

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
June 22, 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 **June 22, 2021 at 7:30 p.m.** at the **Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida.**

*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, June 22, 2021

Time: 7:30 PM

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

Dial-in Number: 712-775-7031  
Guest Access Code: 109-516-380

***Agenda***

**I. Roll Call**

**II. Pledge of Allegiance**

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

**IV. Administration Items**

A. Consideration and Approval of Minutes of the May 25, 2021 Meeting Exhibit 1

B. Acceptance of the May 2021 Financial Statements Exhibit 2

**V. Business Matters**

A. Review of Pool Maintenance Proposals *To be Distributed*

**VI. Old Business Matters**

## **VII. Staff Reports**

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report June 2021

Exhibit 3

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

Exhibit 4

## **VIII. Supervisors Requests**

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

**X. Adjournment**

# EXHIBIT 1

1 **MINUTES OF MEETING**

2 **PANTHER TRACE I**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development  
5 District was held on Tuesday, May 25, 2021 at 7:35 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 Michael Staubitz	Board Supervisor, Vice Chairman
12 Dan O'Neill	Board Supervisor, Assistant Secretary

13 Also present were:

14 Raymond Lotito	District Manager, DPGF Management & Consulting
15 Monica Vitale	Facilities Director
16 Dustin Hunt	OnSpot Dermatology

17 *The following is a summary of the discussions and actions taken at the May 25, 2021 Panther Trace I CDD*  
18 *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 April 27, 2021 Meeting

23 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved  
24 the Minutes of the Board of Supervisors Regular Meeting held on April 27, 2021, for the Panther Trace I  
25 Community Development District.

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

27 Mr. Lotito stated that the District was running behind on its budget, and acknowledged areas that  
28 were over budget such as staffing.

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

32 C. Exhibit 3: Presentation of Hillsborough County Number of Qualified Electors – F.S. 190.006 –  
33 1,694

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

35 A. Exhibit 4: Presentation of Proposed FY 2022 Budget

36 Mr. Lotito and the Board discussed the budget. Ms. Jones expressed concerns about the cost of  
37 building materials, and stated that she was hesitant that it was the right time for a capital  
38 improvement project. Ms. Jones suggested potentially exploring the use of a staff member with  
39 flexible responsibilities, paid for by shifting funds from the security line item to clubhouse staff.  
40 The Board additionally discussed increasing Ms. Vitale's salary, in the amount of \$1,500. Mr.

Lotito asked whether the Board wished to perform an updated reserve study for reforecasting purposes, and the Board opted to wait until 2024. In response to a Supervisor's question about potentially lowering assessments slightly, Mr. Lotito advised that the District's reserves were currently healthy as-is.

- B. Exhibit 5: Consideration & Adoption of **Resolution 2021-02**, Adopting Proposed FY 2022 Budget & Setting Public Hearing

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board adopted **Resolution 2021-02**, Adopting Proposed FY 2022 Budget & Setting a Public Hearing for July 27, 2021 at 7:30 p.m., for the Panther Trace I Community Development District.

- C. Exhibit 6: Consideration of Precision Sidewalk Safety Trip Hazard Repairs at Clubhouse and Recreation Area - \$6,716.00 to \$7,186.00

Ms. Vitale suggested tabling consideration of this item until a competing proposal was received. Ms. Jones asked about the level of risk with trip hazards in the District, and Mr. Lotito advised as to a resident of Panther Trace II that had engaged legal counsel regarding a trip-and-fall incident. Ms. Jones suggested making a motion for conditional approval of any sidewalk repair proposal with a not-to-exceed amount of \$7,200.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved for safety trip hazard repairs at the clubhouse and recreation area, in an amount not to exceed \$7,200.00, for the Panther Trace I Community Development District.

- D. Exhibit 7: Consideration of LineWorks Engineering Parking Lot TECO Lighting Upfront CIAC Cost - \$4,752.10

This item was tabled.

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

There being none, the next item followed.

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

- A. District Manager

There being none, the next item followed.

- B. District Counsel

There being none, the next item followed.

- C. District Engineer

There being none, the next item followed.

- D. Facilities Director

- Exhibit 8: Facilities Director's Report May 2021

Ms. Vitale noted that lightning had struck a tree which had resulted in a fuse box in the vicinity getting melted together. Ms. Vitale advised that an LMP proposal for the tree's removal had come in, in the amount of \$1,085.

On a MOTION by Ms. Jones, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved the LMP tree removal proposal, in the amount of \$1,085.00, for the Panther Trace I Community Development District.

➤ Exhibit 9: Review of the OLM Inspection Report, Grade Sheet, and LMP Weekly Summary Report

➤ Exhibit 10: Update to Office Supply Line Item

**SEVENTH ORDER OF BUSINESS – Supervisors Requests**

The Board discussed the clubhouse mask policy and vaccination rates in the state.

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

There being none, the next item followed.

