

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
September 24, 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, September 24, 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, September 24, 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 August 27, 2019 Meeting **Exhibit 1**

B. Acceptance of the August 2019 Financial Statements **Exhibit 2**

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

A. None

#### **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 September 2019 **Exhibit 3**

2. Review of the OLM Inspection Report, Grade Sheet and LMP Landscape Weekly Summary Report **Exhibit 4**

**VII. Supervisors' Requests**

**VIII. 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, August 27, 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 |
| Adrienne Martinez | Resident   |

*The following is a summary of the discussions and actions taken at the August 27, 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. Consideration and Approval of Minutes of the July 16, 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 July 16, 2019 for the Panther Trace I Community Development District.

B. Acceptance of the July 2019 Financial Statements

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

C. Presentation on the use of the Clubhouse for Yoga and Raw Food Classes

Ms. Adrienne Martinez gave a presentation on Yoga and Whole Food Classes. There was no objection from the Board for these classes.

**FOURTH ORDER OF BUSINESS – Business Matters**

A. Fiscal Year 2019-2020 Budget Public Hearing

1. Open Public Hearing

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

2. Review of the FY 2019-2020 Budget

3. Audience Comments

4. Close Public Hearing

On A MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board closed the public hearing for the Panther Trace I Community Development District.

5. Consideration and Adoption of Resolution 2019-04 FY 2019-2020 Budget

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted Resolution 2019-04 FY 2019-2020 Budget for the Panther Trace I Community Development District.

B. Fiscal Year 2019-2020 Assessment Public Hearing

1. Open Public Hearing

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board opened the public hearing for the Panther Trace I Community Development District.

2. Review of Assessments

3. Audience Comments

4. Close Public Hearing

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board closed the public hearing for the Panther Trace I Community Development District.

5. Consideration and Adoption of Resolution 2019-05 Imposing O&M Special Assessment.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted Resolution 2019-05 Imposing O&M Special Assessment for the Panther Trace I Community Development District.

C. Consideration and Adoption of Resolution 2019-06 FY 2020 Meeting Dates, Time, and Location

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted Resolution 2019-06 FY 2020 Meeting Dates, Time and Location 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

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report August 2019

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

3. Shade Cover for Playground Area - Playmore Recreational Products & Services' Letter Response

This item was tabled.

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

Mr. Themar had a question about the fence at ER Center

**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**

107

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**Printed Name**

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**Printed Name**

108    **Title:**   ☐ **Secretary**    ☐ **Assistant Secretary**

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

## **EXHIBIT 2.**

# **Panther Trace Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
August 31, 2019

**Panther Trace CDD**  
**Balance Sheet**  
**8/31/2019**

|  | <b>GENERAL<br/>FUND</b>    | <b>DS2007<br/>FUND</b>   | <b>CONSOLIDATED<br/>TOTAL</b> |
|--|----------------------------|--------------------------|-------------------------------|
| 1 <b><u>ASSETS:</u></b>                        |                            |                          |                               |
| 2  |                            |                          |                               |
| 3 CASH   | \$ 62,904                  | \$ -                     | \$ 62,904                     |
| 4 CASH - DEBIT CARD                            | 1,681                      | -                        | 1,681                         |
| 5  |                            |                          |                               |
| 6 INVESTMENTS:                                 |                            |                          |                               |
| 7 MONEY MARKET ACCOUNT - BU                    | 1,616,193                  | -                        | 1,616,193                     |
| 8 TRUST - REVENUE ACCT                         | -                          | 235,306                  | 235,306                       |
| 9 TRUST - RESERVE ACCT                         | -                          | 1                        | 1                             |
| 13 DUE FROM OTHER FUNDS                        | -                          | 5                        | 5                             |
| 14 PREPAID EXPENSES                            | 55                         | -                        | 55                            |
| 15 DEPOSITS                                    | 16,890                     | -                        | 16,890                        |
| 16 <b>TOTAL ASSETS</b>                         | <b><u>\$ 1,697,723</u></b> | <b><u>\$ 235,312</u></b> | <b><u>\$ 1,933,035</u></b>    |
| 17   |                            |                          |                               |
| 18   |                            |                          |                               |
| 19 <b><u>LIABILITIES:</u></b>                  |                            |                          |                               |
| 20   |                            |                          |                               |
| 21 ACCOUNTS PAYABLE                            | \$ 2,820                   | \$ -                     | \$ 2,820                      |
| 25 DUE TO DS FUND                              | 5                          | -                        | 5                             |
| 26   |                            |                          |                               |
| 27 <b><u>FUND BALANCE:</u></b>                 |                            |                          |                               |
| 28   |                            |                          |                               |
| 29 NONSPENDABLE:                               |                            |                          |                               |
| 30 PREPAID AND DEPOSITS                        | 16,945                     | -                        | 16,945                        |
| 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                                | -                          | 235,312                  | 235,312                       |
| 39 UNASSIGNED                                  | 896,573                    | -                        | 896,573                       |
| 40   |                            |                          |                               |
| 41 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b><u>\$ 1,697,723</u></b> | <b><u>\$ 235,312</u></b> | <b><u>\$ 1,933,035</u></b>    |

