

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
April 28, 2020  
7:30 p.m.***

***Location:  
Conducted Via Electronic Teleconference***

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

# Panther Trace I Community Development District

---

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

Board of Supervisors  
**Panther Trace I Community  
Development District**

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District was scheduled for **Tuesday, April 28, 2020 at 7:30 p.m.** at the **Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida.**

*Due to current issues related to COVID-19, the Florida Governor released Executive Order 20-69 which allows governmental public meetings and required quorums to be completed via telephone conference. In respect of current social distancing recommendations, this meeting will be conducted via telephone in order to protect the health and safety of the public. Both members of the board and the public may join this meeting at the scheduled time via Zoom as follows:*

**Zoom Meeting ID: 915 5120 0801**  
**One-tap Mobile: +13017158592,,91551200801# (US)**

*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 Vericker  
Engineer, Stantec  
Clubhouse Manager  
District Files

**Panther Trace I Community Development  
District**

**Board of Supervisors Meeting**

**Tuesday, April 28<sup>th</sup> at 7:30 PM**

**via Zoom**

All:

We welcome you to join us for the Board of Supervisors Meeting to be held on Tuesday, April 28<sup>th</sup> at 7:30 PM. This meeting will be held via **Zoom**, an online platform that allows us to hold necessary Board meetings without having to leave the safety of your home. With Zoom you have two options for joining the meeting; telephone or computer, and it will all be audio based, meaning no video recording. Please follow the instructions below for either telephone or computer attendance. If you have any questions in regard to the agenda, please email them to [raymond.lotito@dpfg.com](mailto:raymond.lotito@dpfg.com) before the meeting so that they can be answered accordingly. We request that all participants mute their microphones. Thank you for your patience in these trying times and we look forward to hearing from you.

**Join Zoom Meeting by Computer**

**<https://zoom.us/j/91551200801>**

**Meeting ID: 915 5120 0801**

**Join Zoom Meeting by Phone**

Dial by your location – Follow the Prompts – Meeting ID – **915 5120 0801** – **Hit # when it requests a participant ID**

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

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

Date of Meeting: Tuesday, April 28, 2020

Time: 7:30 PM

Location: Via Electronic Teleconference

Zoom Meeting ID: 915 5120 0801

***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 March 24, 2020 Meeting                 | Exhibit 1 |
| B. Acceptance of the March 2020 Financial Statements                                   | Exhibit 2 |
| C. Ratification of LMP Well Pump D Replacement #64889 - \$5,586.09                     | Exhibit 3 |
| D. Consideration and Adoption of <b>Resolution 2020-06</b> regarding General Elections | Exhibit 4 |

**V. Business Matters**

## **VI. Old Business Matters**

## **VII. Staff Reports**

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report April 2020 Exhibit 5

a. Playground Price Estimates Spreadsheet Exhibit 6

2. Review of the OLM Inspection Report, Grade Sheet and LMP  
Weekly Summary Report Exhibit 7

## **VIII. Supervisors Requests**

**IX. Audience Comments – New Business** – *(limited to 3 minutes per individual for non-agenda items)*

**X. Adjournment**

# EXHIBIT 1

1 **MINUTES OF MEETING**

2 **PANTHER TRACE I**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Panther Trace I Community  
5 Development District was held on Tuesday, March 24, 2020 at 7:49 p.m. via teleconference.

6 **FIRST ORDER OF BUSINESS – Roll Call**

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

8 Present and constituting a quorum were:

9 Megan Jones	Board Supervisor, Chairman
10 Mike Staubitz	Board Supervisor, Vice Chairman
11 Dan O'Neill	Board Supervisor, Assistant Secretary
12 Michael Themar ( <i>joined in progress</i> )	Board Supervisor, Assistant Secretary

13 Also present were:

14 Raymond Lotito	District Manager, DPGF Management & Consulting
15 Maik Aagaard	Managing Principal, DPGF Management & Consulting
16 Kristen Schalter	District Counsel, Straley Robin Vericker
17 Monica Vitale	Facilities Director

18 *The following is a summary of the discussions and actions taken at the March 24, 2020 Panther Trace I*  
19 *CDD Board of Supervisors Regular Meeting.*

20 **SECOND ORDER OF BUSINESS – Audience Comments**

21 There being none, the next item followed.

22 **THIRD ORDER OF BUSINESS – Administration Items**

23 A. Exhibit 1: Consideration and Approval of Minutes of the February 25, 2020 Meeting

24 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board  
25 approved the Minutes of the Board of Supervisors Regular Meeting held on February 25, 2020 for the  
26 Panther Trace I Community Development District.

