

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
October 27, 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, October 27, 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/83541982899?pwd=VExMWThuVTlLbkNyQ052RnV4SVBudz09>

Zoom Meeting ID: 835 4198 2899

Password: 907878

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, October 27th at 7:30
PM**

via Zoom

All:

We welcome you to join us for the Board of Supervisors Meeting to be held on Tuesday, October 27th 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/83541982899?pwd=VExMWThuVTILbkNyQ052RnV4SVBudz09>

Meeting ID: 835 4198 2899

Password: 907878

Join Zoom Meeting by Phone

Dial by your location – Follow the Prompts – Meeting ID – **835 4198 2899** – Hit # when it requests a participant ID. Find your local number: <https://us02web.zoom.us/j/83541982899>

+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, October 27, 2020

Time: 7:30 PM

Location: Via Electronic Teleconference

Agenda

I. Roll Call

II. Audience Comments – *(limited to 3 minutes per individual)*

III. Administration Items

- A. Consideration and Approval of Minutes of the September 22, 2020 Meeting Exhibit 1
- B. Acceptance of the September 2020 Financial Statements Exhibit 2

IV. Business Matters

- A. Consideration of Holiday Lighting Proposals Exhibit 3
 - J & A Lawn Services, LLC - \$1,000.00
 - Illuminations Holiday Lighting - TBD
- B. Consideration of LMP Proposals Exhibit 4
 - Median Plant Filler (map attached) – Estimate No. 66369 - \$812.00
 - Ligustrum Tree Removal/Replacement – Estimate No. 68045 - \$2,462.50
 - Common Area Mulch Installation – Estimate No. 68288 - \$14,975.00

➤ Sports Field Over-seeding – Estimate No. 68309 - \$4,487.50

➤ Hedge Thryallis Plant Filler – Estimate No. 67794 - \$688.00

C. Presentation of Egis Insurance Property Schedule Spreadsheet

*To be
Distributed*

V. Old Business Matters

VI. Staff Reports

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report October 2020

Exhibit 5

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

Exhibit 6

VII. Supervisors Requests

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

IX. 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, September 22, 2020 at 7:36 p.m. via electronic
6 teleconference.

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

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

9 Present and constituting a quorum were:

10 Megan Jones	Board Supervisor, Chairwoman
11 Mike Staubitz	Board Supervisor, Vice Chairman
12 Dan O'Neill	Board Supervisor, Assistant Secretary
13 Michael Themar	Board Supervisor, Assistant Secretary

14 Also present were:

15 Raymond Lotito District Manager, DPFG Management & Consulting

16 *The following is a summary of the discussions and actions taken at the September 22, 2020 Panther Trace*
17 *I 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 August 25, 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 August 25, 2020, as
24 presented, for the Panther Trace I Community Development District.

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

26 Mr. Lotito noted that the District was over budget for clubhouse staff and holiday lighting.

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

30 C. Exhibit 3: Ratification of Payment to Payment to Affordable Backflow Testing for Backflow
31 Device Testing - \$40.00

32 Ms. Jones requested for this item to be included on the check register instead of ratification.

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

34 Mr. Lotito indicated that Ms. Vitale had requested for an LMP proposal for landscape work on
35 the west side of the Clubhouse to be walked onto the agenda, in the amount of \$1,236.40. Mr.
36 Lotito stated that the proposal primarily redid irrigation in order to install plant beds instead of
37 sod. Discussion ensued. This item was tabled.

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

39 There being none, the next item followed.

SIXTH ORDER OF BUSINESS – Staff Reports

A. District Manager

Mr. Lotito stated that major announcements needed to be advertised through the *Tampa Bay Times*, but that cancellations could be advertised through the *Business Observer* at a lesser cost. Mr. Lotito advised that Panther Trace II would open up batting cages to Phase I residents for a fee on a trial basis. Mr. Lotito noted that Egis Insurance would be available in October to review the District. Discussion ensued, with Ms. Jones suggesting that Mr. Themar undertake related work.

B. District Counsel

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

D. Facilities Director

➤ Exhibit 4: Facilities Director's Report September 2020

Ms. Jones gave an overview of the report, with Board discussion on playground installation.

➤ Exhibit 5: Review of the OLM Inspection Report, Grade Sheet, and LMP Weekly Summary Report

SEVENTH ORDER OF BUSINESS – Supervisors Requests

Ms. Jones noted changes to security monitoring patterns, and asked about clubhouse reservations. The Board opted to continue with current reservation policies until further notice.

