

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
March 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

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 **March 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: 864 3941 1330

Passcode: 558370

Link: <https://us02web.zoom.us/j/86439411330?pwd=RjFuV3FvYlFQbkx5ckhvZEh4Z0VLQT09>

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, March 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 February 23, 2021 Meeting Exhibit 1

B. Acceptance of the February 2021 Financial Statements Exhibit 2

V. Business Matters

A. Consideration of Precision Sidewalk Trip Hazard Removal Proposal – NTE \$8,952.00 Exhibit 3

VI. Staff Reports

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

- | | |
|---|-----------|
| 1. Facilities Director's Report March 2021 | Exhibit 4 |
| 2. Review of the OLM Inspection Report, Grade Sheet and LMP Weekly Summary Report | Exhibit 5 |
| 3. Amenities Review | 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 Development
5 District was held on Tuesday, February 23, 2021 at 7:30 p.m. at Panther Trace I Clubhouse, 12515
6 Bramfield 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, DPFPG Management & Consulting
16	Monica Vitale	Facilities Director

17 *The following is a summary of the discussions and actions taken at the February 23, 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 January 26, 2021 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 January 26, 2021, for the Panther Trace
25 I Community Development District.

26 B. Exhibit 2: Acceptance of the January 2021 Unaudited Financial Statements

27 Mr. Lotito advised that the District was slightly ahead of the budget schedule on capital
28 improvements and irrigation repairs. Mr. Lotito additionally advised that the District had
29 \$1,371,758 in an unassigned account that could be considered as District savings.

30 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board accepted
31 the January 2021 Unaudited Financial Statements as presented for the Panther Trace I Community
32 Development District.

33 C. Exhibit 3: Consideration of DPFPG Credit Memo for Website Services - \$500.00

34 Mr. Lotito advised that the \$500 credit had been issued to the District, and that no further action
35 was required.

36 D. Exhibit 4: Ratification of LMP Drain Basin Installation – Estimate No. 70014 - \$535.80

37 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved
38 the Ratification of the LMP Drain Basin Installation – Estimate No. 70014, in the amount of \$535.80, for
39 the Panther Trace I Community Development District.

FOURTH ORDER OF BUSINESS – Business Matters**A. Exhibit 5: Consideration of LMP Landscaping Proposals**

- Completion of the Playground – Estimate No. 69978 - \$4,357.75

Ms. Vitale stated that she had gotten an additional proposal on the sod from Paradise View, the installation of which was needed prior to the final inspection. Ms. Vitale noted that LMP had provided a cheaper price per square foot for sod, and that she had worked with Ms. Jones to approve the proposal ahead of the meeting due to the sod being needed in a timely fashion. Ms. Jones stated that the motion would be to ratify the proposal.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved the Ratification of the LMP Playground Sod Proposal – Estimate No. 69978, in the amount of \$4,357.75, for the Panther Trace I Community Development District.

- Clubhouse West Side Turf Focal Entry Enhancement by Playground – Estimate No. 67718 - \$581.90

Ms. Vitale noted that this proposal had been presented previously, but modified to account for the playground installations, and that the fill-ins addressed the bare area by the entrance. Ms. Vitale stated that this work would ensue following the parking lot light install.

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

- Front Entry Annual Beds – Estimate No. 69630 - \$1,106.50

Ms. Vitale stated that this proposal was for a more efficient long-term drip irrigation method, due to new county restrictions on watering.

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

- Common Area Mulching – Estimate No. 69901 - \$14,975.00

Ms. Vitale noted that an additional proposal had been acquired from Paradise View, though it was at a higher rate. Ms. Jones noted that mulching was an item that the District needed annually.

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

FIFTH ORDER OF BUSINESS – Staff Reports**A. District Manager**

There being none, the next item followed.

B. District Counsel

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

D. Facilities Director

➤ **Exhibit 6: Facilities Director's Report February 2021**

Ms. Vitale stated that half of the sod had been installed by the playground, and that the final inspection was anticipated by the end of the week. Ms. Vitale additionally noted that the pool hours were still 10:00 a.m. to 5:00 p.m. and asked the Board for input on any potential changes to hours and capacity. Mr. Staubitz observed that spring break would begin before the next meeting and recommended for any decision to be made at this meeting. Ms. Jones expressed concerns regarding positivity rates and ICU numbers at the local hospital, and recommended keeping the current capacity. Discussion ensued regarding pool hours of operation, and the Board directed to keep the current hours, then to adjust closing hours later during the week of spring break. Ms. Vitale asked the Board whether they wished to continue pool rentals before opening and after closing as with the previous year, and the Board did not voice any opposition.