27 B. Exhibit 2: Acceptance of the February 2020 Financial Statements

28 Ms. Jones asked whether Ms. Vitale had received the checkbook, which Ms. Vitale confirmed.

29 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board  
30 accepted the February 2020 Financial Statements for the Panther Trace I Community Development  
31 District.

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

33 A. Exhibit 3: Consideration of Supplemental Special Assessment Methodology Report for Bond  
34 Refunding

35 Mr. Aagaard gave an overview of the bond refunding report.

36 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board  
37 approved the Supplemental Special Assessment Methodology Report for Bond Refunding as presented  
38 for the Panther Trace I Community Development District.



B. Exhibit 4: Consideration and Adoption of **Resolution 2020-04**, Amending Resolution 2020-02

C. Exhibit 5: Consideration and Adoption of **Resolution 2020-05**, Supplemental Assessment Adopting Final Terms of 2020 Refunding Note

Mr. Aagaard gave an overview of the contents of **Resolutions 2020-04** and **2020-05**, and Ms. Jones advised that the resolutions were linked.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted **Resolution 2020-04**, Amending Resolution 2020-02, and **Resolution 2020-05**, Supplemental Assessment Adopting Final Terms of 2020 Refunding Note, for the Panther Trace I Community Development District.

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

Ms. Jones noted that an invoice for pump repair totaling \$5,600.00 needed to be ratified. Mr. Lotito advised that this would be included in the next meeting agenda.

**SIXTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

There being none, the next item followed.

B. District Counsel

Ms. Schalter noted that the bond documents had been reviewed, and requested an additional copy of the bond-related Resolutions for records.

C. District Engineer

There being none, the next item followed.

D. Facilities Director

➤ Facilities Director's Report March 2020

Ms. Vitale informed the Board that facilities had been closed in accordance with other Districts' actions to prevent the spread of COVID-19, and in response to concerns about liability issues. Ms. Vitale requested the Board to advise as to the length of closure, and any other recommended facility actions. Ms. Jones advised to follow the Governor's lead, as well as the County Parks Department as a guideline, noting that they were closed until April 13.

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

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

Ms. Jones informed the Board that Ms. Vitale was working remotely, and requested that the Board recommend for this to continue. Ms. Jones also noted that security was not present, and Mr. O'Neill stated that he felt this was acceptable as facility usage would continue to slow down.

**EIGHTH ORDER OF BUSINESS – Audience Comments – New Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS – Adjournment**

Ms. Jones asked for final questions, comments, or corrections before requesting a motion to adjourn 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 \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

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

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

# EXHIBIT 2

# **Panther Trace Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
March 31, 2020**

**Panther Trace CDD**  
**Balance Sheet**  
**March 31, 2020**

	<b>GENERAL FUND</b>	<b>DS2007 FUND</b>	<b>DS2020 FUND</b>	<b>CONSOLIDATED TOTAL</b>
1 <b><u>ASSETS:</u></b>				
2				
3 CASH	\$ 50,015	\$ -	\$ -	\$ 50,015
4 CASH - DEBIT CARD	1,752	-	-	1,752
5				
6 INVESTMENTS:				
7 MONEY MARKET ACCOUNT - BU	2,016,470	-	-	2,016,470
8 TRUST - REVENUE ACCT	-	243	-	243
9 TRUST - RESERVE ACCT	-	1	-	1
10 TRUST - ESCROW ACCT	-	3,256,228	-	3,256,228
11 TRUST - INTEREST ACCT	-	-	57,010	57,010
12 ACCOUNTS RECEIVABLE	-	-	-	-
13 ON ROLL ASSESSMENTS RECEIVABLE - CY	21,248	8,469	-	29,717
14 DUE FROM OTHER FUNDS	-	-	-	-
15 PREPAID EXPENSES	17,537	-	-	17,537
16 DEPOSITS	16,860	-	-	16,860
17 <b>TOTAL ASSETS</b>	<b>\$ 2,123,881</b>	<b>\$ 3,264,941</b>	<b>\$ 57,010</b>	<b>\$ 5,445,832</b>
18				
19				
20 <b><u>LIABILITIES:</u></b>				
21				
22 ACCOUNTS PAYABLE	\$ 7,077	\$ -	\$ -	\$ 7,077
25 DEFERRED REVENUE (ON-ROLL)	21,248	8,469	-	29,717
26 DUE TO DS FUND	-	-	-	-
27				
28 <b><u>FUND BALANCE:</u></b>				
29				
30 NONSPENDABLE:				
31 PREPAID AND DEPOSITS	34,397	-	-	34,397
33 ASSIGNED: ONE QUARTER OPERATING CAPITAL	198,136	-	-	198,136
34 ASSIGNED: RENEWAL & REPLACEMENT	295,923	-	-	295,923
35 ASSIGNED: FY 2017 INC. IN RESERVES	115,806	-	-	115,806
36 ASSIGNED: FY 2018 INC. IN RESERVES	100,615	-	-	100,615
37 ASSIGNED: FY 2019 INC. IN RESERVES	70,900	-	-	70,900
38 RESTRICTED:				
39 DEBT SERVICE	-	3,256,472	57,010	3,313,481
40 UNASSIGNED	1,279,780	-	-	1,279,780
41				
42 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 2,123,881</b>	<b>\$ 3,264,941</b>	<b>\$ 57,010</b>	<b>\$ 5,445,832</b>