**NINTH ORDER OF BUSINESS – Adjournment**

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

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

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

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman



# EXHIBIT 2

# **Panther Trace Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
May 31, 2021**

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

	<b>GENERAL FUND</b>	<b>DS2020 FUND</b>	<b>CONSOLIDATED TOTAL</b>
1 <b><u>ASSETS:</u></b>			
2			
3 CASH	\$ 28,308	\$ -	\$ 28,308
4 CASH - DEBIT CARD	1,620	-	1,620
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	2,047,037	-	2,047,037
8 TRUST - REVENUE ACCT	-	54,349	54,349
9 TRUST - RESERVE ACCT	-	-	-
10 TRUST - SINKING FUND	-	-	-
11 TRUST - INTEREST ACCT	-	-	-
12 ACCOUNTS RECEIVABLE	-	-	-
13 ON ROLL ASSESSMENTS RECEIVABLE - CY	6,475	2,318	8,793
14 DUE FROM OTHER FUNDS	-	115	115
15 PREPAID EXPENSES	3,632	-	3,632
16 DEPOSITS	16,860	-	16,860
17 <b>TOTAL ASSETS</b>	<b><u>\$ 2,103,932</u></b>	<b><u>\$ 56,782</u></b>	<b><u>\$ 2,160,714</u></b>
18			
19			
20 <b><u>LIABILITIES:</u></b>			
21			
22 ACCOUNTS PAYABLE	\$ 2,942	\$ -	\$ 2,942
24 ACCRUED EXPENSES	-	-	-
25 DEFERRED REVENUE (ON-ROLL)	6,475	2,318	8,793
26 DUE TO DS FUND	115	-	115
27			
28 <b><u>FUND BALANCE:</u></b>			
29			
30 NONSPENDABLE:			
31 PREPAID AND DEPOSITS	20,492	-	20,492
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	-	54,464	54,464
41 UNASSIGNED	1,182,258	-	1,182,258
42 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 2,103,932</u></b>	<b><u>\$ 56,782</u></b>	<b><u>\$ 2,160,714</u></b>