Ms. Vitale additionally asked for input on the clubhouse for rentals. Ms. Jones expressed concerns regarding District liability, and suggested that the issue be revisited at the next meeting.

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

➤ **Exhibit 8: Discussion of Food Truck Vendor Requests**

The Board discussed the requests attached. Mr. O'Neill requested additional information from Hot Rod Barbecue regarding protocol being followed.

SEVENTH ORDER OF BUSINESS – Supervisors Requests

Mr. Themar asked about the District's plan for reinstalling basketball hoops. Ms. Jones stated that the District was following the County guidelines, as posted on the website. Mr. Themar noted that the City of Tampa had basketball hoops back up. Discussion ensued regarding potential risks. Mr. Lotito advised that he would additionally check with Egis Insurance for any updates on their position. Ms. Jones recommended that basketball hoop installation be included as an ongoing monthly agenda item.

EIGHTH ORDER OF BUSINESS – Audience Comments – New Business

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

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.
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**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.*

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

121

Signature

Signature

Printed Name

Printed Name

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

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

EXHIBIT 2

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
February 28, 2021

Panther Trace CDD
Balance Sheet
February 28, 2021

	<u>GENERAL FUND</u>	<u>DS2020 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <u>ASSETS:</u>			
2			
3 CASH	\$ 90,180	\$ -	\$ 90,180
4 CASH - DEBIT CARD	1,576	-	1,576
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	2,441,863	-	2,441,863
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	28,300	10,130	38,429
14 DUE FROM OTHER FUNDS	-	279,207	279,207
15 PREPAID EXPENSES	1,757	-	1,757
16 DEPOSITS	16,860	-	16,860
17 TOTAL ASSETS	<u><u>\$ 2,580,536</u></u>	<u><u>\$ 294,288</u></u>	<u><u>\$ 2,874,824</u></u>
18			
19			
20 <u>LIABILITIES:</u>			
21			
22 ACCOUNTS PAYABLE	\$ 79,565	\$ -	\$ 79,565
24 ACCRUED EXPENSES	-	-	-
25 DEFERRED REVENUE (ON-ROLL)	28,300	10,130	38,429
26 DUE TO DS FUND	279,207	-	279,207
27			
28 <u>FUND BALANCE:</u>			
29			
30 NONSPENDABLE:			
31 PREPAID AND DEPOSITS	18,617	-	18,617
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	-	284,159	284,159
41 UNASSIGNED	1,283,197	-	1,283,197
42 TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 2,580,536</u></u>	<u><u>\$ 294,288</u></u>	<u><u>\$ 2,874,824</u></u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2020 through February 28, 2021

	FY2021 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 328,227	\$ 766,034	\$ 437,807
3 INTEREST REVENUE	2,000	833	898	65
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	125	110	(15)
5 CH SECURITY OFFICER FEE	-	-	-	-
6 CLUBHOUSE RENTALS	2,500	1,042	300	(742)
7 FUND BALANCE FORWARD	123,099	51,291	-	(51,291)
8 TOTAL REVENUE	915,644	381,518	767,342	385,824
9				
10 EXPENDITURES				
11 FINANCIAL AND ADMINISTRATIVE:				
12 BOARD OF SUPERVISORS SALARIES	12,000	5,000	2,200	2,800
13 PAYROLL TAXES (BOS STAFF)	919	383	168	215
14 PAYROLL SERVICE FEES	650	271	147	124
15 MANAGEMENT CONSULTING SERVICES	45,000	18,750	18,750	-
16 SALES TAX	-	-	17	(17)
17 OFFICE SUPPLIES	500	208	3,182	(2,974)
18 BANK FEES	200	83	158	(75)
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	21	40	(19)
21 SCHOOL SPONSORSHIP	200	83	-	83
22 OTHER MISCELLANEOUS	250	104	600	(496)
23 AUDITING	3,450	1,438	-	1,438
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	292	-	292
26 ENGINEERING SERVICES	5,000	2,083	-	2,083
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	1,650	1,650	1,549	101
28 LEGAL SERVICES	7,500	3,125	380	2,745
29 TOTAL FINANCIAL & ADMINISTRATIVE	78,244	33,666	27,366	6,300
30				
31 INSURANCE:				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	15,535	(1,404)
33 TOTAL INSURANCE	14,131	14,131	15,535	(1,404)
34				
35 DEBT SERVICE ADMINISTRATION:				
36 DISCLOSURE REPORT	1,000	417	-	417
37 ARBITRAGE REBATE	650	271	650	(379)
38 TRUSTEE FEES	4,041	1,684	-	1,684
39 TOTAL DEBT SERVICE ADMINISTRATION	5,691	2,371	650	1,721
40				
41 UTILITIES:				
42 UTILITIES - ELECTRICITY	123,600	51,500	34,276	17,224
43 UTILITIES - WATER	12,000	5,000	5,695	(695)
44 UTILITIES - SOLID WASTE DISPOSAL	2,720	1,133	350	783
45 UTILITY IMPACT FEE	650	650	625	25
46 TOTAL UTILITIES	138,970	58,283	40,946	17,337
47				
48 SECURITY:				
49 SECURITY SYSTEM - CONTRACT	120	50	54	(4)
50 SECURITY PATROL	25,000	10,417	3,955	6,462
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	208	-	208
52 TOTAL SECURITY	25,620	10,675	4,009	6,666
53				

