

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
February 23, 2021  
7:30 p.m.***

***Location:  
Panther Trace I Clubhouse  
12515 Bramfield Drive  
Riverview, Florida***

***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

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DPFG Management & Consulting, LLC  
1020 E. Brandon Blvd., Suite 207, Brandon, Florida 33511  
Phone: 321-263-0132 x747

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

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District is scheduled for **Tuesday, February 23, 2021 at 7:30 p.m.** at the **Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida.**

Residents have the option of calling into the meeting via Zoom, with the following dial-in info:

**Call-in Number: (929) 205-6099**

**Meeting ID: 881 3088 6662**

**Passcode: 919492**

**Link: <https://us02web.zoom.us/j/88130886662?pwd=bWVCb1ZJMEtsOC9xUEtXTXBXYzIBdz09>**

*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

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

Date of Meeting: Tuesday, February 23, 2021

Time: 7:30 PM

Location: Panther Trace I Clubhouse  
12515 Bramfield Drive  
Riverview, FL

### *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 January 26, 2021 Meeting        | Exhibit 1 |
| B. Acceptance of the January 2021 Financial Statements                          | Exhibit 2 |
| C. Consideration of DPFG Credit Memo for Website Services - \$500.00            | Exhibit 3 |
| D. Ratification of LMP Drain Basin Installation – Estimate No. 70014 - \$535.80 | Exhibit 4 |

#### **V. Business Matters**

- |  |           |
|--|-----------|
| A. Consideration of LMP Landscaping Proposals  | Exhibit 5 |
| ➤ Completion of the Playground – Estimate No. 69978 - \$4,357.75                                 |           |
| ➤ Clubhouse West Side Turf Focal Entry Enhancement by Playground – Estimate No. 67718 - \$581.90 |           |

- Front Entry Annual Beds – Estimate No. 69630 - \$1,106.50
- Common Area Mulching – Estimate No. 69901 - \$14,975.00

## **VI. Staff Reports**

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

- |   |           |
|---|-----------|
| 1. Facilities Director's Report February 2021                                     | Exhibit 6 |
| 2. Review of the OLM Inspection Report, Grade Sheet and LMP Weekly Summary Report | Exhibit 7 |
| 3. Discussion of Food Truck Vendor Requests                                       | Exhibit 8 |

## **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 Development  
5 District was held on Tuesday, January 26, 2021 at 7:30 p.m. at Panther Trace I Clubhouse, 12515 Bramfield  
6 Drive, Riverview, Florida 33579.

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, DPGF Management & Consulting
16 Monica Vitale	Facilities Director

17 *The following is a summary of the discussions and actions taken at the January 26, 2021 Panther Trace I*  
18 *CDD Board of Supervisors Regular Meeting.*

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

20 There being none, the next item followed.

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

22 A. Exhibit 1: Consideration and Approval of Minutes of the December 7, 2020 Meeting

23 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved  
24 the Minutes of the Board of Supervisors Regular Meeting held on December 7, 2020, for the Panther Trace  
25 I Community Development District.

26 B. Exhibit 2: Acceptance of the December 2020 Unaudited Financial Statements

27 Mr. Lotito advised that the District had an unassigned balance of \$1,336,058. Ms. Jones expressed  
28 concerns with a variance under Line 18 in the amount of \$47,616, and Mr. Lotito explained that  
29 this was due to the District paying a commercial loan, and that the budget had been balanced to  
30 accommodate.

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

34 C. Exhibit 3: Ratification of the LMP Irrigation Well #4 Pump Replacement – Estimate No. 69031 -  
35 \$4,801.08

36 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved  
37 the Ratification of the LMP Irrigation Well #4 Pump Replacement – Estimate No. 69031 - \$4,801.08, for  
38 the Panther Trace I Community Development District.

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

- 40 A. Exhibit 4: Presentation and Consideration of E-Verify Memorandum of Understanding for  
41 Employers

42 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board accepted  
43 the E-Verify Memorandum of Understanding for Employers, for the Panther Trace I Community  
44 Development District.

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

- 46 A. Exhibit 5: Consideration & Approval of Final Estimated Monthly Cost and Location of TECO  
47 Clubhouse Lighting Plan

48 Ms. Vitale advised that she would work to confirm that the plan used downward-facing lighting  
49 fixtures to avoid light pollution for surrounding residents.

50 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved  
51 the TECO Lighting Plan, for the Panther Trace I Community Development District.

52 **SIXTH ORDER OF BUSINESS – Staff Reports**

- 53 A. District Manager

54 Mr. Lotito stated that there was an issue with encroachment on the wetland buffer area with the  
55 pool, and advised that the District did not have the authority to sign off on the associated documents  
56 that the resident had been sending to him and Ms. Vitale. Mr. O'Neill additionally indicated that  
57 the documents were addressed to Phase II.

