



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
June 23, 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, June 23, 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 URL:

<https://us02web.zoom.us/j/81183782959?pwd=eWp2RkdjTHo0TVJJT1UxTG1UV3Zldz09>

Zoom Meeting ID: 811 8378 2959

Password: 676996

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, June 23rd at 7:30 PM

via Zoom

All:

We welcome you to join us for the Board of Supervisors Meeting to be held on Tuesday, June 23rd 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 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://us02web.zoom.us/j/81183782959?pwd=cWxlaVFJRVIxNzRDNjc2N29FWEtGZz09>

Meeting ID: 811 8378 2959

Password: 676997

Join Zoom Meeting by Phone

Dial by your location – Follow the Prompts – Meeting ID – **811 8378 2959** – Hit # when it requests a participant ID. Find your local number: <https://us02web.zoom.us/j/81183782959>

+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, June 23, 2020

Time: 7:30 PM

Location: Via Electronic Teleconference

Zoom Meeting ID: 811 8378 2959

Password: 676997

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 May 26, 2020 Meeting Exhibit 1

B. Acceptance of the May 2020 Unaudited Financial Statements Exhibit 2

V. Business Matters

A. Consideration of LMP Proposals Exhibit 3

➤ St. Augustine Sod Repair, 1,200 square feet – Estimate No. 66365 - \$1,380.00

➤ Oak Tree Removal – Estimate No. 66366 - \$1,302.00

➤ Median Fillers – Estimate No. 66369 - \$812.00

VI. Old Business Matters

VII. Staff Reports

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report June 2020

Exhibit 4

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

Exhibit 5

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 Thursday, May 28, 2020 at 7:30 p.m. via electronic 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 (<i>joined in progress</i>)	Board Supervisor, Vice Chairman
11 Dan O'Neill	Board Supervisor, Assistant Secretary
12 Michael Themar	Board Supervisor, Assistant Secretary

13 Also present were:

14 Raymond Lotito	District Manager, DPGF Management & Consulting
15 Monica Vitale	Facilities Director

16 *The following is a summary of the discussions and actions taken at the May 28, 2020 Panther Trace I*
17 *CDD Board of Supervisors Regular Meeting.*

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

19 There being none, the next item followed.

20 **THIRD ORDER OF BUSINESS – Consent Agenda**

21 A. Exhibit 1: Consideration and Approval of Minutes of the April 28, 2020 Meeting

22 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board
23 approved the Minutes of the Board of Supervisors Regular Meeting held on April 28, 2020 for the
24 Panther Trace I Community Development District.

25 B. Exhibit 2: Acceptance of the Unaudited April 2020 Financial Statements

26 Mr. Lotito noted an excess of revenue in the amount of \$69,212 for the fiscal year. Mr. Lotito
27 also noted an issue with a credit involved with District Counsel, which had been resolved and
28 would be reflected in the most recent invoice moving forward.

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

32 **FOURTH ORDER OF BUSINESS – Administrative Items**

33 A. Exhibit 3: Form 1 – Statement of Financial Interests

34 This item was discussed with the Board.

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

36 A. Exhibit 4: Presentation and Discussion of the FY 2021 Budget

37 Mr. Lotito noted that a 3% increase in staff salary had been budgeted, as well as an increase in
38 capital improvements in the amount of \$135,000 through Fiscal Year 2021. Mr. Lotito indicated

that Ms. Vitale stated that she no longer needed the \$900+ allocated for storage, and requested direction from the Board. Ms. Jones recommended keeping this amount under miscellaneous.

B. Exhibit 5: Consideration and Adoption of **Resolution 2020-06**, Approving Proposed Budget and Setting Public Hearing for Final Budget

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted **Resolution 2020-06**, Approving Proposed Budget and Setting Public Hearing for Final Budget for the Panther Trace I Community Development District.

C. Exhibit 6: Hillsborough County Number of Registered Voters for Panther Trace I – 1,694

SIXTH ORDER OF BUSINESS – Old Business Matters

There being none, the next item followed.

SIXTH ORDER OF BUSINESS – Staff Reports

A. District Manager

There being none, the next item followed.

