30)
41 UTILITY IMPACT FEE	650	650	631	19
42 TOTAL UTILITIES	135,950	57,169	41,493	15,676
43 CLUBHOUSE STAFF:				
44 SECURITY SYSTEM - CONTRACT	120	50	54	(4)
45 SECURITY PATROL	30,000	12,500	6,710	5,791
46 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)	500	208	-	208
47 CLUBHOUSE STAFF	69,000	26,108	25,411	697
48 CLUBHOUSE STAFF TAXES	5,279	2,200	1,944	256
49 UNEMPLOYMENT INSURANCE	1,500	625	217	408
50 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	521	444	77
51 CLUBHOUSE STAFF PAYROLL FEES	3,000	1,250	1,059	191
52 TOTAL CLUBHOUSE STAFF	110,649	43,462	35,839	7,622

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through February 28, 2019

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
59 PHYSICAL ENVIRONMENT:				
60 LAKE & POND MAINTENANCE	12,300	5,125	6,467	(1,342)
61 LAKE & POND MAINTENANCE - OTHER	5,500	2,292	985	1,307
62 ENTRY & WALLS MAINTENANCE	7,500	3,125	-	3,125
63 LANDSCAPE MAINTENANCE - CONTRACT	181,690	82,835	84,008	(1,173)
64 LANDSCAPE - MISCELLANEOUS				
65 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	16,975	7,073	2,146	4,927
66 TREE MAINTENANCE/REMOVAL	5,000	2,083	1,348	736
67 OTHER LANDSCAPE MISCELLANEOUS	5,000	2,083	561	1,522
68 LANDSCAPE CONSULTING (INSPECTION)	15,120	6,300	6,300	-
69 IRRIGATION REPAIRS & MAINTENANCE	7,500	3,125	380	2,745
70 IRRIGATION USAGE REPORTING	2,400	1,000	1,000	-
71 DECORATIVE LIGHT MAINTENANCE	1,200	500	-	500
72 PAVEMENT REPAIRS	1,000	417	-	417
73 PEST CONTROL	960	400	400	-
74 FIELD CONTINGENCY	10,000	4,167	-	4,167
75 TOTAL PHYSICAL ENVIRONMENT	272,145	120,525	103,595	16,930
76				
77 PARKS AND RECREATION:				
78 COMMUNICATIONS (TEL, CELL, INT)	2,500	1,042	912	129
79 CLUB FACILITY - INTERIOR FURNISHINGS	2,500	1,042	-	1,042
80 CLUB FACILITY MAINTENANCE	18,000	7,500	7,690	(190)
81 POOL MAINTENANCE - CONTRACT	11,200	4,275	4,275	-
82 POOL MAINTENANCE - OTHER	6,000	2,500	469	2,031
83 POOL PERMIT	275	-	-	-
84 CLUBHOUSE SUPPLIES	2,500	1,042	391	651
85 PARK FACILITY MAINTENANCE	8,000	3,333	314	3,019
86 CAPITAL IMPROVEMENTS	17,600	7,333	-	7,333
87 SPECIAL EVENTS	25,000	10,417	8,582	1,834
88 DECORATIVE LIGHT/HOLIDAY	1,000	1,000	927	73
89 MISCELLANEOUS				
90 STORAGE	900	375	442	(67)
91 SIGNS	-	-	-	-
92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	8,225	3,427	-	3,427
93 TOTAL PARKS AND RECREATION	103,700	43,285	24,002	19,283
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	721,645	315,757	252,257	63,501
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	70,900	316,439	513,895	197,457
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	70,900	-	-	-
101 TOTAL CAPITAL RESERVES	70,900	-	-	-
102				
103 TOTAL EXPENDITURES	792,546	315,758	252,258	63,502
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	316,439	513,895	197,457
106				
107 FUND BALANCE - BEGINNING	1,484,488	1,484,488	1,431,572	1,431,572
108 INCREASE IN RESERVES FOR RENEWAL	70,900	-	-	-
109				
110 FUND BALANCE - ENDING	\$ 1,555,388	\$ 1,800,927	\$ 1,945,467	\$ 1,629,029

111
112 a) Assessment budget, year-to-date budget and actual collections reported at net.
113
114

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 February 28, 2019

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 346,514	\$ 260,578	\$ 305,047	\$ 44,468
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	1,377	1,377
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
7 TOTAL REVENUE	332,653	260,578	306,423	45,845
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	260,578	223,886	(36,693)
19				
20 FUND BALANCE - BEGINNING	-	-	230,681	230,681
21				
22 FUND BALANCE - ENDING	\$ 9,329	\$ 260,578	\$ 454,567	\$ 193,988

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)
February 28, 2019**

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 84,057.07
Add: Deposits in Transit	-
Less: Outstanding Checks	(2,657.73)
<i>Adjusted Bank Balance</i>	<u>\$ 81,399.34</u>
Beginning Bank Balance Per Books	\$ 28,949.13
Cash Receipts	100,676.84
Cash Disbursements	(48,226.63)
<i>Cash Balance Per Books</i>	<u>\$ 81,399.34</u>