- 58 B. District Counsel

59 There being none, the next item followed.

- 60 C. District Engineer

61 There being none, the next item followed.

- 62 D. Facilities Director

- 63 ➤ Exhibit 6: Facilities Director's Report January 2021

64 Ms. Vitale noted that the YMCA wished to partner with the District for swim lessons in 2021.  
65 Ms. Vitale additionally discussed plans for pressure washing the sidewalk, gazebo, and the  
66 retaining wall with the Board. Discussion ensued.

- 67 ➤ Exhibit 7: Review of the OLM Inspection Report, Grade Sheet, and LMP Weekly Summary  
68 Report

- 69 ➤ Presentation of Sample Survey on Proposed Amenities Upgrades

70 Ms. Vitale stated that the survey included word descriptions of amenities proposed by the  
71 Board for resident input, and that she intended on including images in the future. The Board  
72 discussed the picnic shelter on the field, with Supervisors stating concerns about liability for  
73 the grill and fire pit. The Board discussed potentially installing a track around the multi-purpose  
74 field, and discussed survey language and interpretation of survey results, particularly the  
75 number of resident respondents.

76 The Board opened discussion up to audience members. An audience member commented  
77 positively on the track installation upgrade, and expressed concerns about hazards related to  
78 the fire pit.

79 An audience member asked what the picnic shelter would contain, expressing an interest in  
80 playing chess at the location. Ms. Jones explained that plans for the shelter were for it to be a  
81 multi-purpose area, noting that they included picnic tables.

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

83 There being none, the next item followed.

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

85 An audience member asked about the origin of the unassigned funds reflected in the financial  
86 statements, and Mr. Lotito explained how assessments were levied on homeowners. The audience  
87 member additionally asked how people became Supervisors, and Ms. Jones explained the elections  
88 process.

89 **NINTH ORDER OF BUSINESS – Adjournment**

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

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

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

97 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
98 **meeting held on \_\_\_\_\_.**

99

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

100 Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman



# EXHIBIT 2

# **Panther Trace Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
January 31, 2021

**Panther Trace CDD**  
**Balance Sheet**  
**January 31, 2021**

	<u>GENERAL FUND</u>	<u>DS2020 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <b><u>ASSETS:</u></b>			
2			
3 CASH	\$ 51,798	\$ -	\$ 51,798
4 CASH - DEBIT CARD	1,582	-	1,582
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	2,490,237	-	2,490,237
8 TRUST - REVENUE ACCT	-	4,951	4,951
9 TRUST - RESERVE ACCT	-	-	-
10 TRUST - ESCROW ACCT	-	-	-
11 TRUST - INTEREST ACCT	-	-	-
12 ACCOUNTS RECEIVABLE	-	-	-
13 ON ROLL ASSESSMENTS RECEIVABLE - CY	29,357	10,508	39,865
14 DUE FROM OTHER FUNDS	-	278,829	278,829
15 PREPAID EXPENSES	49,265	-	49,265
16 DEPOSITS	16,860	-	16,860
17 <b>TOTAL ASSETS</b>	<u><u>\$ 2,639,099</u></u>	<u><u>\$ 294,288</u></u>	<u><u>\$ 2,933,387</u></u>
18			
19			
20 <b><u>LIABILITIES:</u></b>			
21			
22 ACCOUNTS PAYABLE	\$ 1,380	\$ -	\$ 1,380
24 ACCRUED EXPENSES	-	-	-
25 DEFERRED REVENUE (ON-ROLL)	29,357	10,508	39,865
26 DUE TO DS FUND	278,829	-	278,829
27			
28 <b><u>FUND BALANCE:</u></b>			
29			
30 NONSPENDABLE:			
31 PREPAID AND DEPOSITS	66,125	-	66,125
33 ASSIGNED: ONE QUARTER OPERATING CAPITAL	228,911	-	228,911
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	-	79,495
39 RESTRICTED:			
40 DEBT SERVICE	-	283,780	283,780
41 UNASSIGNED	1,371,758	-	1,371,758
42 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>\$ 2,639,099</u></u>	<u><u>\$ 294,288</u></u>	<u><u>\$ 2,933,387</u></u>

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2020 through January 31, 2021**

