

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
September 22, 2020
7:30 p.m.***

***Location:
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, September 22, 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/85274297151?pwd=MTBGbGliTHpHVXNSeTE5cGdodm1ndz09>

Zoom Meeting ID: 852 7429 7151

Password: 791784

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, September 22nd at
7:30 PM**

via Zoom

All:

We welcome you to join us for the Board of Supervisors Meeting to be held on Tuesday, September 22nd 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/85274297151?pwd=MTBGbGliTHpHVXNSeTE5cGdodm1ndz09>

Meeting ID: 852 7429 7151

Password: 791784

Join Zoom Meeting by Phone

Dial by your location – Follow the Prompts – Meeting ID – **852 7429 7151** – Hit # when it requests a participant ID. Find your local number: <https://us02web.zoom.us/j/85274297151?pwd=MTBGbGliTHpHVXNSeTE5cGdodm1ndz09>

+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, September 22, 2020

Time: 7:30 PM

Location: Via Online Teleconference

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 August 25, 2020 Meeting | Exhibit 1 |
| B. Acceptance of the August 2020 Financial Statements | Exhibit 2 |
| C. Ratification of Payment to Affordable Backflow Testing for Backflow Device Testing - \$40.00 | Exhibit 3 |

V. Business Matters

NONE

VI. Old Business Matters

NONE

VII. Staff Reports

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report September 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 Tuesday, August 25, 2020 at 7:33 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, Chairwoman
10 Mike Staubitz	Board Supervisor, Vice Chairman
11 Dan O'Neill (<i>joined in progress</i>)	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 August 25, 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 – Administration Items**

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

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

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

26 Ms. Jones indicated that the District's advertising fees through *Tampa Bay Times* were over
27 budget, and asked whether there were any options for cost reduction measures.

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

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

32 A. Exhibit 3: Consideration and Adoption of **Resolution 2020-09**, Designating Local Records Office

33 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted
34 **Resolution 2020-09**, Designating Local Records Office for the Panther Trace I Community Development
35 District.

36 B. Exhibit 4: Consideration and Adoption of **Resolution 2020-10**, Designating Meeting Dates and
37 Times for FY 2021

The Board requested for the November and December meetings to be consolidated into one meeting, to be held on December 7, 2020.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted **Resolution 2020-10**, Designating Meeting Dates and Times for FY 2021, as amended, for the Panther Trace I Community Development District.

C. Exhibit 5: Consideration of Memorandum on Amendments to Florida Statutes Section 189.069(2)(a)

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved posting only meeting agendas to the District website, per Florida Statutes Section 189.069(2)(a), for the Panther Trace I Community Development District.

D. Consideration of Playground Proposals

The Board discussed the proposals distributed by Ms. Vitale.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved for staff to move forward with the Top Line Recreation Playground Proposal Option #1, in the amount of \$117,000.00, for the Panther Trace I Community Development District.

E. Exhibit 6: Consideration of Site Masters Storm Drain Outfall Repair Proposal - \$6,200.00

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved the Site Masters Storm Drain Outfall Repair Proposal, in the amount of \$6,200.00, for the Panther Trace I Community Development District.

FIFTH ORDER OF BUSINESS – Old Business Matters

There being none, the next item followed.

SIXTH ORDER OF BUSINESS – Staff Reports

A. District Manager

Mr. Lotito stated that he had spoken with Mr. Vericker regarding the displaced charge to the District for counsel fees, and that he had agreed to issue the District credit for the charges, which would be reflected in the next invoice.

B. District Counsel

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

D. Facilities Director

➤ Exhibit 7: Facilities Director's Report August 2020

Ms. Vitale gave an overview of the provided report, noting outlines that she had distributed regarding a fall festival and holiday activities. The Board discussed measures to be taken for gatherings at a fall festival and holiday party, and expressed approval in staff moving forward. The Board and Ms. Vitale additionally discussed pool usage, with Ms. Jones requesting tracking data of peak hours and density. Ms. Vitale noted a resident request to add

75 pickleball lines to tennis courts. Ms. Vitale noted that the County had not opened playgrounds
76 or basketball courts.

77 ➤ Exhibit 8: Review of the OLM Inspection Report, Grade Sheet, and LMP Weekly Summary
78 Report

79 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

80 There being none, the next item followed.

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

82 There being none, the next item followed.

83 **NINTH ORDER OF BUSINESS – Adjournment**

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

86 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board
87 adjourned the meeting for the Panther Trace I Community Development District.