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2020 through February 28, 2021

	FY2021 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
54 PHYSICAL ENVIRONMENT:				
55 LAKE & POND MAINTENANCE	20,964	8,735	8,735	-
56 LAKE & POND MAINTENANCE - OTHER	5,500	2,292	6,200	(3,908)
57 ENTRY & WALLS MAINTENANCE	7,500	3,125	2,675	450
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	67,110	79,332	(12,222)
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	6,300	6,300	-
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	16,667	6,067	10,600
62 TREE MAINTENANCE/REMOVAL	5,000	2,083	960	1,123
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	2,083	1,702	381
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	3,125	5,042	(1,917)
65 IRRIGATION USAGE REPORTING	2,400	1,000	600	400
66 DECORATIVE LIGHT MAINTENANCE	1,200	500	-	500
67 PAVEMENT REPAIRS	1,000	417	-	417
68 PEST CONTROL	960	400	400	-
69 FIELD CONTINGENCY	10,000	4,167	1,540	2,627
70 TOTAL PHYSICAL ENVIRONMENT	283,209	118,004	119,552	(1,549)
71				
72 PARKS AND RECREATION:				
73 COMMUNICATIONS (TEL, CELL, INT)	2,640	1,100	935	165
74 CLUBHOUSE STAFF	70,103	29,210	30,313	(1,103)
75 CLUBHOUSE STAFF TAXES	5,363	2,235	2,533	(298)
76 UNEMPLOYMENT INSURANCE	1,200	500	-	500
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	521	494	27
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	1,250	1,165	85
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	625	-	625
80 CLUB FACILITY MAINTENANCE	18,000	7,500	7,209	291
81 POOL MAINTENANCE - CONTRACT	11,200	4,667	5,350	(683)
82 POOL MAINTENANCE - OTHER	6,000	2,500	2,657	(157)
83 POOL PERMIT	275	115	-	115
84 CLUBHOUSE SUPPLIES	2,500	1,042	-	1,042
85 PARK FACILITY MAINTENANCE	4,163	1,735	-	1,735
86 CAPITAL IMPROVEMENTS (INSTALL PLAY STRUCTURE)	135,000	56,250	128,894	(72,644)
87 SPECIAL EVENTS	25,000	10,417	10,063	354
88 DECORATIVE LIGHT/HOLIDAY	2,000	833	-	833
89 MISCELLANEOUS	-	-	-	-
90 STORAGE	984	410	-	410
91 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	2,750	-	2,750
92				
93 TOTAL PARKS AND RECREATION	296,778	123,658	189,613	(65,955)
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	842,644	360,789	397,672	(36,882)
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	73,000	20,729	369,671	348,942
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 TOTAL CAPITAL RESERVES	73,000	-	-	-
102				
103 TOTAL EXPENDITURES	915,644	360,789	397,672	(36,882)
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	20,729	369,671	348,942
106				
107 FUND BALANCE - BEGINNING	1,431,572	596,488	1,823,793	1,823,793
108 INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
109				
110 FUND BALANCE - ENDING	\$ 1,504,572	\$ 617,218	\$ 2,193,464	\$ 2,172,735

111

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

113

114

115

116

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 February 28, 2021

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FY2021 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
	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 2020
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2020 through February 28, 2021