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2020 through May 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	\$ 525,163	\$ 787,858	\$ 262,695
3 INTEREST REVENUE	2,000	1,333	1,459	126
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	200	170	(30)
5 CH SECURITY OFFICER FEE	-	-	-	-
6 CLUBHOUSE RENTALS	2,500	1,667	612	(1,055)
7 FUND BALANCE FORWARD	123,099	82,066	-	(82,066)
<b>8 TOTAL REVENUE</b>	<b>915,644</b>	<b>610,429</b>	<b>790,099</b>	<b>179,670</b>
<b>9</b>				
<b>10 EXPENDITURES</b>				
<b>11 FINANCIAL AND ADMINISTRATIVE:</b>				
12 BOARD OF SUPERVISORS SALARIES	12,000	8,000	4,200	3,800
13 PAYROLL TAXES (BOS STAFF)	919	613	321	291
14 PAYROLL SERVICE FEES	650	433	297	136
15 MANAGEMENT CONSULTING SERVICES	45,000	30,000	30,000	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	333	882	(549)
18 BANK FEES	200	133	316	(183)
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	33	40	(7)
21 SCHOOL SPONSORSHIP	200	133	-	133
22 OTHER MISCELLANEOUS	250	167	600	(433)
23 AUDITING	3,450	2,300	-	2,300
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	467	-	467
26 ENGINEERING SERVICES	5,000	3,333	-	3,333
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	1,650	1,650	1,897	(247)
28 LEGAL SERVICES	7,500	5,000	1,373	3,627
<b>29 TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>78,244</b>	<b>52,771</b>	<b>40,102</b>	<b>12,669</b>
<b>30</b>				
<b>31 INSURANCE:</b>				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	15,535	(1,404)
<b>33 TOTAL INSURANCE</b>	<b>14,131</b>	<b>14,131</b>	<b>15,535</b>	<b>(1,404)</b>
<b>34</b>				
<b>35 DEBT SERVICE ADMINISTRATION:</b>				
36 DISCLOSURE REPORT	1,000	667	-	667
37 ARBITRAGE REBATE	650	433	650	(217)
38 TRUSTEE FEES	4,041	2,694	2,166	528
<b>39 TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>5,691</b>	<b>3,794</b>	<b>2,816</b>	<b>978</b>
<b>40</b>				
<b>41 UTILITIES:</b>				
42 UTILITIES - ELECTRICITY	123,600	82,400	63,659	18,741
43 UTILITIES - WATER	12,000	8,000	8,513	(513)
44 UTILITIES - SOLID WASTE DISPOSAL	2,720	1,813	876	938
45 UTILITY IMPACT FEE	650	650	625	25
<b>46 TOTAL UTILITIES</b>	<b>138,970</b>	<b>92,863</b>	<b>73,673</b>	<b>19,190</b>
<b>47</b>				
<b>48 SECURITY:</b>				
49 SECURITY SYSTEM - CONTRACT	120	80	84	(4)
50 SECURITY PATROL	25,000	16,667	4,123	12,543
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT	500	333	-	333
<b>52 TOTAL SECURITY</b>	<b>25,620</b>	<b>17,080</b>	<b>4,208</b>	<b>12,873</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 May 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	13,976	13,976	-
56 LAKE & POND MAINTENANCE - OTHER	5,500	3,667	6,200	(2,533)
57 ENTRY & WALLS MAINTENANCE	7,500	5,000	2,675	2,325
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	107,377	105,776	1,601
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	10,080	10,080	-
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	26,667	10,334	16,333
62 TREE MAINTENANCE/REMOVAL	5,000	3,333	960	2,373
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	3,333	1,702	1,631
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	5,000	6,148	(1,148)
65 IRRIGATION USAGE REPORTING	2,400	1,600	3,000	(1,400)
66 DECORATIVE LIGHT MAINTENANCE	1,200	800	-	800
67 PAVEMENT REPAIRS	1,000	667	-	667
68 PEST CONTROL	960	640	640	-
69 FIELD CONTINGENCY	10,000	6,667	1,540	5,127
70 <b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>283,209</b>	<b>188,806</b>	<b>163,031</b>	<b>25,775</b>
71				
72 <b>PARKS AND RECREATION:</b>				
73 COMMUNICATIONS (TEL, CELL, INT )	2,640	1,760	1,618	142
74 CLUBHOUSE STAFF	70,103	46,735	49,511	(2,775)
75 CLUBHOUSE STAFF TAXES	5,363	3,575	3,782	(206)
76 UNEMPLOYMENT INSURANCE	1,200	800	-	800
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	833	779	54
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	2,000	1,840	160
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	1,000	-	1,000
80 CLUB FACILITY MAINTENANCE	18,000	12,000	10,473	1,527
81 POOL MAINTENANCE - CONTRACT	11,200	7,467	6,325	1,142
82 POOL MAINTENANCE - OTHER	6,000	4,000	3,187	813
83 POOL PERMIT	275	183	-	183
84 CLUBHOUSE SUPPLIES	2,500	1,667	217	1,449
85 PARK FACILITY MAINTENANCE	4,163	2,775	-	2,775
86 CAPITAL IMPROVEMENTS (INSTALL PLAY STRUCTURE)	135,000	90,000	129,014	(39,014)
87 SPECIAL EVENTS	25,000	16,667	13,384	3,283
88 DECORATIVE LIGHT/HOLIDAY	2,000	1,333	-	1,333
89 MISCELLANEOUS	-	-	-	-
90 STORAGE	984	656	-	656
91 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	4,400	-	4,400
92				
93 <b>TOTAL PARKS AND RECREATION</b>	<b>296,778</b>	<b>197,852</b>	<b>220,130</b>	<b>(22,278)</b>
94				
95 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>842,644</b>	<b>567,298</b>	<b>519,493</b>	<b>47,806</b>
96				
97 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>73,000</b>	<b>43,131</b>	<b>270,607</b>	<b>227,476</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>567,298</b>	<b>519,493</b>	<b>47,806</b>
104				
105 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>43,131</b>	<b>270,607</b>	<b>227,476</b>
106				
107 FUND BALANCE - BEGINNING	1,431,572	954,381	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>\$ 997,512</b>	<b>\$ 2,094,400</b>	<b>\$ 2,051,269</b>

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

113

114

115

116

117

118

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

	FY2021 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
119	<b>Renewal &amp; Replacement (Reserve)</b>			
120		Reserve for Renewal & Replacement	\$	431,808
121			FY 2017	\$ 115,806
122			FY 2018	\$ 100,615
123			FY 2019	\$ 70,900
124			FY 2020	\$ 73,000
125			Solar & Heat Pump	\$ (98,803)
126			Bathroom Renovation	\$ (27,357)
127			Split System (A/C) & Compressor	\$ (9,725)
128			<b>Total</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 May 31, 2021**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>1 REVENUE</b>	
2     SPECIAL ASSESSMENTS - ON ROLL (NET)	\$       282,007
3     DISCOUNT (ASSESSMENTS)	-
4     INTEREST REVENUE	2
<b>5 TOTAL REVENUE</b>	<u><b>282,009</b></u>
6	
7	
8	
<b>9 EXPENDITURES</b>	
10    INTEREST EXPENSE	95,016
11    PRINCIPAL RETIREMENT	190,000
12    COST OF ISSUANCE	-
<b>13 TOTAL EXPENDITURES</b>	<u><b>285,016</b></u>
14	
<b>15 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(3,007)</b>
16	
<b>17 OTHER FINANCING SOURCES (USES)</b>	
18    BOND PROCEEDS	-
19    TRANSFER IN (OUT)	-
<b>20 TOTAL OTHER FINANCING SOURCES (USES)</b>	<u><b>-</b></u>
21	
22    FUND BALANCE - BEGINNING	57,471
23	
<b>24 FUND BALANCE - ENDING</b>	<u><u><b>\$       54,464</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)**  
**May 31, 2021**

