# PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

Board of Supervisors Regular Meeting

> *Tuesday October 22, 2019 7:30 p.m.*

Panther Trace I Clubhouse 12515 Bramfield Drive Riverview, Florida

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

# Panther Trace I Community Development District

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

Board of Supervisors Panther Trace I Community Development District

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District is scheduled for **Tuesday**, **October 22**, **2019 at 7:30 p.m.** at the **Panther Trace I Clubhouse**, 12515 Bramfield Drive, Riverview, Florida.

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

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

Sincerely,

Raymond J. Lotito District Manager

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

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

Date of Meeting: Time: Location: Tuesday, October 22, 2019 7:30 PM Panther Trace I Clubhouse 12515 Bramfield Drive Riverview FL

Dial-in Number: 515-603-4904 Guest Access Code: 434537#

#### Agenda

#### I. Roll Call

- II. Pledge of Allegiance
- **III.** Audience Comments (limited to 3 minutes per individual)

### **IV.** Administration Items

- A. Consideration and Approval of Minutes of the September 24, 2019 Exhibit 1 Meeting
- B. Acceptance of the September 2019 Financial Statements Exhibit 2

#### V. Business Maters

A. None

#### VI. Old Business Matters

A. None

#### VII. Staff Reports

- A. District Manager
- B. District Counsel
- C. District Engineer
- D. Facilities Director
  - 1. Facilities Director's Report October 2019