B. District Counsel

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

D. Facilities Director

➤ Facilities Director's Report April 2020

Ms. Vitale indicated that the report was not included as the pool reopening happened after the submission date. Ms. Vitale noted that sanitation and the reservation system were going well, and indicated that pool reservations had been mostly low to moderate. Ms. Jones asked whether private party rentals could be implemented outside of regular business hours with appropriate measures taken, and the Board directed for this to be implemented by staff. Ms. Vitale gave an overview of weekly pool themes, which the Board supported, and Ms. Jones recommended that Ms. Vitale be given the authority to adjust reopening measures based on local guidance. Discussion ensued regarding capacities, swim lesson time blocks, and measures for amenities. The Board recommended 25% capacity for the clubhouse.

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

SEVENTH ORDER OF BUSINESS – Supervisors Requests

Mr. O'Neill noted that the Cub Scout Pack and Boy Scout Troop were requesting to hold an event at the pool under appropriate distancing guidelines, which the Board allowed.

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
May 31, 2020

Panther Trace CDD
Balance Sheet
May 31, 2020

	<u>GENERAL FUND</u>	<u>DS2007 FUND</u>	<u>DS2020 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <u>ASSETS:</u>				
2				
3 CASH	\$ 18,966	\$ -	\$ -	\$ 18,966
4 CASH - DEBIT CARD	1,646	-	-	1,646
5				
6 INVESTMENTS:				
7 MONEY MARKET ACCOUNT - BU	1,983,001	-	-	1,983,001
8 TRUST - REVENUE ACCT	-	-	4,950	4,950
9 TRUST - RESERVE ACCT	-	-	-	-
10 TRUST - ESCROW ACCT	-	-	-	-
11 TRUST - INTEREST ACCT	-	-	47,508	47,508
12 ACCOUNTS RECEIVABLE	-	-	-	-
13 ON ROLL ASSESSMENTS RECEIVABLE - CY	9,684	-	3,860	13,544
14 DUE FROM OTHER FUNDS	-	-	129	129
15 PREPAID EXPENSES	21	-	-	21
16 DEPOSITS	16,860	-	-	16,860
17 TOTAL ASSETS	<u><u>\$ 2,030,178</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 56,447</u></u>	<u><u>\$ 2,086,625</u></u>
18				
19				
20 <u>LIABILITIES:</u>				
21				
22 ACCOUNTS PAYABLE	\$ 2,304	\$ -	\$ -	\$ 2,304
25 DEFERRED REVENUE (ON-ROLL)	9,684	-	3,860	13,544
26 DUE TO DS FUND	129	-	-	129
27				
28 <u>FUND BALANCE:</u>				
29				
30 NONSPENDABLE:				
31 PREPAID AND DEPOSITS	16,881	-	-	16,881
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	-	-	52,587	52,587
40 UNASSIGNED	1,219,800	-	-	1,219,800
41				
42 TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 2,030,178</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 56,447</u></u>	<u><u>\$ 2,086,625</u></u>

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

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 708,971	\$ 778,240	\$ 69,270
3 INTEREST REVENUE	2,000	1,000	6,654	5,654
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	1,631	381
7 INSURANCE PROCEEDS	-	-	-	-
8 TOTAL REVENUE	792,545	711,371	786,696	75,325
10 EXPENDITURES				
11 FINANCIAL AND ADMINISTRATIVE:				
12 BOARD OF SUPERVISORS SALARIES	12,000	8,000	4,400	3,600
13 PAYROLL TAXES (BOS STAFF)	919	613	337	276
14 PAYROLL SERVICE FEES	650	433	294	139
15 MANAGEMENT CONSULTING SERVICES	45,000	30,000	30,000	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	333	927	(594)
18 BANK FEES	200	133	-	133
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	33	-	33
21 SCHOOL SPONSORSHIP	200	133	200	(67)
22 OTHER MISCELLANEOUS	250	167	-	167
23 AUDITING	3,250	2,167	-	2,167
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	467	53	414
26 ENGINEERING SERVICES	5,000	3,333	522	2,811
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	2,265	2,107	2,107	-
28 LEGAL SERVICES	7,500	5,000	1,884	3,116
29 TOTAL FINANCIAL & ADMINISTRATIVE	78,659	53,095	40,899	12,196
30				
31 INSURANCE:				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	15,789	(1,658)
33 TOTAL INSURANCE	14,131	14,131	15,789	(1,658)
34				
35 DEBT SERVICE ADMINISTRATION:				
36 DISCLOSURE REPORT	1,000	1,000	1,000	-
37 ARBITRAGE REBATE	650	650	650	-
38 TRUSTEE FEES	4,771	4,771	4,373	398
39 TOTAL DEBT SERVICE ADMINISTRATION	6,421	6,421	6,023	398
40				
41 UTILITIES:				
42 UTILITIES - ELECTRICITY	123,600	82,400	64,927	17,473
43 UTILITIES - WATER	10,000	9,097	9,097	-
44 UTILITIES - SOLID WASTE DISPOSAL	1,940	1,932	1,932	-
45 UTILITY IMPACT FEE	650	625	625	0
46 TOTAL UTILITIES	136,190	94,054	76,581	17,473
47				
48 SECURITY:				
49 SECURITY SYSTEM - CONTRACT	120	80	64	16
50 SECURITY PATROL	25,000	16,667	6,517	10,150
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	333	-	333
52 TOTAL SECURITY	25,620	17,080	6,581	10,499
53				