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through August 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                     | \$ 790,570                     | \$ 2,825  |
| 3 INTEREST REVENUE                                     | 2,000                                | 1,833                          | 21,624                         | 19,791  |
| 4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC) | 300                                  | 275                            | 706                            | 431   |
| 5 CH SECURITY OFFICER FEE                              | -                                    | -                              | 852                            | 852   |
| 6 CLUBHOUSE RENTALS                                    | 2,500                                | 2,292                          | 4,625                          | 2,333   |
| 7 INSURANCE PROCEEDS                                   | -                                    | -                              | -                              | -   |
| 8 <b>TOTAL REVENUE</b>                                 | <b>792,545</b>                       | <b>792,145</b>                 | <b>818,377</b>                 | <b>26,232</b>                                   |
| <b>9 EXPENDITURES</b>                                  |                                      |                                |                                |   |
| 10 <b>FINANCIAL AND ADMINISTRATIVE:</b>                |                                      |                                |                                |   |
| 11 BOARD OF SUPERVISORS SALARIES                       | 12,000                               | 11,000                         | 5,600                          | 5,400   |
| 12 PAYROLL TAXES (BOS STAFF)                           | 918                                  | 843                            | 428                            | 414   |
| 13 PAYROLL SERVICE FEES                                | 715                                  | 655                            | 673                            | (17)  |
| 14 MANAGEMENT CONSULTING SERVICES                      | 45,000                               | 41,250                         | 41,250                         | -   |
| 15 SALES TAX   | -                                    | -                              | -                              | -   |
| 16 OFFICE SUPPLIES                                     | 500                                  | 458                            | 468                            | (10)  |
| 17 BANK FEES   | 200                                  | 183                            | 292                            | (108)   |
| 18 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)       |                                      |                                |                                |   |
| 19 MAILING   | 50                                   | 46                             | -                              | 46  |
| 20 SCHOOL SPONSORSHIP                                  | 200                                  | 200                            | 200                            | -   |
| 21 OTHER MISCELLANEOUS                                 | 250                                  | 229                            | 234                            | (5)   |
| 22 AUDITING  | 4,200                                | 4,200                          | 3,200                          | 1,000   |
| 23 REGULATORY AND PERMIT FEES                          | 175                                  | 175                            | 175                            | -   |
| 24 LEGAL ADVERTISEMENTS                                | 700                                  | 642                            | 3,028                          | (2,386)   |
| 25 ENGINEERING SERVICES                                | 5,000                                | 4,583                          | 1,423                          | 3,161   |
| 26 TECHNOLOGY SERVICES & WEBSITE ADMIN                 | 200                                  | 200                            | 1,940                          | (1,740)   |
| 27 LEGAL SERVICES                                      | 7,500                                | 6,875                          | 6,045                          | 830   |
| 28 <b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>         | <b>77,608</b>                        | <b>71,540</b>                  | <b>64,955</b>                  | <b>6,584</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                              | 113,300                        | 96,194                         | 17,106  |
| 39 UTILITIES - WATER                                   | 10,000                               | 9,167                          | 5,179                          | 3,988   |
| 40 UTILITIES - SOLID WASTE DISPOSAL                    | 1,700                                | 1,700                          | 1,727                          | (26)  |
| 41 UTILITY IMPACT FEE                                  | 650                                  | 650                            | 631                            | 19  |
| 42 <b>TOTAL UTILITIES</b>                              | <b>135,950</b>                       | <b>124,817</b>                 | <b>103,731</b>                 | <b>21,086</b>                                   |
| 43 <b>CLUBHOUSE STAFF:</b>                             |                                      |                                |                                |   |
| 44 SECURITY SYSTEM - CONTRACT                          | 120                                  | 130                            | 124                            | 6   |
| 45 SECURITY PATROL                                     | 30,000                               | 27,500                         | 19,482                         | 8,018   |
| 46 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)  | 500                                  | 458                            | 546                            | (87)  |
| 47 CLUBHOUSE STAFF                                     | 69,000                               | 63,250                         | 62,700                         | 550   |
| 48 CLUBHOUSE STAFF TAXES                               | 5,279                                | 4,839                          | 4,774                          | 65  |
| 49 UNEMPLOYMENT INSURANCE                              | 1,500                                | 1,375                          | 217                            | 1,158   |
| 50 CLUBHOUSE WORKMANS COMP INSURANCE                   | 1,250                                | 1,146                          | 1,090                          | 56  |
| 51 CLUBHOUSE STAFF PAYROLL FEES                        | 3,000                                | 2,750                          | 2,578                          | 172   |
| 52 <b>TOTAL CLUBHOUSE STAFF</b>                        | <b>110,649</b>                       | <b>101,448</b>                 | <b>91,511</b>                  | <b>9,938</b>                                    |

