

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
July 16, 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

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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, July 16, 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, July 16, 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 May 28, 2019 Meeting **Exhibit 1**

B. Acceptance of the May & June 2019 Financial Statements **Exhibit 2**

#### **IV. Business Matters**

A. Ratification of the Replacement of the Clubhouse A/C Unit in the amount of \$9,650.

B. Approval of the LMP Proposal #60289 Irrigation Line Re-route - \$745.20 **Exhibit 3**

#### **V. Old Business Matters**

A. None

#### **VI. Staff Reports**

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

- |    |   |                  |
|----|---|------------------|
| 1. | Facilities Director's Report July 2019  | <b>Exhibit 4</b> |
| 2. | Review of the OLM Inspection Report, Grade Sheet<br>and LMP Landscape Weekly Summary Report | <b>Exhibit 5</b> |

VI. Supervisors' Requests

VII. Adjournment

## **EXHIBIT 1.**

**MINUTES OF MEETING**  
**PANTHER TRACE I**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District was held on Tuesday, May 28, 2019 at 7:30 p.m. at Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida 33579.

**FIRST ORDER OF BUSINESS – Roll Call**

Ms. Jones called the meeting to order and conducted roll call.

Present and constituting a quorum were:

|                |                                       |
|----------------|---------------------------------------|
| Megan Jones    | Board Supervisor, Chairman            |
| Mike Staubitz  | Board Supervisor, Vice Chairman       |
| Dan O'Neill    | Board Supervisor, Assistant Secretary |
| Michael Themar | Board Supervisor, Assistant Secretary |

Also present were:

|                |  |
|----------------|--|
| Raymond Lotito | District Manager, DPFG Management & Consulting LLC |
| Steve Young    | Brandon Regional Hospital                          |

*The following is a summary of the discussions and actions taken at the May 28, 2019 Panther Trace I CDD Board of Supervisors Regular Meeting.*

**SECOND ORDER OF BUSINESS – Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS – Administrative Matters**

A. Exhibit 1: Consideration and Approval of Minutes of the March 26, 2019 Meeting

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 Meeting held on March 26, 2019 for the Panther Trace I Community Development District.

B. Exhibit 2: Consideration and Approval of Minutes of the April 23, 2019 Meeting

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 Meeting held on April 23, 2019 for the Panther Trace I Community Development District.

C. Exhibit 3: Acceptance of the April 2019 Financial Statements

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board accepted the April 2019 Financial Statements for the Panther Trace I Community Development District.

D. Exhibit 4: Acceptance of the Audited FY 2018 Financial Statements

Mr. Lotito notified the Board of the fact that the FY 2018 Financial Statements were non-qualified.

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

#### **FOURTH ORDER OF BUSINESS – Business Matters**

- A. Exhibit 5: Discussion of Wooden Fence Constructed Near Panther Trace I Entrance on backside of the Facility

Mr. Steve Young from Brandon Regional Hospital discussed the fencing located in Panther Trace, noting the necessity of the emergency department in the area to address the needs of the community and the fencing being a necessary part of the facility and area. Ms. Jones notified the Board of her preference of a black iron fence set back from the side walls and pedestrian areas of high traffic. Additionally, the Board considered natural barriers such as landscaping to act as a fence. Discussion ensued.

- B. Exhibit 6: Hillsborough County Number of Registered Voters for Panther Trace I – 1,671

- C. Exhibit 7: Presentation and Review of the FY 2020 Budget

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board accepted the FY 2020 Budget for the Panther Trace I Community Development District.

- D. Exhibit 8: Consideration and Adoption of Resolution 2019-03 Approving the FY 2019-2020 Proposed Budget and Setting the Public Hearing

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted Resolution 2019-03 Approving the FY 2019-2020 Proposed Budget and Setting the Public Hearing for August 27, 2019 for the Panther Trace I Community Development District.

#### **FIFTH ORDER OF BUSINESS – Old Business Matters**

- A. None

#### **SIXTH ORDER OF BUSINESS – Staff Reports**

- A. District Manager

Mr. Lotito confirmed the cancellation of the June Panther Trace II meeting and that the \$6.25 deposit referred to at the last meeting was from Park Creek CDD's usage of the Panther Trace Clubhouse facility.

- Exhibit 9: Insurance Company Requirement for Independent Website Auditor

Mr. Lotito discussed the ADA Compliance of the Panther Trace II's website as part of the Road to ADA Compliance Presentation, noting the insurance requirements for independent website auditors. As part of discussions, the Board inquired as to what the \$600.00 per year and the \$1515.00 per year fees broke down to. Finally, the Board postponed decisions on this matter until the next meeting.

- Confirmation that the CDD Meeting in June will be cancelled and the next meeting will be July 16<sup>th</sup>

- B. District Counsel

- C. District Engineer

## D. Facilities Director

## 1. Exhibit 10: Facilities Director's Report May 2019

## ➤ Exhibit 11: Water Usage Report

As part of the facilities report concerning water usage, the Board determined they would not have marigolds planted in the area to limit water usage.

## ➤ Exhibit 12: Aquatics Report and Inspection Report

## 2. Exhibit 13: Review of the OLM Inspection Report, Grade Sheet and LMP Landscape Weekly Summary Report

**SEVENTH ORDER OF BUSINESS – Supervisor's Requests**

Mr. Staubitz suggested someone investigate who held a pool party of 40 guests at the pool due to the party's violation of pool rules.

**EIGHTH ORDER OF BUSINESS – Adjournment**

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

On a MOTION by Mr. O'Neill, SECONDED by Mr. 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 \_\_\_\_\_.**

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**Signature**

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**Signature**

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**Printed Name**

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**Printed Name****Title:** ☐ Secretary ☐ Assistant Secretary**Title:** ☐ Chairman ☐ Vice Chairman