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

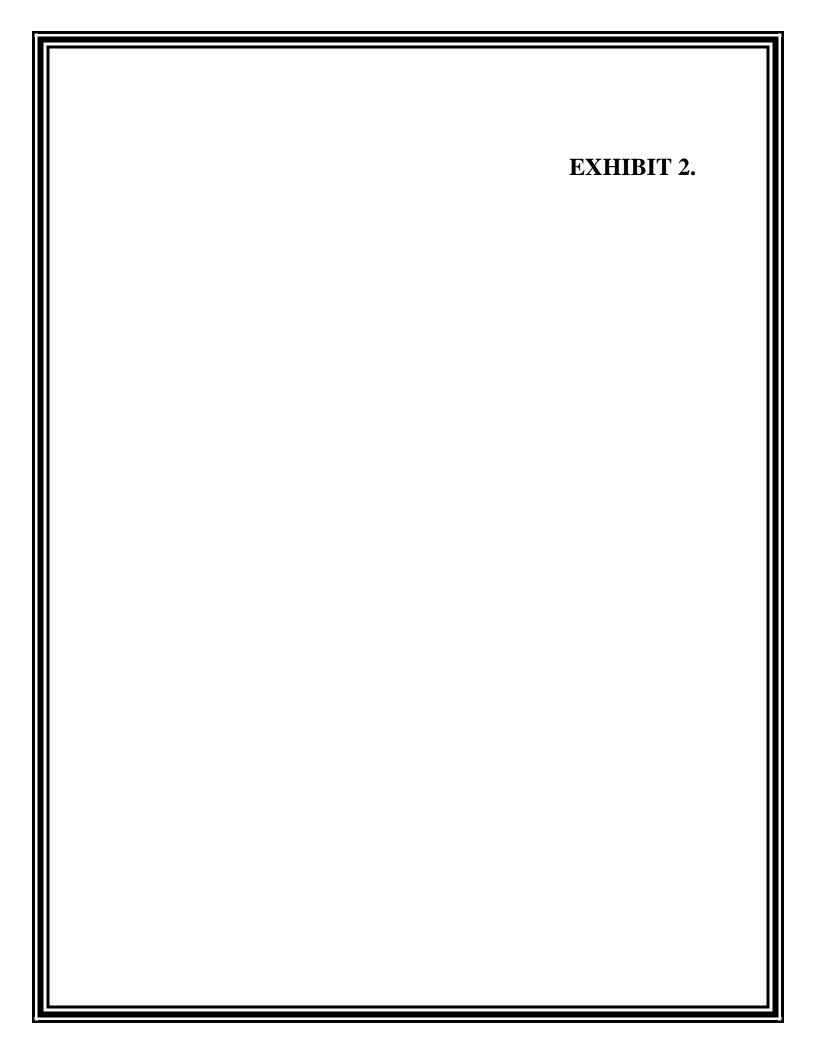
# VIII. Supervisors Requests

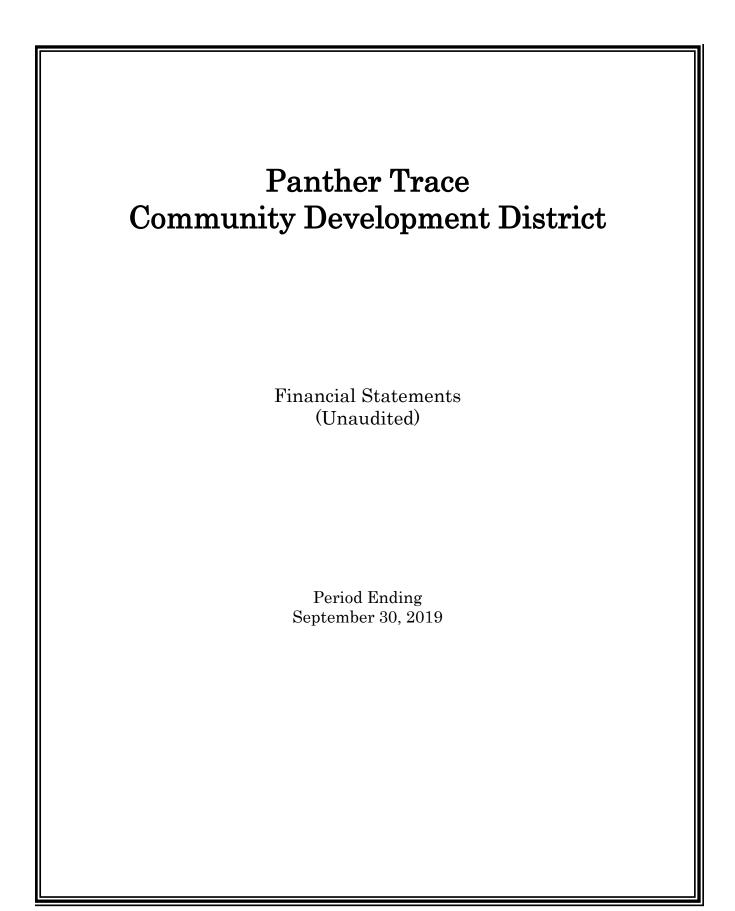
# IX. Adjournment

# EXHIBIT 1.

1	MINUTES OF MEETING					
2	PANTHER TRACE I					
3	COMMUNITY DEVELOPMENT DISTRICT					
4						
5 6 7	Development District was held on Tuesday, September 24, 2019 at 7:30 p.m. at Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida 33579.					
8						
9	FIRST ORDER OF BUSINESS – Roll	Call				
10	Ms. Jones called the meeting to o	rder and conducted roll call.				
11	Present and constituting a quorum were:					
12	Megan Jones	Board Supervisor, Chairman				
13	Mike Staubitz	Board Supervisor, Vice Chairman				
14	Dan O'Neill	Board Supervisor, Assistant Secretary				
15	Also present were:					
16 17 18	Raymond Lotito Monica Vitale	District Manager, DPFG Management & Consulting LLC Facilities Director				
19 20	The following is a summary of the discuss I CDD Board of Supervisors Regular Mee	sions and actions taken at the September 24, 2019 Panther Trace eting.				
21	SECOND ORDER OF BUSINESS - A	udience Comments				
22	There being none, the next item f	ollowed.				
23	THIRD ORDER OF BUSINESS – Adn	ninistrative Matters				
24						
25 26 27	approved the Minutes of the August 27, 2019 Meeting for the Panther Trace I Community Development					
28	B. Exhibit 2: Acceptance of the Aug	gust 2019 Financial Statements				
29 30		NDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board ments for the Panther Trace I Community Development District.				
31	1 FOURTH ORDER OF BUSINESS – Business Matters					
32	A. There being none, next item followed.					
33	FIFTH ORDER OF BUSINESS - Old	Business Matters				
34	A. There being none, next item for	bllowed.				
35	SIXTH ORDER OF BUSINESS – Staff	f Reports				

		anager	
	There beir	g none, next item followed.	
E	B. District C	ounsel	
	There beir	g none, next item followed.	
C	C. District E	ngineer	
	There beir	g none, next item followed.	
Γ	D. Facilities	Director	
	1.	Exhibit 3: Facilities Director's Report September 2019	
	2.	Exhibit 4: Review of the OLM Inspection Report, Grade Sheet and LMP Landscape Weekly Summary Report	
SEVENT	TH ORDER	OF BUSINESS – Supervisor's Requests	
Ν	Ir. Staubitz	had a question about the monument.	
EIGHTH	I ORDER (	DF BUSINESS – Adjournment	
		ked for final questions, comments, or corrections before adjourning the meeting	g.
There bei	ng none, Mr	. O'Neill made a motion to adjourn the meeting.	
-			
considere	ed at the me	decides to appeal any decision made by the Board with respect to any matter eeting is advised that person may need to ensure that a verbatim record of the including the testimony and evidence upon which such appeal is to be based.	
considere proceedin Meeting	ed at the me ngs is made, <b>minutes wer</b>	eeting is advised that person may need to ensure that a verbatim record of the	ıe
considere proceedin Meeting meeting	ed at the me ngs is made, <b>minutes wer</b>	eeting is advised that person may need to ensure that a verbatim record of the including the testimony and evidence upon which such appeal is to be based. The approved at a meeting by vote of the Board of Supervisors at a publicly notice of the Board of Supervisors at a publicly notice of the Board of Supervisors at a public protice.	ıe
considere proceedin Meeting meeting	ed at the me ngs is made, <b>minutes wer</b>	eeting is advised that person may need to ensure that a verbatim record of the including the testimony and evidence upon which such appeal is to be based. The approved at a meeting by vote of the Board of Supervisors at a publicly notice	ıe
considere proceedin Meeting	ed at the ma ngs is made, minutes wer held on	eeting is advised that person may need to ensure that a verbatim record of the including the testimony and evidence upon which such appeal is to be based. The approved at a meeting by vote of the Board of Supervisors at a publicly notice	ıe