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

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
54 PHYSICAL ENVIRONMENT:				
55 LAKE & POND MAINTENANCE	20,352	13,568	13,823	(255)
56 LAKE & POND MAINTENANCE - OTHER	5,500	3,667	-	3,667
57 ENTRY & WALLS MAINTENANCE	7,500	5,000	2,579	2,421
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	107,377	105,776	1,601
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	10,080	8,820	1,260
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	26,667	26,806	(139)
62 TREE MAINTENANCE/REMOVAL	5,000	3,333	931	2,403
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	3,333	4,369	(1,035)
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	5,000	2,023	2,977
65 IRRIGATION USAGE REPORTING	2,400	1,600	1,600	-
66 DECORATIVE LIGHT MAINTENANCE	1,200	800	150	650
67 PAVEMENT REPAIRS	1,000	667	-	667
68 PEST CONTROL	960	640	640	-
69 FIELD CONTINGENCY	10,000	6,667	570	6,097
70 TOTAL PHYSICAL ENVIRONMENT	282,597	188,398	168,086	20,312
71				
72 PARKS AND RECREATION:				
73 COMMUNICATIONS (TEL, CELL, INT)	2,500	2,062	2,062	-
74 CLUBHOUSE STAFF	68,000	45,333	43,846	1,487
75 CLUBHOUSE STAFF TAXES	5,202	3,468	3,344	124
76 UNEMPLOYMENT INSURANCE	1,200	800	231	569
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	833	764	69
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	2,000	1,798	202
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	1,000	-	1,000
80 CLUB FACILITY MAINTENANCE	18,000	12,000	6,491	5,509
81 POOL MAINTENANCE - CONTRACT	11,200	7,467	7,200	267
82 POOL MAINTENANCE - OTHER	6,000	4,000	689	3,311
83 POOL PERMIT	275	183	-	183
84 CLUBHOUSE SUPPLIES	2,500	1,667	1,290	377
85 PARK FACILITY MAINTENANCE	4,163	2,775	731	2,044
86 CAPITAL IMPROVEMENTS	17,600	11,733	5,586	6,147
87 SPECIAL EVENTS	25,000	16,667	7,933	8,734
88 DECORATIVE LIGHT/HOLIDAY	1,000	667	1,623	(956)
89 MISCELLANEOUS				
90 STORAGE	936	624	557	67
91 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	4,400	150	4,250
92 TOTAL PARKS AND RECREATION	175,926	117,679	84,295	33,385
93				
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	719,545	490,859	398,254	92,605
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	73,000	220,512	388,442	167,931
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 TOTAL CAPITAL RESERVES	73,000	-	-	-
102				
103 TOTAL EXPENDITURES	792,545	490,859	398,254	92,605
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	220,512	388,442	167,931
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 FUND BALANCE - ENDING	\$ 1,504,572	\$ 1,652,084	\$ 2,018,060	\$ 1,797,549

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

113

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Renewal & Replacement (Reserve)	
Reserve for Renewal & Replacement	\$ 431,808
FY 2017	\$ 115,806
FY 2018	\$ 100,615
FY 2019	\$ 70,900
Solar & Heat Pump	\$ (98,803)
Bathroom Renovation	\$ (27,357)
Split System (A/C) & Compressor	\$ (9,725)
Total	\$ 583,244