**EXHIBIT 2.**

# **Panther Trace Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
May 31, 2019

**Panther Trace CDD**  
**Balance Sheet**  
**May 31, 2019**

|  | <b>GENERAL<br/>FUND</b>    | <b>DS2007<br/>FUND</b>   | <b>CONSOLIDATED<br/>TOTAL</b> |
|--|----------------------------|--------------------------|-------------------------------|
| 1 <b><u>ASSETS:</u></b>                        |                            |                          |                               |
| 2  |                            |                          |                               |
| 3 CASH   | \$ 31,903                  | \$ -                     | \$ 31,903                     |
| 4 CASH - DEBIT CARD                            | 2,001                      | -                        | 2,001                         |
| 5  |                            |                          |                               |
| 6 INVESTMENTS:                                 |                            |                          |                               |
| 7 MONEY MARKET ACCOUNT - BU                    | 1,797,038                  | -                        | 1,797,038                     |
| 8 TRUST - REVENUE ACCT                         | -                          | 230,084                  | 230,084                       |
| 9 TRUST - RESERVE ACCT                         | -                          | 1                        | 1                             |
| 10 TRUST - INTEREST ACCT                       | -                          | -                        | -                             |
| 11 ACCOUNTS RECEIVABLE                         | -                          | -                        | -                             |
| 12 ON ROLL ASSESSMENTS RECEIVABLE - CY         | 7,439                      | 3,011                    | 10,450                        |
| 13 DUE FROM OTHER FUNDS                        | -                          | -                        | -                             |
| 14 PREPAID EXPENSES                            | -                          | -                        | -                             |
| 15 DEPOSITS                                    | 16,890                     | -                        | 16,890                        |
| 16 <b>TOTAL ASSETS</b>                         | <b><u>\$ 1,855,272</u></b> | <b><u>\$ 233,096</u></b> | <b><u>\$ 2,088,368</u></b>    |
| 17   |                            |                          |                               |
| 18   |                            |                          |                               |
| 19 <b><u>LIABILITIES:</u></b>                  |                            |                          |                               |
| 20   |                            |                          |                               |
| 21 ACCOUNTS PAYABLE                            | \$ 10,113                  | \$ -                     | \$ 10,113                     |
| 24 DEFERRED REVENUE (ON-ROLL)                  | 7,439                      | 3,011                    | 10,450                        |
| 25 DUE TO DS FUND                              | -                          | -                        | -                             |
| 26   |                            |                          |                               |
| 27 <b><u>FUND BALANCE:</u></b>                 |                            |                          |                               |
| 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                                | -                          | 230,085                  | 230,085                       |
| 39 UNASSIGNED                                  | 1,039,450                  | -                        | 1,039,450                     |
| 40   |                            |                          |                               |
| 41 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b><u>\$ 1,855,272</u></b> | <b><u>\$ 233,096</u></b> | <b><u>\$ 2,088,367</u></b>    |

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

|  | <b>FY2019<br/>ADOPTED<br/>BUDGET</b> | <b>BUDGET<br/>YEAR-TO-DATE</b> | <b>ACTUAL<br/>YEAR-TO-DATE</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|--|--------------------------------------|--------------------------------|--------------------------------|---|
| <b>1 REVENUE</b>                                       |                                      |                                |                                |   |
| 2 SPECIAL ASSESSMENTS - ON ROLL (NET)                  | \$ 787,745                           | \$ 787,745                     | \$ 780,496                     | \$ (7,249)                                      |
| 3 INTEREST REVENUE                                     | 2,000                                | 1,333                          | 16,602                         | 15,269  |
| 4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC) | 300                                  | 200                            | 656                            | 456   |
| 5 CH SECURITY OFFICER FEE                              | -                                    | -                              | 452                            | 452   |
| 6 CLUBHOUSE RENTALS                                    | 2,500                                | 1,667                          | 3,069                          | 1,402   |
| 7 INSURANCE PROCEEDS                                   | -                                    | -                              | -                              | -   |
| 8 <b>TOTAL REVENUE</b>                                 | <b>792,545</b>                       | <b>790,945</b>                 | <b>801,274</b>                 | <b>10,329</b>                                   |
| <b>9 EXPENDITURES</b>                                  |                                      |                                |                                |   |
| 10 <b>FINANCIAL AND ADMINISTRATIVE:</b>                |                                      |                                |                                |   |
| 11 BOARD OF SUPERVISORS SALARIES                       | 12,000                               | 8,000                          | 4,200                          | 3,800   |
| 12 PAYROLL TAXES (BOS STAFF)                           | 918                                  | 613                            | 321                            | 292   |
| 13 PAYROLL SERVICE FEES                                | 715                                  | 477                            | 575                            | (98)  |
| 14 MANAGEMENT CONSULTING SERVICES                      | 45,000                               | 30,000                         | 30,000                         | -   |
| 15 SALES TAX   | -                                    | -                              | -                              | -   |
| 16 OFFICE SUPPLIES                                     | 500                                  | 333                            | 204                            | 130   |
| 17 BANK FEES   | 200                                  | 133                            | 153                            | (20)  |
| 18 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)       |                                      |                                |                                |   |
| 19 MAILING   | 50                                   | 33                             | -                              | 33  |
| 20 SCHOOL SPONSORSHIP                                  | 200                                  | 200                            | 200                            | -   |
| 21 OTHER MISCELLANEOUS                                 | 250                                  | 167                            | 234                            | (67)  |
| 22 AUDITING  | 4,200                                | 4,200                          | 3,200                          | 1,000   |
| 23 REGULATORY AND PERMIT FEES                          | 175                                  | 175                            | 175                            | -   |
| 24 LEGAL ADVERTISEMENTS                                | 700                                  | 467                            | 464                            | 3   |
| 25 ENGINEERING SERVICES                                | 5,000                                | 3,333                          | 1,093                          | 2,241   |
| 26 TECHNOLOGY SERVICES & WEBSITE ADMIN                 | 200                                  | -                              | 92                             | (92)  |
| 27 LEGAL SERVICES                                      | 7,500                                | 5,000                          | 5,490                          | (490)   |
| 28 <b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>         | <b>77,608</b>                        | <b>53,131</b>                  | <b>46,400</b>                  | <b>6,731</b>                                    |
| 29 <b>INSURANCE:</b>                                   |                                      |                                |                                |   |
| 30 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)  | 15,122                               | 15,122                         | 12,846                         | 2,276   |
| 31 <b>TOTAL INSURANCE</b>                              | <b>15,122</b>                        | <b>15,122</b>                  | <b>12,846</b>                  | <b>2,276</b>                                    |
| 32 <b>DEBT SERVICE ADMINISTRATION:</b>                 |                                      |                                |                                |   |
| 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 <b>TOTAL DEBT SERVICE ADMINISTRATION</b>            | <b>6,470</b>                         | <b>6,470</b>                   | <b>5,987</b>                   | <b>483</b>                                      |
| 37 <b>UTILITIES:</b>                                   |                                      |                                |                                |   |
| 38 UTILITIES - ELECTRICITY                             | 123,600                              | 82,400                         | 66,474                         | 15,926  |
| 39 UTILITIES - WATER                                   | 10,000                               | 6,667                          | 4,509                          | 2,158   |
| 40 UTILITIES - SOLID WASTE DISPOSAL                    | 1,700                                | 1,275                          | 1,376                          | (101)   |
| 41 UTILITY IMPACT FEE                                  | 650                                  | 650                            | 631                            | 19  |
| 42 <b>TOTAL UTILITIES</b>                              | <b>135,950</b>                       | <b>90,992</b>                  | <b>72,990</b>                  | <b>18,002</b>                                   |
| 43 <b>CLUBHOUSE STAFF:</b>                             |                                      |                                |                                |   |
| 44 SECURITY SYSTEM - CONTRACT                          | 120                                  | 100                            | 94                             | 6   |
| 45 SECURITY PATROL                                     | 30,000                               | 20,000                         | 13,470                         | 6,530   |
| 46 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)  | 500                                  | 333                            | -                              | 333   |
| 47 CLUBHOUSE STAFF                                     | 69,000                               | 46,000                         | 43,905                         | 2,095   |
| 48 CLUBHOUSE STAFF TAXES                               | 5,279                                | 3,519                          | 3,359                          | 161   |
| 49 UNEMPLOYMENT INSURANCE                              | 1,500                                | 1,000                          | 217                            | 783   |
| 50 CLUBHOUSE WORKMANS COMP INSURANCE                   | 1,250                                | 833                            | 767                            | 66  |
| 51 CLUBHOUSE STAFF PAYROLL FEES                        | 3,000                                | 2,000                          | 1,820                          | 180   |
| 52 <b>TOTAL CLUBHOUSE STAFF</b>                        | <b>110,649</b>                       | <b>73,786</b>                  | <b>63,632</b>                  | <b>10,154</b>                                   |