	<b>FY2021 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>1 REVENUE</b>				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 262,582	\$ 764,977	\$ 502,395
3 INTEREST REVENUE	2,000	667	703	36
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	100	110	10
5 CH SECURITY OFFICER FEE	-	-	-	-
6 CLUBHOUSE RENTALS	2,500	833	200	(633)
7 FUND BALANCE FORWARD	123,099	41,033	-	(41,033)
8 <b>TOTAL REVENUE</b>	<b>915,644</b>	<b>305,215</b>	<b>765,990</b>	<b>460,775</b>
<b>9</b>				
<b>10 EXPENDITURES</b>				
11 <b>FINANCIAL AND ADMINISTRATIVE:</b>				
12 BOARD OF SUPERVISORS SALARIES	12,000	4,000	1,400	2,600
13 PAYROLL TAXES (BOS STAFF)	919	306	107	199
14 PAYROLL SERVICE FEES	650	217	98	119
15 MANAGEMENT CONSULTING SERVICES	45,000	15,000	15,000	-
16 SALES TAX	-	-	17	(17)
17 OFFICE SUPPLIES	500	167	3,176	(3,010)
18 BANK FEES	200	67	158	(91)
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	17	40	(23)
21 SCHOOL SPONSORSHIP	200	67	-	67
22 OTHER MISCELLANEOUS	250	83	600	(517)
23 AUDITING	3,450	1,150	-	1,150
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	233	-	233
26 ENGINEERING SERVICES	5,000	1,667	-	1,667
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	1,650	1,650	1,549	101
28 LEGAL SERVICES	7,500	2,500	380	2,120
29 <b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>78,244</b>	<b>27,298</b>	<b>22,700</b>	<b>4,598</b>
<b>30</b>				
31 <b>INSURANCE:</b>				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	15,535	(1,404)
33 <b>TOTAL INSURANCE</b>	<b>14,131</b>	<b>14,131</b>	<b>15,535</b>	<b>(1,404)</b>
<b>34</b>				
35 <b>DEBT SERVICE ADMINISTRATION:</b>				
36 DISCLOSURE REPORT	1,000	333	-	333
37 ARBITRAGE REBATE	650	217	650	(433)
38 TRUSTEE FEES	4,041	1,347	-	1,347
39 <b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>5,691</b>	<b>1,897</b>	<b>650</b>	<b>1,247</b>
<b>40</b>				
41 <b>UTILITIES:</b>				
42 UTILITIES - ELECTRICITY	123,600	41,200	23,675	17,525
43 UTILITIES - WATER	12,000	4,000	4,001	(1)
44 UTILITIES - SOLID WASTE DISPOSAL	2,720	907	175	732
45 UTILITY IMPACT FEE	650	650	625	25
46 <b>TOTAL UTILITIES</b>	<b>138,970</b>	<b>46,757</b>	<b>28,476</b>	<b>18,280</b>
<b>47</b>				
48 <b>SECURITY:</b>				
49 SECURITY SYSTEM - CONTRACT	120	40	54	(14)
50 SECURITY PATROL	25,000	8,333	3,394	4,939
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	167	-	167
52 <b>TOTAL SECURITY</b>	<b>25,620</b>	<b>8,540</b>	<b>3,449</b>	<b>5,092</b>
<b>53</b>				

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2020 through January 31, 2021**

	<b>FY2021 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
54 <b>PHYSICAL ENVIRONMENT:</b>				
55 LAKE & POND MAINTENANCE	20,964	6,988	6,988	-
56 LAKE & POND MAINTENANCE - OTHER	5,500	1,833	-	1,833
57 ENTRY & WALLS MAINTENANCE	7,500	2,500	2,675	(175)
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	53,688	52,888	800
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	5,040	5,040	-
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	13,333	6,067	7,267
62 TREE MAINTENANCE/REMOVAL	5,000	1,667	960	707
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	1,667	1,702	(35)
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	2,500	4,935	(2,435)
65 IRRIGATION USAGE REPORTING	2,400	800	400	400
66 DECORATIVE LIGHT MAINTENANCE	1,200	400	-	400
67 PAVEMENT REPAIRS	1,000	333	-	333
68 PEST CONTROL	960	320	320	-
69 FIELD CONTINGENCY	10,000	3,333	1,540	1,793
70 <b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>283,209</b>	<b>94,403</b>	<b>83,515</b>	<b>10,888</b>
71				
72 <b>PARKS AND RECREATION:</b>				
73 COMMUNICATIONS (TEL, CELL, INT )	2,640	880	733	147
74 CLUBHOUSE STAFF	70,103	23,368	24,810	(1,442)
75 CLUBHOUSE STAFF TAXES	5,363	1,788	2,034	(246)
76 UNEMPLOYMENT INSURANCE	1,200	400	-	400
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	417	399	18
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	1,000	941	59
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	500	-	500
80 CLUB FACILITY MAINTENANCE	18,000	6,000	3,039	2,961
81 POOL MAINTENANCE - CONTRACT	11,200	3,733	3,525	208
82 POOL MAINTENANCE - OTHER	6,000	2,000	1,786	214
83 POOL PERMIT	275	92	-	92
84 CLUBHOUSE SUPPLIES	2,500	833	-	833
85 PARK FACILITY MAINTENANCE	4,163	1,388	-	1,388
86 CAPITAL IMPROVEMENTS	135,000	45,000	58,597	(13,597)
87 SPECIAL EVENTS	25,000	8,333	10,063	(1,730)
88 DECORATIVE LIGHT/HOLIDAY	2,000	667	-	667
89 MISCELLANEOUS	-	-	-	-
90 STORAGE	984	328	-	328
91 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	2,200	-	2,200
92				
93 <b>TOTAL PARKS AND RECREATION</b>	<b>296,778</b>	<b>98,926</b>	<b>105,925</b>	<b>(6,999)</b>
94				
95 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>842,644</b>	<b>291,953</b>	<b>260,250</b>	<b>31,703</b>
96				
97 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>73,000</b>	<b>13,262</b>	<b>505,740</b>	<b>492,478</b>
98				
99 <b>CAPITAL RESERVES:</b>				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 <b>TOTAL CAPITAL RESERVES</b>	<b>73,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
102				
103 <b>TOTAL EXPENDITURES</b>	<b>915,644</b>	<b>291,953</b>	<b>260,250</b>	<b>31,703</b>
104				
105 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>13,262</b>	<b>505,740</b>	<b>492,478</b>
106				
107 FUND BALANCE - BEGINNING	1,431,572	477,191	1,823,793	1,823,793
108 INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
109				
110 <b>FUND BALANCE - ENDING</b>	<b>\$ 1,504,572</b>	<b>\$ 490,453</b>	<b>\$ 2,329,533</b>	<b>\$ 2,316,271</b>