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
March 31, 2019

Panther Trace CDD
Balance Sheet
March 31, 2019

	GENERAL FUND	DS2007 FUND	CONSOLIDATED TOTAL
1 <u>ASSETS:</u>			
2			
3 CASH	\$ 22,262	\$ -	\$ 22,262
4 CASH - DEBIT CARD	1,562	-	1,562
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	1,866,260	-	1,866,260
8 TRUST - REVENUE ACCT	-	458,308	458,308
9 TRUST - RESERVE ACCT	-	1	1
10 TRUST - INTEREST ACCT	-	-	-
11 ACCOUNTS RECEIVABLE	-	-	-
12 ON ROLL ASSESSMENTS RECEIVABLE - CY	26,607	10,768	37,375
13 DUE FROM OTHER FUNDS	-	-	-
14 PREPAID EXPENSES	500	-	500
15 DEPOSITS	16,890	-	16,890
16 TOTAL ASSETS	<u>\$ 1,934,081</u>	<u>\$ 469,077</u>	<u>\$ 2,403,158</u>
17			
18			
19 <u>LIABILITIES:</u>			
20			
21 ACCOUNTS PAYABLE	\$ 2,016	\$ -	\$ 2,016
24 DEFERRED REVENUE (ON-ROLL)	26,607	10,768	37,375
25 DUE TO DS FUND	-	-	-
26			
27 <u>FUND BALANCE:</u>			
28			
29 NONSPENDABLE:			
30 PREPAID AND DEPOSITS	17,390	-	17,390
32 ASSIGNED: ONE QUARTER OPERATING CAPITAL	198,136	-	198,136
33 ASSIGNED: RENEWAL & REPLACEMENT	295,923	-	295,923
34 ASSIGNED: FY 2017 INC. IN RESERVES	115,806	-	115,806
35 ASSIGNED: FY 2018 INC. IN RESERVES	100,615	-	100,615
36 ASSIGNED: FY 2019 INC. IN RESERVES	70,900	-	70,900
37 RESTRICTED:			
38 DEBT SERVICE	-	458,309	458,309
39 UNASSIGNED	1,106,688	-	1,106,688
40			
41 TOTAL LIABILITIES & FUND BALANCE	<u>\$ 1,934,081</u>	<u>\$ 469,077</u>	<u>\$ 2,403,158</u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through March 31, 2019

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 708,971	\$ 761,306	\$ 52,336
3 INTEREST REVENUE	2,000	1,000	12,766	11,766
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	150	528	378
5 CH SECURITY OFFICER FEE	-	-	452	452
6 CLUBHOUSE RENTALS	2,500	1,250	2,115	865
7 INSURANCE PROCEEDS	-	-	-	-
8 TOTAL REVENUE	792,545	711,371	777,167	65,796
9 EXPENDITURES				
10 FINANCIAL AND ADMINISTRATIVE:				
11 BOARD OF SUPERVISORS SALARIES	12,000	6,000	3,600	2,400
12 PAYROLL TAXES (BOS STAFF)	918	460	275	185
13 PAYROLL SERVICE FEES	715	358	479	(122)
14 MANAGEMENT CONSULTING SERVICES	45,000	22,500	22,500	-
15 SALES TAX	-	-	-	-
16 OFFICE SUPPLIES	500	250	204	46
17 BANK FEES	200	100	199	(99)
18 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)				
19 MAILING	50	25	-	25
20 SCHOOL SPONSORSHIP	200	200	200	-
21 OTHER MISCELLANEOUS	250	125	234	(109)
22 AUDITING	4,200	3,200	3,200	-
23 REGULATORY AND PERMIT FEES	175	175	175	-
24 LEGAL ADVERTISEMENTS	700	350	464	(114)
25 ENGINEERING SERVICES	5,000	2,500	1,093	1,407
26 TECHNOLOGY SERVICES & WEBSITE ADMIN	200	-	-	-
27 LEGAL SERVICES	7,500	3,750	4,895	(1,145)
28 TOTAL FINANCIAL & ADMINISTRATIVE	77,608	39,992	37,518	2,474
29 INSURANCE:				
30 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	15,122	15,122	12,846	2,276
31 TOTAL INSURANCE	15,122	15,122	12,846	2,276
32 DEBT SERVICE ADMINISTRATION:				
33 DISCLOSURE REPORT	1,000	1,000	1,000	-
34 ARBITRAGE REBATE	700	700	650	50
35 TRUSTEE FEES	4,770	4,770	4,337	433
36 TOTAL DEBT SERVICE ADMINISTRATION	6,470	6,470	5,987	483
37 UTILITIES:				
38 UTILITIES - ELECTRICITY	123,600	61,800	47,086	14,714
39 UTILITIES - WATER	10,000	5,000	3,584	1,416
40 UTILITIES - SOLID WASTE DISPOSAL	1,700	992	1,025	(34)
41 UTILITY IMPACT FEE	650	650	631	19
42 TOTAL UTILITIES	135,950	68,442	52,326	16,116
43 CLUBHOUSE STAFF:				
44 SECURITY SYSTEM - CONTRACT	120	80	74	6
45 SECURITY PATROL	30,000	15,000	8,519	6,482
46 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)	500	250	-	250
47 CLUBHOUSE STAFF	69,000	34,500	33,337	1,163
48 CLUBHOUSE STAFF TAXES	5,279	2,639	2,550	89
49 UNEMPLOYMENT INSURANCE	1,500	750	217	533
50 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	625	582	43
51 CLUBHOUSE STAFF PAYROLL FEES	3,000	1,500	1,386	114
52 TOTAL CLUBHOUSE STAFF	110,649	55,344	46,665	8,679