	<b>BankUnited (Operating Acct)</b>
Balance Per Bank Statement	\$ 31,984.96
Add: Deposits in Transit	
Less: Outstanding Checks	(3,677.15)
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 28,307.81</u></b>

Beginning Bank Balance Per Books	\$ 32,131.90
Cash Receipts	50,003.61
Cash Disbursements	(53,827.70)
<b><i>Cash Balance Per Books</i></b>	<b><u>\$ 28,307.81</u></b>



**CHECK REGISTER**  
**FY 2021**

DATE	REF#	PAYEE	TRANSACTION	DEPOSITS	PAYMENTS	CASH BALANCE
<b>BOY BALANCE</b>						<b>30,224.83</b>
10/01/2020	2334	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			14,382.00	15,842.83
10/01/2020	2335	REPUBLIC SERVICES	10/1-10/31 - Solid Waste		146.95	15,695.88
10/01/2020	2336	SUZANNE KIMBALL	CH Cleaning - 10/07		125.00	15,570.88
10/01/2020	2337	SUZANNE KIMBALL	CH Cleaning - 10/14		125.00	15,445.88
10/01/2020	2338	SUZANNE KIMBALL	CH Cleaning - 10/21		125.00	15,320.88
10/01/2020	2339	SUZANNE KIMBALL	CH Cleaning - 10/28		125.00	15,195.88
10/02/2020			Funds Transfer	50,000.00		65,195.88
10/02/2020	2340	CBM SERVICES GROUP	Security		175.50	65,020.38
10/02/2020	2341	Innersync	ADA Website Services		1,515.00	63,505.38
10/02/2020	2342	MHD COMMUNICATIONS	Tech Support 09/25/20 - AxTraax panel damaged by lighting		1,888.75	61,616.63
10/02/2020	2343	MONICA VITALE	9/1-9/30- Cell Phone		75.00	61,541.63
10/02/2020	2344	Top Line Recreation	Install Play Structure - 50% Deposit		58,596.99	2,944.64
10/02/2020	28	Megan Jones	BOS Mtg. - 9/22/20		184.70	2,759.94
10/02/2020	792738DD	Daniel J O'Neill	BOS Mtg. - 9/22/20		184.70	2,575.24
10/02/2020	ACH100220	Innovatige Employer Solutions	BOS Mtg. - 9/22/20		171.40	2,403.84
10/02/2020	29	Michael J. Staubitz	BOS Mtg. - 9/22/20		184.70	2,219.14
10/02/2020	792739DD	Michael A. Themar	BOS Mtg. - 9/22/20		184.70	2,034.44
10/05/2020			Funds Transfer	50,000.00		52,034.44
10/05/2020	2345	Alba Hoekstra	Pool Monitor -7.5 hrs - 10/3		75.00	51,959.44
10/05/2020	2346	CBM SERVICES GROUP	Security		175.50	51,783.94
10/05/2020	2347	Sadie Ann Vitale	Pool Monitor - 11.5 hrs - 10/2-10/4		115.00	51,668.94
10/07/2020	2348	CBM SERVICES GROUP	Security		249.75	51,419.19
10/08/2020	2349	Solitude Lake Management	Monthly Lake & Wetland Svc - October		1,747.00	49,672.19
10/08/2020	2350	Egis Insurance & Risk Advisors	Insurance FY 20/21 10/1/20-10/1/21		15,535.00	34,137.19
10/09/2020	ACH100920	Decision HR	9/20-10/3 P/R		2,998.89	31,138.30
10/09/2020			Funds Transfer		700.00	30,438.30
10/13/2020	ACH101320	BRIGHT HOUSE NETWORKS	9/26-10/25 - Internet		129.47	30,308.83
10/16/2020	ACH101620	ADT SECURITY SERVICES	10/14-11/13 - Monitoring		9.95	30,298.88
10/19/2020	ACH101920	TECO	Summary Bill - 8/15-9/15		9,445.07	20,853.81
10/20/2020	2351	Alba Hoekstra	Pool Monitor -8 hrs. - 10/10		80.00	20,773.81
10/20/2020	2352	CBM SERVICES GROUP	Security		391.50	20,382.31
10/20/2020	2353	DPFG M&C	CDD Mgmt - October		3,750.00	16,632.31
10/20/2020	2354	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing - FY 20/21		175.00	16,457.31
10/20/2020	2356	Sadie Ann Vitale			250.00	16,207.31
10/20/2020	2357	ZEBRA CLEANING TEAM, INC			1,950.00	14,257.31
10/20/2020	2358	SUZANNE KIMBALL	CH Cleaning - 11/4/20		125.00	14,132.31
10/20/2020	2359	SUZANNE KIMBALL	CH Cleaning - 11/11/20		125.00	14,007.31