Panther Trace CDD
Debt Service Fund- Series 2007
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through May 31, 2020

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 346,514	\$ 282,599	\$ 305,594	\$ 22,995
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	1,887	1,887
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
7 TOTAL REVENUE	332,653	282,599	307,481	24,882
8				
9				
10				
11 EXPENDITURES				
12 COUNTY-COLLECTION FEES (ASSESSMENTS)	13,861	-	-	-
13 INTEREST EXPENSE	153,793	78,856	78,856	-
14 PRINCIPAL RETIREMENT	165,000	-	-	-
15 TOTAL EXPENDITURES	332,653	78,856	78,856	-
16				
17 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	203,742	228,625	24,882
18				
19 OTHER FINANCING SOURCES (USES)				
20 BOND PROCEEDS	-	-	2,846,775	2,846,775
21 TRANSFER IN (OUT)	-	-	(57,471)	(57,471)
BOND REFUNDING			(3,256,229.00)	
22 TOTAL OTHER FINANCING SOURCES (USES)	-	-	(466,925)	2,789,304
23				
24 FUND BALANCE - BEGINNING	-	-	238,300	238,300
25				
26 FUND BALANCE - ENDING	\$ -	\$ 203,742	\$ (1)	\$ 3,052,486

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 May 31, 2020

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
1 REVENUE	
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 4,616
3 DISCOUNT (ASSESSMENTS)	-
4 INTEREST REVENUE	2
5 TOTAL REVENUE	<u>4,618</u>
6	
7	
8	
9 EXPENDITURES	
10 INTEREST EXPENSE	9,502
11 PRINCIPAL RETIREMENT	-
12 COST OF ISSUANCE	113,225
13 TOTAL EXPENDITURES	<u>122,727</u>
14	
15 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(118,109)
16	
17 OTHER FINANCING SOURCES (USES)	
18 BOND PROCEEDS	113,225
19 TRANSFER IN (OUT)	57,471
20 TOTAL OTHER FINANCING SOURCES (USES)	<u>170,696</u>
21	
22 FUND BALANCE - BEGINNING	-
23	
24 FUND BALANCE - ENDING	<u><u>\$ 52,587</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)
May 31, 2020

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 23,458.14
Add: Deposits in Transit	-
Less: Outstanding Checks	(4,491.80)
<i>Adjusted Bank Balance</i>	<u>\$ 18,966.34</u>

Beginning Bank Balance Per Books	\$ 39,634.68
Cash Receipts	2.85
Cash Disbursements	(20,671.19)
<i>Cash Balance Per Books</i>	<u>\$ 18,966.34</u>

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	6/16/2020
Estimate #	66365
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal provides for sod repair throughout property to repair vehicle damaged sod in various locations along Panther Trace Blvd and to enclose portions of bedding at the entrance monument damaged throughout construction activities.			
All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Note: Irrigation modifications necessary will be invoiced separately as 'time and materials'			
Sod - St. Augustine SF	1,200	1.15	1,380.00

TERMS AND CONDITIONS:

TOTAL	\$1,380.00
--------------	-------------------

LMP reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. Any work performed requiring more than 5 days to complete is subject to progressive payments as portions of the work are completed. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material.

OWNER / AGENT

DATE



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	6/16/2020
Estimate #	66366
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal provides for the removal of oak trees located behind the entry and exit monument signs and planted within and between existing palms. Purpose is to thin area to provide a cleaner presentation as you enter/ exit the community.			
Trees natural growth habit and characteristics will continue to push the boundaries and encroach and crowd monument and neighboring palms. Trees ultimately are wrong plant, wrong plant, wrong place as they are only planted 12-15' apart.			
All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Note: Irrigation modifications necessary will be invoiced separately as 'time and materials'			
Tree Removal (flush cut)	6	195.00	1,170.00
Permitting	1	132.00	132.00

TERMS AND CONDITIONS:

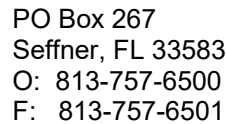
TOTAL	\$1,302.00
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LMP reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal 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



Submitted To:

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

[illegible]

TERMS AND CONDITIONS:

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.