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through March 31, 2019

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
59 PHYSICAL ENVIRONMENT:				
60 LAKE & POND MAINTENANCE	12,300	6,150	8,163	(2,013)
61 LAKE & POND MAINTENANCE - OTHER	5,500	2,750	985	1,765
62 ENTRY & WALLS MAINTENANCE	7,500	3,750	-	3,750
63 LANDSCAPE MAINTENANCE - CONTRACT	181,690	98,157	97,230	927
64 LANDSCAPE - MISCELLANEOUS				
65 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	16,975	8,488	2,146	6,341
66 TREE MAINTENANCE/REMOVAL	5,000	2,500	1,348	1,152
67 OTHER LANDSCAPE MISCELLANEOUS	5,000	2,500	561	1,939
68 LANDSCAPE CONSULTING (INSPECTION)	15,120	7,560	7,560	-
69 IRRIGATION REPAIRS & MAINTENANCE	7,500	3,750	899	2,851
70 IRRIGATION USAGE REPORTING	2,400	1,200	1,200	-
71 DECORATIVE LIGHT MAINTENANCE	1,200	600	-	600
72 PAVEMENT REPAIRS	1,000	500	-	500
73 PEST CONTROL	960	480	480	-
74 FIELD CONTINGENCY	10,000	5,000	-	5,000
75 TOTAL PHYSICAL ENVIRONMENT	272,145	143,385	120,571	22,814
76				
77 PARKS AND RECREATION:				
78 COMMUNICATIONS (TEL, CELL, INT)	2,500	1,250	1,092	158
79 CLUB FACILITY - INTERIOR FURNISHINGS	2,500	1,250	-	1,250
80 CLUB FACILITY MAINTENANCE	18,000	9,000	8,618	382
81 POOL MAINTENANCE - CONTRACT	11,200	5,250	5,250	-
82 POOL MAINTENANCE - OTHER	6,000	3,000	469	2,531
83 POOL PERMIT	275	-	-	-
84 CLUBHOUSE SUPPLIES	2,500	1,250	391	859
85 PARK FACILITY MAINTENANCE	8,000	4,000	314	3,686
86 CAPITAL IMPROVEMENTS	17,600	8,800	-	8,800
87 SPECIAL EVENTS	25,000	12,500	9,707	2,793
88 DECORATIVE LIGHT/HOLIDAY	1,000	1,000	927	73
89 MISCELLANEOUS				
90 STORAGE	900	606	598	8
91 SIGNS	-	-	-	-
92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	8,225	4,112	-	4,112
93 TOTAL PARKS AND RECREATION	103,700	52,019	27,366	24,653
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	721,645	380,775	303,281	77,495
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	70,900	330,595	473,886	143,292
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	70,900	-	-	-
101 TOTAL CAPITAL RESERVES	70,900	-	-	-
102				
103 TOTAL EXPENDITURES	792,546	380,776	303,282	77,496
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	330,595	473,886	143,292
106				
107 FUND BALANCE - BEGINNING	1,484,488	1,484,488	1,431,572	1,431,572
108 INCREASE IN RESERVES FOR RENEWAL	70,900	-	-	-
109				
110 FUND BALANCE - ENDING	\$ 1,555,388	\$ 1,815,083	\$ 1,905,458	\$ 1,574,864

111
112 a) Assessment budget, year-to-date budget and actual collections reported at net.
113
114

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 March 31, 2019

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 346,514	\$ 293,151	\$ 308,097	\$ 14,946
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	2,069	2,069
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
7 TOTAL REVENUE	332,653	293,151	310,166	17,015
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	293,151	227,629	(65,522)
19				
20 FUND BALANCE - BEGINNING	-	-	230,681	230,681
21				
22 FUND BALANCE - ENDING	\$ 9,329	\$ 293,151	\$ 458,310	\$ 165,159

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)
March 31, 2019

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 25,113.06
Add: Deposits in Transit	-
Less: Outstanding Checks	(2,850.94)
<i>Adjusted Bank Balance</i>	<u>\$ 22,262.12</u>

Beginning Bank Balance Per Books	\$ 81,399.34
Cash Receipts	1,277.71
Cash Disbursements	(60,414.93)
<i>Cash Balance Per Books</i>	<u>\$ 22,262.12</u>

EXHIBIT 4.

These filings are normally limited to disclosure of specific information required by regulation. By complying with these requirements the reporting parties do not represent that the information provided is sufficiently complete to afford a satisfactory basis for an investment decision.

This filing will not be amended or updated to reflect subsequent events. Investors should supplement the information herein by taking into account previous filings, particularly that of the Final Official Statement and subsequent filings, particularly those involving "Event Notices".

PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT

Special Assessment Revenue Refunding Bonds, Series 2007

*CUSIP No. 69866AAD7, 69866AAE5, 69866AAF2, 69866AAG0,
69866AAH8, 69866AAJ4, 69866AAK1, 69866AAL9, 69866AAM7,
69866AAR6, 69866AAS4, 69866AAT2, 69866AAU9, 69866AAN5,
69866AAV7, 69866AAP0 & 69866AAQ8*

Issuer Annual Continuing
Disclosure Report

Fiscal Year Ended
September 30, 2018

March 2019

Source: District Offices, Tax Collector and Trustee

Page 2

Compiled by: DISCLOSURE SERVICES

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Revenue Refunding Bonds, Series 2007
 Issuer Annual Continuing Disclosure Report
 Fiscal Year 2018

- I. The amount of Assessments levied for the most recent tax year (tax year 2017).
 - ◇ **\$346,514.00 – levied on the tax roll (gross)**
- II. The amount of Assessments collected from the property owners (tax year 2017).
 - ◇ **\$321,825.00- collected on the tax roll (net of fees and discounts)**
- III. The amount of delinquencies greater than 150 days, and, if delinquencies amount to more than ten percent (10%) of the amount of Assessments due in any year, a list of delinquent property owners (tax year 2017).
 - ◇ **\$22,705.00– delinquent (Combined with O&M)**
- IV. The amount of tax certificates sold, if any, and the balance, if any, remaining for sale (tax year 2017).
 - ◇ **\$22,705.00– sold (Combined with O&M)**
- V. All fund balances in all of the Funds as of the end of the fiscal year.