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
1 REVENUE	
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 274,195
3 DISCOUNT (ASSESSMENTS)	-
4 INTEREST REVENUE	1
5 TOTAL REVENUE	<u>274,196</u>
6	
7	
8	
9 EXPENDITURES	
10 INTEREST EXPENSE	47,508
11 PRINCIPAL RETIREMENT	-
12 COST OF ISSUANCE	-
13 TOTAL EXPENDITURES	<u>47,508</u>
14	
15 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	226,688
16	
17 OTHER FINANCING SOURCES (USES)	
18 BOND PROCEEDS	-
19 TRANSFER IN (OUT)	-
20 TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>
21	
22 FUND BALANCE - BEGINNING	57,471
23	
24 FUND BALANCE - ENDING	<u>\$ 284,159</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)
February 28, 2021

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 109,390.53
Add: Deposits in Transit	
Less: Outstanding Checks	(19,210.20)
<i>Adjusted Bank Balance</i>	<u>\$ 90,180.33</u>

Beginning Bank Balance Per Books	\$ 51,798.06
Cash Receipts	97,612.86
Cash Disbursements	(59,230.59)
<i>Cash Balance Per Books</i>	<u>\$ 90,180.33</u>

EXHIBIT 3

(Precision Sidewalk Repairs
Under Separate Cover)

EXHIBIT 4

March 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

- Most of the approved proposals have been completed.
- The new installation by the playground is on hold pending installation of the parking lot lighting.
- Inspection Report and Grade sheet included in this report.

CLUBHOUSE POOL PLAYGROUND

Maintenance

- The pool furniture, patio and gazebo has been pressure washed.
- The gazebo has had touch paint completed.
- The shower is scheduled to be painted and repaired.

Events

- We are moving forward with our partnership with Troop 909 to complete the Egg My Yard Event

EXHIBIT 5

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	-3	Boulevard at bridge
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-1	Complete grasses
CLEANLINESS	10	-5	Pruning debris / leaf removal
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

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



Date: 2-19-21 Score: 94 Performance Payment™ 100%

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____



PANTHER TRACE CDD

LANDSCAPE INSPECTION

February 19th, 2021

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

GARTH RINARD – LMP

MIKE ARNESON - LMP

PAUL WOODS – OLM, INC.

SCORE: 94%

NEXT INSPECTION

MARCH 16TH, 2021 AT 1:30 PM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

CLUBHOUSE

1. Around the porte-cochere drive: Prune Elms eliminating overgrowth extending into sidewalks and right of way areas. Do not stub cut the trees.
2. Closely monitor for disease in Dianella.
3. Continue to remove windfall and debris weekly.
4. Rejuvenate prune Thryallis to approximately 24 inches.
5. Monitor the reflush of frost freeze damage to plants and limit pruning to the effected plants.
6. Throughout the Sports Complex: Control emerging broadleaf weeds and improve uniform color in the next 30 days.
7. **Along the irrigated perimeter of the sports field and St. Augustine lawns: Control broadleaf turf weeds.**
8. Control bed weeds.
9. Continue to remove leaves on turf and in mulch beds.
10. Schedule turf fertilization.
11. Prune Crape Myrtles during periods of dormancy maintinaing small Crape Myrtles in a scaffold umbrella like canopy.

ENTRANCE

12. Monitor recovery of frost damaged turf. Confirm areas of previous fungal damage are rooted and recovering.

13. Entrance signage: Control disease in the Liriope.

COMMONS

14. Remove windfall and debris.
15. Adjacent to the Stratford entrance in the center median island: Prune deadwood from Ligustrum Privets.
16. Berkshire berm: Repair pest damage in the frontage berm under warranty.
17. West Blvd. along the north right of way near the pond shore: Remove the fallen Pine tree.

CATEGORY III: IMPROVEMENTS – PRICING

1. Berkshire / Rodeo area: Provide a price to control weeds in the unirrigated Bahia parks, gazebos, and cul-de-sacs.

CATEGORY IV: NOTES TO OWNER

NONE

CATEGORY V: NOTES TO CONTRACTOR

1. I suggest providing a written summary of irrigation restrictions and irrigation controller management plan to be provided to the Board through Monica at the next Board Meeting. This would be prior to and in support of initiatives to update controllers and ability to “Smart Irrigate”.
2. **Proceed with palm pruning in the club house and entrance commons.**

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
Mike Arneson Mike.arneson@lmppro.com

February 22, 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 02/15/21:

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. Playground mulch, irrigation modifications, and sod begun. Completion the week of 2/22/2021
5. Round-up weed control.
6. Field over-seeding with Bermuda scheduled the week of 3/22/21.
7. Spring flower rotation tentatively the week of 3/1/21 pending US 301 entry irrigation modifications.
8. 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 \(hillsboroughcounty.org\)](#)

9. OLM inspection

10. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 02/08/21 – 02/15/21 was a total of 0.71” with a maximum rainfall amount of 0.43” on Tuesday 2/16/21. Soil temperatures reported as 67.46 degrees.
11. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 02/22/21 – maximum rainfall of 0.31” on Monday 2/15/21 with a cumulative total for the week of 0.68”.