## Panther Trace CDD Balance Sheet September 30, 2019

	G	ENERAL FUND	DS2007 FUND	CON	SOLIDATED TOTAL
1 <u>ASSETS:</u>			 		
2					
3 CASH	\$	58,983	\$ -	\$	58,983
4 CASH - DEBIT CARD		1,919	-		1,919
5					
6 INVESTMENTS:					
7 MONEY MARKET ACCOUNT - BU		1,567,505	-		1,567,505
8 TRUST - REVENUE ACCT		-	235,660		235,660
9 TRUST - RESERVE ACCT		-	1		1
13 DUE FROM OTHER FUNDS		-	-		-
14 PREPAID EXPENSES		55	-		55
15 DEPOSITS		17,340	 -		17,340
16 TOTAL ASSETS	\$	1,645,802	\$ 235,661	\$	1,881,462
17					
18					
19 LIABILITIES:					
20					
21 ACCOUNTS PAYABLE	\$	392	\$ -	\$	392
25 DUE TO DS FUND		-	-		-
26					
27 <u>FUND BALANCE:</u>					
28					
29 NONSPENDABLE:					
30 PREPAID AND DEPOSITS		17,395	-		17,395
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		-	235,661		235,661
39 UNASSIGNED		846,635	-		846,635
40			 		
41 TOTAL LIABILITIES & FUND BALANCE	\$	1,645,802	\$ 235,661	\$	1,881,462

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

		FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 R	EVENUE	 DEDGET	TERR-TO-DATE	TEAK-TO-DATE	(CITITY ORTIDEE)
2	SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 787,745	\$ 790,570	\$ 2,825
3	INTEREST REVENUE	2,000	2,000	22,942	20,942
4	MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	300	706	406
5	CH SECURITY OFFICER FEE		-	852	852
6	CLUBHOUSE RENTALS	2,500	2,500	5,625	3,125
7	INSURANCE PROCEEDS	_,	-,		
8 <b>T</b>	OTAL REVENUE	 792,545	792,545	820,695	28,150
9		 .,,			
10 E	XPENDITURES				
11	FINANCIAL AND ADMINISTRATIVE:				
12	BOARD OF SUPERVISORS SALARIES	12,000	12,000	6,400	5,600
13	PAYROLL TAXES (BOS STAFF)	918	919	490	429
14	PAYROLL SERVICE FEES	715	715	722	(7)
15	MANAGEMENT CONSULTING SERVICES	45,000	45,000	45,000	(1) -
16	SALES TAX				_
17	OFFICE SUPPLIES	500	500	468	32
18	BANK FEES	200	200	292	(92)
19	MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	200	200	272	()2)
20	MAILING	50	50	_	50
20	SCHOOL SPONSORSHIP	200	200	200	50
22	OTHER MISCELLANEOUS	250	249	234	15
22	AUDITING	4,200	4,200	3,200	1,000
25	REGULATORY AND PERMIT FEES	4,200	4,200	175	1,000
24	LEGAL ADVERTISEMENTS	700	700	3,569	(2,869)
	ENGINEERING SERVICES				
26		5,000	5,000	4,480	520
27	TECHNOLOGY SERVICES & WEBSITE ADMIN	200	200	1,940	(1,740)
28	LEGAL SERVICES	 7,500	7,500	6,170	1,330
29	TOTAL FINANCIAL & ADMINISTRATIVE	 77,608	77,608	73,339	4,269
30					
31	INSURANCE:	15 100	15 100	12 200	1.740
32	INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	 15,122	15,122	13,380	1,742
33	TOTAL INSURANCE	 15,122	15,122	13,380	1,742
34	DEBT (EDVICE A DMINICTED ATION)				
35	DEBT SERVICE ADMINISTRATION:	1 000	1.000	1.000	
36	DISCLOSURE REPORT	1,000	1,000	1,000	-
37	ARBITRAGE REBATE	700	700	650	50
38	TRUSTEE FEES	 4,770	4,770	4,337	433
39	TOTAL DEBT SERVICE ADMINISTRATION	 6,470	6,470	5,987	483
40					
41	UTILITIES:	122 000	100 500	105 022	15.00
42	UTILITIES - ELECTRICITY	123,600	123,600	105,933	17,667
43	UTILITIES - WATER	10,000	10,000	5,557	4,443
44	UTILITIES - SOLID WASTE DISPOSAL	1,700	1,700	1,727	(27)
45	UTILITY IMPACT FEE	 650	650	631	19
46	TOTAL UTILITIES	 135,950	135,950	113,849	22,101
47					
48	CLUBHOUSE STAFF:				(A)
49	SECURITY SYSTEM - CONTRACT	120	120	124	(4)
50	SECURITY PATROL	30,000	30,000	20,765	9,235
51	SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS)	500	500	546	(46)
52	CLUBHOUSE STAFF	69,000	69,000	67,984	1,016
53	CLUBHOUSE STAFF TAXES	5,279	5,279	5,178	101
54	UNEMPLOYMENT INSURANCE	1,500	1,500	217	1,283
55	CLUBHOUSE WORKMANS COMP INSURANCE	1,250	1,250	1,183	67
56	CLUBHOUSE STAFF PAYROLL FEES	 3,000	3,000	2,794	206
57	TOTAL CLUBHOUSE STAFF	 110,649	110,649	98,790	11,859