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through March 31, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>1 REVENUE</b>				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 708,971	\$ 766,660	\$ 57,689
3 INTEREST REVENUE	2,000	1,000	6,311	5,311
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	150	104	(46)
5 CH SECURITY OFFICER FEE	-	-	67	67
6 CLUBHOUSE RENTALS	2,500	1,250	1,831	581
7 INSURANCE PROCEEDS	-	-	-	-
8 <b>TOTAL REVENUE</b>	<b>792,545</b>	<b>711,371</b>	<b>774,974</b>	<b>63,603</b>
<b>10 EXPENDITURES</b>				
11 <b>FINANCIAL AND ADMINISTRATIVE:</b>				
12 BOARD OF SUPERVISORS SALARIES	12,000	6,000	2,800	3,200
13 PAYROLL TAXES (BOS STAFF)	919	460	214	245
14 PAYROLL SERVICE FEES	650	325	196	129
15 MANAGEMENT CONSULTING SERVICES	45,000	22,500	22,500	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	250	667	(417)
18 BANK FEES	200	100	-	100
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)				
20 MAILING	50	25	-	25
21 SCHOOL SPONSORSHIP	200	200	200	-
22 OTHER MISCELLANEOUS	250	125	-	125
23 AUDITING	3,250	-	-	-
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	350	-	350
26 ENGINEERING SERVICES	5,000	2,500	522	1,978
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	2,265	2,115	2,015	100
28 LEGAL SERVICES	7,500	3,750	1,197	2,553
29 <b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>78,659</b>	<b>38,874</b>	<b>30,486</b>	<b>8,388</b>
30				
31 <b>INSURANCE:</b>				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	15,789	(1,658)
33 <b>TOTAL INSURANCE</b>	<b>14,131</b>	<b>14,131</b>	<b>15,789</b>	<b>(1,658)</b>
34				
35 <b>DEBT SERVICE ADMINISTRATION:</b>				
36 DISCLOSURE REPORT	1,000	-	-	-
37 ARBITRAGE REBATE	650	650	650	-
38 TRUSTEE FEES	4,771	4,771	4,373	398
39 <b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>6,421</b>	<b>5,421</b>	<b>5,023</b>	<b>398</b>
40				
41 <b>UTILITIES:</b>				
42 UTILITIES - ELECTRICITY	123,600	61,800	45,602	16,198
43 UTILITIES - WATER	10,000	5,000	6,004	(1,004)
44 UTILITIES - SOLID WASTE DISPOSAL	1,940	1,132	1,512	(380)
45 UTILITY IMPACT FEE	650	650	625	25
46 <b>TOTAL UTILITIES</b>	<b>136,190</b>	<b>68,582</b>	<b>53,742</b>	<b>14,840</b>
47				
48 <b>SECURITY:</b>				
49 SECURITY SYSTEM - CONTRACT	120	60	64	(4)
50 SECURITY PATROL	25,000	12,500	6,504	5,996
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	250	-	250
52 <b>TOTAL SECURITY</b>	<b>25,620</b>	<b>12,810</b>	<b>6,568</b>	<b>6,242</b>
53				