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

|  | <b>FY2019<br/>ADOPTED<br/>BUDGET</b> | <b>BUDGET<br/>YEAR-TO-DATE</b> | <b>ACTUAL<br/>YEAR-TO-DATE</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|--|--------------------------------------|--------------------------------|--------------------------------|---|
| 59 <b>PHYSICAL ENVIRONMENT:</b>  |                                      |                                |                                |   |
| 60 LAKE & POND MAINTENANCE   | 12,300                               | 8,200                          | 11,555                         | (3,355)   |
| 61 LAKE & POND MAINTENANCE - OTHER   | 5,500                                | 3,667                          | 985                            | 2,682   |
| 62 ENTRY & WALLS MAINTENANCE   | 7,500                                | 5,000                          | 150                            | 4,850   |
| 63 LANDSCAPE MAINTENANCE - CONTRACT  | 181,690                              | 124,602                        | 126,597                        | (1,995)   |
| 64 LANDSCAPE - MISCELLANEOUS   |                                      |                                |                                |   |
| 65 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)                            | 16,975                               | 11,317                         | 6,444                          | 4,872   |
| 66 TREE MAINTENANCE/REMOVAL  | 5,000                                | 3,333                          | 1,348                          | 1,986   |
| 67 OTHER LANDSCAPE MISCELLANEOUS   | 5,000                                | 3,333                          | 561                            | 2,772   |
| 68 LANDSCAPE CONSULTING (INSPECTION)   | 15,120                               | 10,080                         | 10,080                         | -   |
| 69 IRRIGATION REPAIRS & MAINTENANCE  | 7,500                                | 5,000                          | 1,573                          | 3,427   |
| 70 IRRIGATION USAGE REPORTING  | 2,400                                | 1,600                          | 1,600                          | -   |
| 71 DECORATIVE LIGHT MAINTENANCE  | 1,200                                | 800                            | -                              | 800   |
| 72 PAVEMENT REPAIRS  | 1,000                                | 667                            | -                              | 667   |
| 73 PEST CONTROL  | 960                                  | 640                            | 640                            | -   |
| 74 FIELD CONTINGENCY   | 10,000                               | 6,667                          | 150                            | 6,517   |
| 75 <b>TOTAL PHYSICAL ENVIRONMENT</b>   | <b>272,145</b>                       | <b>184,905</b>                 | <b>161,683</b>                 | <b>23,222</b>                                   |
| 76   |                                      |                                |                                |   |
| 77 <b>PARKS AND RECREATION:</b>  |                                      |                                |                                |   |
| 78 COMMUNICATIONS (TEL, CELL, INT )  | 2,500                                | 1,667                          | 1,670                          | (3)   |
| 79 CLUB FACILITY - INTERIOR FURNISHINGS  | 2,500                                | 1,667                          | -                              | 1,667   |
| 80 CLUB FACILITY MAINTENANCE   | 18,000                               | 12,000                         | 9,698                          | 2,302   |
| 81 POOL MAINTENANCE - CONTRACT   | 11,200                               | 6,225                          | 6,225                          | -   |
| 82 POOL MAINTENANCE - OTHER  | 6,000                                | 4,000                          | 871                            | 3,129   |
| 83 POOL PERMIT   | 275                                  | 275                            | 275                            | -   |
| 84 CLUBHOUSE SUPPLIES  | 2,500                                | 1,667                          | 503                            | 1,163   |
| 85 PARK FACILITY MAINTENANCE   | 8,000                                | 5,333                          | 314                            | 5,019   |
| 86 CAPITAL IMPROVEMENTS  | 17,600                               | 11,733                         | -                              | 11,733  |
| 87 SPECIAL EVENTS  | 25,000                               | 16,667                         | 10,216                         | 6,451   |
| 88 DECORATIVE LIGHT/HOLIDAY  | 1,000                                | 1,000                          | 927                            | 73  |
| 89 MISCELLANEOUS   |                                      |                                |                                |   |
| 90 STORAGE   | 900                                  | 756                            | 758                            | (2)   |
| 91 SIGNS   | -                                    | -                              | -                              | -   |
| 92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING) | 8,225                                | 5,483                          | 131                            | 5,352   |
| 93 <b>TOTAL PARKS AND RECREATION</b>   | <b>103,700</b>                       | <b>68,473</b>                  | <b>31,588</b>                  | <b>36,884</b>                                   |
| 94   |                                      |                                |                                |   |
| 95 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>                                 | <b>721,645</b>                       | <b>492,880</b>                 | <b>395,127</b>                 | <b>97,754</b>                                   |
| 96   |                                      |                                |                                |   |
| 97 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>        | <b>70,900</b>                        | <b>298,065</b>                 | <b>406,148</b>                 | <b>108,083</b>                                  |
| 98   |                                      |                                |                                |   |
| 99 <b>CAPITAL RESERVES:</b>  |                                      |                                |                                |   |
| 100 CAPITAL ASSET RESERVES   | 70,900                               | -                              | -                              | -   |
| 101 <b>TOTAL CAPITAL RESERVES</b>  | <b>70,900</b>                        | <b>-</b>                       | <b>-</b>                       | <b>-</b>  |
| 102  |                                      |                                |                                |   |
| 103 <b>TOTAL EXPENDITURES</b>  | <b>792,546</b>                       | <b>492,881</b>                 | <b>395,128</b>                 | <b>97,755</b>                                   |
| 104  |                                      |                                |                                |   |
| 105 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>                               | <b>-</b>                             | <b>298,065</b>                 | <b>406,148</b>                 | <b>108,083</b>                                  |
| 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 <b>FUND BALANCE - ENDING</b>   | <b>\$ 1,555,388</b>                  | <b>\$ 1,782,553</b>            | <b>\$ 1,837,720</b>            | <b>\$ 1,539,655</b>                             |

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

| <b>Renewal &amp; Replacement (Reserve)</b> |                   |
|--|-------------------|
| 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)        |
| <b>Total</b>                               | <b>\$ 583,244</b> |