10/20/2020	2360	SUZANNE KIMBALL	CH Cleaning - 11/18/20		125.00	13,882.31
10/20/2020	2361	SUZANNE KIMBALL	CH Cleaning - 11/25/20		125.00	13,757.31
10/20/2020	2362	J & A Lawn Services LLC	Repair/Replace Berkshire fence		787.00	12,970.31
10/23/2020	ACH102320	Decision HR	10/4-10/17 P/R		3,106.75	9,863.56
10/26/2020	2363	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Remove dead pine tree		275.00	9,588.56
10/26/2020	2364	Sadie Ann Vitale	Pool Monitor - 17.5 hrs. 10/20-10/25		175.00	9,413.56
10/26/2020	2365	Alba Hoekstra	Pool Monitor -8 hrs. - 10/24		80.00	9,333.56
10/29/2020			Funds Transfer		1,000.00	8,333.56
10/30/2020			Interest	3.93		8,337.49
<b>10/31/20</b>				<b>100,003.93</b>	<b>121,891.27</b>	<b>8,337.49</b>
11/03/2020	ACH93020	FLORIDA DEPARTMENT OF REVENUE	3rd Qtr 2020 Sales Tax		26.35	8,311.14
11/03/2020	2366	Alba Hoekstra	Pool Monitor -6.5 hrs - 10/31		65.00	8,246.14
11/03/2020	2367	BRIGHT HOUSE NETWORKS	10/26-11/25 - Internet		126.97	8,119.17
11/03/2020	2368	JIM VITALE	Equipment Rental - Fall Festival		300.00	7,819.17
11/03/2020	2369	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			14,649.00	-6,829.83
11/03/2020	2370	MONICA VITALE	10/1-10/31 - Cell Phone		75.00	-6,904.83
11/03/2020	2371	NVIROTECT PEST CONTROL SERVICES	Pest Control - October		80.00	-6,984.83
11/03/2020	2372	OLM, INC	Landscape Insp - October		1,260.00	-8,244.83
11/03/2020	2373	REPUBLIC SERVICES	11/1-11/31 - Solid Waste		146.95	-8,391.78
11/03/2020	2374	Sadie Ann Vitale	Pool Monitor - 20 hrs - 10/26-11/01		200.00	-8,591.78
11/03/2020	2375	STRALEY ROBIN VERICKER	Legal Svcs thru 10/15/20		311.30	-8,903.08
11/03/2020	2376	Thomas Watson	bike rack repair, sick faucett,clean dunpster, patio area		800.00	-9,703.08
11/03/2020	2377	WAGNER EVENTS	Stilt Walker, Ballon Twisting for Fall Event		1,070.00	-10,773.08
11/03/2020	2378	ZEBRA CLEANING TEAM, INC	Pump tank body, pvc pipe and plumbing parts		385.45	-11,158.53
11/03/2020			Funds Transfer	50,000.00		38,841.47
11/03/2020			Funds Transfer		2,000.00	36,841.47
11/03/2020			Funds Transfer	50,000.00		86,841.47
11/04/2020	2379	BANK UNITED	Commerical Loan #8676		47,508.00	39,333.47
11/05/2020			Deposit	100.00		39,433.47
11/06/2020	ACH110620.1	Innovatige Employer Solutions	BOS Mtg. - 10/27/20		171.40	39,262.07
11/06/2020	30	Megan Jones	BOS Mtg. - 10/27/20		184.70	39,077.37
11/06/2020	804007DD	Daniel J O'Neill	BOS Mtg. - 10/27/20		184.70	38,892.67
11/06/2020	31	Michael J. Staubitz	BOS Mtg. - 10/27/20		184.70	38,707.97
11/06/2020	804008DD	Michael A. Themar	BOS Mtg. - 10/27/20		184.70	38,523.27
11/06/2020	ACH110620	DELUXE BUSINESS CHECKS AND SOLUTION	Checks		157.98	38,365.29
11/06/2020	ACH110620	Decision HR	10/18-10/31 P/R		3,089.43	35,275.86
11/11/2020	2380	ADVANCED ENERGY SOLUTIONS OF AMERICA, LLC	Repair heat pump tripping breaker		425.17	34,850.69
11/11/2020	2381	CBM SERVICES GROUP	Security		182.25	34,668.44
11/11/2020	2382	Riverview Presure Cleaning	Pressure wash monuments, sidewalks, entry , curbs and parking spaces		2,675.00	31,993.44
11/11/2020	2383	Sadie Ann Vitale	Pool Monitor - 22 hrs - 11-3-11/8		220.00	31,773.44
11/16/2020	ACH111620	ADT SECURITY SERVICES	11/13-12/14 - Monitoring		9.95	31,763.49