<u>As of September 30, 2018:</u>	<u>Account Balance</u>
Revenue Fund	\$228,491.98
Interest Fund	\$0.00
Escrow Fund	\$0.00
Reserve Fund	\$318,793.75

- VI. The total amount of the Bonds Outstanding as of the end of the fiscal year.
 - ◇ **Bonds Outstanding as of 9/30/18**
 - ◇ **Series 2007** **\$3,335,000**
- VII. The minimum scheduled principal and interest to be paid in the current year on the Bonds (Fiscal Year 2019).
 - ◇ **Budgeted Principal** **\$155,000.00**
 - ◇ **Budgeted Interest** **\$161,394.00**

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Revenue Refunding Bonds, Series 2007
Issuer Annual Continuing Disclosure Report
Fiscal Year 2018

VIII. The most recent audited financial statements of the Issuer.

◇ **To be provided under separate cover when they become available.**

EXHIBIT 5.

Payroll Service Agreement

This Payroll Service Agreement (this “**Agreement**”) is entered into as of April __, 2019, between the **Panther Trace Community Development District**, whose mailing address is c/o DPFG, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647. (the “**District**”) and **Innovative Employer Solutions Inc.**, a Florida for profit corporation, whose mailing address is 635 93rd Avenue North, Saint Petersburg, Florida 33702 (the “**Contractor**”).

Background Information

The District has employees, and may hire additional employees from time to time, to assist with the District’s operation and maintenance services. The Contractor provides payroll services and the District desires to retain the Contractor to provide payroll services as described in this Agreement. The District employees are not to be considered employees of the Contractor or covered by Contractor’s workers' compensation.

Operative Provisions

1. **Incorporation of Background Information.** The background information stated above is true and correct and by this reference is incorporated by reference as a material part of this Agreement.
2. **Term of this Agreement.** The initial term of this Agreement shall be for one year from the date of this Agreement. At the end of the initial term, the Agreement shall automatically renew for the same term and contract provisions as the initial term, until terminated by either party pursuant to the termination provision below.
3. **Termination.** Either party may terminate this Agreement without cause with thirty (30) days written notice to the other party. Upon termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.
4. **District Responsibilities.** The District is responsible for hiring and overseeing the District employees, retaining insurance, including workers compensation insurance, for the District employees as required by law, any workers' compensation claims, benefit claims (if any benefits are provided), employment discrimination claims, general liability claims, third-party claims, and any and all other obligations or claims pertaining to employment.
5. **Scope of Services.** The Contractor shall perform the specific payroll services described below:
 - a) Based on information supplied by the District, the Contractor shall prepare and distribute payroll checks to the District’s employees, make the appropriate payroll deductions and collection of taxes, file the appropriate reports and make payment to proper governmental authorities for federal, state, and local income taxes, Social Security tax, federal and state unemployment insurance taxes and any other federal or state tax.
 - b) Contractor shall maintain necessary records and comply with reporting procedures and will report and file such taxes utilizing client’s tax identification numbers.
6. **Compensation.** The District agrees to compensate the Contractor pursuant to the service fees and other fees as specified on **Exhibit A** hereto titled "Fee Schedule." All funds due to Contractor are payable prior to Contractor’s issuance of payroll checks each pay period and shall be paid to

Contractor following the end of each pay period, no later than 2 business days prior to the date paychecks are to be distributed to assigned employees.

7. **Relationship Between the Parties.** It is understood that the Contractor is an independent contractor and shall perform the services contemplated under this Agreement. As an independent contractor, nothing in this Agreement shall be deemed to create a partnership, joint venture, or employer-employee relationship between the Contractor and the District. The Contractor shall not have the right to make any contract or commitments for, or on behalf of, the District without the prior written approval of the District.
8. **Compliance with Laws.** The Contractor shall comply with necessary economic, operational, safety, insurance, and other compliance requirements imposed by federal, state, county, municipal or regulatory bodies, relating to the contemplated operations and services hereunder.
9. **Insurance.** The Contractor shall carry commercial general liability insurance of no less than \$1,000,000. The Contractor shall deliver to the District proof of insurance referred to herein or a certificate evidencing the coverage provided pursuant to this Agreement and naming the District as "Additional Insured" under such policy. Such insurance policy may not be canceled without a thirty-day written notice to the District.
10. **Indemnification.**
 - a) Contractor agrees to indemnify, defend and hold the District and its supervisors, officers, managers, agents and employees harmless from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising as a result of the negligence of the Contractor, including litigation or any appellate proceedings with respect thereto.
 - b) To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), and except and to the extent caused by the negligence, reckless, and/or willful misconduct of the Contractor, the District agrees to indemnify, defend and hold the Contractor and its supervisors, officers, managers, agents and employees harmless from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising as a result of the negligence of the District, including litigation or any appellate proceedings with respect thereto.
 - c) Contractor agrees that nothing herein shall constitute or be construed as a waiver of the Districts limitations on liability contained in section 768.28, Florida Statutes, or other statute or law.
 - d) The indemnifications provided under this section are and shall be deemed to be contractual in nature and shall survive the termination or expiration of this Agreement.
11. **Public Records.** As required under Section 119.0701, Florida Statutes, Contractor shall (a) keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the service, (b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost provided by law, (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, (d) meet all requirements for retaining public records and transfer, at no cost, to the District all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure

requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 374-9105, OR BY EMAIL AT RAYMOND.LOTITO@DPFG.COM, OR BY REGULAR MAIL AT 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

12. Public Entity Crimes. Pursuant to Section 287.133(3)(a), Florida Statutes:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Contractor represents that in entering into this Agreement, the Contractor has not been placed on the convicted vendor list within the last 36 months and, in the event that the Contractor is placed on the convicted vendor list, the Contractor shall immediately notify the District whereupon this Agreement may be terminated by the District.