88 **Each person who decides to appeal any decision made by the Board with respect to any matter*
89 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
90 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

91 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
92 **meeting held on _____.**

93

Signature

Signature

94

Printed Name

Printed Name

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

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

EXHIBIT 2

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
August 31, 2020

Panther Trace CDD
Balance Sheet
August 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	\$ 23,356	\$ -	\$ -	\$ 23,356
4 CASH - DEBIT CARD	1,545	-	-	1,545
5				
6 INVESTMENTS:				
7 MONEY MARKET ACCOUNT - BU	1,850,613	-	-	1,850,613
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	-	-	-	-
14 DUE FROM OTHER FUNDS	-	-	5,012	5,012
15 PREPAID EXPENSES	41	-	-	41
16 DEPOSITS	16,860	-	-	16,860
17 TOTAL ASSETS	<u><u>\$ 1,892,415</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 57,470</u></u>	<u><u>\$ 1,949,885</u></u>
18				
19				
20 <u>LIABILITIES:</u>				
21				
22 ACCOUNTS PAYABLE	\$ 629	\$ -	\$ -	\$ 629
25 DEFERRED REVENUE (ON-ROLL)	-	-	-	-
26 DUE TO DS FUND	5,012	-	-	5,012
27				
28 <u>FUND BALANCE:</u>				
29				
30 NONSPENDABLE:				
31 PREPAID AND DEPOSITS	16,901	-	-	16,901
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 ASSIGNED: FY 2020 INC. IN RESERVES	73,000	-	-	73,000
39 RESTRICTED:				
40 DEBT SERVICE	-	-	57,470	57,470
41 UNASSIGNED	1,015,492	-	-	1,015,492
42 TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 1,892,415</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 57,470</u></u>	<u><u>\$ 1,949,885</u></u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2019 through August 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	\$ 790,490	\$ 81,520
3 INTEREST REVENUE	2,000	1,000	7,144	6,144
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	150	174	24
5 CH SECURITY OFFICER FEE	-	-	67	67
6 CLUBHOUSE RENTALS	2,500	1,250	1,680	430
7 INSURANCE PROCEEDS	-	-	-	-
8 TOTAL REVENUE	792,545	711,371	799,554	88,184
10 EXPENDITURES				
11 FINANCIAL AND ADMINISTRATIVE:				
12 BOARD OF SUPERVISORS SALARIES	12,000	11,000	6,600	4,400
13 PAYROLL TAXES (BOS STAFF)	919	842	505	338
14 PAYROLL SERVICE FEES	650	596	441	155
15 MANAGEMENT CONSULTING SERVICES	45,000	41,250	41,250	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	458	1,384	(925)
18 BANK FEES	200	183	148	35
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	46	-	46
21 SCHOOL SPONSORSHIP	200	183	200	(17)
22 OTHER MISCELLANEOUS	250	229	463	(234)
23 AUDITING	3,250	3,250	3,250	-
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	642	1,864	(1,222)
26 ENGINEERING SERVICES	5,000	4,583	1,163	3,421
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	2,265	2,107	2,107	0
28 LEGAL SERVICES	7,500	6,875	2,324	4,551
29 TOTAL FINANCIAL & ADMINISTRATIVE	78,659	72,420	61,873	10,547
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	113,300	91,497	21,803
43 UTILITIES - WATER	10,000	9,097	9,525	(428)
44 UTILITIES - SOLID WASTE DISPOSAL	1,940	1,932	2,247	(315)
45 UTILITY IMPACT FEE	650	625	625	0
46 TOTAL UTILITIES	136,190	124,954	103,893	21,061
47				
48 SECURITY:				
49 SECURITY SYSTEM - CONTRACT	120	110	64	46
50 SECURITY PATROL	25,000	22,917	10,010	12,906
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	458	-	458
52 TOTAL SECURITY	25,620	23,485	10,075	13,411
53				