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

113

114

115

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117

118

119

Renewal & Replacement (Reserve)

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2020 through January 31, 2021**

120  
121  
122  
123  
124  
125  
126  
127  
128

<b>FY2021 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
	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)
	<b>Total</b>	<b>\$</b>	<b>656,244</b>

**Panther Trace CDD**  
**Debt Service Fund- Series 2020**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2020 through January 31, 2021**

	<u>ACTUAL YEAR-TO-DATE</u>
<b>1 REVENUE</b>	
2     SPECIAL ASSESSMENTS - ON ROLL (NET)	\$       273,817
3     DISCOUNT (ASSESSMENTS)	-
4     INTEREST REVENUE	1
5 <b>TOTAL REVENUE</b>	<u><b>273,817</b></u>
6	
7	
8	
<b>9 EXPENDITURES</b>	
10    INTEREST EXPENSE	47,508
11    PRINCIPAL RETIREMENT	-
12    COST OF ISSUANCE	-
13 <b>TOTAL EXPENDITURES</b>	<u><b>47,508</b></u>
14	
15 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>226,309</b>
16	
<b>17 OTHER FINANCING SOURCES (USES)</b>	
18    BOND PROCEEDS	-
19    TRANSFER IN (OUT)	-
20 <b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u><b>-</b></u>
21	
22    FUND BALANCE - BEGINNING	57,471
23	
24 <b>FUND BALANCE - ENDING</b>	<u><u><b>\$       283,780</b></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)  
January 31, 2021**

	<b>BankUnited (Operating Acct)</b>
Balance Per Bank Statement	\$ 55,368.68
Add: Deposits in Transit	
Less: Outstanding Checks	(3,570.62)
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 51,798.06</u></b>

Beginning Bank Balance Per Books	\$ 53,887.90
Cash Receipts	50,004.16
Cash Disbursements	(52,094.00)
<b><i>Cash Balance Per Books</i></b>	<b><u>\$ 51,798.06</u></b>



# EXHIBIT 3



DPFG Management & Consulting LLC  
1060 Maitland Center Commons Blvd  
Suite 34  
Maitland FL 32751-7255

## *Credit Memo*

<b>Credit #</b>	117697
<b>Date</b>	1/31/2021
<b>PO #</b>	
<b>Project</b>	
<b>Subsidiary</b>	DPFG Management & ...

### **Bill To**

Panther Trace CDD - Phase I  
c/o DPFG M&C, LLC  
250 International Parkway, Suite 280  
Lake Mary FL 32746

Item	Quantity	Description	Rate	Serial/Lot Numbers	Amount	Tax Rate
DPFG Annual Management Fee	1	Website Services			500.00	

**Total** \$500.00



117697

# EXHIBIT 4



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	2/10/2021
Estimate #	70014
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal provides for the installation of drain basin and piping to direct standing water along the east side of the picnic/ gazebo area inside the children's playground into the nearby storm drain. Work provides for drilling into the sidewall of the existing storm drain to establish positive flow from where water pools along the concrete slab. Pipe to be cemented into the sidewall of the storm drain to affix and restrict movement or separation. Design provides for an efficient and expedient means to remove excess and pooling water resulting from rainfall and watershed from contour and grade of the area. All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
NDS Square Catch Basin w/ grate, outlets, plugs	1	117.55	117.55
ADS Drain pipe - 4" solid	50	4.00	200.00
Core drill - rental	1	174.00	174.00
Misc - mortar, cement, supplies	1	44.25	44.25

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$535.80</b>
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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



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

---

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

To: Board of Supervisors  
From: Monica Vitale  
Date: February 23, 2021  
Re: Landscaping Proposals

Dear Board,

I have a few landscaping proposals for your consideration.