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through August 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                               | 11,275                         | 16,643                         | (5,368)   |
| 61 LAKE & POND MAINTENANCE - OTHER   | 5,500                                | 5,042                          | 985                            | 4,057   |
| 62 ENTRY & WALLS MAINTENANCE   | 7,500                                | 6,875                          | 150                            | 6,725   |
| 63 LANDSCAPE MAINTENANCE - CONTRACT  | 181,690                              | 166,368                        | 169,186                        | (2,818)   |
| 64 LANDSCAPE - MISCELLANEOUS   |                                      |                                |                                |   |
| 65 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)                            | 16,975                               | 15,560                         | 6,444                          | 9,116   |
| 66 TREE MAINTENANCE/REMOVAL  | 5,000                                | 4,583                          | 1,348                          | 3,236   |
| 67 OTHER LANDSCAPE MISCELLANEOUS   | 5,000                                | 4,583                          | 561                            | 4,022   |
| 68 LANDSCAPE CONSULTING (INSPECTION)   | 15,120                               | 13,860                         | 13,860                         | -   |
| 69 IRRIGATION REPAIRS & MAINTENANCE  | 7,500                                | 6,875                          | 3,545                          | 3,330   |
| 70 IRRIGATION USAGE REPORTING  | 2,400                                | 2,200                          | 2,200                          | -   |
| 71 DECORATIVE LIGHT MAINTENANCE  | 1,200                                | 1,100                          | -                              | 1,100   |
| 72 PAVEMENT REPAIRS  | 1,000                                | 917                            | -                              | 917   |
| 73 PEST CONTROL  | 960                                  | 880                            | 880                            | -   |
| 74 FIELD CONTINGENCY   | 10,000                               | 9,167                          | 344                            | 8,822   |
| 75 <b>TOTAL PHYSICAL ENVIRONMENT</b>   | <b>272,145</b>                       | <b>249,285</b>                 | <b>216,145</b>                 | <b>33,140</b>                                   |
| 76   |                                      |                                |                                |   |
| 77 <b>PARKS AND RECREATION:</b>  |                                      |                                |                                |   |
| 78 COMMUNICATIONS (TEL, CELL, INT )  | 2,500                                | 2,292                          | 2,209                          | 83  |
| 79 CLUB FACILITY - INTERIOR FURNISHINGS  | 2,500                                | 2,292                          | -                              | 2,292   |
| 80 CLUB FACILITY MAINTENANCE   | 18,000                               | 16,500                         | 12,729                         | 3,771   |
| 81 POOL MAINTENANCE - CONTRACT   | 11,200                               | 10,125                         | 10,125                         | -   |
| 82 POOL MAINTENANCE - OTHER  | 6,000                                | 5,500                          | 3,956                          | 1,544   |
| 83 POOL PERMIT   | 275                                  | 275                            | 275                            | -   |
| 84 CLUBHOUSE SUPPLIES  | 2,500                                | 2,292                          | 1,079                          | 1,213   |
| 85 PARK FACILITY MAINTENANCE   | 8,000                                | 7,333                          | 1,274                          | 6,059   |
| 86 CAPITAL IMPROVEMENTS  | 17,600                               | 16,133                         | 9,650                          | 6,483   |
| 87 SPECIAL EVENTS  | 25,000                               | 22,917                         | 16,572                         | 6,345   |
| 88 DECORATIVE LIGHT/HOLIDAY  | 1,000                                | 1,000                          | 927                            | 73  |
| 89 MISCELLANEOUS   |                                      |                                |                                |   |
| 90 STORAGE   | 900                                  | 981                            | 949                            | 32  |
| 91 SIGNS   | -                                    | -                              | -                              | -   |
| 92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING) | 8,225                                | 7,540                          | 131                            | 7,409   |