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OWNER / AGENT

DATE _____

EXHIBIT 4

June 23, 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 in upon arrival to our property per request.

LANDSCAPE

Please see attached inspection grade sheet and weekly reports.

CLUBHOUSE

Maintenance

- iii. Plumbing repair work has been completed on a leak leading to the pool pump.
- iv. A request has been made to the county for a credit on the water due to the leak. The plumber has provided details for their use.

Reservations

No clubhouse reservations are being taken at this time. I would like to ask the Board's direction for clubhouse reservations for August.

Pool

Reservations have been going well. Weekends tend to fill up as do certain timeframes during the week. We will be increasing the capacity to 40 in order to still ensure social distancing.

We held float week while the capacity was still at 30 because we felt there was still enough room to be at capacity and allow for the floats safely. Once we increase to 40, I am not sure we can still ensure safety.

We are beginning to take private pool reservations for parties. Please see attached information on those events.

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

Clubhouse Office ♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579

POOL AREA RENTAL USAGE AGREEMENT RELEASE OF LIABILITY AND INDEMNIFICATION

1. **PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT** (hereinafter, the “District”) is the owner of the swimming pool and related facilities (hereinafter, the “facilities”), located within the Panther Trace community in Hillsborough County, Florida.
2. The District, by its execution of this Agreement, has approved the use of the Pool Area as described herein, subject to all applicable laws, rules and regulations, and subject to the District’s receipt of a \$50.00 fee, for up to One hour and forty-five minutes, set times (please see attached chart) per availability, as well as a refundable security deposit in the amount of \$100.00 (all monies U.S. bank check, cash or money order) for RESIDENT users (Resident MUST be present during entire event otherwise non-resident fees apply), or receipt of a \$500.00 rental fee, as well as a security deposit in the form of certified funds, cashiers check or money order for the amount of \$750.00 for NON-RESIDENT users. (All fees include applicable tax) Security deposit refunds are subject to an inspection of the facility after the event, as well as complete adherence to the “Clubhouse and Pool Rules” (**see and initial**) attached. Please make **two** separate checks payable to PANTHER TRACE CDD
3. The undersigned, _____, (the Applicant), has applied to the District to use the Pool Area as follows:
Applicant Address: _____

Purpose: _____

Date of Event: _____

Phone: (____) ____-____
Time of Event Including setup and cleanup: _____
Maximum Number of Attendees (NOT TO EXCEED 20): _____
The Applicant shall provide the district with a guest list prior to the event. All guests must check in with staff before entering the pool area. **Pool Monitor must be present during entire event.**
4. The District has consented to the above use by the Applicant, its agents, employees, and invitees.
5. In Consideration of the District’s permission to the Applicant, its agents, employees and invitees to use the Facilities, the Applicant, for itself, its agents, employees and invitees, and any person or entity claiming by or through them, releases, discharges and acquits the District, its agents or employees, for any and all claims for loss, damage or injury of any nature whatsoever to persons or property, including but not limited to personal injury or death, resulting in any way from, or in any fashion arising from, or connected with, the use of the Facilities. In whatever manner the loss, damage or injury may be caused and whether or not the loss, damage, injury or death may be caused, occasioned or

contributed to by the negligence, sole or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this release of liability applies to any and all claims for loss, injury, damage or death caused solely or partially by the negligence of the District, its agents or employees.

6. As further consideration for the District's permission to the Applicant, its agents, employees and invitees to use the Facilities, the Applicant, for itself, its representatives and assigns, agrees to indemnify, defend and hold harmless the District, its agents and employees, from any and all claims for loss, damage, injury or death of any nature whatsoever to persons or property, including, but not limited to personal injury or death, resulting in any way from or in any fashion arising from or connected with the use of the Facilities, in whatever manner the loss, damage, injury or death may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the District, its agents or employees.
7. Should any provision of this Agreement be declared or be determined by any court of jurisdiction to be illegal or invalid, the validity of the remaining parts, term or provision shall not be affected thereby and said illegal part, term or provision shall be deemed not part of this Agreement.