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through March 31, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
54 <b>PHYSICAL ENVIRONMENT:</b>				
55 LAKE & POND MAINTENANCE	20,352	10,176	10,329	(153)
56 LAKE & POND MAINTENANCE - OTHER	5,500	2,750	-	2,750
57 ENTRY & WALLS MAINTENANCE	7,500	3,750	2,579	1,171
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	80,533	79,332	1,201
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	7,560	6,300	1,260
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	28,043	26,806	1,237
62 TREE MAINTENANCE/REMOVAL	5,000	2,500	931	1,569
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	5,000	4,369	632
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	3,750	1,830	1,920
65 IRRIGATION USAGE REPORTING	2,400	1,200	1,200	-
66 DECORATIVE LIGHT MAINTENANCE	1,200	600	150	450
67 PAVEMENT REPAIRS	1,000	500	-	500
68 PEST CONTROL	960	480	480	-
69 FIELD CONTINGENCY	10,000	5,000	570	4,430
70 <b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>282,597</b>	<b>151,841</b>	<b>134,875</b>	<b>16,966</b>
71				
72 <b>PARKS AND RECREATION:</b>				
73 COMMUNICATIONS (TEL, CELL, INT )	2,500	1,250	1,478	(228)
74 CLUBHOUSE STAFF	68,000	34,000	33,278	722
75 CLUBHOUSE STAFF TAXES	5,202	2,601	2,536	65
76 UNEMPLOYMENT INSURANCE	1,200	600	231	369
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	625	579	46
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	1,500	1,364	136
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	750	-	750
80 CLUB FACILITY MAINTENANCE	18,000	9,000	5,043	3,957
81 POOL MAINTENANCE - CONTRACT	11,200	5,600	5,250	350
82 POOL MAINTENANCE - OTHER	6,000	3,000	689	2,311
83 POOL PERMIT	275	-	-	-
84 CLUBHOUSE SUPPLIES	2,500	1,250	511	739
85 PARK FACILITY MAINTENANCE	4,163	2,081	581	1,500
86 CAPITAL IMPROVEMENTS	17,600	8,800	-	8,800
87 SPECIAL EVENTS	25,000	12,500	8,682	3,818
88 DECORATIVE LIGHT/HOLIDAY	1,000	1,000	1,623	(623)
89 MISCELLANEOUS				
90 STORAGE	936	550	557	(7)
91 SIGNS	-	-	-	-
92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	3,300	150	3,150
93 <b>TOTAL PARKS AND RECREATION</b>	<b>175,926</b>	<b>88,408</b>	<b>62,552</b>	<b>25,856</b>
94				
95 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>719,545</b>	<b>380,068</b>	<b>309,036</b>	<b>71,033</b>
96				
97 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>73,000</b>	<b>331,302</b>	<b>465,938</b>	<b>134,636</b>
98				
99 <b>CAPITAL RESERVES:</b>				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 <b>TOTAL CAPITAL RESERVES</b>	<b>73,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
102				
103 <b>TOTAL EXPENDITURES</b>	<b>792,545</b>	<b>380,068</b>	<b>309,036</b>	<b>71,033</b>
104				
105 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>331,302</b>	<b>465,938</b>	<b>134,636</b>
106				
107 FUND BALANCE - BEGINNING	1,431,572	1,431,572	1,629,618	1,629,618
108 INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
109				
110 <b>FUND BALANCE - ENDING</b>	<b>\$ 1,504,572</b>	<b>\$ 1,762,874</b>	<b>\$ 2,095,556</b>	<b>\$ 1,764,254</b>

111  
112 a) Assessment budget, year-to-date budget and actual collections reported at net.  
113  
114  
115  
116  
117

<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>\$</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 March 31, 2020**

	<b>FY2020 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>1 REVENUE</b>				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 346,514	\$ 282,599	\$ 305,594	\$ 22,995
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	1,669	1,669
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
<b>7 TOTAL REVENUE</b>	<b>332,653</b>	<b>282,599</b>	<b>307,263</b>	<b>24,664</b>
8				
9				
10				
<b>11 EXPENDITURES</b>				
12 COUNTY-COLLECTION FEES (ASSESSMENTS)	13,861	-	-	-
13 INTEREST EXPENSE	153,793	78,856	78,856	-
14 PRINCIPAL RETIREMENT	165,000	-	-	-
<b>15 TOTAL EXPENDITURES</b>	<b>332,653</b>	<b>78,856</b>	<b>78,856</b>	<b>-</b>
16				
<b>17 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>203,742</b>	<b>228,406</b>	<b>24,664</b>
18				
<b>19 OTHER FINANCING SOURCES (USES)</b>				
20 BOND PROCEEDS	-	-	2,846,775	2,846,775
21 TRANSFER IN (OUT)	-	-	(57,010)	(57,010)
<b>22 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>2,789,765</b>	<b>2,789,765</b>
23				
24 FUND BALANCE - BEGINNING	-	-	238,300	238,300
25				
<b>26 FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 203,742</b>	<b>\$ 3,256,472</b>	<b>\$ 3,052,729</b>
27				
28 a) Assessment budget reported at gross and year-to-date budget and actual collections adjusted for net tax collections.				
29				