| 93 <b>TOTAL PARKS AND RECREATION</b>   | <b>103,700</b>                       | <b>95,179</b>                  | <b>59,876</b>                  | <b>35,303</b>                                   |
| 94   |                                      |                                |                                |   |
| 95 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>                                 | <b>721,645</b>                       | <b>663,862</b>                 | <b>555,052</b>                 | <b>108,811</b>                                  |
| 96   |                                      |                                |                                |   |
| 97 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>        | <b>70,900</b>                        | <b>128,283</b>                 | <b>263,325</b>                 | <b>135,043</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>663,863</b>                 | <b>555,053</b>                 | <b>108,812</b>                                  |
| 104  |                                      |                                |                                |   |
| 105 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>                               | <b>-</b>                             | <b>128,283</b>                 | <b>263,325</b>                 | <b>135,043</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>\$ 1,612,771</b>            | <b>\$ 1,694,897</b>            | <b>\$ 1,566,615</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 August 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                     | \$ 319,940                     | \$ (5,783)                                      |
| 3 DISCOUNT (ASSESSMENTS)                              | (13,861)                             | -                              | -                              | -   |
| 4 INTEREST REVENUE                                    | -                                    | -                              | 4,767                          | 4,767   |
| 5 MISCELLANEOUS REVENUE                               | -                                    | -                              | -                              | -   |
| 6 FUND BALANCE FORWARD                                | -                                    | -                              | -                              | -   |
| <b>7 TOTAL REVENUE</b>                                | <b>332,653</b>                       | <b>325,723</b>                 | <b>324,706</b>                 | <b>(1,017)</b>                                  |
| 8   |                                      |                                |                                |   |
| 9   |                                      |                                |                                |   |
| 10  |                                      |                                |                                |   |
| <b>11 EXPENDITURES</b>                                |                                      |                                |                                |   |
| 12 COUNTY-COLLECTION FEES (ASSESSMENTS)               | 6,930                                | -                              | -                              | -   |
| 13 INTEREST EXPENSE                                   | 161,394                              | 161,394                        | 165,075                        | (3,681)   |
| 14 PRINCIPAL RETIREMENT                               | 155,000                              | 155,000                        | 155,000                        | -   |
| <b>15 TOTAL EXPENDITURES</b>                          | <b>323,324</b>                       | <b>316,394</b>                 | <b>320,075</b>                 | <b>(3,681)</b>                                  |
| 16  |                                      |                                |                                |   |
| 17  |                                      |                                |                                |   |
| <b>18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b> | <b>9,329</b>                         | <b>9,329</b>                   | <b>4,631</b>                   | <b>(4,698)</b>                                  |
| 19  |                                      |                                |                                |   |
| 20 FUND BALANCE - BEGINNING                           | -                                    | -                              | 230,681                        | 230,681   |
| 21  |                                      |                                |                                |   |
| <b>22 FUND BALANCE - ENDING</b>                       | <b>\$ 9,329</b>                      | <b>\$ 9,329</b>                | <b>\$ 235,312</b>              | <b>\$ 225,983</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)**  
**8/31/2019**