13. Scrutinized Companies. Pursuant to Section 287.135, Florida Statutes, Contractor represents that in entering into this Agreement, the Contractor has not been designated as a "scrutinized company" under the statute and, in the event that the Contractor is designated as a "scrutinized company", the Contractor shall immediately notify the District whereupon this Agreement may be terminated by the District.

14. Controlling Law. This Agreement shall be governed under the laws of the State of Florida with venue in the county in which the District is located.

15. Enforcement of Agreement. In the event it shall become necessary for either party to institute legal proceedings in order to enforce the terms of this Agreement, the prevailing party shall be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party.

16. Severability. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect.

17. Assignment. This Agreement is not transferrable or assignable by either party without the written approval of both parties, which shall not be unreasonably withheld.

18. **Arm's Length Transaction.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
19. **Notices.** Unless specifically stated to the contrary elsewhere in this Agreement, where notice is required to be provided under this Agreement, notice shall be deemed sent upon transmittal of the notice by U.S. Mail to the other party at the addresses listed above and shall be deemed received upon actual receipt by mail.
20. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.
21. **Entire Agreement.** This Agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party, except as set forth in this Agreement. This Agreement shall supersede and subsume any prior agreements. To the extent that any provisions of this Agreement conflict with the provisions in any exhibit, the provisions in this Agreement shall control over provisions in any exhibit.

**Panther Trace I
Community Development District**

Megan Jones
Chair of the Board of Supervisors

Innovative Employer Solutions, Inc.

Richard B. Kiracofe
Title: _____

EXHIBIT 6.



**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors
From: Monica Vitale
Date: April 23, 2019
Re: Playground Mulch Proposals

Dear Board,

We are due to replenish our playground mulch. Attached is the proposal from LMP. I have requested additional proposals and will bring those to the meeting. Thank you.

Monica Vitale
Facilities Director



PO Box 267
Seffner, FL 33583
O: 813-757-6500
F: 813-757-6501

Estimate

Submitted To:

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

Date	2/28/2019
Estimate #	58423
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Replenishment of playground mulch.			
Mulch	Mulch - Certified Playground CY	90	48.50	4,365.00

TERMS AND CONDITIONS:

TOTAL	\$4,365.00
--------------	-------------------

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

EXHIBIT 7.

PLAYMORE

Recreational Products & Services

10271 Deer Run Farms Road, Suite 1
Fort Myers, FL 33966
(239) 791-2400 (239) 791-2401 fax
(888) 886-3757 toll free
www.playmoreonline.com

QUOTATION

04/16/19

Job Number: 13933
Revision:

Client: Panther Trace CDD
12515 Bramfield Drive
Riverview FL 33579

Job: Panther Trace CDD Cert Mulch
12515 Bramfield Drive
Riverview FL 33579

Contact: Monica Vitale

Phone: 813-671-8023

Fax:

Email: monicavitalecam@gmail.com

Sales Rep: Eric Feingold

Terms: Due With Order

Item	Description	Quantity	Cost	Subtotal
1 Deliver & Install				
Installation	90 CY of IPEMA Certified Mulch, Delivered and Installed	90	\$45.00	\$4,050.00
			Subtotal:	\$4,050.00
			Grand Totals:	\$4,050.00

Notes: No other services included.



Recreational Products & Services

10271 Deer Run Farms Road, Suite 1
Fort Myers, FL 33966
(239) 791-2400 (239) 791-2401 fax
(888) 886-3757 toll free
www.playmoreonline.com

QUOTATION

04/16/2019

Job Number: 13933
Revision:

Client: Panther Trace CDD
12515 Bramfield Drive
Riverview FL 33579

Job: Panther Trace CDD Cert Mulch
12515 Bramfield Drive
Riverview FL 33579

General Terms:

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed per manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

Building Permits:

Building permits are the responsibility of the owner. If a building permit is required for your project, the following options are available.

- Add 5% (minimum \$1,500) to the quotation/contract price. Playmore Recreational Products and Services will cover the costs of all the building permit fees and expeditor fees.
- Playmore Recreational Products and Services can assist the customer in obtaining their own permit. Customer is responsible for all fees directly to the permitting agency and/or the expediting company.

NOTE – All zoning, planning, environmental, etc. permits and approvals are the responsibility of others as well as any required site plans. If signed and sealed engineered drawings are needed for the installation of equipment, this will be included on the proposal. If it is omitted and later discovered necessary, the cost will be the responsibility of the customer.

Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Underground Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready.)
- Moving New Equipment at Job Site
- Layout of Equipment
- Installation of Equipment and Materials per Manufacturer's Instructions
- Trash Clean Up (Leave on site.)
- Post-Installation Walk Through
- Maintenance Explanation

Customer Responsibilities (unless otherwise noted in the applicable quotation/contract):

- Trash Disposal – Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.). \$500.00 Charge will apply if Customer wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.