Estimate 69978- this provides for completion of the playground, placing new sod in the previously grassy area of the playground and relocating irrigation to better suit the needs.

Estimate 67718- modification and price reduction of a previously proposed enhancement. This is the area located at the tip of the playground and would provide a focal entry. We would work within the timeline of the installation of the parking lot lighting.

Estimate 69630- this provides modifications to the front entry annual beds to help us to make better use of our watering to comply with the current county guidelines of 1 water day per week in effect until 2022.

Estimate 69901- common area mulching. We tabled the mulching that would have taken place in fall of 2020. The community beds are now in need of new mulch. This is in contract to be paid at the time of service.

Please provide direction on these proposals. Thank you.

Monica Vitale



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	2/11/2021
Estimate #	69978
LMP REPRESENTATIVE	
MA	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal provides for the installation of sod within childrens playground area to repair and re-establish ground cover to areas impacted by construction of new play structures. Work provides for removal of existing, grading as needed, relocation of playground border on the west side of picnic shelter to sit flush against shelter slab to aid in erosion control, and irrigation modifications needed for coverage			
Irrigation modification include capping and reloaction of spray heads to provide coverage to sod areas, capping of spray heads no longer needed due to removal of vegetative ground cover, additiona of heads to provide full coverage.			
All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Sod - St. Aug/ Floratam SF	3,470	0.65	2,255.50
Bed Prep/ Debris/ Disposal	1	737.50	737.50
Irrigation Modifications/ Adjustments	1	1,364.75	1,364.75

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$4,357.75</b>
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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	9/22/2020
Estimate #	67718
LMP REPRESENTATIVE	
MA	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal provides for landscaping of the turf area located on the west side of the Clubhouse/ Pool entry from west bound Panther Trace Blvd. The target area is just outside the playground perimeter/ fence. Please refer to attached map for reference. Purpose of proposal is to use this area as a visual focal point as you enter/ exit the property while resolving an ongoing issue with the long term survivability and quality of the turf in this location.			
Work to include replacing existing turf with materials as specified with the Crotons backdropped by the existing hedge of viburnum and fronted with Liriope. The footprint (500 sf) of turf is credited back against the overall cost of the project.			
All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Croton - Mamy 3g	27	17.70	477.90
Liriope - Evergreen Giant 1g	90	5.60	504.00
Sod (credit) SF 500	1	-400.00	-400.00

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$581.90</b>
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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.

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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	1/23/2021
Estimate #	69630
LMP REPRESENTATIVE	
TN-TI	
PO #	
Work Order #	

Annual beds at US301 entrance - Controller A - zone 3

DESCRIPTION	QTY	COST	TOTAL
Rainbird drip irrigation tubing	360	0.65	234.00
1/2 inch ell S x FIPT	6	0.84	5.04
1/2 x 3/4 inch poly nipple	6	0.71	4.26
3/4 inch drip adapter FIPT x barb x barb	6	1.57	9.42
1/2 inch coupling	6	0.44	2.64
1/2 inch flex pipe pipe	12	0.72	8.64
1/2 inch cap	6	0.61	3.66
6 inch soil staple	150	0.18	27.00
MaxiJet stake assembly	68	3.25	221.00
MAR180W MaxiJet mister nozzle 180 degree	40	0.50	20.00
MAR340W MaxiJet mister nozzle 340 degree	28	0.50	14.00
drip irrigation tee	12	0.85	10.20
drip irrigation ell	8	0.83	6.64
Labor: 1 man @ \$ 45.00 per hour	12	45.00	540.00
Change spray heads to drip irrigation with misters. Cap off 6 spray heads.			

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$1,106.50</b>
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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.

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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	2/9/2021
Estimate #	69901
LMP REPRESENTATIVE	
MA	
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:**

<b>TOTAL</b>	<b>\$14,975.00</b>
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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.

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OWNER / AGENT

DATE

# EXHIBIT 6

February 23, 2021

## **PANTHER TRACE CDD-PHASE I FACILITIES DIRECTOR REPORT**

### **AQUATICS REPORTS**

Reports will be available to Supervisors upon request.

#### **Maintenance**

- i. Monthly maintenance is ongoing per contract.

### **LANDSCAPE**

- I have been working closely with LMP and Garth on refurbishment of the playground. See attached proposals.
- We are working to keep existing landscape within the constraints of the new watering restrictions.
- Inspection Report and Grade sheet included in this report.