58

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

		FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
59	PHYSICAL ENVIRONMENT:				
60	LAKE & POND MAINTENANCE	12,300	12,300	18,339	(6,039)
61 62	LAKE & POND MAINTENANCE - OTHER ENTRY & WALLS MAINTENANCE	5,500 7,500	5,500 7,500	985 150	4,515 7,350
63	LANDSCAPE MAINTENANCE - CONTRACT	181,690	181,690	182,408	(718)
64	LANDSCAPE - MISCELLANEOUS	101,090	101,090	102,400	(710)
65	LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	16,975	16,975	7,253	9,722
66	TREE MAINTENANCE/REMOVAL	5,000	5,000	1,348	3,653
67	OTHER LANDSCAPE MISCELLANEOUS	5,000	5,000	561	4,439
68	LANDSCAPE CONSULTING (INSPECTION)	15,120	15,120	15,120	-
69 70	IRRIGATION REPAIRS & MAINTENANCE IRRIGATION USAGE REPORTING	7,500 2,400	7,500 2,400	4,393 2,400	3,107
70	DECORATIVE LIGHT MAINTENANCE	1,200	1,200	2,400	1,200
72	PAVEMENT REPAIRS	1,000	1,000	-	1,000
73	PEST CONTROL	960	960	960	-
74	FIELD CONTINGENCY	10,000	10,000	344	9,656
75	TOTAL PHYSICAL ENVIRONMENT	272,145	272,145	234,260	37,885
76					
77 78	PARKS AND RECREATION: COMMUNICATIONS (TEL, CELL, INT )	2,500	2,500	2,463	37
79	CLUB FACILITY - INTERIOR FURNISHINGS	2,500	2,500		2,500
80	CLUB FACILITY MAINTENANCE	18,000	18,000	13,600	4,400
81	POOL MAINTENANCE - CONTRACT	11,200	11,200	11,100	100
82	POOL MAINTENANCE - OTHER	6,000	6,000	4,106	1,894
83	POOL PERMIT	275	275	275	-
84	CLUBHOUSE SUPPLIES	2,500	2,500	1,127	1,373
85 86	PARK FACILITY MAINTENANCE CAPITAL IMPROVEMENTS	8,000 17,600	8,000 17,600	1,274 9,650	6,726 7,950
87	SPECIAL EVENTS	25,000	25,000	21,648	3,352
88	DECORATIVE LIGHT/HOLIDAY	1,000	1,000	927	73
89	MISCELLANEOUS				
90	STORAGE	900	900	949	(49)
91	SIGNS OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE &	-	-	-	-
92	CLUBHOUSE LIGHTING)	8,225	8,225	131	8,094
93	TOTAL PARKS AND RECREATION	103,700	103,700	67,250	36,450
94					
95 <b>T</b> 96	OTAL EXPENDITURES BEFORE CAPITAL RESERVES	721,645	721,645	606,857	114,789
	XCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	70,900	70,900	213,838	142,939
98					
99	CAPITAL RESERVES:	70.000	70.000	70.000	
100 101	CAPITAL ASSET RESERVES TOTAL CAPITAL RESERVES	70,900 70,900	70,900 70,900	70,900 70,900	
102		70,500	10,500	10,000	
	OTAL EXPENDITURES	792,546	792,546	677,758	114,790
104 105 F	<b>XCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>		_	142,938	142,939
105 122	ACESS OF REVENUE OVER (ONDER) EXTENDITORES	-	-	142,756	142,757
107	FUND BALANCE - BEGINNING	1,484,488	1,484,488	1,431,572	1,431,572
108	INCREASE IN RESERVES FOR RENEWAL	70,900	70,900	70,900	-
109					
	UND BALANCE - ENDING	\$ 1,555,388	\$ 1,555,388	\$ 1,645,410	\$ 1,574,511
111 112 a)	Assessment budget, year-to-date budget and actual collections reported at net.				
113	Assessment outget, year to alle outget and actual concertoils reported a net.				
114		Renewal & Replacement	nt (Reserve)		
115			Reserve for I	Renewal & Replacement	\$ 431,808
116				FY 2017	\$ 115,806
117				FY 2018	\$ 100,615
118 119				FY 2019 Solar & Heat Pump	\$ 70,900 \$ (98,803)
120				Bathroom Renovation	\$ (98,803) \$ (27,357)
120			Split Syst	em (A/C) & Compressor	\$ (9,725)
122				Total	\$ 583,244