Some Optional Responsibilities (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation, Grading, Drainage Systems, etc.
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

*Any other responsibilities must be clearly outlined in the applicable quotation/contract.

General Notes

Access/Utilities. Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

Rock/Foreign Object Clause. Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Playground Surfacing. All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Acceptance Signature: X Date: P.O.#:

EXHIBIT 8.

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

Clubhouse Office ♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579

MULTI-PURPOSE FIELD USAGE AGREEMENT (Sport Team, Class or League Usage) RELEASE OF LIABILITY AND INDEMNIFICATION

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT (hereinafter, the "District") is the owner of the Multi-Purpose Field and related facilities (hereinafter, the "facilities"), located within the Panther Trace community in Hillsborough County, Florida.

1. The District, by its execution of this Agreement, has approved the use of the Multi-Purpose Field as described herein, subject to all applicable laws, rules and regulations, and subject to the District's receipt of the fees as listed on the attached fee schedule, a copy of the roster, a copy of insurance naming the district as an additional insured and the agreement that Panther Trace will not be named in advertising and no outside advertising will be permitted. The District can, at its discretion, advertise said event utilizing all of the means within the District's control (i.e. Newsletter, bulletin boards, and marquis.). Payment must be received in the form of certified funds made out to Panther Trace CDD
2. The undersigned, Nathan Thomas, (the Applicant), has applied to the District to use the Multi-Purpose Field as follows:
3. Applicant _____ Address: _____
6161 Memorial Hwy. Tampa, FL 33615
4. Purpose: Personal Training
5. Date(s) _____ of _____ Event: Mid's Sport Training
Phone: 813-360-2317
6. Time of Event, including set up and cleaning (ALL Events shall end by Dusk): _____
7. Maximum Number of Attendees (NOT TO EXCEED 50):
20
8. The District has consented to the above use by the Applicant, its agents, employees and invitees.
9. In Consideration of the District's permission to the Applicant, its agents, employees and invitees to use the Facilities, the Applicant, for itself, its agents, employees and invitees, and any person or entity claiming by or through them, releases, discharges and acquits the District, its agents or employees, for any and all claims for loss, damage or injury of any nature whatsoever to persons or property, including but not limited to personal injury or death, resulting in any way from, or in any fashion arising from, or connected with, the use of the Facilities. In whatever manner the loss, damage or injury may be caused and whether or not the loss, damage, injury or death may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this release of liability applies to any and all claims for loss, injury, damage or death caused solely or partially by the negligence of the District, its agents or employees.
10. As further consideration for the District's permission to the Applicant, its agents, employees and invitees to use the Facilities, the Applicant, for itself, its representatives and assigns, agrees to indemnify, defend and hold harmless the

District, its agents and employees, from any and all claims for loss, damage, injury or death of any nature whatsoever to persons or property, including, but not limited to personal injury or death, resulting in any way from or in any fashion arising from or connected with the use of the Facilities, in whatever manner the loss, damage, injury or death may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the District, its agents or employees.

11. Should any provision of this Agreement be declared or be determined by any court of jurisdiction to be illegal or invalid, the validity of the remaining parts, term or provision shall not be affected thereby and said illegal part, term or provision shall be deemed not part of this Agreement.

Applicant:

Signature

Nathan Thomas

Print name

2.27.19

Date

**PANTHER TRACE COMMUNITY
DEVELOPMENT DISTRICT**

By: _____

As

Non-Sufficient Funds (NSF) Policy:

In the event that a check is sent back to Panther Trace CCD for non-sufficient funds the check writer must make payment within 30 days of demand letter with cashiers check, money order or cash at a cost of \$25.00 in addition to the original check amount.

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

Clubhouse Office ♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579

CHECK PAYMENT FORM

This form must be completed by each person issuing a check to Panther Trace CDD in payment for clubhouse rentals, keys or any other products/services. A copy of the check issuer's driver's license or valid ID must be obtained for each occurrence.

DATE: 2 / 27 / 19

NAME OF ISSUER: Nathan W. Thomas

DOB: 9.9.86

ADDRESS: 6161 Memorial Hwy. Apt. 1501
TAMPA, FL 33615

HOME PHONE: () - - -

CELL PHONE: (813) 360-2317

DRIVER LICENSE NUMBER: T520-639-86-329-0
(Attach copy of license)

PLACE OF EMPLOYMENT: The fulfillment lab

WORK PHONE: (813) 444-3455

AMOUNT OF CHECK: \$ 25.00

REASON FOR CHECK: Panther Trace Court Rental

Non-Sufficient Funds (NSF) Policy:

In the event that a check is sent back to Panther Trace CCD for non-sufficient funds the check writer must make payment within 30 days of demand letter with cashiers check, money order or cash at a cost of \$25.00 in addition to the original check amount.

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

Clubhouse Office ♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579

MULTI-PURPOSE FIELD POLICIES

The Multi-Purpose Field (which does not include any other amenities of the district) will be available for rental by residents for a maximum of 2 hours unless otherwise approved by the District Manager. Rentals are on a first come, first serve basis, with security deposit in place to reserve the date and time. Rentals may begin as early as 8:00 a.m. and events must terminate by **DUSK**.