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

Printed Name

Signature

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 2

Panther Trace Community Development District

**Financial Statements
(Unaudited)**

**Period Ending
September 30, 2020**

Panther Trace CDD
Balance Sheet
September 30, 2020

	<u>GENERAL FUND</u>	<u>DS2007 FUND</u>	<u>DS2020 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <u>ASSETS:</u>				
2				
3 CASH	\$ 30,225	\$ -	\$ -	\$ 30,225
4 CASH - DEBIT CARD	1,870	-	-	1,870
5				
6 INVESTMENTS:				
7 MONEY MARKET ACCOUNT - BU	1,800,761	-	-	1,800,761
8 TRUST - REVENUE ACCT	-	-	4,951	4,951
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	15,778	-	-	15,778
16 DEPOSITS	16,860	-	-	16,860
17 TOTAL ASSETS	<u><u>\$ 1,865,494</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 57,471</u></u>	<u><u>\$ 1,922,965</u></u>
18				
19				
20 <u>LIABILITIES:</u>				
21				
22 ACCOUNTS PAYABLE	\$ 28,470	\$ -	\$ -	\$ 28,470
24 ACCRUED EXPENSES	2,474	-	-	2,474
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	32,638	-	-	32,638
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	79,495	-	-	73,000
39 RESTRICTED:				
40 DEBT SERVICE	-	-	57,471	57,471
41 UNASSIGNED	936,025	-	-	936,025
42 TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 1,865,494</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 57,471</u></u>	<u><u>\$ 1,916,470</u></u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2019 through September 30, 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	\$ 787,745	\$ 790,490	\$ 2,745
3 INTEREST REVENUE	2,000	2,000	7,296	5,296
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	300	204	(96)
5 CH SECURITY OFFICER FEE	-	-	67	67
6 CLUBHOUSE RENTALS	2,500	2,500	1,780	(720)
7 INSURANCE PROCEEDS	-	-	-	-
8 TOTAL REVENUE	792,545	792,545	799,837	7,292
10 EXPENDITURES				
11 FINANCIAL AND ADMINISTRATIVE:				
12 BOARD OF SUPERVISORS SALARIES	12,000	12,000	8,200	3,800
13 PAYROLL TAXES (BOS STAFF)	919	919	627	292
14 PAYROLL SERVICE FEES	650	650	539	111
15 MANAGEMENT CONSULTING SERVICES	45,000	45,000	45,000	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	500	1,859	(1,359)
18 BANK FEES	200	200	148	52
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	50	-	50
21 SCHOOL SPONSORSHIP	200	200	200	-
22 OTHER MISCELLANEOUS	250	250	463	(213)
23 AUDITING	3,250	3,250	3,250	-
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	700	1,864	(1,164)
26 ENGINEERING SERVICES	5,000	5,000	1,163	3,838
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	2,265	2,265	2,107	158
28 LEGAL SERVICES	7,500	7,500	2,324	5,176
29 TOTAL FINANCIAL & ADMINISTRATIVE	78,659	78,659	67,919	10,740
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	123,600	110,172	13,428
43 UTILITIES - WATER	10,000	10,000	9,988	12
44 UTILITIES - SOLID WASTE DISPOSAL	1,940	1,940	2,247	(307)
45 UTILITY IMPACT FEE	650	650	625	25
46 TOTAL UTILITIES	136,190	136,190	123,032	13,158
47				
48 SECURITY:				
49 SECURITY SYSTEM - CONTRACT	120	120	119	1
50 SECURITY PATROL	25,000	25,000	11,064	13,936
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	500	-	500
52 TOTAL SECURITY	25,620	25,620	11,184	14,437
53				

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2019 through September 30, 2020