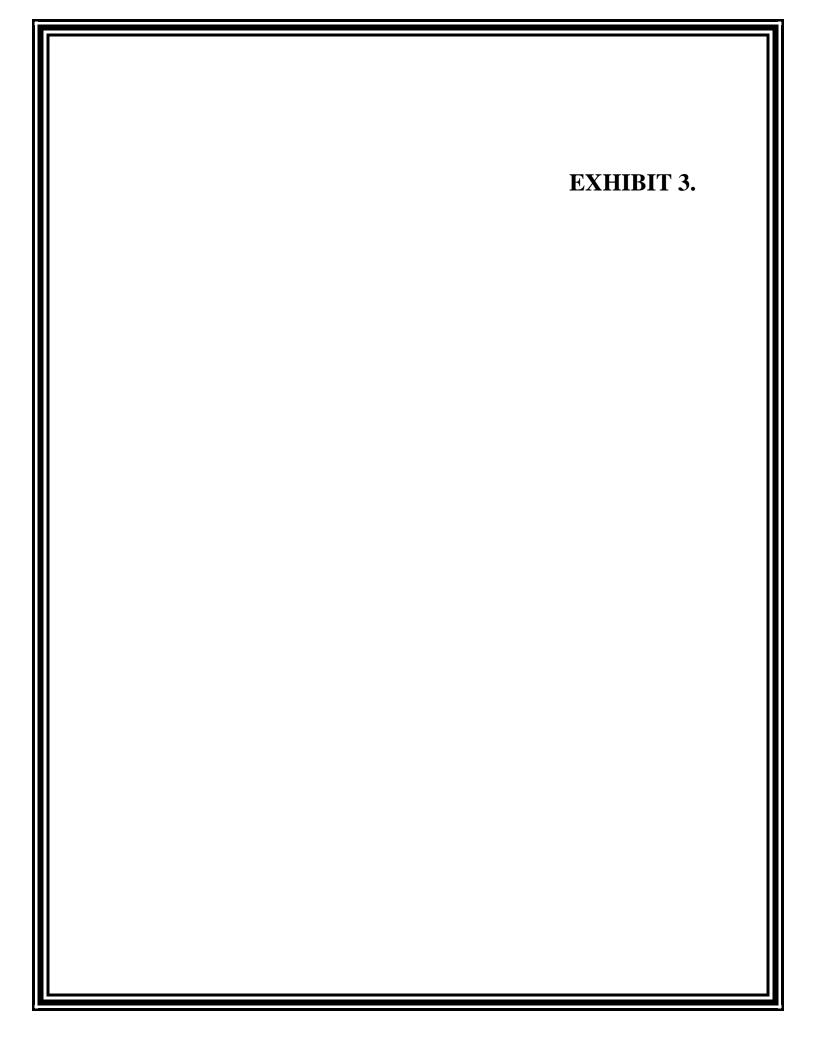
#### Panther Trace CDD Debt Service Fund- Series 2007 Statement of Revenue, Expenses and Changes in Fund Balance For the Period From October 1, 2018 through September 30, 2019

		AI	TY2019 DOPTED UDGET	UDGET R-TO-DATE		CTUAL &-TO-DATE	FAV	RIANCE ORABLE VORABLE)
1 RF	EVENUE							
2	SPECIAL ASSESSMENTS - ON ROLL (NET)	\$	346,514	\$ 325,723	\$	319,940	\$	(5,783)
3	DISCOUNT (ASSESSMENTS)		(13,861)	-		-		-
4	INTEREST REVENUE		-	-		5,115		5,115
5	MISCELLANEOUS REVENUE		-	-		-		-
6	FUND BALANCE FORWARD		-	-		-		-
7 TC	OTAL REVENUE		332,653	325,723		325,055		(668)
8								
9								
10								
	IPENDITURES							
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		-
	OTAL EXPENDITURES		323,324	 316,394		320,075		(3,681)
16								
17								
	CESS OF REVENUE OVER (UNDER) EXPENDITURES		9,329	9,329		4,980		(4,349)
19								
20	FUND BALANCE - BEGINNING		-	-		230,681		230,681
21				 	<u> </u>			
	IND BALANCE - ENDING	\$	9,329	\$ 9,329	\$	235,661	\$	226,332
23								