**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 May 31, 2019**

|   | <b>FY2019<br/>ADOPTED<br/>BUDGET</b> | <b>BUDGET<br/>YEAR-TO-DATE</b> | <b>ACTUAL<br/>YEAR-TO-DATE</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|---|--------------------------------------|--------------------------------|--------------------------------|---|
| <b>1 REVENUE</b>                                      |                                      |                                |                                |   |
| 2 SPECIAL ASSESSMENTS - ON ROLL (NET)                 | \$ 346,514                           | \$ 325,723                     | \$ 315,863                     | \$ (9,860)                                      |
| 3 DISCOUNT (ASSESSMENTS)                              | (13,861)                             | -                              | -                              | -   |
| 4 INTEREST REVENUE                                    | -                                    | -                              | 3,617                          | 3,617   |
| 5 MISCELLANEOUS REVENUE                               | -                                    | -                              | -                              | -   |
| 6 FUND BALANCE FORWARD                                | -                                    | -                              | -                              | -   |
| <b>7 TOTAL REVENUE</b>                                | <b>332,653</b>                       | <b>325,723</b>                 | <b>319,479</b>                 | <b>(6,244)</b>                                  |
| 8   |                                      |                                |                                |   |
| 9   |                                      |                                |                                |   |
| 10  |                                      |                                |                                |   |
| <b>11 EXPENDITURES</b>                                |                                      |                                |                                |   |
| 12 COUNTY-COLLECTION FEES (ASSESSMENTS)               | 6,930                                | -                              | -                              | -   |
| 13 INTEREST EXPENSE                                   | 161,394                              | 82,538                         | 165,075                        | (82,537)  |
| 14 PRINCIPAL RETIREMENT                               | 155,000                              | 155,000                        | 155,000                        | -   |
| <b>15 TOTAL EXPENDITURES</b>                          | <b>323,324</b>                       | <b>237,538</b>                 | <b>320,075</b>                 | <b>(82,537)</b>                                 |
| 16  |                                      |                                |                                |   |
| 17  |                                      |                                |                                |   |
| <b>18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b> | <b>9,329</b>                         | <b>88,185</b>                  | <b>(596)</b>                   | <b>(88,781)</b>                                 |
| 19  |                                      |                                |                                |   |
| 20 FUND BALANCE - BEGINNING                           | -                                    | -                              | 230,681                        | 230,681   |
| 21  |                                      |                                |                                |   |
| <b>22 FUND BALANCE - ENDING</b>                       | <b>\$ 9,329</b>                      | <b>\$ 88,185</b>               | <b>\$ 230,085</b>              | <b>\$ 141,900</b>                               |

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)**  
**May 31, 2019**

|                                     | <b>BankUnited (Operating<br/>Acct)</b> |
|-------------------------------------|--|
| Balance Per Bank Statement          | \$ 32,321.42                           |
| Add: Deposits in Transit            | 226.00                                 |
| Less: Outstanding Checks            | (644.40)                               |
| <b><i>Adjusted Bank Balance</i></b> | <b><u>\$ 31,903.02</u></b>             |

|                                      |                            |
|--------------------------------------|----------------------------|
| Beginning Bank Balance Per Books     | \$ 28,980.22               |
| Cash Receipts                        | 51,656.31                  |
| Cash Disbursements                   | (48,733.51)                |
| <b><i>Cash Balance Per Books</i></b> | <b><u>\$ 31,903.02</u></b> |

# **Panther Trace Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
June 30, 2019**



**Panther Trace CDD**  
**Balance Sheet**  
**June 30, 2019**

|  | <b>GENERAL<br/>FUND</b>    | <b>DS2007<br/>FUND</b>   | <b>CONSOLIDATED<br/>TOTAL</b> |
|--|----------------------------|--------------------------|-------------------------------|
| 1 <b><u>ASSETS:</u></b>                        |                            |                          |                               |
| 2  |                            |                          |                               |
| 3 CASH   | \$ 25,240                  | \$ -                     | \$ 25,240                     |
| 4 CASH - DEBIT CARD                            | 1,708                      | -                        | 1,708                         |
| 5  |                            |                          |                               |
| 6 INVESTMENTS:                                 |                            |                          |                               |
| 7 MONEY MARKET ACCOUNT - BU                    | 1,761,129                  | -                        | 1,761,129                     |
| 8 TRUST - REVENUE ACCT                         | -                          | 230,911                  | 230,911                       |
| 9 TRUST - RESERVE ACCT                         | -                          | 1                        | 1                             |
| 10 TRUST - INTEREST ACCT                       | -                          | -                        | -                             |
| 11 ACCOUNTS RECEIVABLE                         | -                          | -                        | -                             |
| 12 ON ROLL ASSESSMENTS RECEIVABLE - CY         | -                          | -                        | -                             |
| 13 DUE FROM OTHER FUNDS                        | -                          | 3,098                    | 3,098                         |
| 14 PREPAID EXPENSES                            | -                          | -                        | -                             |
| 15 DEPOSITS                                    | 16,890                     | -                        | 16,890                        |
| 16 <b>TOTAL ASSETS</b>                         | <b><u>\$ 1,804,967</u></b> | <b><u>\$ 234,011</u></b> | <b><u>\$ 2,038,978</u></b>    |
| 17   |                            |                          |                               |
| 18   |                            |                          |                               |
| 19 <b><u>LIABILITIES:</u></b>                  |                            |                          |                               |
| 20   |                            |                          |                               |
| 21 ACCOUNTS PAYABLE                            | \$ 6,051                   | \$ -                     | \$ 6,051                      |
| 24 DEFERRED REVENUE (ON-ROLL)                  | -                          | -                        | -                             |
| 25 DUE TO DS FUND                              | 3,098                      | -                        | 3,098                         |
| 26   |                            |                          |                               |
| 27 <b><u>FUND BALANCE:</u></b>                 |                            |                          |                               |
| 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                                | -                          | 234,011                  | 234,011                       |
| 39 UNASSIGNED                                  | 997,547                    | -                        | 997,547                       |
| 40   |                            |                          |                               |
| 41 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b><u>\$ 1,804,967</u></b> | <b><u>\$ 234,011</u></b> | <b><u>\$ 2,038,978</u></b>    |