### **CLUBHOUSE POOL PLAYGROUND**

#### **Maintenance**

- Playground has been installed. At the writing of this report, I am awaiting the mulch, the drainage, the sod, and the final inspection.
- Pressure washing of the sidewalks, retaining wall and gazebo have been completed. Painting and additional touch up to the gazebo will be completed prior to our meeting.

#### **Events**

- We are partnering with Spurlino YMCA to provide swimming lessons.
- We will also be providing Free Lessons for one week in cooperation with BSAC and the Children's Board as we have done the past two summers.

# EXHIBIT 7

# PANTHER TRACE

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE MANAGEMENT	10	-5	Boulevard center island
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2	Street trees
CLEANLINESS	10	-3	Pruning debris / leaf removal
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		Calculate one day runtime hour requirement per Hill Co h20 restrictions
CARRYOVERS	5		

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



Date: 1-22-21 Score: 93.5 Performance Payment™ 100%

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

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

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



# **PANTHER TRACE CDD**

LANDSCAPE INSPECTION

January 22, 2021

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

GARTH RINARD – LMP

MIKE ARNESON - LMP

PAUL WOODS – OLM, INC.

**SCORE: 93.5%**

**NEXT INSPECTION**

**FEBRUARY 19<sup>TH</sup>, 2021 AT 1:30 PM**

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

NONE

## **CATEGORY II: MAINTENANCE ITEMS**

### **COMMONS**

1. Remove trash and debris along pond shores and wood lines.
2. Remove Spanish and Ball Moss throughout Crape Myrtles.

### **HAWTHORN**

3. Center median island: Improve fertility in the Asian Jasmine.
4. Across the north perimeter pond: Move the fallen stockade fence of District property setting back on the private property adjacent.
5. Prune to contract limits Oak tree limbs obstructing streetlamps.
6. West bound lane: Prune back the wood line overgrowth including Brazilian Peppers growing into the Pine tree stands.

### **HUNTINGTON**

7. Inside of the berm: Monitor recovery of areas of previous turf loss due to disease promoting infilling growth.
8. Along the 301: Remove leaves in the frontage bed.
9. Throughout center media islands: Redistribute remaining bed mulch maintaining a neatened appearance.
10. Along the Greystone frontage: Remove stubs from Pine trees with pole saws.
11. Stratford frontage inside irrigated turf stands: Control turf weeds.
12. Center medina island between Greystone and Stratford: Improve vigor in turf stands where fungus previously occurred.

US 301

13. Improve appearance in oleander, remove windfall and debris above construction zone.

#### ENTRANCE

14. Define balance along the center island beds. Make mulch lines appear symmetrical and uniform.
15. Remove pruning debris in grass beds.
16. Redistribute remaining bed mulch to cover bare areas.
17. Confirm fertility to palms.

#### SPORTS FIELD

18. Promote infilling growth in Bermuda into areas of turf weed control.
19. Remove debris and windfall in Viburnum hedge along parking.
20. Control turf disease near tennis courts.

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

NONE

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

NONE

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

1. For planning purpose for seasonal color consider plants that are tall enough to overgrow the height of the Liriope.

PGW:kn

cc: Monica Vitale [ptreccentermanager@verizon.net](mailto:ptreccentermanager@verizon.net)  
Scott Carlson [scott.carlson@lmppro.com](mailto:scott.carlson@lmppro.com)  
Garth Rinard [garth.rinard@lmppro.com](mailto:garth.rinard@lmppro.com)  
Barbara Gonzalez [ARpayments@lmppro.com](mailto:ARpayments@lmppro.com)  
Mike Arneson [Mike.arneson@lmppro.com](mailto:Mike.arneson@lmppro.com)



January 25, 2021

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 01/18/21:

1. Mow, edge, line trim, blow common area St. Augustine, Sports field, and ponds – Completed
  - 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. General trimming/ pruning shrub/ hedges along Panther Trace Blvd.
4. Round-up weed control.
5. Turf application(s) for turf weed and fungal control.
6. OLM inspection.
7. Note: Water restriction changes: Effective 1/4/21 per Hillsborough County, residents and properties located south of the Alafia River (South County) are required to adjust to new watering restrictions. The new restrictions allow for watering only one day per week and change the watering window hours and duration.

Watering can occur between the hours of 8:30 am – 12:00 pm and 6:00 pm – 11:59 pm. This amounts to a 9.5 hour watering window versus the current 13 hour window. Restrictions remain in effect until the end of 2022.

Some links for additional information:

[Hillsborough County - Watering Restrictions Set to Improve Water Pressure in South County](#)

[Hillsborough County - Find My Watering Days](#)

[Proposed Ordinance for Water Use Restrictions Effective as of Jan. 4, 2020](#)  
[\(hillsboroughcounty.org\)](#)

8. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 01/18/21 – 01/25/21 was a total of 0.00" with a maximum rainfall amount of 0.00". Soil temperatures reported as 66.34 degrees.

9. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 01/25/21 – maximum rainfall of 0.00” with a cumulative total for the week of 0.00”.

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

Thank you,

*Garth Rinard*

Garth Rinard, Account Manager

O: 813.757.6500

C: 813.478.9678

[garth.rinard@lmppro.com](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

February 1, 2021

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 01/25/21:

1. Mow, edge, line trim, blow common area St. Augustine, Sports field, and ponds – ‘Bye’ week.
  - 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. Palm trim/ maintenance resolved at 10765 Banfield Dr.
4. General trimming/ pruning shrub/ hedges along Panther Trace Blvd.
5. Round-up weed control.
6. Note: Water restriction changes: Effective 1/4/21 per Hillsborough County, residents and properties located south of the Alafia River (South County) are required to adjust to new watering restrictions. The new restrictions allow for watering only one day per week and change the watering window hours and duration.

Watering can occur between the hours of 8:30 am – 12:00 pm and 6:00 pm – 11:59 pm. This amounts to a 9.5 hour watering window versus the current 13 hour window. Restrictions remain in effect until the end of 2022.

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[Hillsborough County - Watering Restrictions Set to Improve Water Pressure in South County](#)

[Hillsborough County - Find My Watering Days](#)

[Proposed Ordinance for Water Use Restrictions Effective as of Jan. 4, 2020  
\(hillsboroughcounty.org\)](#)

7. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 01/18/21 – 01/25/21 was a total of 0.57” with a maximum rainfall amount of 0.24” on Wednesday 1/27/21. Soil temperatures reported as 66.22 degrees.

8. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 01/25/21 – maximum rainfall of 0.09” on Wednesday 1/27/21 with a cumulative total for the week of 0.22”.

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

Thank you,

*Garth Rinard*

Garth Rinard, Account Manager

O: 813.757.6500

C: 813.478.9678

[garth.rinard@lmppro.com](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

February 8, 2021

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 02/01/21:

1. Mow, edge, line trim, blow common area St. Augustine, Sports field, and ponds – Completed.
  - 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. Fan palm dead-wooding within Blvd medians.
4. Select limb and stub removal on evergreens throughout sports field commons.
5. General trimming/ pruning shrub/ hedges along US 301.
6. Round-up weed control.
7. Note: Water restriction changes: Effective 1/4/21 per Hillsborough County, residents and properties located south of the Alafia River (South County) are required to adjust to new watering restrictions. The new restrictions allow for watering only one day per week and change the watering window hours and duration.

Watering can occur between the hours of 8:30 am – 12:00 pm and 6:00 pm – 11:59 pm. This amounts to a 9.5 hour watering window versus the current 13 hour window. Restrictions remain in effect until the end of 2022.

Some links for additional information:

[Hillsborough County - Watering Restrictions Set to Improve Water Pressure in South County](#)

[Hillsborough County - Find My Watering Days](#)

[Proposed Ordinance for Water Use Restrictions Effective as of Jan. 4, 2020 \(hillsboroughcounty.org\)](#)

8. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 02/01/21 – 02/08/21 was a total of 0.83” with a maximum rainfall amount of 0.58” on Sunday 2/07/21. Soil temperatures reported as 66.09 degrees.

9. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 02/08/21 – maximum rainfall of 0.52” on Sunday 2/07/21 with a cumulative total for the week of 1.19”.

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

Thank you,

*Garth Rinard*

Garth Rinard, Account Manager

O: 813.757.6500

C: 813.478.9678

[garth.rinard@lmppro.com](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.

# EXHIBIT 8



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

---

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

To: Board of Supervisors  
From: Monica Vitale  
Date: February 23, 2021  
Re: Request for Food Trucks

Dear Board,

I have had some requests for Food Truck Vendors to set up and provide options for folks to pick up food. Please see attached Menus and COVID policies. Please advise if you would like me to work with these vendors. Thank you.

Monica Vitale  
Facilities Director



# Surly Mermaid Food Truck

Steve Thomas, Head Merman/Executive Chef

Amber Thomas, Boss Lady

Bubbletrousers, LLC

PO Box 1053

Ruskin, Florida 33570

813.335.6885

[surlymermaidfoodtruck.com](http://surlymermaidfoodtruck.com)

[facebook.com/theSurlyMermaidFoodTruck](https://facebook.com/theSurlyMermaidFoodTruck)

[instagram.com/surlymermaidfoodtruck](https://instagram.com/surlymermaidfoodtruck)

**We do have an online ordering platform so that makes for easy contactless service. We also wear masks and put out hand sanitizer. Also, all orders are TO GO.**



## SANDWICHES

Sandwiches are served with  
homemade kettle chips  
Substitute for duchess fries for \$2