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.

March 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 02/22/21:

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. General trimming/ pruning shrub/ hedges along Panther Trace Blvd.
4. Playground mulch, irrigation modifications, and sod completed. Outside fence line landscape pending installation of parking lot lighting.
5. Playground drainage modification completed.
6. Round-up weed control.
7. Field over-seeding with Bermuda scheduled the week of 3/22/21. Field will be closed for minimum of three (3) weeks for germination and establishment.
8. Spring flower rotation scheduled the week of 3/8/21.
9. 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 \(hillsboroughcounty.org\)](#)

10. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 02/22/21 – 03/01/21 was a total of 0.03” with a maximum rainfall amount of 0.01” on Monday 2/22/21. Soil temperatures reported as 72.23 degrees.
11. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 03/01/21 – maximum rainfall of 0.05” on Monday 2/22/21 with a cumulative total for the week of 0.06”.

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.

March 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 03/01/21:

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. General trimming/ pruning shrub/ hedges along Panther Trace Blvd.
4. Pool area palm trimming.
5. Outside fence line landscape pending installation of parking lot lighting.
6. Field over-seeding with Bermuda scheduled the week of 3/22/21. Field will be closed for minimum of three (3) weeks for germination and establishment.
7. Spring flower rotation completed including soil amendments.
8. **NOTE: Hillsborough County Board of Commissioners, in their meeting last week, has taken action to begin the process of relaxing the 1x per week water restrictions within the south county area for irrigation systems sourced from wells and other non-potable sources. The action, if approved, will provide needed relief, especially as we move into warmer and drier conditions. The timeline for a decision and an effective date is unclear. We will monitor and update as we learn more. Until then the current restrictions are still in effect.**

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:

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

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

9. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 03/01/21 – 03/08/21 was a total of 0.22” with a maximum rainfall amount of 0.04” on Saturday 3/06/21. Soil temperatures reported as 66.88 degrees.
10. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 03/08/21 – maximum rainfall of 0.17” on Saturday 3/06/21 with a cumulative total for the week of 0.30”.

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.

March 15, 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 03/08/21:

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. General trimming/ pruning shrub/ hedges along Panther Trace Blvd, US 301 entrance and berm.
4. Pool area palm trimming completed.
5. Turf fertilization completed – St. Augustine + Bermuda.
6. Outside fence line landscape pending installation of parking lot lighting installation.
7. Field over-seeding with Bermuda scheduled the week of 3/22/21. Field will be closed for minimum of three (3) weeks for germination and establishment.
8. Continued/ completion of ornamental grass trimming and cutbacks
9. **NOTE: Hillsborough County Board of Commissioners, in their meeting on 2/24, has taken action to begin the process of relaxing the 1x per week water restrictions within the south county area for irrigation systems sourced from wells and other non-potable sources. The action, if approved, will provide needed relief, especially as we move into warmer and drier conditions. The timeline for a decision and an effective date is unclear. We will monitor and update as we learn more. Until then the current restrictions are still in effect.**

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.

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

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

10. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 03/08/21 – 03/15/21 was a total of 0.0". The last measured rainfall of 0.04" occurred on Saturday 3/06/21. Soil temperatures reported as 70.79 degrees.
11. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 03/15/21 – maximum rainfall of 0.0" 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

cc: Paul Woods, OLM, Inc.

EXHIBIT 6

Hi Monica,

I understand our County hasn't lifted the restriction on basketball courts but it doesn't seem to be enforcing it consistently. My sons practice 7-on-7 football at the Progress Village Park and there are two full courts that not only have rims up but in the past couple of weeks new rims have been installed.

<https://www.hillsboroughcounty.org/en/locations/progress-village-park>

I realize Wesley Chapel is in Pasco but we were at its District Park last August and all of their basketball courts had full court games going (as well as all of the baseball fields and batting cages and soccer fields. It's quite a nice facility.).

<https://www.pascocountyfl.net/678/Wesley-Chapel-District-Park>

And of course the City of Tampa Parks have never taken their hoops down including Al Lopez Park by Bucs Stadium and West Pines Park on Armenia.