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through June 30, 2019**

|  | <b>FY2019<br/>ADOPTED<br/>BUDGET</b> | <b>BUDGET<br/>YEAR-TO-DATE</b> | <b>ACTUAL<br/>YEAR-TO-DATE</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|--|--------------------------------------|--------------------------------|--------------------------------|---|
| <b>1 REVENUE</b>                                       |                                      |                                |                                |   |
| 2 SPECIAL ASSESSMENTS - ON ROLL (NET)                  | \$ 787,745                           | \$ 787,745                     | \$ 789,246                     | \$ 1,501  |
| 3 INTEREST REVENUE                                     | 2,000                                | 1,500                          | 18,407                         | 16,907  |
| 4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC) | 300                                  | 225                            | 656                            | 431   |
| 5 CH SECURITY OFFICER FEE                              | -                                    | -                              | 452                            | 452   |
| 6 CLUBHOUSE RENTALS                                    | 2,500                                | 1,875                          | 3,082                          | 1,207   |
| 7 INSURANCE PROCEEDS                                   | -                                    | -                              | -                              | -   |
| 8 <b>TOTAL REVENUE</b>                                 | <b>792,545</b>                       | <b>791,345</b>                 | <b>811,842</b>                 | <b>20,497</b>                                   |
| <b>9 EXPENDITURES</b>                                  |                                      |                                |                                |   |
| 10 <b>FINANCIAL AND ADMINISTRATIVE:</b>                |                                      |                                |                                |   |
| 11 BOARD OF SUPERVISORS SALARIES                       | 12,000                               | 9,000                          | 5,000                          | 4,000   |
| 12 PAYROLL TAXES (BOS STAFF)                           | 918                                  | 690                            | 383                            | 307   |
| 13 PAYROLL SERVICE FEES                                | 715                                  | 536                            | 624                            | (87)  |
| 14 MANAGEMENT CONSULTING SERVICES                      | 45,000                               | 33,750                         | 33,750                         | -   |
| 15 SALES TAX   | -                                    | -                              | -                              | -   |
| 16 OFFICE SUPPLIES                                     | 500                                  | 375                            | 371                            | 4   |
| 17 BANK FEES   | 200                                  | 150                            | 292                            | (142)   |
| 18 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)       |                                      |                                |                                |   |
| 19 MAILING   | 50                                   | 37                             | -                              | 37  |
| 20 SCHOOL SPONSORSHIP                                  | 200                                  | 200                            | 200                            | -   |
| 21 OTHER MISCELLANEOUS                                 | 250                                  | 187                            | 234                            | (47)  |
| 22 AUDITING  | 4,200                                | 4,200                          | 3,200                          | 1,000   |
| 23 REGULATORY AND PERMIT FEES                          | 175                                  | 175                            | 175                            | -   |
| 24 LEGAL ADVERTISEMENTS                                | 700                                  | 525                            | 464                            | 61  |
| 25 ENGINEERING SERVICES                                | 5,000                                | 3,750                          | 1,423                          | 2,327   |
| 26 TECHNOLOGY SERVICES & WEBSITE ADMIN                 | 200                                  | 200                            | 92                             | 108   |
| 27 LEGAL SERVICES                                      | 7,500                                | 5,625                          | 5,490                          | 135   |
| 28 <b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>         | <b>77,608</b>                        | <b>59,401</b>                  | <b>51,696</b>                  | <b>7,705</b>                                    |
| 29 <b>INSURANCE:</b>                                   |                                      |                                |                                |   |
| 30 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)  | 15,122                               | 15,122                         | 12,846                         | 2,276   |
| 31 <b>TOTAL INSURANCE</b>                              | <b>15,122</b>                        | <b>15,122</b>                  | <b>12,846</b>                  | <b>2,276</b>                                    |
| 32 <b>DEBT SERVICE ADMINISTRATION:</b>                 |                                      |                                |                                |   |
| 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 <b>TOTAL DEBT SERVICE ADMINISTRATION</b>            | <b>6,470</b>                         | <b>6,470</b>                   | <b>5,987</b>                   | <b>483</b>                                      |
| 37 <b>UTILITIES:</b>                                   |                                      |                                |                                |   |
| 38 UTILITIES - ELECTRICITY                             | 123,600                              | 92,700                         | 75,789                         | 16,911  |
| 39 UTILITIES - WATER                                   | 10,000                               | 7,500                          | 4,509                          | 2,991   |
| 40 UTILITIES - SOLID WASTE DISPOSAL                    | 1,700                                | 1,417                          | 1,551                          | (134)   |
| 41 UTILITY IMPACT FEE                                  | 650                                  | 650                            | 631                            | 19  |
| 42 <b>TOTAL UTILITIES</b>                              | <b>135,950</b>                       | <b>102,267</b>                 | <b>82,480</b>                  | <b>19,787</b>                                   |
| 43 <b>CLUBHOUSE STAFF:</b>                             |                                      |                                |                                |   |
| 44 SECURITY SYSTEM - CONTRACT                          | 120                                  | 110                            | 94                             | 16  |
| 45 SECURITY PATROL                                     | 30,000                               | 22,500                         | 14,847                         | 7,653   |
| 46 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)  | 500                                  | 375                            | -                              | 375   |
| 47 CLUBHOUSE STAFF                                     | 69,000                               | 51,750                         | 49,190                         | 2,560   |
| 48 CLUBHOUSE STAFF TAXES                               | 5,279                                | 3,959                          | 3,763                          | 196   |
| 49 UNEMPLOYMENT INSURANCE                              | 1,500                                | 1,125                          | 217                            | 908   |
| 50 CLUBHOUSE WORKMANS COMP INSURANCE                   | 1,250                                | 937                            | 859                            | 78  |
| 51 CLUBHOUSE STAFF PAYROLL FEES                        | 3,000                                | 2,250                          | 2,036                          | 214   |
| 52 <b>TOTAL CLUBHOUSE STAFF</b>                        | <b>110,649</b>                       | <b>83,007</b>                  | <b>71,006</b>                  | <b>12,000</b>                                   |