Applicant:

Signature

Print name

Date

**PANTHER TRACE
COMMUNITY DEVELOPMENT
DISTRICT**

By: _____

As: _____

Date

*** Non-Sufficient Funds (NSF) Policy:**

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

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

Clubhouse Office ♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579

SWIMMING POOL POLICIES & PROCEDURES

The Pool Area (which does not include the Recreation Center) will be available for rental by residents for a maximum of 1 hour 45 minutes. Rentals are on a first come, first serve basis, with security deposit in place to reserve the date and time. Deposits & fees **MUST** be paid at the time of the reservation. Rentals can only be made during time indicated by the attached chart as available.

1. **No Smoking including electronic cigarettes** is permitted within the facilities except in the designated smoking area at the front of the clubhouse.
2. The swimming pool facilities are open from ½ hour after dawn and will close respectively at dusk.
3. Each membership household may bring up to **THREE** guests for use of the pool facilities. You must accompany guests at **ALL** times. (If a cabana is reserved through the District, a guest list must be provided to the District prior to the event, and all guests must check in with staff prior to entering the pool area. Guests are then limited to **TWENTY**.)
4. Lifeguards will not be present at the pool facilities. All persons using the pool and other facilities do so at their own risk.
5. Individuals **under** the age of **SIXTEEN must always be accompanied by an adult** while using the pool facilities.
6. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. (Swim diapers **MUST** be worn, or rubber briefs **MUST** be placed over diapers). Parents will be held monetarily responsible for any clean up or other fees incurred as a result of non-adherence to this rule.
7. All persons using the pool facilities shall obey the capacity requirements as defined by Hillsborough County (100 persons for the pool).
8. Proper swimming attire must be worn by all persons including children while using the pool facilities. (Bathing suits only)
9. Showering is **MANDATORY** before use of the pool facilities.
10. **No running** is allowed within the gated pool facilities.
11. **No diving** is allowed.
12. **No flotation** devices are allowed in the pool **except for water wings and swim rings** used by **small children** or personal flotation devices approved by the United States Coast Guard. No “Boogie” boards, Skim Boards or the like are permitted at any time.
13. No rough housing, “chicken” fighting, or horseplay is allowed in the swimming pool. Any person(s) exhibiting dangerous or disrespectful behavior may be asked to leave. Residents and their guests are expected to treat all staff, representatives, or agents of the Panther Trace CDD with respect. Failure to do so will result in the loss of amenities privileges.
14. **No balls** or toys should be **thrown or project water** within the pool or pool area.
15. **No animals** are allowed in the pool facilities except service animals as defined by Florida Statues.
16. **No food or drinks** are allowed within **TEN FEET** of the pool edges. **NO**

GRILLING permitted on District property.

17. **No alcoholic beverages** are allowed in the pool facilities.
18. **No glass** containers are allowed in the pool area.
19. In consideration of others using the pool facilities only personal devices utilizing headphones will be permitted, so as to not interfere with the peaceful enjoyment of the facilities.
20. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool. The use of removable shade covers (i.e. pop up tents etc.) is not permitted.
21. Non-adherence to these (Pool) Rules or failure to follow instructions of personnel will result in the suspension of pool use by offender(s).
22. All the above POLICIES, where applicable, shall apply to the playground areas.
23. No bicycles, rollerblades/in-line skates to include “heelys” or the likes, skateboards or scooters.
24. No use of profanity or harassment of any kind will be tolerated.
25. Lightening Policy: The pool will be vacated at the first sound of thunder. Residents may return to the pool no sooner than 15 minutes after the last sighting of lightening or hearing thunder. Failure to adhere to staff, agents or representatives’ requests to vacate the premises will result in a loss or suspension of pool privileges.
26. Call 911 in the event of an emergency. *The Panther Trace CDD has an installed an AED Device for Emergency purposes. It is located near the restrooms.
27. Violations will be subject to suspension as deemed appropriate by the Board of Supervisors.
28. Applicants reserving the cabana are responsible for all cleanup related to the reservation.
29. Only items that are for information purposes or special events; materials that have the primary effect to inform the members of the District shall be permitted to be distributed. In general, no items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit-making business may be distributed or displayed. Explicitly excluded from display are rental announcements, and notices of sales at and other related events sponsored by for profit establishments. Staff may make exceptions for announcements of educational opportunities provided by profit making businesses, or items including a variety of beneficiaries as approved by the District Manager. All materials are subject to approval by the District Manager.