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
54 PHYSICAL ENVIRONMENT:				
55 LAKE & POND MAINTENANCE	20,352	20,352	20,811	(459)
56 LAKE & POND MAINTENANCE - OTHER	5,500	5,500	-	5,500
57 ENTRY & WALLS MAINTENANCE	7,500	7,500	2,579	4,921
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	161,065	158,664	2,401
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	15,120	13,860	1,260
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	40,000	29,729	10,271
62 TREE MAINTENANCE/REMOVAL	5,000	5,000	931	4,069
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	5,000	4,369	632
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	7,500	2,023	5,477
65 IRRIGATION USAGE REPORTING	2,400	2,400	2,400	-
66 DECORATIVE LIGHT MAINTENANCE	1,200	1,200	150	1,050
67 PAVEMENT REPAIRS	1,000	1,000	-	1,000
68 PEST CONTROL	960	960	960	-
69 FIELD CONTINGENCY	10,000	10,000	701	9,299
70 TOTAL PHYSICAL ENVIRONMENT	282,597	282,597	237,176	45,421
71				
72 PARKS AND RECREATION:				
73 COMMUNICATIONS (TEL, CELL, INT)	2,500	2,500	2,940	(440)
74 CLUBHOUSE STAFF	68,000	68,000	79,138	(11,138)
75 CLUBHOUSE STAFF TAXES	5,202	5,202	5,325	(123)
76 UNEMPLOYMENT INSURANCE	1,200	1,200	231	969
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	1,250	1,216	34
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	3,000	2,862	138
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	1,500	-	1,500
80 CLUB FACILITY MAINTENANCE	18,000	18,000	9,431	8,569
81 POOL MAINTENANCE - CONTRACT	11,200	11,200	11,100	100
82 POOL MAINTENANCE - OTHER	6,000	6,000	2,794	3,206
83 POOL PERMIT	275	275	275	(0)
84 CLUBHOUSE SUPPLIES	2,500	2,500	3,803	(1,303)
85 PARK FACILITY MAINTENANCE	4,163	4,163	3,789	374
86 CAPITAL IMPROVEMENTS	17,600	17,600	5,586	12,014
87 SPECIAL EVENTS	25,000	25,000	7,933	17,067
88 DECORATIVE LIGHT/HOLIDAY	1,000	1,000	1,623	(623)
89 MISCELLANEOUS	-	-	190	(190)
90 STORAGE	936	936	557	379
91 SIGNS	-	-	-	-
92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	6,600	-	6,600
93 TOTAL PARKS AND RECREATION	175,926	175,926	138,795	37,131
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	719,545	719,545	599,917	119,628
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	73,000	73,000	199,919	126,920
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 TOTAL CAPITAL RESERVES	73,000	-	-	-
102				
103 TOTAL EXPENDITURES	792,545	719,545	599,917	119,628
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	73,000	199,919	126,920
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	\$ 1,504,572	\$ 1,829,538	\$ 1,756,538

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

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Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2019 through September 30, 2020

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FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
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 September 30, 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 September 30, 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	3
5 TOTAL REVENUE	<u>9,502</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	(113,225)
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>\$ 57,471</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)
September 30, 2020**

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 32,514.53
Add: Deposits in Transit	
Less: Outstanding Checks	(2,289.70)
<i>Adjusted Bank Balance</i>	<u>\$ 30,224.83</u>

Beginning Bank Balance Per Books	\$ 23,355.68
Cash Receipts	50,133.98
Cash Disbursements	(43,264.83)
<i>Cash Balance Per Books</i>	<u>\$ 30,224.83</u>

EXHIBIT 3



**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors
From: Monica Vitale
Date: October 27, 2020
Re: Holiday Lighting Proposals

Dear Board,

I have attached two holiday lighting proposals I would like for you to review. The proposal from J & A only includes installation, no materials, and no maintenance. Strictly lights on each monument, one strand and no wreaths. The proposal from Illuminations includes materials, several lights, and wreaths on each monument. I am requesting the monuments and the entry monuments be done. The Board can opt to add the wreaths to the front entry if desired. I believe I can handle the clubhouse as we did last year, however it is completely at your discretion. Please advise. Thank you.

Monica Vitale
Facilities Director

J & A Lawn Services, LLC
10842 Newbridge Dr, Riverview, FL 33579
813-255-4255

ESTIMATE

Panther Trace Phase I
12515 Bramfield Dr.
Riverview, FL 33579

Estimate # 0049864
Estimate Date 09/28/2020

Item	Description	Unit Price	Quantity	Amount
Service	Hanging Christmas light strands on 10 enclaves and 2 front entrance monuments.	800.00	1.00	800.00
Service	Removal of lights after Christmas, roll them up and store properly. Items can be stored at our storage facility or the clubhouse storage.	200.00	1.00	200.00
<p>NOTES: Once lights are installed and working properly, we will send an invoice for all work completed. If for any reason (broken, malfunctioning, wet, damaged, stolen, etc.) a callback visit is required, there will be a \$75 service visit charge.</p> <p>Thank you for your business!</p>				
		Subtotal		1,000.00
		Total		1,000.00
		Amount Paid		0.00
		Estimate		\$1,000.00