<https://www.tampa.gov/parks-and-recreation/featured-parks/al-lopez>

Maybe we need to look beyond what our County is doing for what is a reasonable position to take.

Thanks,
Michael

Good afternoon Ray,

We haven't taken an official position either way on the reopening of basketball courts but we have visited a few that have chosen to reopen while putting controls in place that appear to be reasonable. Our last update was as of Phase 3 (attached). At that time we noted that district may consider reopening athletic courts while continuing to advise residents and guests of current CDC guidelines. We would also recommend that the district align with the county's current guidance and it appears that Hillsborough has basketball courts remaining closed at larger county parks while having them open at "Neighborhood Parks." That said, Panther Trace's court would be more similar to the latter.

As far as the potential exposure for the district, someone could always allege that they caught COVID-19 at the basketball court, but this would be difficult to prove. Failure to warn could also be an exposure. It will be important to ensure that signage is in place that reminds residents and guests that the court use is "at your own risk" along with social distancing reminders. General prevention signage, similar to what is in and around the clubhouse, posted in the area would also be a best practice. The general [Safety Tips provided by Hillsborough County](#) for their Parks can also be shared. If I'm remembering correctly, there are two full courts at PT I and I see how this can draw a larger crowd. To reduce the size of gatherings, one consideration could be to open them as half courts to discourage pick up games and group games. I hope this helps. Please let us know if you have any other questions.

Best Regards,

Ryan Rupnarain, ARM CPSI

Manager, Loss Control Services

Egis Insurance & Risk Advisors

250 International Parkway, Suite 260

Lake Mary, FL 32746

Direct: (321) 273.2047

Mobile:(407) 878.9971

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Email: RRupnarain@egisadvisors.com



www.egisadvisors.com

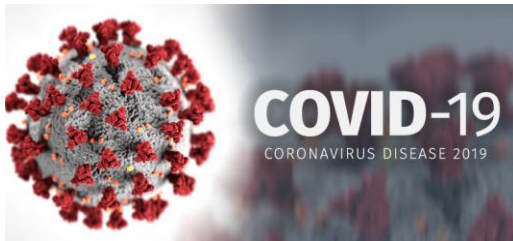
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COVID-19 UPDATE : Phase 3

Dear FIA Members and Partners :

Governor DeSantis recently issued [Executive Order 20-244](#) and announced 'Phase 3' of the state's '**Safe.Smart.Step-by-Step**' plan which went into effect on September 25th. As part of our continued efforts to support our members and assist them with their district's Reopening plans, we wanted to share the following updates and considerations based on the Executive Order mentioned above.

Gyms and Fitness Centers

Under Phase 3, gyms and fitness centers may operate at full capacity. Districts should continue to follow CDC/DOH cleaning and sanitation protocols during

all hours of operation by promoting and encouraging social distancing and self-sanitization of equipment after use. Districts should continue to provide sanitation supplies. District personnel should help ensure these sanitation protocols are followed.

Districts with Cafes and/or Restaurants

Capacity restrictions for restaurants have been lifted as part of the Phase 3 reopening. CDC/DOH cleaning and sanitation protocols should be maintained.

Amenity Center and Clubhouse Use (General) and Special Events

Districts can resume full capacity use of their amenity centers and the scheduling of special events and activities. When resuming these events, districts should consider providing written communication to residents reminding them that high-risk populations should self-evaluate their participation in events to limit their exposure. Districts should post signage reminding residents and guests to follow social distancing guidelines and practice proper hand hygiene during these activities. CDC/DOH cleaning and sanitation protocols should be maintained.

Amenity Center and Clubhouse Rentals

Rental agreements should include acknowledgment of COVID-19 along with waiver language and requirements for renters to ensure that their guests are aware of current preventative measures and guidelines.

Pools

Districts may now consider removing or increasing capacity limits. We encourage districts to promote adherence to CDC/DOH social distancing protocols via methods such as signage, pool furniture positioning, etc.

CDC/DOH cleaning and sanitation protocols should be maintained for high touch areas.

Playgrounds and Athletic Courts

Playgrounds and athletic courts may reopen while continuing with the posting of signage advising residents and guests of social distancing guidelines along with reminders to self-sanitize as the virus may stay on some surfaces for days.

I hope that you find this update useful and supportive of your efforts as the reopening process continues. Please do not hesitate to reach out to us if you have any questions or if your district needs special assistance with their reopening plan.

Stay Safe,

Andy Jimenez

SVP, Risk and Trust Operations



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