**Panther Trace CDD**  
**Debt Service Fund- Series 2020**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through March 31, 2020**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>1 REVENUE</b>	
2     SPECIAL ASSESSMENTS - ON ROLL (NET)	\$           -
3     DISCOUNT (ASSESSMENTS)	-
4     INTEREST REVENUE	-
5 <b>TOTAL REVENUE</b>	<u>-</u>
6	
7	
8	
<b>9 EXPENDITURES</b>	
10    INTEREST EXPENSE	-
11    PRINCIPAL RETIREMENT	-
12    COST OF ISSUANCE	113,225
13 <b>TOTAL EXPENDITURES</b>	<u>113,225</u>
14	
15 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(113,225)</b>
16	
<b>17 OTHER FINANCING SOURCES (USES)</b>	
18    BOND PROCEEDS	113,225
19    TRANSFER IN (OUT)	57,010
20 <b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>170,235</u>
21	
22    FUND BALANCE - BEGINNING	-
23	
24 <b>FUND BALANCE - ENDING</b>	<u><u>\$           57,010</u></u>
25	
26 a) Assessment budget reported at gross and year-to-date budget and actual collections adjusted for net tax collections.	

**Panther Trace CDD**  
**Cash Reconciliation (GF)**  
**March 31, 2020**

	<b>BankUnited (Operating Acct)</b>
Balance Per Bank Statement	\$ 68,994.10
Add: Deposits in Transit	-
Less: Outstanding Checks	(18,979.27)
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 50,014.83</u></b>
Beginning Bank Balance Per Books	\$ 48,539.88
Cash Receipts	60,730.45
Cash Disbursements	(59,255.50)
<b><i>Cash Balance Per Books</i></b>	<b><u>\$ 50,014.83</u></b>

# EXHIBIT 3



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

## Estimate

**Submitted To:**

Panther Trace CDD 1  
c/o DPFG  
250 International Parkway, Suite 280  
Lake Mary, FL 32746

Date	3/5/2020
Estimate #	64889
LMP REPRESENTATIVE	
BD	
PO #	
Work Order #	

Pump D

ITEM	DESCRIPTION	QTY	COST	TOTAL
Irrigation	Pump service call	1	225.00	225.00
Irrigation	5 HP - Grundfos 230V 1 PH Submersible Motor	1	1,814.41	1,814.41
Irrigation	5 HP - Grundfos Deluxe Control Box 230V / 1 PH	1	555.54	555.54
Irrigation	5 HP - Grundfos 77S50-10 SS Submersible Pump	1	1,924.88	1,924.88
Irrigation	Pump Installation Fee	1	780.00	780.00
Irrigation	10-3 W/G - DJ Submersible Pump Wire W/ Ground (Per Ft)	84	2.47	207.48
Irrigation	Well Seal 5"x2" / 6"x2"	1	78.78	78.78
	Replace irrigation pump, motor and control box due to control box magnetic contactor burnt, motor drawing high amps. Too much heat caused the melt down			

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$5,586.09</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

DATE

# EXHIBIT 4

## RESOLUTION 2020-06

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT CALLING FOR A GENERAL ELECTION TO BE HELD BY THE HILLSBOROUGH COUNTY SUPERVISOR OF ELECTIONS IN CONJUNCTION WITH THE GENERAL ELECTION TO BE HELD IN NOVEMBER, 2020.**

**WHEREAS**, the Panther Trace Community Development District ("**District**") is a local unit of special-purpose government established by Hillsborough County, Florida (the "**County**");

**WHEREAS**, pursuant to Section 190.006(1), Florida Statutes the District Board of Supervisors consists of five members; and

**WHEREAS**, Section 190.006(3), Florida Statutes provides for the election of members to specific terms and seat numbers for the District Board of Supervisors and currently calls for the election of **three (3)** members of the Board of Supervisors of the District for seat numbers and length of terms thereof:

Seat No. 1, Currently held by Dan O'Neill	Length of term: Four-years
Seat No. 2, Currently held by Vacant	Length of term: Four-years
Seat No. 3, Currently held by Mike Staubitz	Length of term: Four-years

### **NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1. General Election.** There is hereby called an election in the County to be held concurrent with the General Election on the first Tuesday of November, which is November 3, 2020, for the purpose of having all of the qualified electors residing within the boundaries of the District to determine **three (3) qualified electors** to serve on the Board of Supervisors of the District.