ILLUMINATIONS HOLIDAY LIGHTING

Proposal

8606 Herons Cove Pl
Tampa, FL 33647
Tim Gay

(813) 334-4827

TO:

Panther Trace I
12515 Bramfield Dr
Riverview, FL 33579

(813) 671-8023

JOB DESCRIPTION
Holiday Lighting and Decorations for Panther Trace I community

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
Clubhouse	
Option Install warm white, LED C9s outlining roofedge of clubhouse - front and side facing road	\$1,500.00
Option Install wreath with lights and bow above front door	\$125.00
Install warm white, LED mini lights on Palm trees in front of clubhouse per tree	\$175.00
Village Signs - 10 Signs	
Install (2 x 36") lighted wreath with bow on each entrance sign	4,000.00
Install clear C9s over the top of each entrance sign	
Entrance Signs - US301	
Install (2 x 60") lighted wreaths with bows - one each on entrance tower column	1,000.00
Install warm white, LED C9s over the top of both entrance signs	250.00
Requires 50% deposit	
TOTAL ESTIMATED JOB COST	TBD

- * Price includes rental of materials, lift, labor, installation and service.
- * Illuminations Holiday Lighting takes the utmost care and precaution to protect your premises and property.
- * Customer hereby authorizes Illuminations Holiday Lighting, to install and / or remove all materials on said property as provided herein.
- * Assumes adequate power available.
- * Remaining balance of project due upon receipt of invoice after installation.
- * Removal process begins after New Years Day. It can take up to a week or more for completion. Power can be turned off in the interim.
- * Note: Options listed above are not included in Total Estimated Job Cost

Tim Gay
PREPARED BY

10/15/2020
DATE

AUTHORIZED SIGNATURE FOR THE PANTHER TRACE II CDD

DATE

EXHIBIT 4



**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors
From: Monica Vitale
Date: October 27, 2020
Re: Landscape Proposals

Dear Board,

Per your request I have included a map for the median tip landscape proposal for your review. Additionally, there is a proposal to replace the Ligustrum tree in the Huntington circle which was apparently damaged by a vehicle. Also, the annual overseeding and mulching proposals. Please advise. Thank you.

Monica Vitale
Facilities Director

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 #	66369
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

[illegible]

TERMS AND CONDITIONS:

TOTAL	\$812.00
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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.