It shall be the responsibility of any resident using the Recreation Area to remove food or other items.

Non-perishable items left in the Recreation Area after use will be kept for a period of "One Week." Items not claimed by the end of that period will be discarded.

All surfaces are to be thoroughly cleaned upon the completion of the rental event before leaving the Recreation Area. Failure to thoroughly clean will result in **FORFEITURE OF THE SECURITY DEPOSIT**. The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within 7 days. (Wipe all surfaces, tables, chairs; remove all trash from pool area to dumpster.). **Note:** the CDD will do its best, but will not be obligated to provide brooms, etc.

Renters must provide their own cleaning products and remove them at the conclusion of the event.

Trash must be removed to dumpster and area cleaned of trash.

Applicant Signature

Applicant Printed Name

Date

CHECK PAYMENT FORM

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

DATE: ____/____/____

NAME OF ISSUER: _____

DOB: _____

ADDRESS: _____

HOME PHONE: (____) ____-_____

CELL PHONE: (____) ____-_____

DRIVER LICENSE NUMBER: _____
(Attach copy of license)

PLACE OF EMPLOYMENT: _____

WORK PHONE: (____) ____-_____

AMOUNT OF CHECK: \$_____

REASON FOR CHECK: _____

Non-Sufficient Funds (NSF) Policy:

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

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

Clubhouse Office ♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579

Day of the week	Morning	Evening
Monday	9:45-11:30	5:45-7:30
Tuesday	9:45-11:30	Not Available
Wednesday	9:45-11:30	Not Available
Thursday	9:45-11:30	5:45-7:30
Friday	Not Available	6:45-8:30
Saturday	Not Available	6:45-8:30
Sunday	Not Available	Not Available

**PANTHER TRACE COMMUNITY DEVELOPMENT
DISTRICT**

Clubhouse Office ♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579

- Pool is reserved for your household members (as listed on your amenities access agreement) plus 20 guests. Maximum 30
- You can have music at an appropriate level so as not to disturb adjacent homes.
- You can bring in pool floats.
- All other pool policies still apply
- Social Distancing Guidelines must be followed in and out of the water
- You are responsible for cleaning up, staff will sanitize once you have cleaned and vacated the pool area.
- No time extensions will be given, everyone must vacate promptly at the designated time.
- Pool Monitor will be present during the entire event. Any instructions given by the pool monitor must be followed.
- You are responsible for providing the pool monitor with information regarding your guests.

Applicant Signature

Applicant Printed Name

Date

EXHIBIT 5

PANTHER TRACE

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15	2	Improve 30 days
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	1	Entry
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	10	Palms are to be pruned toBMP and specification.
CLEANLINESS	10		
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5	2	7, 31

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		Mites
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10	1	Pinch spent blooms
MAXIMUM VALUE	145		



Date: 5-19-20 Score: 89.5 Performance Payment™ % 100

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____



PANTHER TRACE CDD

LANDSCAPE INSPECTION

May 19, 2020

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

GARTH RINARD – LMP

PAUL WOODS – OLM, INC.

SCORE: 89.5%

**NEXT INSPECTION
JUNE 16, 2020 AT 1:00 PM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 04/14/2020

HUNTINGTON

8. Exit drive: Remove the competing leaders and weakest attachments on the roadside Oaks.

SPORTS FIELD

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

CATEGORY II: MAINTENANCE ITEMS

CLUBHOUSE

1. Remove windfall and storm debris from beds.
2. Adjacent to basketball court: Remove overhanging Sycamore limb.
3. Maintain uniform hard lines around basketball court.
4. **Sports field: Improve vigor of turf.**
5. Remove sand, gravel, and debris accumulations along curb lines.

COMMONS

6. Park: Control broadleaf weeds in turf on the backside of baseball backstop.
7. North boundary berm: Control weeds in Juniper plantings.
8. Control weeds in irrigated turf along right-of-way in the Golden Raintree planting area.
9. Berkshire monument: Control disease in Ilex 'Schillings'.
10. Vicinity of 1130 Rodeo Drive: Maintain retention pond land bridge.
11. West Rodeo Drive exit: Remove traffic sign leaning against the white vinyl fence.
12. Along west perimeter: Prune back Brazilian Pepper overhanging the mowable, maintaining clearance for maintenance around the white vinyl fence.