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

# Panther Trace CDD Cash Reconciliation (GF) September 30, 2019

	BankU	nited (Operating Acct)
Balance Per Bank Statement	\$	64,908.00
Add: Deposits in Transit Less: Outstanding Checks		(5,925.40)
Adjusted Bank Balance	\$	58,982.60
Beginning Bank Balance Per Books	\$	62,903.81
Cash Receipts		51,305.41
Cash Disbursements		(55,226.62)
Cash Balance Per Books	\$	58,982.60



# PANTHER TRACE CDD-PHASE I

FACILITIES DIRECTOR REPORT

OCTOBER 22, 2019

# WEBSITE UPDATE

The District Website will retain the same domain name <u>WWW.MyPantherTrace.Net</u>

I have been working with Jason from Campus Suites. I will still be the administrator of the website, with support from Campus Suites. Meaning I will still need to upload all content. During the meeting I will provide the Board with more detailed information in regard to this.

# CLUBHOUSE DEPOSITS

August					
Category	Amount				
Rentals Fees	\$475.00				
Pool Cabana Rental Fees					
Vendor Usage Fees	\$200.00				
Security Officer Fees	\$67.00				
Amenities Access Fees	\$10.00				
Miscellaneous					
Total	\$752.00				

Tab 2

# CLUBHOUSE DEPOSITS

September					
Category	Amount				
Rentals Fees	\$425.00				
Pool Cabana Rental					
Fees	\$50.00				
Vendor Usage Fees	\$200.00				
Security Officer Fees					
Amenities Access Fees					
Miscellaneous	\$450.00				
Total	\$1,125.00				

Tab 3

# DEPOSIT TOTALS

2019 Totals					
Category	Amount				
Rentals Fees	\$3,700.00				
Pool Cabana Rental					
Fees	\$150.00				
Vendor Usage Fees	\$1,675.00				
Security Officer Fees	\$743.75				
Amenities Access Fees	\$110.00				
Miscellaneous	\$1,037.75				
	\$0.00				
	\$0.00				
Total	\$7,416.50				

Tab 4

# EVENTS

# **Community:**

- October 11th Fall Craft Night
  - October 12<sup>th</sup> Movie Night Goosebumps 2 Haunted Halloween
- October 19<sup>th</sup> Community Yard Sale and Goodwill Donation Drop off
  - November 2<sup>nd</sup> Fall Festival
  - November 15<sup>th</sup> Dive in Movie



# PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

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

To: Board of Supervisors From: Monica Vitale Date: October 22, 2019 Re: Pond Stocking

Dear Board,

Please find attached information regarding stocking the ponds. Once additional information is available, I will provide it to the Board. Please let me know if you have any additional questions. Thank you.

Monica Vitale Facilities Director Good morning Monica,

I will be working on permits with the state in November and December. If the panther Trace community is approved by SWFWMD, I will begin construction of the migration barriers. Once those are installed, FWC will do a final inspection and carp can be stocked. FWC will also tell us how many carp are allowed to be stocked. Once I receive the amount of carp to be stocked, I will send a proposal over to you.

Please let me know if you need anything else.

Thank you,

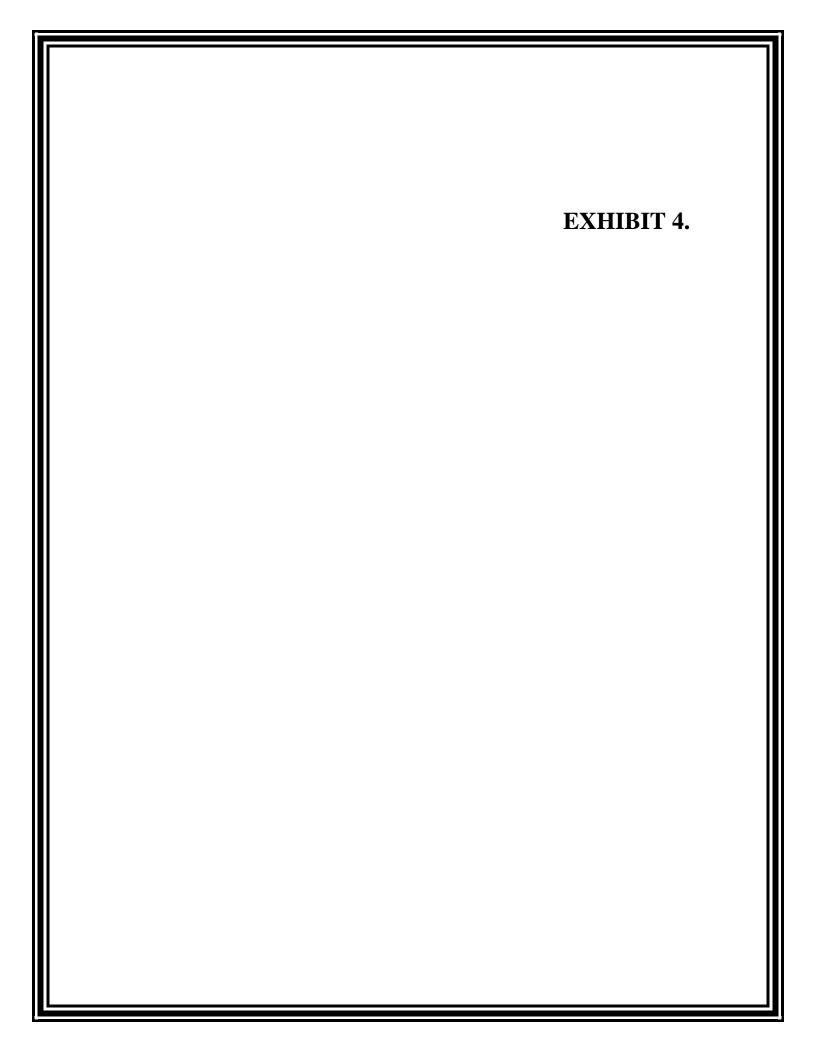
Jason Jasczak Service Manager\*Master Naturalist\*Biologist Sun City Office 1-800-432-4302