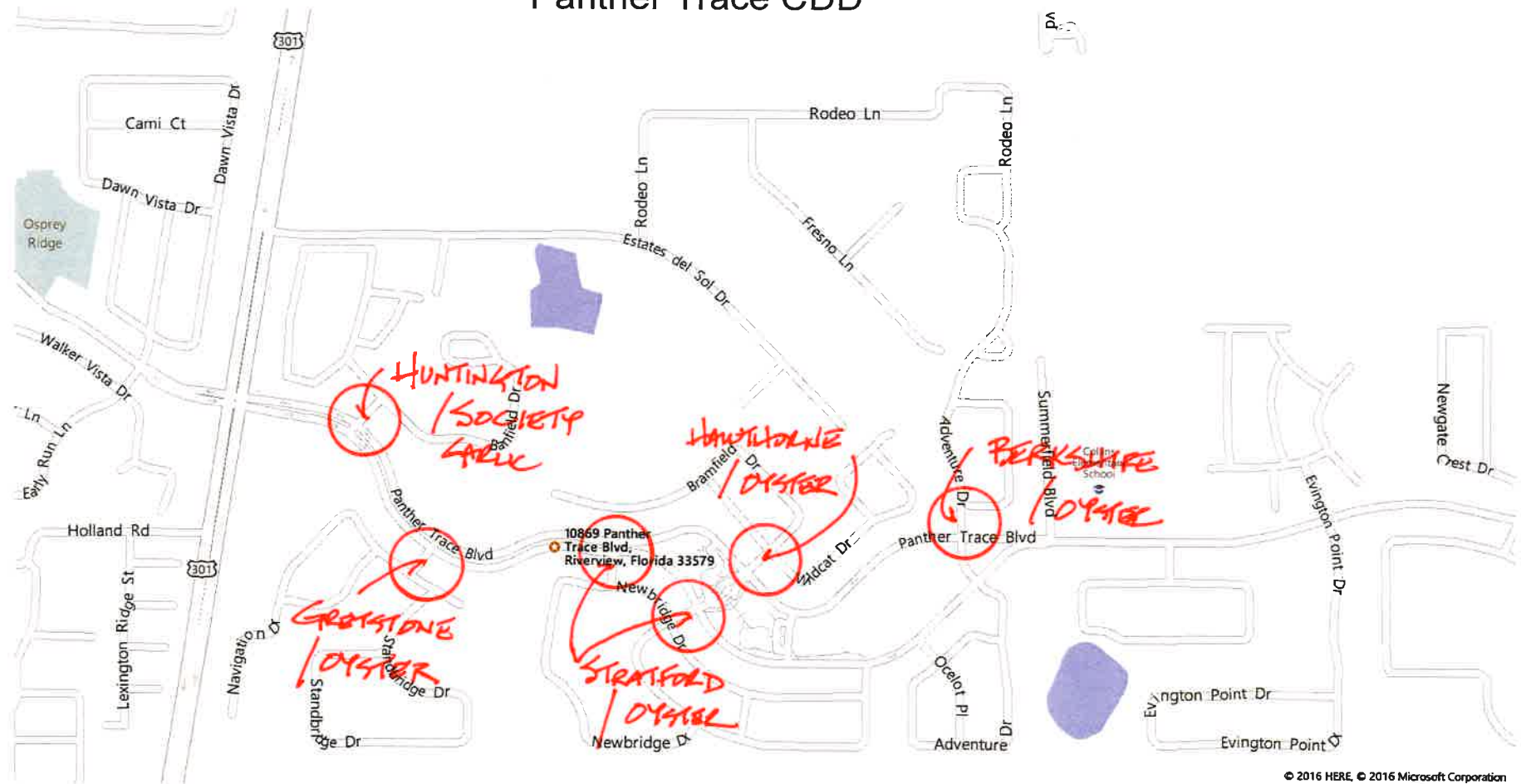
OWNER / AGENT

DATE _____



Maps

Panther Trace CDD



LOCATION MAP FOR ESTIMATE #66369



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	10/6/2020
Estimate #	68045
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal provides for the removal and replacement of vehicle damaged ligustrum tree located within the circular landscape median inside the Huntington subdivision entrance. Work includes removal inclusive of rootball and replacement with tree as specified below.			
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'			
Ligustrum Tree - multi; 12'h x 12'w	1	2,337.50	2,337.50
Debris Removal	1	125.00	125.00

TERMS AND CONDITIONS:

TOTAL	\$2,462.50
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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

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	10/20/2020
Estimate #	68288
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Installation of mulch throughout common area bedding and tree ring locations. Work includes trenching of tree rings and bedding areas where bedding meets hardscape surfaces.			
Pricing and scope are per Itemized Bid Form, Category D mulch, pine bark, and trenching. All work includes clean-up, removal, disposal of debris generated during the course of work.			
Mulch - Pine Bark cy	325	45.00	14,625.00
Mulch - Trenching	1	350.00	350.00

TERMS AND CONDITIONS:

TOTAL	\$14,975.00
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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 _____

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	10/21/2020
Estimate #	68309
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

[illegible]

TERMS AND CONDITIONS:

TOTAL	\$4,487.50
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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 _____



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	9/24/2020
Estimate #	67794
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal provides for the installation of filler plant material to fill existing voids and gaps within the Blvd hedge plantings located on the north side of the Blvd across from the pool area playground. These are intended to fill gaps within three sections in this part of the berm plantings. All work includes, clean-up, removal, and disposal of debris generated during the course of work. Thryallis 3g	40	17.20	688.00

TERMS AND CONDITIONS:

TOTAL	\$688.00
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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

EXHIBIT 5

October 27, 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 October 21st.

LANDSCAPE

- Proposals for landscaping have been included in this package.
- The well usage reports are available upon request.
- County permits have been received and the entry work is being scheduled.

CLUBHOUSE POOL PLAYGROUND

Maintenance

- Pressure washing has been scheduled in advance of the holiday decorating and party.

Playground Install

- The contract has been approved and signed
- The equipment has been ordered.
- Once we have a shipping date, I will advise the Board on the expected install date.