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through June 30, 2019**

|   | <b>FY2019<br/>ADOPTED<br/>BUDGET</b> | <b>BUDGET<br/>YEAR-TO-DATE</b> | <b>ACTUAL<br/>YEAR-TO-DATE</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|---|--------------------------------------|--------------------------------|--------------------------------|---|
| 59 <b>PHYSICAL ENVIRONMENT:</b>   |                                      |                                |                                |   |
| 60 LAKE & POND MAINTENANCE  | 12,300                               | 9,225                          | 13,251                         | (4,026)   |
| 61 LAKE & POND MAINTENANCE - OTHER  | 5,500                                | 4,125                          | 985                            | 3,140   |
| 62 ENTRY & WALLS MAINTENANCE  | 7,500                                | 5,625                          | 150                            | 5,475   |
| 63 LANDSCAPE MAINTENANCE - CONTRACT   | 181,690                              | 139,924                        | 142,742                        | (2,818)   |
| 64 LANDSCAPE - MISCELLANEOUS  |                                      |                                |                                |   |
| 65 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)                               | 16,975                               | 12,731                         | 6,444                          | 6,287   |
| 66 TREE MAINTENANCE/REMOVAL   | 5,000                                | 3,750                          | 1,348                          | 2,402   |
| 67 OTHER LANDSCAPE MISCELLANEOUS  | 5,000                                | 3,750                          | 561                            | 3,189   |
| 68 LANDSCAPE CONSULTING (INSPECTION)  | 15,120                               | 11,340                         | 11,340                         | -   |
| 69 IRRIGATION REPAIRS & MAINTENANCE   | 7,500                                | 5,625                          | 2,776                          | 2,849   |
| 70 IRRIGATION USAGE REPORTING   | 2,400                                | 1,800                          | 1,800                          | -   |
| 71 DECORATIVE LIGHT MAINTENANCE   | 1,200                                | 900                            | -                              | 900   |
| 72 PAVEMENT REPAIRS   | 1,000                                | 750                            | -                              | 750   |
| 73 PEST CONTROL   | 960                                  | 720                            | 640                            | 80  |
| 74 FIELD CONTINGENCY  | 10,000                               | 7,500                          | 150                            | 7,350   |
| 75 <b>TOTAL PHYSICAL ENVIRONMENT</b>  | <b>272,145</b>                       | <b>207,765</b>                 | <b>182,187</b>                 | <b>25,578</b>                                   |
| 76  |                                      |                                |                                |   |
| 77 <b>PARKS AND RECREATION:</b>   |                                      |                                |                                |   |
| 78 COMMUNICATIONS (TEL, CELL, INT )   | 2,500                                | 1,875                          | 1,707                          | 168   |
| 79 CLUB FACILITY - INTERIOR FURNISHINGS   | 2,500                                | 1,875                          | -                              | 1,875   |
| 80 CLUB FACILITY MAINTENANCE  | 18,000                               | 13,500                         | 11,417                         | 2,083   |
| 81 POOL MAINTENANCE - CONTRACT  | 11,200                               | 7,200                          | 7,200                          | -   |
| 82 POOL MAINTENANCE - OTHER   | 6,000                                | 4,500                          | 2,218                          | 2,282   |
| 83 POOL PERMIT  | 275                                  | 275                            | 275                            | -   |
| 84 CLUBHOUSE SUPPLIES   | 2,500                                | 1,875                          | 725                            | 1,151   |
| 85 PARK FACILITY MAINTENANCE  | 8,000                                | 6,000                          | 314                            | 5,686   |
| 86 CAPITAL IMPROVEMENTS   | 17,600                               | 13,200                         | -                              | 13,200  |
| 87 SPECIAL EVENTS   | 25,000                               | 18,750                         | 15,640                         | 3,110   |
| 88 DECORATIVE LIGHT/HOLIDAY   | 1,000                                | 1,000                          | 927                            | 73  |
| 89 MISCELLANEOUS  |                                      |                                |                                |   |
| 90 STORAGE  | 900                                  | 831                            | 840                            | (9)   |
| 91 SIGNS  | -                                    | -                              | -                              | -   |
| 92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE &<br>CLUBHOUSE LIGHTING) | 8,225                                | 6,169                          | 131                            | 6,038   |
| 93 <b>TOTAL PARKS AND RECREATION</b>  | <b>103,700</b>                       | <b>77,050</b>                  | <b>41,394</b>                  | <b>35,656</b>                                   |
| 94  |                                      |                                |                                |   |
| 95 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>                                    | <b>721,645</b>                       | <b>551,082</b>                 | <b>447,597</b>                 | <b>103,486</b>                                  |
| 96  |                                      |                                |                                |   |
| 97 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>           | <b>70,900</b>                        | <b>240,263</b>                 | <b>364,245</b>                 | <b>123,983</b>                                  |
| 98  |                                      |                                |                                |   |
| 99 <b>CAPITAL RESERVES:</b>   |                                      |                                |                                |   |
| 100 CAPITAL ASSET RESERVES  | 70,900                               | -                              | -                              | -   |
| 101 <b>TOTAL CAPITAL RESERVES</b>   | <b>70,900</b>                        | <b>-</b>                       | <b>-</b>                       | <b>-</b>  |
| 102   |                                      |                                |                                |   |
| 103 <b>TOTAL EXPENDITURES</b>   | <b>792,546</b>                       | <b>551,083</b>                 | <b>447,598</b>                 | <b>103,487</b>                                  |
| 104   |                                      |                                |                                |   |
| 105 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>                                  | <b>-</b>                             | <b>240,263</b>                 | <b>364,245</b>                 | <b>123,983</b>                                  |
| 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 <b>FUND BALANCE - ENDING</b>  | <b>\$ 1,555,388</b>                  | <b>\$ 1,724,751</b>            | <b>\$ 1,795,817</b>            | <b>\$ 1,555,555</b>                             |

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

| <b>Renewal &amp; Replacement (Reserve)</b> |                   |
|--|-------------------|
| 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)        |
| <b>Total</b>                               | <b>\$ 583,244</b> |

**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 June 30, 2019**

|   | <b>FY2019<br/>ADOPTED<br/>BUDGET</b> | <b>BUDGET<br/>YEAR-TO-DATE</b> | <b>ACTUAL<br/>YEAR-TO-DATE</b> | <b>VARIANCE<br/>FAVORABLE<br/>(UNFAVORABLE)</b> |
|---|--------------------------------------|--------------------------------|--------------------------------|---|
| <b>1 REVENUE</b>                                      |                                      |                                |                                |   |
| 2 SPECIAL ASSESSMENTS - ON ROLL (NET)                 | \$ 346,514                           | \$ 325,723                     | \$ 319,404                     | \$ (6,319)                                      |
| 3 DISCOUNT (ASSESSMENTS)                              | (13,861)                             | -                              | -                              | -   |
| 4 INTEREST REVENUE                                    | -                                    | -                              | 4,001                          | 4,001   |
| 5 MISCELLANEOUS REVENUE                               | -                                    | -                              | -                              | -   |
| 6 FUND BALANCE FORWARD                                | -                                    | -                              | -                              | -   |
| <b>7 TOTAL REVENUE</b>                                | <b>332,653</b>                       | <b>325,723</b>                 | <b>323,405</b>                 | <b>(2,318)</b>                                  |
| 8   |                                      |                                |                                |   |
| 9   |                                      |                                |                                |   |
| 10  |                                      |                                |                                |   |
| <b>11 EXPENDITURES</b>                                |                                      |                                |                                |   |
| 12 COUNTY-COLLECTION FEES (ASSESSMENTS)               | 6,930                                | -                              | -                              | -   |
| 13 INTEREST EXPENSE                                   | 161,394                              | 82,538                         | 165,075                        | (82,537)  |
| 14 PRINCIPAL RETIREMENT                               | 155,000                              | 155,000                        | 155,000                        | -   |
| <b>15 TOTAL EXPENDITURES</b>                          | <b>323,324</b>                       | <b>237,538</b>                 | <b>320,075</b>                 | <b>(82,537)</b>                                 |
| 16  |                                      |                                |                                |   |
| 17  |                                      |                                |                                |   |
| <b>18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b> | <b>9,329</b>                         | <b>88,185</b>                  | <b>3,330</b>                   | <b>(84,855)</b>                                 |
| 19  |                                      |                                |                                |   |
| 20 FUND BALANCE - BEGINNING                           | -                                    | -                              | 230,681                        | 230,681   |
| 21  |                                      |                                |                                |   |
| <b>22 FUND BALANCE - ENDING</b>                       | <b>\$ 9,329</b>                      | <b>\$ 88,185</b>               | <b>\$ 234,011</b>              | <b>\$ 145,826</b>                               |

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)**  
**June 30, 2019**

|                                      | <b>BankUnited (Operating<br/>Acct)</b> |
|--------------------------------------|--|
| Balance Per Bank Statement           | \$ 33,543.58                           |
| Add: Deposits in Transit             | -                                      |
| Less: Outstanding Checks             | (8,303.61)                             |
| <b><i>Adjusted Bank Balance</i></b>  | <b><u>\$ 25,239.97</u></b>             |
|                                      |  |
| Beginning Bank Balance Per Books     | \$ 31,903.02                           |
| Cash Receipts                        | 50,018.56                              |
| Cash Disbursements                   | (56,681.61)                            |
| <b><i>Cash Balance Per Books</i></b> | <b><u>\$ 25,239.97</u></b>             |

**EXHIBIT 3.**



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

---

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

To: Board of Supervisors  
From: Monica Vitale  
Date: May 28, 2019  
Re: LMP Irrigation Proposal

Dear Board,

Attached is a proposal to move existing irrigation at 10804 Navigation Dr. The resident recently installed fencing per HOA requirements and have since realized that District irrigation heads are on the interior of their fence, several feet inside their property line. The attached is proposed to move those back to the District Property. Resident intends to install a pool and does not wish to have any issues. 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