http://www.aquaticsystems.com/lake-restoration-video-bahia-del-mar





# Landscape Weekly reports and inspection

October 2019

# Heading 1

To replace the placeholder text on this page, you can just select it all and then start typing. But don't do that just yet!

First check out a few tips to help you quickly format your report. You might be amazed at how easy it is.

- Need a heading? On the Home tab, in the Styles gallery, just click the heading style you want.
- Notice other styles in that gallery as well, such as for a quote, a numbered list, or a bulleted list like this one.
- For best results when selecting text to copy or edit, don't include space to the left or right of the characters in your selection.

# HEADING 2

You might like the photo on the cover page as much as we do, but if it's not ideal for your report, it's easy to replace it with your own.

Just delete the placeholder picture. Then, on the Insert tab, click Picture to select one from your files.



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 9/16/19:

- 1. Mow, edge, line trim, blow common and ponds throughout common areas completed. Note: Bahia pond mowing begins bi-weekly mow cycle begins the week of 9/16/19 through mid-April 2020.
- 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. Turf weed control, soccer field follow-up application.
- 6. Round-up weed control.
- 7. Trim/ prune along Panther Trace Blvd.
- 8. Oleander reduction along 301 berm.
- 9. OLM inspection.
- Note: Florida Automated Weather Network (FAWN) reports rainfall measurements for the week of 9/16 9/23 was a total of 0.00" with a maximum rainfall amount of 0.00". Soil temperatures reported as 82.0 degrees.
- 11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 9/23. Cumulative rainfall during the week was 0.19" with a maximum of 0.10" on Wednesday 9/19. The last significant rainfall was 0.58" on Monday 9/9.

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@Imppro.com

cc: Paul Woods, OLM, Inc.



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 9/23/19:

- 1. Mow, edge, line trim, blow common and ponds throughout common areas completed. Note: Bahia pond mowing begins bi-weekly mow cycle begins the week of 9/16/19 through mid-April 2020.
- 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 weed control.
- 6. Trim/ prune along Panther Trace Blvd.
- 7. Water schedule adjustments on clock A boosting times to offset prevailing conditions.
- Note: Florida Automated Weather Network (FAWN) reports rainfall measurements for the week of 9/23 9/30 was a total of 0.00" with a maximum rainfall amount of 0.00". Soil temperatures reported as 83.12 degrees.
- 9. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 9/30. Cumulative rainfall during the week was 0.00" with a maximum of 0.00". The last significant rainfall was 0.58" on Monday 9/9.

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@Imppro.com

cc: Paul Woods, OLM, Inc.



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 9/30/19:

- 1. Mow, edge, line trim, blow common and ponds throughout common areas completed. Note: Bahia pond mowing begins bi-weekly mow cycle begins the week of 9/16/19 through mid-April 2020.
- 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. Irrigation schedule adjustments on Timer A.
- 6. Irrigation inspections controllers A, B, C, D; Note: wire locates needed for Ligustrum tree zone at Greystone entrance median repair.
- 7. Round-up weed control.
- 8. Trim/ prune along Panther Trace Blvd.
- Note: Florida Automated Weather Network (FAWN) reports rainfall measurements for the week of 9/30 10/07 was a total of 0.04" with a maximum rainfall amount of 0.03". Soil temperatures reported as 82.42 degrees.
- 10. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 10/07. Cumulative rainfall during the week was 0.11" with a maximum of 0.10". The last significant rainfall was 0.58" on Monday 9/9.

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@Imppro.com

cc: Paul Woods, OLM, Inc.