|                                     | <b>BankUnited (Operating<br/>Acct)</b> |
|-------------------------------------|--|
| Balance Per Bank Statement          | \$ 63,180.91                           |
| Add: Deposits in Transit            | 402.00                                 |
| Less: Outstanding Checks            | (679.10)                               |
| <b><i>Adjusted Bank Balance</i></b> | <b><u>\$ 62,903.81</u></b>             |

|                                      |                            |
|--------------------------------------|----------------------------|
| Beginning Bank Balance Per Books     | \$ 60,094.35               |
| Cash Receipts                        | 50,592.66                  |
| Cash Disbursements                   | (47,783.20)                |
| <b><i>Cash Balance Per Books</i></b> | <b><u>\$ 62,903.81</u></b> |



**EXHIBIT 3.**

September 24, 2019

# PANTHER TRACE CDD-PHASE I FACILITIES DIRECTOR REPORT

## AQUATICS REPORTS

Reports will be available to Supervisors upon request.

### Maintenance

- i. The ponds are being consistently maintained Bimonthly per contract.
- ii. Crew is checking upon arrival to our property as requested.

## LANDSCAPE

LMP has continued to provide us with quality services. They have facilitated the handling of issues with TECO power sources for the well pumps.

The well usage reports are available upon request.

## CLUBHOUSE

### Maintenance

- iii. Upon inspection by the Fire Marshall it was determined that the batteries for the emergency exit signs were no longer functioning. Upon research I noted that the cost for replacement could be upwards of \$600.00. I ordered the batteries on Amazon and replaced them myself. The batteries cost \$82.30. I was able to save over \$500.00.
- iv. Monument pressure washing has been scheduled for September in advance preparation for the holiday lights.
- v. Replacement landscaping lights are being ordered.

### Reservations

The Clubhouse continues to maintain a steady stream of reservations. Folks are planning ahead and have been booking into the new year.

### Property

There was a Car accident on 8-31-2019. The car left the roadway and hit a large tree next to the multifield. No police report found. Our Wrecker looked into it and

found the company that impounded it. There was No insurance, the wrong tag was on the vehicle, and a driver at the scene when fire rescue came. The impound company said no one had come to claim the belongings. LMP has removed the debris and the tree.

## COMMUNITY EVENTS

### Upcoming

- vi. September 20 Ladies' Craft Night
- vii. September 25 Fairy Light Craft Night
- viii. October 12 Movie Night (Movie TBD)
- ix. October 19 Community Yard Sale and Goodwill Donations
- x. November 2 Fall Festival
- xi. December 7 Holiday Party

**EXHIBIT 4.**

**NEXT INSPECTION**  
**SEPTEMBER 17, 2019 AT 1:30 PM**

# Landscape





**SCORE: 94%**

## **PANTHER TRACE CDD**

LANDSCAPE INSPECTION

August 20, 2019

ATTENDING:

MONICA VITALE - PANTHER TRACE CDD

GARTH RINARD – LMP

PAUL WOODS – OLM, INC.

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

NONE

### **CATEGORY II: MAINTENANCE ITEMS**

#### **CLUBHOUSE**

1. Prune back Confederate Jasmine along the perimeter fence. Make sure the life guard ring and rescue pole are unobstructed.
2. Redistribute mulch to bed edge when it is displaced by maintenance work.
3. Around pool seating area: Closely monitor Gold Mound Duranta for recurring White Fly activity.
4. Front of clubhouse: Maintain spiral Eugenias in a topiary form.
5. Control broadleaf weeds in turf on exit side near playground.
6. Near playground exit side drive: Re-sod turf loss around irrigation valve box covers under warranty, leveling the area to prevent mower damage.

#### **BOULEVARD**

7. Huntington entrance berm: Confirm irrigation coverage. Determine if seepage onto sidewalk is due to heavy rainfall.

8. Control Spider Mite activity in Fakahatchee Grasses.
9. Deadhead seasonal color plants.
10. Thoroughly remove gravel and debris from crosswalk and turn lanes during weekly service visits.

#### FRONTAGE

11. Remove viney growth across south US 301 frontage.
12. Control Mite activity in Fakahatchee Grasses.
13. Greystone village entrance: Continue to improve Aztec Liriope and Oyster plant.
14. Greystone commons: Prune back wood line overgrowth along Navigation Drive and Standbridge Drive right-of-ways, including areas of Cogongrass growing into Bahia turf.
15. Stratford village entrance: Liquid fertilize Oyster plants, improving vigor.
16. Bramfield Drive entrance to Stratford: Stairstep Hawthorn, Trinette, and Viburnum hedgerows at village monument.
17. Ferncroft inside berm: Maintain uniform mowable including soft line edging.
18. Elevate roadside Oak trees east of Ferncroft along open mowable between the yellow "No Parking" stakes and Ferncroft entrance.
19. Haystack prune Fountain Grass once bloom cycle is complete, promoting new growth form.
20. West end of Rodeo Lane: Use a line trimmer to detail areas inaccessible with mowers. Prune back overgrowth from the northwest corner boundary growing into Bahia mowables at the end of white vinyl fence.