BOULEVARD

13. Control hot spots in turf. Confirm all turf rotor orientations are maximizing coverage.
14. Huntington berm: Prune dead wood from Pine trees.
15. Barkwin Place right-of-ways: Elevate lowest scaffold of Oak tree limbs.
16. 301 Panther Trace Blvd entrance: Remove sand, gravel, and debris accumulations in the crosswalk.
17. **Control weeds in beds.**
18. Thoroughly remove trash, windfall, and other debris from beds.
19. Huntington: Fertilize Ligustrum.
20. Continue to remove nonapproved commercial signage during weekly service visits.

CATEGORY III: IMPROVEMENTS – PRICING

1. Entrance: Provide a price to remove 6 Oak trees behind the monument sign. The condition and form of these trees will continue to grow downward, obstructing visibility of the District monument signs.
2. Provide a price to remove remaining Asiatic Jasmine damaged during utility construction at the inbound monument sign and replace with turf to establish a symmetrical appearance on the entrance and exit sides.
3. Greystone: Provide a price to remove illegal dumping at the Navigation Drive wood line.
4. West side of the clubhouse: Provide a price to removed declining Gold Mound Duranta and replace with Copperleaf.
5. Bramfield Drive entrance to Stratford: Provide a price to supplement Society Garlic.

CATEGORY IV: NOTES TO OWNER

NONE

CATEGORY V: NOTES TO CONTRACTOR

1. Review palm pruning specifications. Avoid over-pruning of palms.
2. Reschedule rejuvenate pruning of Ilex 'Schillings' until consistent rains are forecasted per todays discussion.

PGW:ml

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

May 26, 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 5/18/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
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. Palm trim. Follow-up seed spat removal in pool area.
5. Selective street tree elevations along Panther Trace Blvd.
6. Roundup weed control
7. Magnolia leaf drop removal (on-going).
8. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
9. OLM inspection.
10. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 5/18/20 – 5/25/20 was a total of 0.82" with a maximum rainfall amount of 0.35" on Friday 5/22/20. Soil temperatures reported as 79.81 degrees.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Tuesday 5/26/2020 – maximum rainfall of 0.1.14" with a cumulative total for the week of 1.99". The last significant rainfall of 1.14" occurred on Friday 5/22/20.

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

cc: Paul Woods, OLM, Inc.

June 8, 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 6/01/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
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. Seasonal annuals rotation Friday 6/12/20 – Red/ Gold Coleus
5. Roundup weed control.
6. Magnolia leaf drop removal (on-going).
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. 301 Intersection blow down and excess debris removal.
9. Ligustrum elevations at entry medians and Butterfly Garden
10. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 6/01/20 – 5/08/20 was a total of 5.35” with a maximum rainfall amount of 0.43” on Saturday 6/06/20. Soil temperatures reported as 80.74 degrees.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 6/08/20 – maximum rainfall of 4.86” with a cumulative total for the week of 7.63”. The last significant rainfall of 4.86” occurred on Saturday 6/06/20.

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

Thank you,

Garth Rinard

Garth Rinard, Account Manager
O: 813.757.6500
C: 813.478.9678
garth.rinard@lmppro.com

cc: Paul Woods, OLM, Inc.

June 15, 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 6/08/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
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. Seasonal annuals rotation completed.
5. Irrigation schedule adjustments to Clock C to allow Camp Gladiator use of the Sports Field on Mon/ Wed/ Fri.
6. Roundup weed control.
7. Selective turf weed application – Sports Field.
8. Disease application – St. Augustine.
9. Magnolia leaf drop removal (on-going).
10. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
11. Storm debris removal along Panther Trace Blvd.
12. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 6/08/20 – 6/15/20 was a total of 1.36" with a maximum rainfall amount of 0.30" on Saturday 6/13/20. Soil temperatures reported as 82.47 degrees.
13. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 6/15/20 – maximum rainfall of 0.83" with a cumulative total for the week of 1.18". The last significant rainfall of 0.83" occurred on Sunday 6/14/20.

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

Thank you,

Garth Rinard

Garth Rinard, Account Manager
O: 813.757.6500
C: 813.478.9678
garth.rinard@lmppro.com

cc: Paul Woods, OLM, Inc.