10804 Navigation Dr.

|                    |           |
|--------------------|-----------|
| Date               | 6/11/2019 |
| Estimate #         | 60289     |
| LMP REPRESENTATIVE |           |
| BD                 |           |
| PO #               |           |
| Work Order #       |           |

| ITEM                | DESCRIPTION   | QTY | COST  | TOTAL  |
|---------------------|---|-----|-------|--------|
| Irrigation Relat... | 1 inch sch 40 pvc pipe                                      | 60  | 0.82  | 49.20  |
| Irrigation Relat... | 3/4 inch sch 40 pvc pipe                                    | 60  | 0.52  | 31.20  |
| Irrigation Relat... | 3/4 inch ell  | 2   | 0.77  | 1.54   |
| Irrigation Relat... | 1 inch ell  | 2   | 1.35  | 2.70   |
| Irrigation Relat... | 1 x 1 x 1/2 inch tee  | 2   | 1.90  | 3.80   |
| Irrigation Relat... | 3/4 x 3/4 x 1/2 inch tee                                    | 2   | 1.11  | 2.22   |
| Irrigation Relat... | 1 x 3/4 inch reducer  | 2   | 1.29  | 2.58   |
| Irrigation Relat... | 1/2 inch ell S x FIPT                                       | 4   | 0.84  | 3.36   |
| Irrigation Relat... | 1/2 x 3/4 inch poly nipple                                  | 4   | 0.71  | 2.84   |
| Irrigation Relat... | 1/2 inch flex pipe  | 8   | 0.72  | 5.76   |
| Irrigation Labor    | Labor: 2 men @ \$ 80.00 per hour                            | 8   | 80.00 | 640.00 |
|                     | Re-route irrigation line outside of home owner's back yard. |     |       |        |

**TERMS AND CONDITIONS:**

|              |                 |
|--------------|-----------------|
| <b>TOTAL</b> | <b>\$745.20</b> |
|--------------|-----------------|

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 4.**

July 16, 2019

# PANTHER TRACE CDD-PHASE I FACILITIES DIRECTOR REPORT

## I. AQUATICS

The aquatics reports are available for review on the shared site through DPFG

### A. Reports

- i. The aquatics reports are being submitted requiring a lot of changes to make them accessible. This is mainly due to the photos.
- ii. I am requesting that ASI submit along with those reports an abbreviated report which just lists issues or concerns or improvements. This report would be easily made accessible.

## II. LANDSCAPE

The landscape reports are easily made accessible and will continue to accompany the meeting packet.

### A. Requests

- iii. Attached is a proposal to transition an existing irrigation issue.
- iv. Also, the OLM Inspection Reports for May and June

## III. CLUBHOUSE

### A. Repairs

- v. All four of the Heat Pumps have had repairs made and new sensors installed under warranty on 6-6-2019
- vi. The new AC unit which was need in the main meeting room was installed on 7-1-2019
- vii. The water fountain in the playground began leaking, it has been capped to prevent water waste while supplies have been ordered to complete repairs 7-3-2019

## IV. COMMUNITY EVENTS

### A. Events

- viii. Summer Party July 13<sup>th</sup> 10am-2pm
- ix. Swimming lessons to begin July 15-19 & July 29- August 2
- x. All ages Fairy Light Crafting TBD
- xi. Planning has begun for upcoming fall and winter events

**EXHIBIT 5.**

May 20, 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 5/20/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed.
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. Berm leaf removal (on-going)
6. Round-up application
7. Soil sampling at Huntington berm.
8. Clean-up of two (2) vehicle damaged Tabebuia trees at east end median.
9. Select pruning along Panther Trace Blvd.
10. US 301 entrance and median detail/ prune/ trim.
11. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 5/13 – 5/20 was a cumulative .87 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .41 inches on Monday 5/13. Soil temperatures reported as an average 82.54 degrees.
12. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 5/20. Max rainfall during the week was 1.20". The last significant rainfall was 1.20" on Monday 5/13.

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](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

May 28, 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 5/20/19:

(Note: Previous report dated 5/20 should have read ‘...items completed for the week of 5/13/19’ not 5/20/19)

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines. Possum removal.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Playground mulch installation completed.
6. Round-up application
7. Soil sampling at Huntington berm.
8. Select pruning along Panther Trace Blvd.
9. Partial clean-out of preserve vegetative overgrowth along NW sidewalk and property boundary.
10. OLM inspection.
11. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 5/20 – 5/27 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 .41 inches on Monday 5/13. Soil temperatures reported as an average 86.31 degrees.
12. Panther Trace Weather Station (KFLRIVER86) reporting for Tuesday 5/28. Max rainfall during the week was .22”. The last significant rainfall was 1.20” on Monday 5/13.

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](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

June 3, 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 5/28/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Mite application on ornamental grasses completed.
4. Pool/ Clubhouse detail and trim/ prune as needed.
5. Magnolia leaf drop removal (on-going).
6. Round-up application
7. Select pruning along Panther Trace Blvd.
8. Irrigation programming adjusted across all controllers to maximize irrigation due to prevailing drought conditions.
9. Annuals at Clubhouse removed due to drought conditions.
10. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 5/27 – 6/3 was a cumulative .01 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .41 inches on Monday 5/13. Soil temperatures reported as an average 86.31 degrees.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 6/3. Max rainfall during the week was .14". The last significant rainfall was 1.20" on Monday 5/13.

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](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

June 10, 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 6/3/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Round-up application,
6. Select pruning along Panther Trace Blvd.
7. Irrigation programming adjusted across all controllers to maximize irrigation due to prevailing drought conditions. Monitor effect of programming adjustments
8. Selective turf weed control and fertilization supplements to Bermuda at sports field.
9. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 6/3 – 6/10 was a cumulative 4.31 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .86 inches on Wednesday 6/5. Soil temperatures reported as an average 80.89 degrees.
10. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 6/10. Cumulative rainfall during the week was 2.43". The last significant rainfall was 1.43" on Saturday 6/8.

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](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.



June 17, 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 6/10/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Round-up application.
6. Select pruning along Panther Trace Blvd.
7. Irrigation programming adjusted across all controllers to maximize irrigation due to prevailing drought conditions. Monitor effect of programming adjustments – programs adjusted due to prevailing rain patterns Friday 6/14. Note: Water along frontage of new construction and down the 301 berm plantings is cut-off due to construction. Contractor has been notified.
8. Disease control applications at Huntington berm and median completed.
9. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 6/10 – 6/17 was a cumulative 2.21 inches from the Balm weather station covering the Balm-Riverview area. The last significant amount of rain recorded at the Balm station was .42 inches on Friday 6/14. Soil temperatures reported as an average 81.99 degrees.
10. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 6/17. Cumulative rainfall during the week was 1.77". The last significant rainfall was .91" on Friday 6/14.

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](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

June 24, 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 6/17/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Round-up application.
6. Select pruning along Panther Trace Blvd.
7. Annual rotation scheduled moved to Monday 6/24 installation. Annuals at 301 entrance removed.
8. Selective weed control on Bermuda at Sports Field completed.
9. Tree elevations and vegetative clean-out completed behind 12403 Adventure.
10. OLM inspection.
11. Note: Florida Automated Weather Network (FAWN) reports rainfall for the period 6/17 – 6/24 was a cumulative .75 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 Wednesday 6/19. Soil temperatures reported as an average 85.53 degrees.
12. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 6/24. Cumulative rainfall during the week was 1.24". The last significant rainfall was 1.08" on Wednesday 6/19.