#### SPORTS FIELD

21. Control broadleaf and grassy weeds in turf. Continue to promote infilling growth in bare areas.
22. I recommend tip pruning Crape Myrtles up to 15 feet, maintaining pedestrian clearance and eliminating seedpods.

23. South exit of parking lot: Remove stub cuts from Oak tree near Magnolia.
24. Hawthorne village exit side monument: Control grassy weeds.
25. Remove Magnolia leaf and fruit drop throughout wildflower garden during weekly service visits.

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

NONE

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

NONE

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

1. Contractor is reminding to avoid excessive palm pruning, maintaining a 9 and 3 position, removing brown fronds, loose boots, seedpods, and stalks.



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)

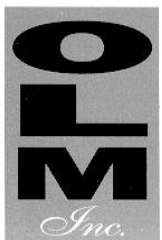
Barbara Gonzalez [ARpayments@lmppro.com](mailto:ARpayments@lmppro.com)

# PANTHER TRACE

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

| A. LANDSCAPE MAINTENANCE       | VALUE | DEDUCTION | REASON FOR DEDUCTION                      |
|--------------------------------|-------|-----------|---|
| TURF                           | 5     |           |   |
| TURF FERTILITY                 | 15    |           |   |
| TURF EDGING                    | 5     |           |   |
| WEED CONTROL – TURF AREAS      | 10    | 5         | Sport broad and grassy                    |
| TURF INSECT/DISEASE MANAGEMENT | 10    |           |   |
| PLANT FERTILITY                | 5     |           |   |
| WEED CONTROL – BED AREAS       | 10    |           |   |
| PLANT INSECT/DISEASE CONTROL   | 10    |           |   |
| PRUNING                        | 10    | 2         | Continued tree elevations balance pruning |
| CLEANLINESS                    | 10    |           |   |
| MULCHING                       | 5     |           |   |
| WATER/IRRIGATION MANAGEMENT    | 15    |           |   |
| CARRYOVERS                     | 5     |           |   |

| B. SEASONAL COLOR/PERENNIAL MAINTENANCE | VALUE      | DEDUCTION | REASON FOR DEDUCTION |
|---|------------|-----------|----------------------|
| VIGOR/APPEARANCE                        | 10         |           |                      |
| INSECT/DISEASE CONTROL                  | 10         |           |                      |
| DEADHEADING/PRUNING                     | 10         | 2         | Pinch Coleus flowers |
| <b>MAXIMUM VALUE</b>                    | <b>145</b> |           |                      |



Date: 8-20-19 Score: 94 Performance Payment™ % 100

Contractor Signature: 

Inspector Signature: 

August 19, 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 8/12/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. Note: some areas impacted due to rain and saturated conditions. Any location impacted will be addressed when conditions allow.
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. All spray activity limited due to prevailing weather patterns. Follow-up the week of 8/19/19.
6. Round-up weed control – we are likely to see limited impact on general weed control due to prevailing weather patterns. Follow-up applications as conditions improve. Projected the week of 8/19/19.
7. Limb removal – storm damage, on Barkwin Pl.
8. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 8/12 – 8/19 was a total of 3.08” with a maximum of 0.41” occurring on 8/12. Soil temperatures reported as 83.05 degrees.
9. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 8/19. Cumulative rainfall during the week was 8.00”. The last significant rainfall was 2.16” on Tuesday 8/13.

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.

August 26, 2019

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

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3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Palm trimming completed.
6. Street tree elevations, selective, completed.
7. Dead palm removal at Rodeo entrance
8. Fan palm deadwood – Panther Trace medians.
9. OLM inspection.
10. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 8/19 – 8/26 was a total of 0.00". Soil temperatures reported as 86.18 degrees.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 8/26. Cumulative rainfall during the week was 0.29". The last significant rainfall was 2.16" on Tuesday 8/13.

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.

August 26, 2019

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

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

cc: Paul Woods, OLM, Inc.