11/17/2020	ACH111720	TECO			9,255.62	22,507.87
11/17/2020	2384	Alba Hoekstra	Pool Monitor -5 hrs - 11/14		50.00	22,457.87
11/17/2020	2385	BOCC	Folio # 077452.5028 - Water/Sewer Impact Fee		624.72	21,833.15
11/17/2020	2386	CBM SERVICES GROUP	Security		175.50	21,657.65
11/17/2020	2387	Illuminations Holiday Lighting	Deposit - Holiday Lights		2,625.00	19,032.65
11/17/2020	2388	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Well Meter Reading - November		200.00	18,832.65
11/17/2020	2389	MONICA VITALE	Petty Cash for Panther Trace Office		600.00	18,232.65
11/17/2020	2390	Sadie Ann Vitale	Pool Monitor - 11 hrs - 11/13-11/15		110.00	18,122.65
11/17/2020	2391	Solitude Lake Management	Monthly Lake & Wetland Svc - November		1,747.00	16,375.65
11/18/2020	ACH111820	BRIGHT HOUSE NETWORKS	10/26-11/25 - Internet - paid twice; one with check; one with ACH		126.97	16,248.68
11/20/2020	ACH112020	Decision HR	11/1-11/14 P/R		3,656.41	12,592.27
11/23/2020	2392	ADVANCED ENERGY SOLUTIONS OF AMERICA, LLC	repair cut cord and replace bad cell		248.82	12,343.45
11/23/2020	2393	Alba Hoekstra	Pool Monitor -4 hrs - 11/21		40.00	12,303.45
11/23/2020	2394	CBM SERVICES GROUP	Security		141.75	12,161.70
11/23/2020	2395	DPFG M&C	CDD Mgmt - November		3,750.00	8,411.70
11/23/2020	2396	JIM VITALE	Equipment Rental - Holiday Party		400.00	8,011.70
11/23/2020	2397	MHD COMMUNICATIONS	Camera Replacement		585.00	7,426.70
11/23/2020	2398	NVIROTECT PEST CONTROL SERVICES	Pest Control - November		80.00	7,346.70
11/23/2020	2399	Sadie Ann Vitale	Pool Monitor - 14.5 hrs - 11/19-11/22		145.00	7,201.70
11/23/2020	2400	WAGNER EVENTS	Airbush tatoos artist, ballon artist		1,320.00	5,881.70
11/23/2020	2401	ZEBRA CLEANING TEAM, INC	Pool Maint - November		850.00	5,031.70
11/23/2020			Funds Transfer	50,000.00		55,031.70
11/23/2020			Funds Transfer		800.00	54,231.70
11/30/2020			Interest	4.64		54,236.34
<b>11/30/20</b>				<b>150,104.64</b>	<b>104,205.79</b>	<b>54,236.34</b>
12/01/2020	2402	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			13,422.00	40,814.34
12/04/2020	2410	CBM SERVICES GROUP	Security		351.00	40,463.34
12/04/2020	2412	LLS Tax Solutions Inc.	Arbitrage - Series 2007		650.00	39,813.34
12/04/2020	2413	MONICA VITALE	11/1-11/30 - Cell Phone		75.00	39,738.34
12/04/2020	2414	OLM, INC	Landscape Insp - November		1,260.00	38,478.34
12/04/2020	2415	REPUBLIC SERVICES	12/1-12/31 - Solid Waste		146.95	38,331.39
12/04/2020	2416	Sadie Ann Vitale	11/23-11/29 Security Guard		40.00	38,291.39
12/04/2020	2417	STRALEY ROBIN VERICKER	Legal Svcs thru 11/15/20		258.50	38,032.89
12/04/2020	2418	SUZANNE KIMBALL	CH Cleaning - 12/2		125.00	37,907.89
12/04/2020	2419	SUZANNE KIMBALL	CH Cleaning - 12/6 - clean after Holiday party		125.00	37,782.89
12/04/2020	2420	Thomas Watson	Install and clean holiday set		207.60	37,575.29
12/04/2020	2421	SUZANNE KIMBALL	CH Cleaning - 12/9		125.00	37,450.29
12/04/2020	2422	SUZANNE KIMBALL	CH Cleaning - 12/16		125.00	37,325.29
12/04/2020	2423	SUZANNE KIMBALL	CH Cleaning - 12/23		125.00	37,200.29
12/04/2020	2424	SUZANNE KIMBALL	CH Cleaning - 12/30		125.00	37,075.29
12/04/2020	ACH120420	Decision HR	11/15-11/26 P/R		3,089.43	33,985.86
12/04/2020			Funds Transfer	50,000.00		83,985.86