**Section 2. Qualifying Period.** The period of qualifying as a candidate for a supervisor to the district shall be from noon June 8, 2020 through noon June 12, 2020, pursuant to Section 99.061, Florida Statutes. This Resolution shall serve as the District's notice of the qualifying period, pursuant to Section 190.006(3), Florida Statutes. Interested candidates should contact the Supervisor of Election for the County for further information.

**Section 3. Conduction and Procedure of Election.**

- a. The election shall be conducted according to the requirements of general law and law governing special district elections.
- b. The election shall be held at the precinct polling places designated by the Supervisor of Elections in the County.
- c. The polls shall be opened and closed as provided by law, including, but not limited to Section 100.011, Florida Statutes.
- d. The ballot shall contain the names of the candidates to be voted upon, pursuant to Section 101.151, Florida Statutes.
- e. The Department of State shall make out a notice stating what offices are to be filled at the general election, pursuant to Section 100.021 Florida Statutes.

**Section 4. Election Costs.** The District shall be responsible for paying the District's proportionate share of the regular election costs, if any, pursuant to Section 100.011, Florida Statutes.

**Section 5. Effective Date and Transmittal.** This Resolution shall become effective upon its passage and the District's Secretary is authorized to transmit a copy of this Resolution to the Supervisor of Elections of the County.

**This Resolution is duly passed and adopted this 28th day of April, 2020.**

**ATTEST:**

**PANTHER TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Title:

- ☐ Chairperson
- ☐ Vice Chairperson

# EXHIBIT 5



April 28, 2020

# 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 been working throughout the community trimming branches and completing arbor maintenance. They continue to receive in the 90's on OLM Inspections.

The well usage reports are available upon request.

## CLUBHOUSE

### Maintenance

- iii. Deep Cleaning of Interior of Clubhouse is being completed during closure.
- iv. Sanitation is continued and the clubhouse will be maintained until opening is permitted.

### Reservations

Clubhouse reservations through the end of April have been canceled. I am awaiting further direction before moving forward with any of the May reservations.

### Community Events

- v. March & April Events have been canceled. No new events will be scheduled until we know when we can reopen.

## Follow up

- vi. I have submitted the playground proposals to the District Manager so that the Board can determine the budget. Once budgeted per your specs, I will negotiate with the vendors.
- vii. I have received quotes for fencing and locking the ball courts. I am in communication with a contractor that will be able to assist with our airnasium or cover quote.

# EXHIBIT 6

# Price Estimates

## Panther Trace CDD-Phase I

12515 Bramfield Dr Riverview, FL 33579

813-671-8023

Monica Vitale

Vendor	Project	Description	Price
Top Line Kelly Woods	Option 1	Replaces large & small structures includes removal etc.	\$134,463.00
Top Line Kelly Woods	Option 2	Replaces large & small structures includes removal etc.	\$122,837.00
Playmore Eric Feingold	Option 1 Aria's Retreat	Replaces small & large Structure two smaller pieces. Includes ADA sensory retreat.	\$116,792.00
Florida Playstructures Pete Dawson	Option 1 not including shade	Replace playground equipment	\$139,338.00

# EXHIBIT 7

# PANTHER TRACE

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15	3	Improve consistency
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	3	Sports field perimeters
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	2	Remove leaf accumulation in turf berms
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15	2	All zones schedule for spring demand
CARRYOVERS	5		

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



Date: 3-17-20 Score: 93.5 Performance Payment™ % 100

Contractor Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Property Representative Signature: \_\_\_\_\_



# PANTHER TRACE CDD

LANDSCAPE INSPECTION

March 17, 2020

ATTENDING:

GARTH RINARD – LMP, INC.

PAUL WOODS – OLM, INC.

**SCORE: 93.5%**

**NEXT INSPECTION**

**APRIL 14<sup>TH</sup>, 2020 AT 1:30 PM**

---

## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### HUNTINGTON

1. Inbound lane: Remove leaves on the berm.

### ENTRANCE

2. Throughout monuments: Prune to create improved separation between the tree and shrub elements. Identify the lowest scaffold of branches on the Magnolias to increase definition of the trees.

### US 301

3. Confirm irrigation coverage across the US 301 planting berm.
4. Across the 301 frontage: Rejuvenate prune Fakahatchee Grass stands.

### BOULEVARD

5. Center island: Hand prune Parsonii Junipers to reduce the overall height and maintain the overall appearance.
6. Closely monitor the recovery of drought injury in the turf in center and berm areas.
7. Greystone entrance: Prune back wood line overgrowth extending over handrails. Detail the grass areas along the handrail with a line trimmer or establish a nongrowth band.
8. Across the Stand Bridge frontage: Reduce the Cogon in the Broomsedge stands.
9. Groom Oyster plants in the entrance islands.
10. **Throughout the Blvd.: Remove the accumulation along the curbs.**
11. Remove shoreline litter when accessible with a rake.
12. Rodeo Lane pond: Reduce the weeds along the top of the berm.