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2019 through August 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	18,656	19,064	(408)
56 LAKE & POND MAINTENANCE - OTHER	5,500	5,042	-	5,042
57 ENTRY & WALLS MAINTENANCE	7,500	6,875	2,579	4,296
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	147,643	145,442	2,201
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	13,860	12,600	1,260
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	36,667	29,729	6,938
62 TREE MAINTENANCE/REMOVAL	5,000	4,583	931	3,653
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	4,583	4,369	215
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	6,875	2,023	4,852
65 IRRIGATION USAGE REPORTING	2,400	2,200	2,200	-
66 DECORATIVE LIGHT MAINTENANCE	1,200	1,100	150	950
67 PAVEMENT REPAIRS	1,000	917	-	917
68 PEST CONTROL	960	880	880	-
69 FIELD CONTINGENCY	10,000	9,167	701	8,466
70 TOTAL PHYSICAL ENVIRONMENT	282,597	259,047	220,667	38,380
71				
72 PARKS AND RECREATION:				
73 COMMUNICATIONS (TEL, CELL, INT)	2,500	2,062	2,713	(651)
74 CLUBHOUSE STAFF	68,000	62,333	70,233	(7,900)
75 CLUBHOUSE STAFF TAXES	5,202	4,769	4,759	9
76 UNEMPLOYMENT INSURANCE	1,200	1,100	231	869
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	1,146	1,087	59
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	2,750	2,558	192
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	1,375	-	1,375
80 CLUB FACILITY MAINTENANCE	18,000	16,500	9,431	7,069
81 POOL MAINTENANCE - CONTRACT	11,200	10,267	10,125	142
82 POOL MAINTENANCE - OTHER	6,000	5,500	2,228	3,272
83 POOL PERMIT	275	252	275	(23)
84 CLUBHOUSE SUPPLIES	2,500	2,292	1,847	444
85 PARK FACILITY MAINTENANCE	4,163	3,816	2,702	1,114
86 CAPITAL IMPROVEMENTS	17,600	16,133	5,586	10,547
87 SPECIAL EVENTS	25,000	22,917	7,933	14,983
88 DECORATIVE LIGHT/HOLIDAY	1,000	917	1,623	(706)
89 MISCELLANEOUS	-	-	190	(190)
90 STORAGE	936	858	557	301
91 SIGNS	-	-	-	-
92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	6,050	-	6,050
93 TOTAL PARKS AND RECREATION	175,926	161,036	124,079	36,957
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	719,545	661,495	542,400	119,096
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	73,000	49,875	257,155	207,280
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 TOTAL CAPITAL RESERVES	73,000	-	-	-
102				
103 TOTAL EXPENDITURES	792,545	661,495	542,400	119,096
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	49,875	257,155	207,280
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	\$ 1,481,447	\$ 1,886,773	\$ 1,836,898

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

Renewal & Replacement (Reserve)			
Reserve for Renewal & Replacement	\$	431,808	
FY 2017	\$	115,806	
FY 2018	\$	100,615	
FY 2019	\$	70,900	
FY 2020	\$	73,000	
Solar & Heat Pump	\$	(98,803)	
Bathroom Renovation	\$	(27,357)	
Split System (A/C) & Compressor	\$	(9,725)	
Total	\$	656,244	

Panther Trace CDD
Debt Service Fund- Series 2007
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2019 through August 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	\$ -	\$ 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, 2019 through August 31, 2020

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
1 REVENUE	
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 9,499
3 DISCOUNT (ASSESSMENTS)	-
4 INTEREST REVENUE	2
5 TOTAL REVENUE	<u>9,501</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	(113,226)
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>\$ 57,470</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)
August 31, 2020

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 28,610.33
Add: Deposits in Transit	-
Less: Outstanding Checks	(5,254.65)
<i>Adjusted Bank Balance</i>	<u>\$ 23,355.68</u>

Beginning Bank Balance Per Books	\$ 17,846.84
Cash Receipts	50,113.63
Cash Disbursements	(44,604.79)
<i>Cash Balance Per Books</i>	<u>\$ 23,355.68</u>

EXHIBIT 3

DISTRICT CHECK REQUEST FORM

Today's Date 8-21-2020

District Name Panther Trace CDD-Phase I

Check Amount \$40.00

Payable to

Affordable Backflow
Testing
3423 Holland Dr
Brandon, FL 33511

Check Description: Backflow testing and reporting \$40.00

Special Instructions:

Please send to address above for payment.