**CHECK REGISTER**  
**FY 2021**

DATE	REF#	PAYEE	TRANSACTION	DEPOSITS	PAYMENTS	CASH BALANCE
12/13/2020	2425	ADVANCED ENERGY SOLUTIONS OF AMERICA, LLC	Electric repairs 12/4		199.20	83,786.66
12/13/2020	2426	Alba Hoekstra	Pool Monitor -4.5 hrs - 12/5		45.00	83,741.66
12/13/2020	2427	CBM SERVICES GROUP	Security		141.75	83,599.91
12/13/2020	2428	Sadie Ann Vitale	Pool Monitor and Office Assistance - 18.5 hrs. - 11/30-12/5		145.00	83,454.91
12/13/2020	2429	Solitude Lake Management	Monthly Lake & Wetland Svc - December		1,747.00	81,707.91
12/14/2020	2430	Sadie Ann Vitale	Office Assistance -12 hrs. - 12/8-12/10		120.00	81,587.91
12/16/2020	ACH121620	BOCC	11/13-12/14 - 13151 Waterleaf Vista Blvd		309.21	81,278.70
12/17/2020	ACH121720	ADT SECURITY SERVICES	12/15 - 1/14- Monitoring		9.95	81,268.75
12/18/2020	ACH21820	TECO	Summary Bill - 10/15-11/12		9,592.39	71,676.36
12/18/2020	32	Megan Jones	BOS Mtg. - 12/07/20		184.70	71,491.66
12/18/2020	817149DD	Daniel J O'Neill	BOS Mtg. - 12/07/20		184.70	71,306.96
12/18/2020	33	Michael J. Staubitz	BOS Mtg. - 12/07/20		184.70	71,122.26
12/18/2020	ACH12182020	Innovatige Employer Solutions	BOS Mtg. - 12/07/20		140.80	70,981.46
12/18/2020	12/18/20	Decision HR	11/15-11/26 P/R		3,089.43	67,892.03
12/22/2020			Deposit	100.00		67,992.03
12/28/2020	2431	CBM SERVICES GROUP	Security		405.00	67,587.03
12/28/2020	2432	DPFG M&C			4,250.00	63,337.03
12/28/2020	2433	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Replace pump system in well 4		4,801.08	58,535.95
12/28/2020	2434	REPUBLIC SERVICES	01/01-01/31- Solid Waste		175.15	58,360.80
12/28/2020	2435	Sadie Ann Vitale	Pool Monitor and Office Assistance - 18.5 hrs. - 11/30-12/5		40.00	58,320.80
12/28/2020	2436	SUZANNE KIMBALL	CH Cleaning - 1/27/21		125.00	58,195.80
12/28/2020	2437	ZEBRA CLEANING TEAM, INC	Pool Maint - December		850.00	57,345.80
12/28/2020	2438	SUZANNE KIMBALL	CH Cleaning - 01/20/20		125.00	57,220.80
12/28/2020	2439	SUZANNE KIMBALL	CH Cleaning -1 /13/21		125.00	57,095.80
12/28/2020	2440	SUZANNE KIMBALL	CH Cleaning - 01/06/21		125.00	56,970.80
12/31/2020	12/31/20	Decision HR	11/15-11/26 P/R		3,089.43	53,881.37
12/31/2020			Interest	6.53		53,887.90
12/31/20				50,106.53	50,454.97	53,887.90
01/01/2021	2441	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Landscape Maint - January 2021		13,222.00	40,665.90
01/05/2021	2442	CBM SERVICES GROUP	Security		742.50	39,923.40
01/05/2021	2443	Illuminations Holiday Lighting	Holiday Lighting and Removal		2,625.00	37,298.40
01/05/2021	2444	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Irrigation Repair 12/22/2020		133.85	37,164.55
01/05/2021	2445	MHD COMMUNICATIONS	Tech Support 12/15/20		33.75	37,130.80
01/05/2021	2446	MONICA VITALE	12/1-12/31/20 - Cell Phone		75.00	37,055.80
01/05/2021	2447	Thomas Watson	Repair toilet additional services		83.34	36,972.46
01/05/2021	2448	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			6,066.75	30,905.71
01/05/2021	2449	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Well Meter Reading - January		200.00	30,705.71
01/05/2021	2450	NVIROTECT PEST CONTROL SERVICES	Pest Control - December		80.00	30,625.71
01/06/2021	2451	DPFG M&C	CDD Mgmt - January		3,750.00	26,875.71
01/06/2021	2452	OLM, INC	Landscape Insp - December		1,260.00	25,615.71
01/11/2021	2453	CBM SERVICES GROUP	Security		411.75	25,203.96
01/12/2021	ACH01122021	BRIGHT HOUSE NETWORKS	12/26-01/25 - Internet		126.97	25,076.99
01/13/2021	2454	Solitude Lake Management	Monthly Lake & Wetland Svc - January		1,747.00	23,329.99
01/15/2021	ACH011521	Decision HR	12/27/2020 - 1/09/2021 P/R		3,233.66	20,096.33