EXHIBIT 6

PANTHER TRACE

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	-3	Duff scalp
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	-3	Sports field Nutsedge/Spurge
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	-3	US 301 frontage
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-1	Street trees in scope
CLEANLINESS	10	-1	Storm debris x Greystone entry
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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



Date: 9-15-20 Score: 92 Performance Payment™ 100%

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: 



PANTHER TRACE CDD

LANDSCAPE INSPECTION

September 15, 2020

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

GARTH RINARD – LMP

PAUL WOODS – OLM, INC.

SCORE: 92.5%

NEXT INSPECTION

OCTOBER 20TH, 2020 AT 1:30 PM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

1. Throughout the parking lot: Prune branching in the Elm trees maintaining clearance.
2. Pool planters: Control pest activity in Gold Mound Duranta.
3. Playground area adjacent to the pool seating area: Prune suckering growth and weak attachments up to 15 feet in the Oak.
4. Playground: Control broadleaf turf weeds in the mixed turf stands promoting infilling growth of St. Augustine.

BOULEVARD

5. Stratford entrance: Control bed weeds in the Ligustrum and Jasmine.
6. Ferncroft entrance: Control bed weeds in the entrance areas and lamb chop island.
7. East end of Panther Trace Blvd.: I recommend rejuvenational pruning of Fountain Grass.
8. West bound lane: Prune downward growth in roadside Oaks being struck by service or school bus vehicles.
9. Confirm that streetlamps are not obstructed with Oak limbs.
10. Improve or replace areas of old turf pest damage.
11. Along the north perimeter of the sport field area: Control broadleaf turf weeds in the mixed turf stands promoting infilling growth of Bermuda.

BERKSHIRE

12. Remove deadwood from Ligustrum Privet.
13. Center median island: Tip prune the Ligustrum to maintain the plants within the curb lines.

14. Adjacent to the pocket park: Remove accumulation of mow duff and debris in stormwater inlets.
15. Adjacent to Rodeo entrance: Control bed weeds in the tree wells.
16. Redistribute mow duff with blowers as needed.
17. North west corner of the Rodeo boundary: Prune back wood line overgrowth. Also, target prune the Brazilian Pepper overhanging the turf.

HAWTHORN

18. Across the frontage berm: Monitor areas of turf discoloration, confirming no active pest pressure.
19. Across from Greystone: Elevate the Sycamore trees.

HUNTINGTON

20. Entrance: Control bed weeds in the Asian Jasmine island.
21. North end of the Barkwin Place roundabout: Elevate the sidewalk trees.

US-301 FRONTAGE

22. **Control bed weeds.**
23. Remove windfall weekly.

GREYSTONE

24. Throughout the center median island: Remove windfall and debris weekly.
25. Across the pond at Navigation Drive: Redistribute heavy accumulation of mow duff. ‘
26. West end of Scotford frontage west of Passage Place: Monitor the recovery of pest damaged turf.

CATEGORY III: IMPROVEMENTS – PRICING

1. Around the playground: Provide a price for landscape enhancements to incorporate Asian Jasmine and Crotons, providing a credit for the cost of warranty replacement sod.
2. Across the Hawthorn frontage berm to the canal: Provide a price for arbor care services to expose obstructed streetlamps.
3. US-301 south of the medical center: Provide a preliminary budget number to Monica to restore the front US-301 landscape beds.

CATEGORY IV: NOTES TO OWNER

1. I recommend approval of the Contractor's proposal to remove the lighting struck Sycamore tree on the US-301 frontage.

CATEGORY V: NOTES TO CONTRACTOR

NONE

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

September 14, 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 9/07/20:

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. Stratford/ PTB median ligustrum trees. Pending Lab results.
6. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
7. Pending tree permit approval from County for front monument tree removal.
8. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 9/07/20 – 9/14/20 was a total of 0.93” with a maximum rainfall amount of 0.19” on Saturday 9/12/20. Soil temperatures reported as 81.21 degrees.
9. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 9/14/20 – maximum rainfall of 1.73” on Tuesday 9/08/20 with a cumulative total for the week of 2.75”. The last significant rainfall of 1.73” occurred on Tuesday 9/08/20.