(Please attach all support documentation: i.e., invoices, training class applications, etc.)
(This item has been approved by the Board of Supervisors)

Monica Vitale

Approved Signature

Affordable Backflow Testing

3423 Holland Dr.
Brandon, FL 33511
(813) 684-3386

NAME: <i>Panther Trace CDD-Phase 1</i>		DATE OF ORDER: <i>8-21-20</i>	
ADDRESS: <i>12515 Bramfield Dr.</i>		PHONE: <i>671-8023</i>	
<i>Riverview 33579</i>		DATE PROMISED:	
JOB NAME / LOCATION:		ORDER TAKEN BY:	
DESCRIPTION OF WORK:		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
QTY.	DESCRIPTION	PRICE	AMOUNT
<i>1</i>	<i>Backflow Preventer Test</i>		<i>\$40.00</i>
LABOR		HOURS	RATE
TOTAL MATERIALS			
TOTAL LABOR			
TOTAL LABOR			
TAX			
TOTAL		<i>\$40.00</i>	
WORK ORDERED BY: <i>Monica Vitale</i> JOB INVOICE 16558		DATE COMPLETED <i>Thank You</i>	
SIGNATURE: (I hereby acknowledge the satisfactory completion of the above described work.)			

B

PRODUCT 621



Hillsborough County Florida

Public Utilities Department
Cross-Connection Control Unit
PO Box 89547
Tampa, Florida 33689-0401
Fax: 813-635-1612
www.hillsboroughcounty.org/backflow
Email: backflowprogram@hillsboroughcounty.org

Revision 06/01/2018

Current Date Hazard #:

☒ Existing ☐ Replaced ☐ New

Please Note: The meter number is mandatory and if not included on this form it will not be accepted.

Customer/Site Information

Customer

Mailing Address

City State Zip

Contact Person Phone #

Type Facility

Site Address

Location Details

City Zip

Contact Person Phone #

Assembly Data

Type of Service
☒ Domestic ☐ Irrigation ☐ Fire Line

Size Type of Assembly

Assembly Data Existing

Manufacturer Size

Model # Serial #

Meter # Meter Size

Assembly Data New

Manufacturer Size

Model # Serial #

Meter # Meter Size

Permit #

New Installation or Replacement by

Type of Assembly Installation Date Phone #

CHECK VALVE #1

☐ Leaked ☒ Closed Tight
Differential Pressure
Reading Across
Check Valve

CHECK VALVE #2

☐ Leaked ☒ Closed Tight
Differential Pressure
Reading Across
Check Valve

RELIEF VALVE

Open @
Did Not Open ☐

PRESSURE VACUUM BREAKER

Air Inlet Open @
Did Not Open ☐
Check Valve Held @

PASS/FAIL/TEST DATE

☒ Pass ☐ Fail
Test Date

Tester Certification # Test Kit # Test Kit exp date

☐ Assembly Repaired Repair Date Repair Cert # Company

CHECK VALVE #1

☐ Leaked ☐ Closed Tight
Differential Pressure
Reading Across
Check Valve

CHECK VALVE #2

☐ Leaked ☐ Closed Tight
Differential Pressure
Reading Across
Check Valve

RELIEF VALVE

Open @
Did Not Open ☐

PRESSURE VACUUM BREAKER

Air Inlet Open @
Did Not Open ☐
Check Valve Held @

PASS/FAIL/TEST DATE

☐ Pass ☐ Fail
Test Date

Tester Certification # Test Kit # Test Kit exp date

EXHIBIT 4

September 22, 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. Service was received on September 16th.

LANDSCAPE

- LMP has been working consistently throughout the community providing detailed landscape maintenance. They continue to receive in the 90's on OLM Inspections. New sod will be installed under contract.
- The well usage reports are available upon request.
- We are still waiting on county permits to begin the work at the entry monuments.

CLUBHOUSE POOL PLAYGROUND

Maintenance

- The flooding in the gazebo at the playground has been addressed by the addition of a swale and drain to extend to the existing drain.
- Hopefully, this will alleviate the drainage issue.

Playground Install

- The contract is being reviewed and we are checking with engineering to make certain everything is stable.

EXHIBIT 5

PANTHER TRACE

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	-5	Complete warranty
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-2	Spurge
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-5	Street trees
CLEANLINESS	10		
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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



Date: 8-17-20 Score: 92 Performance Payment™ 100%

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: 



PANTHER TRACE CDD

LANDSCAPE INSPECTION

August 18, 2020

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

GARTH RINARD – LMP

PAUL WOODS – OLM, INC.