# **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	1	Bermuda's;urge
TURF INSECT/DISEASE MANAGEMENT	10	1	Huntington fungal damage replace under warranty
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	5	Leaf drop blown into beds and curbs
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	<b>REASON FOR DEDUCTION</b>
VIGOR/APPEARANCE	10	5	Reset bed at clubhouse
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
MAXIMUM VALUE	145		

No.			and and
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Date: 9-17-19 Score: 92	Performance Payment <sup>™</sup> %100
Contractor Signature:	<u> </u>
Inspector Signature.	
Property Representative Signature	
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**SCORE: 92%** 



NEXT INSPECTION OCTOBER 22, 2019 AT 1:30 PM

LANDSCAPE INSPECTION September 17, 2019

ATTENDING: MONICA VITALE – PANTHER TRACE CDD GARTH RINARD – LMP PAUL WOODS – OLM, INC.

# **CATEGORY I: MAINTENANCE CARRYOVER ITEMS**

NONE

# **CATEGORY II: MAINTENANCE ITEMS**

# CLUBHOUSE

- 1. As a part of wildflower maintenance, remove Magnolia leaf accumulation. I recommend deadheading dropping Gaillardia seeds in place to increase wildflower germination.
- 2. Panther Trace monument: Reset seasonal color bed symmetrically with the statue, maintaining equal sides.
- 3. Pool: Improve vigor of Bougainvillea. I recommend raking back heavy accumulation of soil due to the downspout discharge. Remove 4 declining Bougainvillea at the fence adjacent to men's room entrance.
- 4. Hand prune fungal damaged stems in Parsonii Juniper.
- 5. Closely monitor weed control in wildflower beds.
- 6. Bramfield Drive, between sports field and gazebo: Control disease in turf.
- 7. West side of tennis courts: I recommend reducing the number of competing leaders in Oak tree, maintaining the single dominate vertical leader.
- 8. Control weeds in turf between volleyball court and gazebo.

# SPORT FIELD

- 9. North side of sports field: Prune damaged Crape Myrtle.
- 10. Remove fallen leaves prior to mowing wherever possible.

# 11. Improve cleanliness throughout perimeter hedgerows between tennis courts and sports field parking.

# 12. West end of sports field: Control Spurge in turf.

- 13. Along westbound right-of-way at sports field: Control broadleaf weeds in irrigated St. Augustine turf.
- 14. Fertilize palms following the University of Florida recommendation at the appropriate rate of 1 to 1 <sup>1</sup>/<sub>2</sub> pounds per 100 sq. ft. of canopy.
- 15. Remove declining Gold Mound Duranta in planter near pool ladder.

## COMMONS

16. West bound right-of-way near tennis courts east of Bramfield Drive: Control hot spots in turf. Repair or replace failed St. Augustine under warranty.

## BOULEVARD

- 17. Prune and elevate street side trees up to 15 feet, balance pruning canopies as needed to maintain a symmetrical upright canopy.
- 18. Northwest property boundary at Rodeo Drive: Prune back Brazilian Pepper, Thistle, and Fennel to align perpendicular to white vinyl fence.
- 19. Rodeo Drive: Remove shoreline debris along pond shore line during weekly service visits.

## HAWTHORNE

- 20. Entrance median island: Improve vigor and fertility of Asiatic Jasmine.
- 21. Westbound boulevard right-of-way across from Greystone: Prune back wood line overgrowth extending into row of Pine trees.

# HUNTINGTON

- 22. Frontage berm: Repair fungal damaged turf.
- 23. Hawthorne park: Rejuvenate prune Fakahatchee Grass and treat with systemic miticides.
- 24. Panther Trace monument sign: Rejuvenate prune Fakahatchee Grass.
- 25. Continue to monitor Liriope for recurring fungus.
- 26. Monitor a loose canopy on Ligustrums between Magnolias, pruning whips in plants.
- 27. US 301 frontage: Remove viney growth from Walters Viburnum.
- 28. Increase supplemental fertilizing Oleanders to promote vigorous regrowth after rejuvenate pruning.

- 29. I recommend applying supplemental pine bark mulch around pine fine seasonal color plantings to improve appearance.
- 30. Tamp rut in boulevard frontage west of Greystone entrance.
- 31. Stratford village entrance: Continue to liquid fertilize Oyster plant to promote vigorous growth.

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

- 1. US 301 frontage: Provide a price to remove declining Sycamore tree.
- 2. South of boulevard between Stratford and Greystone: Provide a price to rough cut the ditch bank.
- 3. Clubhouse, along southbound right-of-way south of the pool rescue equipment: Provide a price to remove declining Gold Mound Duranta and replace with six 3-gallon Copperleaf plants.

# **CATEGORY IV: NOTES TO OWNER**

NONE

# **CATEGORY V: NOTES TO CONTRACTOR**

- 1. Coordinate services with Monica prior to field day on November 2.
- 2. Contractor is reminded to complete pine fine installation consistent with seasonal color per scope of work.

## PGW:ml

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