Rental Fees and Security Deposits for residents are as follows:

1. Resident Rentals: See Attached Fee Schedule
2. Non-Resident Rentals: See Attached Fee Schedule
3. Only certified funds, such as a cashiers check or money order, made payable to Panther Trace Community Development District will be accepted.
4. Neighborhood events are not subject to the rental fees, but renters will be responsible for any damages to the facility. Neighborhood events must meet the following criteria:
 - a. The event provides a benefit to the community;
 - b. The event encourages socialization amongst the neighbors;
 - c. The event is posted in the monthly newsletter;
 - d. The event must be approved by the District Manager; and
 - e. The event sponsor or chairman will be responsible for any damages and for cleaning the facility.
1. All persons using the Multi-Purpose Field do so at their own risk. No Cleats are permitted at any time.
2. Alcohol is NOT permitted at the Multi-Purpose Field (THERE WILL BE NO EXCEPTIONS)
3. Glass beverage containers are NOT permitted at the Multi-Purpose Field. **No Grilling** permitted on District property.
4. All equipment and property of the District shall be found in the same condition after use of the Multi-Purpose Field.
5. It shall be the responsibility of any resident using the Multi-Purpose Field to remove equipment or other items.
6. Items left on the Multi-Purpose Field after use will be kept for a period of "One Week." Items not claimed by the end of that period will be discarded.
7. All persons using the Multi-Purpose Field shall obey the Hillsborough County Noise Ordinance.
8. Residents and their guest must park only in designated parking spots.
9. No Electricity may be used to power stereos, sound equipment or other small equipment
10. The set up of inflatable equipment on the grounds would require prior approval by the Board of Supervisor and a certificate of liability insurance naming the District as an additional insured.
11. Any vendors providing equipment for an event must provide a certificate of liability insurance naming the District as an additional insured.
12. Residents wishing to reserve the Multi-Purpose Field shall contact District staff no later than two weeks preceding the date of intended reservation request. District staff will then review a list of policies and procedures for the reserved special event at the Multi-

Purpose Field with the applicant. Use of the Multi- Purpose Field for parties or other group functions will require the execution of an indemnification agreement and a security deposit.

13. Use of the Multi-Purpose Field is STRICTLY limited to the confines of the field and adjacent parking area. .
14. Please respect all landscaping and surface areas of the Multi-Purpose Field as you would your own property: DO NOT DIG HOLES OR PLACE STAKES WITHOUT PRIOR DISTRICT MANAGER APPROVAL. DO NOT USE FIELD IF WET.
15. The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within 7 days. (Remove all trash from Multi-Purpose Field to dumpster).
16. ALL TRASH CLEANUP MUST BE COMPLETED by the end of your scheduled time on the rental day.
17. No person may use the Multi-Purpose Field in such a manner as to interfere with the rights, comforts, conveniences, or peaceful enjoyment of the adjoining areas within the community by other residents. Specifically, no person may use the center in such a manner that creates excessive noise, profanity, or boisterous action.
18. Approval of all events is subject to the discretion of the District Manager. The District Manager has within its sole discretion the authority to reduce or waive rental fees for community service functions and events.
19. Call 911 in the event of an emergency.
20. Violations will be subject to suspension as deemed appropriate by the Board of Supervisors.
21. Violation of any of the above rules will result in the forfeiture of all of the security deposit and assessment of any damages, at the discretion of the District Manager.
22. The applicant shall reimburse the District for the deposit to repair any damage caused at the courts by the applicant during the event held at the facilities.
23. The applicant shall pay the District all costs of attorney fees incurred on the interpretation or the enforcement of the agreement.
24. Only items that are for information purposes or special events; materials that have the primary effect to inform the members of the District shall be permitted to be distributed. In general, no items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit making business may be distributed or displayed. Explicitly excluded from display are rental announcements, and notices of sales at and other related events sponsored by for profit establishments. Staff may make exceptions for announcements of educational opportunities provided by profit making businesses, or items including a variety of beneficiaries as approved by the District Manager. All materials are subject to approval by the District Manager.



Applicant Signature

Nathan Thomas

Applicant Printed Name

2.27.19

Date

EXHIBIT 9.



Panther Trace CDD-Phase I

Facilities Director Report April 23, 2019

Clubhouse Deposit Information

April	
Category	Amount
Rentals Fees	\$250.00
Pool Cabana Rental Fees	
Vendor Usage Fees	
Security Officer Fees	
Amenities Access Fees	
Miscellaneous	
Total	\$250.00

2019 Totals	
Category	Amount
Rentals Fees	\$1,350.00
Pool Cabana Rental Fees	\$0.00
Vendor Usage Fees	\$475.00
Security Officer Fees	\$343.75
Amenities Access Fees	\$40.00
Miscellaneous	\$510.25
	\$0.00
	\$0.00
Total	\$2,719.00



Solar Productivity Report

Maintenance

- Pressure washing of the pool furniture is scheduled to be completed prior to school release in May.
- Pool maintenance to remove stains and prep for summer season is also scheduled.



Two content layout with SmartArt

- Spring Egg Hunt April 20th 10am-12pm
- Cub Scout/Boy Scout Earth Day Project April 23, 2019 6:30pm
- Ladies' Night Out Wine Bottle Craft May 17th 7pm-11pm
- Summer Party July 13th 10am-2pm

Panther Trace I & II Annual Spring Egg Hunt
Join us Saturday April 20th
10am-12pm

Egg Hunts will be broken into age groups:
0-3, 4-5, 6-7 & 8-10

The egg hunt moves quickly so be on time!

We will have 2 inflatables for all ages!

Please bring a basket or bag to collect your eggs!

Located on the multipurpose field

Please note anything small enough to fit into an egg is a choking hazard

Sponsored in part by:

A B D O N E Y
Orthodontics



EXHIBIT 12.