SCORE: 92%

NEXT INSPECTION

SEPTEMBER 15TH, 2020 AT 1:30 PM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

BOULEVARD

1. Along the west bound sidewalk: Confirm clearance for pedestrian in conjunction with school opening.
2. Throughout the Golden Rain tree plant area: Reduce bed weeds in tree wells and prune deadwood in the tree canopies up to 15 feet.
3. Along the common mowable at the west end of Rodeo: With a brush blade or line trimmer maintain clearance around the base of the fence. I recommend a nonselective control to reduce weedy growth.
4. Across pond shore mowables: Redistribute mow duff as it occurs.
5. Along the Blvd. berms: Rejuvenate Fountain Grass after blooms are spent.
6. Near the west bound lane across from the sports field entrance: Repair pest damaged turf under warranty.

HAWTHORN

7. Hawthorn entrance: Control disease in Society Garlic.
8. Hawthorn: Refertilize Fakahatchee Grass stands in the cul-de-sac promoting vigorous new growth.
9. Hawthorn: Redefine soft edges in the cul-de-sac around the gazebo eliminating runners or irregular bed edges.
10. Hawthorn: Stagger mow patterns on the frontage berm.
11. Along the center island west bound lane: Prune downward growth in Chinese Fan palms with sanitized pruning tools.
12. During street tree pruning operations confirm that signage is not obstructed. Provide Monica a proposal for arbor care services that exceed the scope of work.

ENTRANCE

13. Rejuvenate prune Fakahatchee Grass in the entrance and island.
14. With a combination of pruning elevate the Ligustrum while reducing the tallest stalks in the Palmettos to create improved lines of sight and plant separation.
15. Stratford entrance: Hand prune reversion from the Arboricola Trinette, maintaining a loose and softer form.
16. Center median island: Prune Ligustrum Privets as needed for overhanging travel lanes.

SPORTS FIELD

17. **Control Spurge in turf stands.**
18. Detail parking lot beds of debris and do not blow leaves into the Viburnum hedgerow.

CATEGORY III: IMPROVEMENTS – PRICING

NONE

CATEGORY IV: NOTES TO OWNER

1. Across from 12707 Standbridge Drive: The stormwater inlet appears caved in.

CATEGORY V: NOTES TO CONTRACTOR

1. Confirm with Monica the current proposal to remove the declining Sycamore tree on the south end of US-301 frontage.

PGW:kn

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

August 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 8/17/20:

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. Magnolia leaf drop removal (on-going).
5. Round-up weed control.
6. Ligustrum tree disease drench (basal) – entrance and roadway medians. Tissue sampling completed.
7. Selective herbicide for sedges in minima jasmine beds.
8. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
9. Tree elevations along Panther Trace Blvd between Greystone and Stratford.
10. Pending tree permit approval from County for front monument tree removal.
11. OLM inspection.
12. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 8/17/20 – 8/24/20 was a total of 3.57” with a maximum rainfall amount of 0.55” on Friday 8/21/20. Soil temperatures reported as 83.03 degrees.
13. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 8/24/20 – maximum rainfall of 3.78” on Thursday 8/20/30 with a cumulative total for the week of 8.04”. The last significant rainfall of 3.78” occurred on Thursday 8/20/20.

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.

August 31, 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 8/24/20:

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. Magnolia leaf drop removal (on-going).
5. Round-up weed control.
6. Ligustrum Tree in median across from Stratford. Pending Lab results.
7. Follow-up disease control application for common area St. Augustine.
8. Selective herbicide for sedges in minima jasmine beds.
9. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
10. Pending tree permit approval from County for front monument tree removal.
11. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 8/24/20 – 8/31/20 was a total of 3.38” with a maximum rainfall amount of 0.61” on Sunday 8/30/20. Soil temperatures reported as 81.00 degrees.
12. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 8/31/20 – maximum rainfall of 1.40” on Sunday 8/30/20 with a cumulative total for the week of 2.52”. The last significant rainfall of 1.40” occurred on Sunday 8/30/20.

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.

September 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 8/31/20:

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. Magnolia leaf drop removal (on-going).
5. Round-up weed control.
6. Stratford/ PTB median ligustrum trees. Pending Lab results.
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. Pending tree permit approval from County for front monument tree removal.
9. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 8/31/20 – 9/07/20 was a total of 0.74” with a maximum rainfall amount of 0.16” on Saturday 9/05/20. Soil temperatures reported as 82.56 degrees.
10. Panther Trace Weather Station (KFLRIVER99) reporting for Tuesday 9/08/20 – maximum rainfall of 1.68” on Sunday 9/06/20 with a cumulative total for the week of 3.86”. The last significant rainfall of 1.68” occurred on Sunday 9/06/20.

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.