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](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

July 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 6/24/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Round-up application.
6. Select pruning along Panther Trace Blvd.
7. Annual rotation completed – Coleus mix.
8. Pump D repair completed.
9. Select weed application (grassy weeds) completed on Sports Field. Liquid fertilizer supplement.
10. Note: Florida Automated Weather Network (FAWN) – site is not functioning properly at the time of this report.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 7/1. Cumulative rainfall during the week was .74". The last significant rainfall was .45" on Friday 6/28.

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

Thank you,

*Garth Rinard*

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C: 813.478.9678  
[garth.rinard@lmppro.com](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.



# **PANTHER TRACE CDD**

LANDSCAPE INSPECTION

May 22, 2019

ATTENDING:

MONICA VITALE – PANTHER TRACE

GARTH RINARD – LMP

PAUL WOODS – OLM, INC.

**SCORE: 90%**

**NEXT INSPECTION  
JUNE 18 , 2019 AT 1:30PM**

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## **CATEGORY I: MAINTENANCE CARRYOVER ITEMS**

NONE

## **CATEGORY II: MAINTENANCE ITEMS**

### **CLUBHOUSE**

1. Throughout perimeter lawns: Improve vigor of and color turf, eliminating stripping along south perimeter.
2. Along westbound lane across from the pool exit: Repair damaged pop up sprinkler.
3. Control Dollarweed along south perimeter.

### **ENTRANCE**

4. Remove sand, gravel, and debris accumulations along bike path.
5. South US 301 frontage: Monitor decline of Sycamore tree.
6. Fertilize Oleander and Fakahatchee Grass with improved long duration fertilizer.
7. Rear of entrance monument: Prune dead wood from Ligustrum Privet.

### **GREYSTONE**

8. Lift station: Improve vigor of Fakahatchee Grass. Rake down fire ant mounds in Fakahatchee Grass once insects have been eradicated.
9. Remove commercial signage along right-of-ways.

### **COMMONS**

10. Along Navigation Drive west side right-of-way: Prune back Cogongrass, Brazilian Pepper, and Salt Myrtle so it does not extend into mowable areas.
11. Stratford entrance at Passage Place: Liquid fertilize Oyster plants to improve vigor.
12. West of Bramfield Drive: Prune and elevate lowest scaffold of Oak tree limbs along south side berm to improve light penetration to turf.

13. Fertilize grasses west of the Ocelot Place/Ferncroft village entrance.
14. Re-tuck mulch as needed along sidewalks.
15. Adventure Drive/Panther Trace Blvd entrance: Improve vigor of Oyster plant.
16. Rodeo Drive entrance: Complete palm pruning.
17. Rodeo Drive retention pond: Detail non-mowable grass down to water's edge as accessible.

#### SPORTS FIELD

**18. Control broadleaf weeds in turf.**

19. Liquid fertilize turf to stimulate growth in areas of weak growth.

#### **CATEGORY III: IMPROVEMENTS – PRICING**

1. Provide a price to infill Variegated Asiatic Jasmine in the entrance bullnose. I recommend transplanting so that the color is uniform, adding new plants elsewhere on the property.
2. Flag and provide a price to remove declining palm trees in center island and Greystone frontage berm.
3. Confirm Monica has proposal for replacement Society Garlic, infilling as needed at village monument entrances.
4. Provide a price for plugging services to transfer Bermuda from the east perimeter of the sports field to the west side where foot traffic has caused wear and increased weeds.

#### **CATEGORY IV: NOTES TO OWNER**

NONE

#### **CATEGORY V: NOTES TO CONTRACTOR**

NONE

PGW:ml

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



# **PANTHER TRACE CDD**

LANDSCAPE INSPECTION

June 18, 2019

ATTENDING:

GARTH RINARD – LMP

SCOTT CARLSON – LMP

PAUL WOODS – OLM, INC.

**SCORE: 93.5%**

**NEXT INSPECTION  
JULY 23, 2019 AT 1:30 PM**

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## **CATEGORY I: MAINTENANCE CARRYOVER ITEMS**

NONE

## **CATEGORY II: MAINTENANCE ITEMS**

1. Backside of entrance monument: Selective prune Oak trees, promoting a growth habit away from conflicts with Magnolias and Ligustrum Privets.
2. Along inbound lane of median island: Reset netafim.
3. Mow down unmowed field as accessible between the Greystone berm and privacy fence for the hospital.
4. Greystone frontage: Monitor Fakahatchee Grass for Mites and treat as needed.
5. Greystone pocket park: Remove trash and debris during weekly service visits.
6. Entrance: Use a flat shovel and broom to remove gravel accumulation along exit side turn lane and crosswalk during weekly service visits.
7. Triangle park: Prune dead wood from Golden Raintrees.

### **STRATFORD**

8. Passage Place: Control grassy weeds in Asiatic Jasmine plantings.
9. Fertilize Oyster plants. I recommend using liquid fertilizers to stimulate vigorous new growth.
10. West of Passage Place: Maintain a uniform and detailed presentation of the inside of the berm.
11. Between Passage Place and Bramfield Drive: Detail base of chain link fence, establishing a nongrowth band.

### **SPORTS FIELDS**

12. South of tennis courts: Prune undercanopies of Crape Myrtles, promote tree forms.
13. Continue applying selective herbicides to Bermuda fields, promoting infilling growth of

Bermudagrass. Broadleaf and grassy weeds are to be controlled.

14. Cul-de-sac gazebo: I recommend rejuvenate pruning Fakahatchee Grass and treat with systemic Miticides.

### **CATEGORY III: IMPROVEMENTS – PRICING**

1. US 301 frontage: Provide a price to install mulch. This could be used as a charge against budget for fall mulching.
2. Frontage berm: Provide a price to remove declining Sycamore tree.
3. Provide a price to install Bahia sod to redefine the frontage areas not affected by construction.
4. Stratford triangle park: Provide a price to install approximately 15 gallon Golden Raintrees to replace declining trees. Include gator bags to ensure good establishment.
5. Denmore Lane park: Provide a price to install Bahia sod to replace unirrigated Bahia.
6. Boulevard: Provide a price to repair vehicle damage at the drainage ditch, center island, and west bound lane.
7. Huntington” Provide a price to install approximately 400 sq. ft. of Bahia Grass in gazebo cul-de-sac to infill areas of bare soil.

### **CATEGORY IV: NOTES TO OWNER**

1. US 301 frontage berm: Mulch is thin and adding mulch would improve the overall appearance. We would recommend mulching to improve appearance at this time.
2. Attention Monica. I recommend reviewing improved Bermuda turf fertility and management schedule and direct LMP if additional cost information is requested for future inclusion in the scope of work. This could be added as a supplement to the current Scope of Work and aid in the improvement of the field condition given it's increased use. At present the scope treats high use Bermuda equal to St. Augustine turf.

### **CATEGORY V: NOTES TO CONTRACTOR**

NONE

PGW:ml

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