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 21, 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 9/14/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
 - a. Note: Bahia pond mowing cycles shift to a bi-weekly schedule the week of 9/28 and continue bi-weekly through mid-April 2021. Common area St. Augustine continues on weekly cycle into October.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Removal of seasonal flowers at Clubhouse and Panther statue bedding areas. Decision to leave beds open until Fall rotation. Fall rotation being moved up to early November (tentative the week of 11/9)
4. Pool/ Clubhouse detail and trim/ prune as needed.
5. Magnolia leaf drop removal (on-going).
6. Round-up weed control.
7. Stratford/ PTB median ligustrum trees – Lab results for impact from turf weed application(s) indicate there was no presence of Metsulfuron and no negative impact. Pending disease diagnosis/ results.
8. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
9. Pending tree permit approval from County for front monument tree removal.
10. OLM inspection.
11. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 9/14/20 – 9/21/20 was a total of 0.143” with a maximum rainfall amount of 0.48” on Monday 9/14/20. Soil temperatures reported as 74.97 degrees.
12. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 9/21/20 – maximum rainfall of 0.38” on Monday 9/14/20 with a cumulative total for the week of 0.91”. The last significant rainfall of 1.73” occurred on Tuesday 9/08/20.

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 28, 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 9/21/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
 - a. Note: Bahia pond mowing cycles shift to a bi-weekly schedule the week of 9/28 and continue bi-weekly through mid-April 2021. Common area St. Augustine continues on weekly cycle into October.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Thyrallis height reduction at tennis court gazebo as per request.
4. Pool/ Clubhouse detail and trim/ prune as needed.
5. Swale cut for drainage at pool playground – completed 9/15 per request.
6. Magnolia leaf drop removal (on-going).
7. Round-up weed control.
8. Stratford/ PTB median ligustrum trees – Lab results for impact from turf weed application(s) indicate there was no presence of Metsulfuron and no negative impact. Pending disease diagnosis/ results.
9. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
10. Tree permit updated per new County requirement. Approval from County expected the week of 9/28 for monument tree removal.
11. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 9/21/20 – 9/28/20 was a total of 0.10” with a maximum rainfall amount of 0.01” on Sunday 9/27/20. Soil temperatures reported as 81.90 degrees.
12. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 9/28/20 – maximum rainfall of 0.55” on Sunday 9/27/20 with a cumulative total for the week of 1.15”. The last significant rainfall of 0.55” occurred on Sunday 9/27/20.

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.

October 5, 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 9/28/20:

1. Mow, edge, line trim, blow common area St. Augustine and Sports field.
 - a. Note: Bahia pond mowing cycles shift to a bi-weekly schedule the week of 9/28 and continue bi-weekly through mid-April 2021.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Seasonal annuals installation scheduled for the week of 11/9/20. Target date is Tuesday 11/10.
4. Magnolia leaf drop removal (on-going).
5. Round-up weed control.
6. Pending disease diagnosis/ test results on median ligustrum trees. No presence of metsulfuron detected in tissue testing. Pruning and deadwood removal pending.
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. County approval for tree removal granted and permit received. Tree removal pending scheduling.
9. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 9/28/20 – 10/05/20 was a total of 2.98" with a maximum rainfall amount of 0.53" on Sunday 10/04/20. Soil temperatures reported as 77.97 degrees.
10. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 10/05/20 – maximum rainfall of 0.76" on Sunday 10/04/20 with a cumulative total for the week of 1.66". The last significant rainfall of 0.76" occurred on Sunday 10/04/20.

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.

October 19, 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 10/12/20:

1. Mow, edge, line trim, blow common area St. Augustine, Sports field, and ponds.
 - a. Note: Bahia pond mowing cycles shift to a bi-weekly schedule the week of 9/28 and continue bi-weekly through mid-April 2021.
 - b. Note: Common area mowing cycles shift to bi-weekly the first week in November.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Seasonal annuals installation scheduled for the week of 11/9/20. Target date is Tuesday 11/10.
4. Seasonal aeration and over-seeding scheduling pending – Targeting the week of 11/23 as seasonal weather patterns allow. Field will be closed for maintenance activities and allowance of seed germination and establishment.
5. Seasonal mulch schedule pending – Targeting the week of 11/23.
6. Magnolia leaf drop removal (on-going).
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. Monument tree removal completed.
9. Round-up weed control.
10. Huntington Pine and Ligustrum removal (flush) completed.
11. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 10/12/20 – 10/19/20 was a total of 0.03” with a maximum rainfall amount of 0.03” on Wednesday 10/14/20. Soil temperatures reported as 79.99 degrees.
12. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 10/19/20 – maximum rainfall of 0.00” with a cumulative total for the week of 0.00”. The last significant rainfall of 0.76” occurred on Sunday 10/04/20.

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.