LANDSCAPE REPORTS

April 23, 2019

PANTHER TRACE

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	1	Improve Bermuda
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE MANAGEMENT	10	3	Huntington fungal damage
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		Crack and revise weed in Bimini stones
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	5	Leaf drop and matting in turf
MULCHING	5	3	Leaf drop
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		13

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



Date: 4-1-19 Score: 92.0 Performance Payment™ % 100

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: 



PANTHER TRACE CDD

LANDSCAPE INSPECTION

April 1, 2019

ATTENDING:

MONICA VITALE – PANTHER TRACE

GARTH RINARD – LMP

PAUL WOODS – OLM, INC.

SCORE: 92%

**NEXT INSPECTION
MAY 6TH, 2019 AT 1:30 PM**

CATEGORY I: MAINTENANCE CARRYOVER ITEM 03/04/19

COMMONS

13. Panther Trace Blvd median island east of Huntington: Control turf disease.

CATEGORY II: MAINTENANCE ITEMS

CLUBHOUSE

1. Remove the Oak leaves in the Viburnum hedgerows and mulch beds.
2. Parking lot: Prune suckering growth from the Oaks and Elms.
3. Control crack weeds in the stones.
4. Maintain uniform soft edges, removing any runners or irregularities.
5. Picnic gazebo: Control bed weeds.
6. West side of the basketball court: Prune the Sycamore tree overhanging the bleachers.
7. **Improve the fertility to the in the sports turf field and confirm irrigation run times are suitable for spring green up.**

COMMONS

8. East bound lane: Remove the leaf matting on the right of way turf stands.
9. On the top of the berm to the south of the basketball courts: Control bed weeds in the Juniper beds and Loropetalum hedgerow.
10. Bramfield entrance to Strafford: Reduce the height of the Indian Hawthorn, to maintain an improved tiered presentation.
11. At the base of the Strafford monument: Remove the declining Indian Hawthorn and redistribute the existing mulch.
12. Maintain the elevations of the shrubs at the monument signs so that the letter and frames remain visible.
13. East end of Panther Trace Blvd.: Prune to elevate the lowest scaffold of branches near

the well.

14. Across the berm fronts: Haystack prune the Fountain Grass once they complete their bloom.
15. Adventure Drive island: Remove the declining Oyster plant.
16. Rodeo Drive ponds: As accessible, remove trash along the pond shore.
17. Hawthorn frontage berm: Closely monitor areas of discoloration, confirm no active pest pressure.
18. Bramfield entrance island at Hawthorn: Improve vigor and fertility in the flowering Jasmine.
19. Hawthorn island: Rejuvenate prune the Fakahatchee Grass in the island.
20. **Huntington between the Barkwind roundabout and the Panther Trace frontage: Monitor recovery of the turf on the berm. If the turf does not reflush in the next 30 days replace the turf under warranty.**
21. Throughout the park: Remove bed weeds in the tree wells.
22. Entrance berm on the interior: Rejuvenate prune the tall Mexican Petunia.
23. Between the Juniper and Ligustrum Privets: Prune down the tallest canes in the Silver Palmettos to maintain a center island.

CATEGORY III: IMPROVEMENTS – PRICING

1. Throughout the Panther Trace berms: Provide a price to supplement the Thryallis hedgerows across the top of the berms.
2. Throughout the Village entrance: Provide a price to reinstall island tips with flowering ornamentals, flowering groundcovers, or wildflowers.
3. Along the west bound lane of Panther Trace Blvd. between Bramfield and the pond: Provide a price to supplement open bed areas with flowering alternate to Asian Jasmine or Parsonii Juniper.

CATEGORY IV: NOTES TO OWNER

NONE

CATEGORY V: NOTES TO CONTRACTOR

NONE

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

March 25, 2019

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 3/18/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. (Weekly mowing schedule for St. Augustine is in effect. Bahia (ponds) resumes weekly in April)
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. Sod webworm applications to soccer field.
6. Timer setting adjustments adding in a third run day for the soccer field.
7. Select pruning along Panther Trace Blvd.
8. Palm trim started, roadway/ commons completed except three trees (access).
9. Round-up weed control
10. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 3/18 – 3/25 was a cumulative .49 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .04 inches on Tuesday 3/19. Soil temperatures reported as an average 71.08, dropping a couple of degrees with the late season cold front.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 3/25. Max rainfall during the week was 0.46". The last significant rainfall was .46" on Tuesday 3/19.

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.

April 1, 2019

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 3/25/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. (Weekly mowing schedule for St. Augustine is in effect. Bahia (ponds) resumes weekly in April)
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. Timer setting adjustments adding in a third run day for the soccer field.
6. Irrigation timer/ Pump C off for movie night event.
7. Liquid fertilization, 19-0-10 plus iron supplement to soccer field.
8. Select pruning along Panther Trace Blvd.
9. Palms completed.
10. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 3/25 – 4/1 was a cumulative .00 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .04 inches on Tuesday 3/19. Soil temperatures reported as an average 74.88.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 3/25. Max rainfall during the week was 0.00". The last significant rainfall was .46" on Tuesday 3/19.

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.

April 9, 2019

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 4/01/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. (Weekly mowing schedule for St. Augustine is in effect. Bahia (ponds) resumes weekly in April)
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. Turf disease follow-up application on St. Augustine.
6. Round-up application
7. Select pruning along Panther Trace Blvd.
8. OLM inspection
9. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 4/1 – 4/8 was a cumulative .36 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .05 inches on Tuesday 4/2. Soil temperatures reported as an average 70.3 degrees
10. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 4/2. Max rainfall during the week was 0.21". The last significant rainfall was .17" on Friday 4/5.

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.