### SHRIMP PO BOY \$13

Golden tempura fried shrimp, remoulade sauce,  
shredded lettuce, tomato on homemade surly bread

### PORK STACK \$12

Carolina pulled pork, shoulder bacon, gouda,  
mustard drizzle, fried onion straws  
on a brioche bun

### BEEF SLIDERS \$11

Ground beef, brown sugar bacon, cheddar cheese,  
horseradish pickles on a brioche bun

### VEGGIE MUFFULETTA \$10

Portabella mushroom, roasted eggplant, zucchini, yellow  
squash, red peppers with herbs, garlic, olive oil, gouda on a  
brioche bun with a side of olive tapenade

## FISH & CHIPS \$12

Beer battered cod served with duchess fries,  
homemade tartar sauce and lemon

## CONCH FRITTERS \$9

Hand-chopped conch Caribbean  
style hush puppy served with  
homemade sweet and spicy surly sauce

## DUCHESS FRENCH FRIES \$5

Mixture of sweet potato and crinkle cut fries

## DESSERTS

### UNICORN HORN \$4

A crispy churro tossed lovingly in crushed  
Fruity Pebbles cereal

### DONUTS \$5

Two fresh cinnamon cake donuts

## BEVERAGES

SODA & WATER \$1

**WWW.SURLYMERMAIDFOODTRUCK.COM**

**(813) 335-6885**

## Specials:



Lobster Roll w/ FF \$18



Philly \$12



Chicken Strips w/ FF \$10



Chicken Caesar Wrap \$12



Cuban w/ FF \$12



Zucchini Fries \$6



Cheese Fries \$6



Fried Ravioli \$7



Coconut Shrimp \$13

Rodney Byrd [rbyrd463@gmail.com](mailto:rbyrd463@gmail.com)  
Hot Rod BBQ

Follows FDoH Guidelines for COVID in the work Place

# Hot Rod BBQ



For Catering also Call 813-770-3711

**All Dinners include Yellow Rice & your choice of 2 sides with any Meat \$14**

Potato Salad-Bake Beans-Candy Yams-Mac-n-Cheese-Cole Slaw or Collard Greens

Sandwiches W/FF:

Cheese Burgers \$8

Pulled Pork \$8

Ribs \$9

Sausage \$7

Chicken \$7

Beef Brisket \$9



Follow us on FaceBook: Hot Rod Smoke BBQ in Riverview

Wing order's: W/FF

BBQ Wings \$7

Hot Wings \$7

Sea Food:

Smoke Salmon \$9

Fried Fish \$9

Fried Shrimp \$9







# Responding to COVID-19 in the Workplace

Florida Department of Health • FloridaHealth.gov

## Reducing the spread

Effective strategies for preventing the spread of COVID-19 in the workplace include:

- Physical distancing (separation of all employees, customers, visitors by at least 6 feet).
- Promotion of frequent hand washing.
- Environmental cleaning and disinfection of high-touch surfaces (i.e. door handles).
- Ensuring HVAC systems are in good working order, and ventilation has been increased, where possible.



- Establishing sick leave policies that allow employees to stay home when ill and to stay home to care for sick household members. Make sure that employees are aware of these policies.
- Self-screening for symptoms before employees enter the workspace. Scan the code to learn more.
- Symptomatic individuals should consult with their health care provider regarding any potential need for COVID-19 testing.



## When you have a COVID-19 positive employee in the workplace

Once a COVID-19 case (a person with a positive PCR or antigen laboratory result, regardless of symptoms) is identified among employees, the employer should:

- Make sure that the COVID-19 positive employee is sent home and stays home in isolation.
- Identify all close contacts<sup>1</sup> associated with the workplace (both employees and non-employees) who had exposure to the case during the infectious period. A case is typically considered to be infectious from 48 hours before symptoms first appeared (or date of first positive laboratory test for people without symptoms) until the time the case is sent home to get isolated.
- Any contact who is symptomatic should immediately be sent home to self-isolate.
- All asymptomatic close contacts are required to self-quarantine for 14 days from the last date of their exposure regardless if the contact tests negative during the quarantine period or not. Staff instructed to self-isolate or self-quarantine who cannot work remotely should be given consideration for paid sick leave.

<sup>1</sup> A close contact is any individual within the workplace who was within 6 feet of the case for more than 15 minutes or had contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

## Returning to work

Testing is not needed for individuals to return to work. Return to work is based on the following three criteria:

- At least 10 days have passed since symptoms first appeared.
- At least 24 hours have passed since last fever without the use of fever-reducing medications.
- Symptoms (e.g., cough, shortness of breath) have improved.

For cases of COVID-19 who were never symptomatic, they should be allowed to return to work after at least 10 days have passed since the date of their positive lab test.

Close contacts to cases of COVID-19 should be allowed to return to work after 14 days have passed from their last date of exposure to the case as long as they have remained symptom free.