## HAWTHORN

13. Center islands: Improve vigor and fertility in the Confederate Jasmine.
14. Center islands: Remove the leaves.

## CLUBHOUSE

15. Southside of the pool: Remove the 3 declining Gold Mound Duranta.
16. Around the telephone cabinets: Improve fertility to the Bottlebrush.
17. Remove the leaves around the playground.

## SPORT FIELDS

18. Southeast of the baseball backstop: Control turf weeds in the irrigated turf.

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

1. West end of sports field, adjacent to the well: Provide a price to improve the front right of way landscape to include additional plantings, removal of the aged Fakahatchee Grass stands, and arbor care.

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

NONE

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

NONE

PGW:kn

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)



March 24, 2020

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 3/16/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed week. Note: All common and pond areas are on a bi-weekly mowing cycle through mid-March for common and mid-April for ponds.
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. Pool area (interior trimming and seed pod removal) palm trimming scheduled for the week of 4/12/20.
5. Magnolia leaf drop removal (on-going).
6. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
7. OLM inspection.
8. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 3/16/20 – 3/23/20 was a total of 0.00” with a maximum rainfall amount of 0.00”. Soil temperatures reported as 75.69 degrees.
9. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 3/23/2020 – maximum rainfall of 0.00” with a cumulative total for the week of 0.00”. The last significant rainfall of .24” occurred on Wednesday 2/26/20.
10. Note: last weeks’ report references activity with incorrect dates applied. Report date is correct but should read for activities completed the week of 3/02/20 not 3/09/20.

Note: As we work through the current Covid-19 situation and the day-to-day changes that come along with this ever moving target, we have identified that landscape services are considered an essential business and is not expected to be impacted by local or state mandated ‘stay-at-home’ orders that have been in the news recently and may soon be implemented. Unless more restrictive orders are put into place specifically addressing a change in status for our industry we will continuing providing services without interruption.

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.

March 30, 2020

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 3/23/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas. Pond areas are on a bi-weekly mowing cycle through mid-April.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Accident clean-up in median on Panther Trace Blvd. east of Huntington, eastbound direction – turf damage.
4. Pool/ Clubhouse detail and trim/ prune as needed.
5. Pool area (interior trimming and seed pod removal) palm trimming scheduled for the week of 4/12/20.
6. Magnolia leaf drop removal (on-going).
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. Oak leaf removal along Panther Trace Blvd.
9. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 3/16/20 – 3/23/20 was a total of 0.00” with a maximum rainfall amount of 0.00”. Soil temperatures reported as 75.69 degrees.
10. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 3/30/2020 – maximum rainfall of 0.00” with a cumulative total for the week of 0.00”. The last significant rainfall of .24” occurred on Wednesday 2/26/20.

Note: The ‘Essential Business’ designation is not without terms and conditions. As we adapt facilities, vehicles, and other, to protect our workforce to allow us to continue servicing our client properties we are recognizing some impact on certain tasks. You may notice some services taking longer to completion simply due to these new procedures being implemented to maintain distancing requirements, and the like. Please be patient as we work through these unprecedented times.

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)

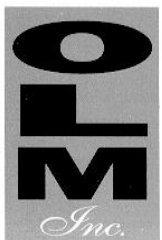
cc: Paul Woods, OLM, Inc.

# PANTHER TRACE

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	2	Incomplete berm mowables
TURF FERTILITY	15		
TURF EDGING	5	5	Berkshire gazebo, park/berm along Blvd.
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		Confirm delivery
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	2	Street trees
CLEANLINESS	10		
MULCHING	5	1	Redistribute
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		
<b>MAXIMUM VALUE</b>	<b>145</b>		



Date: 4-14-20 Score: 93.5 Performance Payment™ % 100

Contractor Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Property Representative Signature: \_\_\_\_\_



# **PANTHER TRACE CDD**

LANDSCAPE INSPECTION

April 14, 2020

ATTENDING:

GARTH RINARD – LMP, INC.

PAUL WOODS – OLM, INC.

**SCORE: 93.5%**

**NEXT INSPECTION  
MAY 19<sup>TH</sup>, 2020 AT 1:00 PM**

---

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

NONE

## **CATEGORY II: MAINTENANCE ITEMS**

### **BERKSHIRE**

- 1. Gazebo park: Detail soft edges, maintaining a crisp and uniform appearance.**
- 2. Collect trash around the perimeter.**
- 3. Rejuvenate prune Fakahatchee Grass.**

US 301

4. Across the frontage: Remove windfall and debris.
5. Bike lane between Panther Trace Blvd. and the construction zone: Detail the turf strip between the road and the sidewalk.

### **PANTHER TRACE BOULEVARD**

6. Prune suckering growth from Crape Myrtles, maintaining a uniform umbrella canopy.

### **HUNTINGTON**

7. Entrance monument: Bevel the outside edge of Asian Jasmine.
8. Exit drive: Remove the competing leaders and weakest attachments on the roadside Oaks.

### **GREYSTONE**

9. Remove shoreline litter as accessible with a leaf rake or pitchfork.
10. Entrance right of way: Continue to monitor improvement on the Ligustrum Privets.

### **STRAFFORD**

11. Across the back of the frontage berm: Control broadleaf turf weeds in the irrigated turf stands.

## COMMONS

12. Throughout east bound right of ways: Prune and elevate downward growth and weak attachments in roadside Oaks, eliminating the overhang where possible being struck by service vehicles or blocking visibility.
13. Bramfield exit side: Reduce the height of the Viburnum so that the irrigation is not obstructed.
14. Ferncroft entrance: Rejuvenate prune Fakahatchee Grass.
15. Ferncroft frontage berm: Remove runners that persist after edging operations.
16. Near the east end well: Prune and elevate roadside Oak to improve visibility of the “25 MPH” sign.
17. Confirm complete turf, tree, shrubs, and palm fertilization.

## CLUBHOUSE

18. To the south east of the Clubhouse: Prune the grouping of the Ligustrum Privets, removing the weakened growth of the under canopy and target pruning to create a more umbrella appearance.
19. South side of the building: Reduce palm sprouts at the base of the Date palm.
20. West side of the building: Rejuvenate prune Gold Mound Duranta, maintaining the shrubs so they so not obstruct the up lighting at the Sabal palms.

## SPORTS FIELD

21. Monitor recovery of activity driven wear from sports teams. (See Cat. IV)

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

NONE

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

NONE

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

NONE

PGW:kn

cc: Monica Vitale [ptreccentermanager@verizon.net](mailto:ptreccentermanager@verizon.net)  
Scott Carlson [scott.carlson@lmpapro.com](mailto:scott.carlson@lmpapro.com)

Garth Rinard [garth.rinard@lmppro.com](mailto:garth.rinard@lmppro.com)  
Barbara Gonzalez [ARpayments@lmppro.com](mailto:ARpayments@lmppro.com)

April 6, 2020

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 3/30/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas. Pond areas are on a bi-weekly mowing cycle through mid-April.
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. Pool area palm trimming scheduled for the week of 4/12/20.
5. Magnolia leaf drop removal (on-going).
6. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
7. Oak leaf removal along Panther Trace Blvd.
8. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 3/23/20 – 3/30/20 was a total of 0.11” with a maximum rainfall amount of 0.11” on Sunday 4/5/20. Soil temperatures reported as 74.77 degrees.
9. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 4/06/2020 – maximum rainfall of 0.26” with a cumulative total for the week of 0.26”. The last significant rainfall of .26” occurred on Sunday 4/05/20.

Note: The ‘Essential Business’ designation is not without terms and conditions. As we adapt facilities, vehicles, and other, to protect our workforce to allow us to continue servicing our client properties we are recognizing some impact on certain tasks. You may notice some services taking longer to completion simply due to these new procedures being implemented to maintain distancing requirements, and the like. Please be patient as we work through these unprecedented times.

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.

April 13, 2020

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 4/06/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas. Pond areas are on a bi-weekly mowing cycle through mid-April.
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. Pool area palm trimming scheduled for the week of 4/12/20. Rescheduled to the week of 4/20.
5. Magnolia leaf drop removal (on-going).
6. Field fertilization completed.
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. Oak leaf removal along Panther Trace Blvd.
9. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 3/30/20 – 4/06/20 was a total of 0.01” with a maximum rainfall amount of 0.01” on Friday 4/10/20. Soil temperatures reported as 80.74 degrees.
10. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 4/13/2020 – maximum rainfall of 0.22” with a cumulative total for the week of 0.22”. The last significant rainfall of .26” occurred on Sunday 4/05/20.

Note: We are experiencing some delays and slowdowns on services due to the restrictions in place at this time. Some services will be re-scheduled accordingly and we will keep everyone up to date on necessary changes as they are identified. Please be patient as we work through these unprecedented times.

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.