01/15/2021	2455	ZEBRA CLEANING TEAM, INC	Pool Maint - January		850.00	19,246.33
01/16/2021	ACH011621	ADT SECURITY SERVICES	01/15 - 02/14- Monitoring		9.95	19,236.38
01/19/2021	ACH01192021	BOCC	11/23-12/23 1215 Bramfield Road		1,211.38	18,025.00
01/19/2021	2456	CBM SERVICES GROUP	Security		155.25	17,869.75
01/20/2021	2457	DPFG M&C	Pass Through - December		40.02	17,829.73
01/20/2021	TAX12021	FLORIDA DEPARTMENT OF REVENUE	4th Qtr 2020 Sales tax		17.00	17,812.73
01/20/2021			Funds Transfer	50,000.00		67,812.73
01/22/2021	ACH012221	TECO	Summary Bill - 11/13-12/14		9,614.27	58,198.46
01/25/2021	2462	Blue Wave Lighting	Electrical Repairs on enclave and entry monuments		1,425.00	56,773.46
01/25/2021	2463	REPUBLIC SERVICES	02/01 - 02/28- Solid Waste		175.15	56,598.31
01/25/2021	2464	OLM, INC	Landscape Insp - January		1,260.00	55,338.31
01/27/2021	2466	CBM SERVICES GROUP	Security		195.75	55,142.56
01/28/2021	2467	Hawkins Service Co	Went over Pump		115.00	55,027.56
01/29/2021	ACH01292021	Decision HR	01/10 - 01/23 P/R		3,233.66	51,793.90
01/31/2021			Interest	4.16		51,798.06
1/31/21				50,004.16	52,094.00	51,798.06
02/01/2021	2465	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			13,422.00	38,376.06
02/01/2021	2468	NVIROTECT PEST CONTROL SERVICES	Pest Control - January		80.00	38,296.06
02/02/2021	2469	DPFG M&C	CDD Mgmt - February		3,250.00	35,046.06
02/02/2021	2470	MONICA VITALE	01/01 - 01/31 - Cell Phone		75.00	34,971.06
02/03/2021	2458	SUZANNE KIMBALL	CH Cleaning - 02/03/21		125.00	34,846.06
02/05/2021	34	Megan Jones	BOS Mtg. - 01/26/21		184.70	34,661.36
02/05/2021	35	Michael J. Staubitz	BOS Mtg. - 01/26/21		184.70	34,476.66
02/05/2021	833076DD	Daniel J O'Neill	BOS Mtg. - 01/26/21		184.70	34,291.96
02/05/2021	833077DD	Michael A. Themar	BOS Mtg. - 01/26/21		184.70	34,107.26
02/05/2021	ACH02052021	Innovatige Employer Solutions	BOS Mtg. - 01/26/2021		171.40	33,935.86
02/08/2021	2471	CBM SERVICES GROUP	Security		168.75	33,767.11
02/10/2021	2459	SUZANNE KIMBALL	CH Cleaning - 02/10/21		125.00	33,642.11
02/12/2021	ACH021221	BRIGHT HOUSE NETWORKS	01/26 - 02/25 - Internet		126.97	33,515.14
02/12/2021	ACH021221.1	Decision HR	01/24 - 02/06 P/R		3,171.96	30,343.18
02/12/2021	2472	Top Line Recreation	Playground Mulch		2,874.38	27,468.80
02/16/2021	ACH02162021	ADT SECURITY SERVICES	02/15 - 03/14- Monitoring		9.95	27,458.85
02/16/2021			Deposit	100.00		27,558.85
02/16/2021			Deposit	47,508.00		75,066.85
02/17/2021	2460	SUZANNE KIMBALL	CH Cleaning - 02/17/21		125.00	74,941.85
02/17/2021	ACH021721	BOCC	12/23 - 01/22 1215 Bramfield Road		1,663.56	73,278.29
02/17/2021	2473	CBM SERVICES GROUP	Security		270.00	73,008.29
02/17/2021	2474	Solitude Lake Management	Monthly Lake & Wetland Svc - February		1,747.00	71,261.29
02/17/2021	2475	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Irrigation Repair 02/09/21		106.58	71,154.71
02/18/2021	ACH021821	TECO	Summary Bill - 12/15/20 - 01/14/21		10,601.31	60,553.40
02/22/2021	2477	CBM SERVICES GROUP	Security		121.50	60,431.90
02/22/2021	2478	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 6 hrs.		60.00	60,371.90
02/22/2021	2479	Thomas Watson	Press Spray - Playground; Gazbo(s); Walk and Fence		1,650.00	58,721.90
02/23/2021	2480	OLM, INC	Landscape Insp - February		1,260.00	57,461.90
02/24/2021	2461	SUZANNE KIMBALL	CH Cleaning - 02/24/21		125.00	57,336.90
02/24/2021	2481	ZEBRA CLEANING TEAM, INC	Pool Maint - February		850.00	56,486.90
02/25/2021	2488	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Landscape Maint - March 2021		13,222.00	43,264.90
02/25/2021			Funds Transfer	50,000.00		93,264.90
02/26/2021	ACH022621.1	Decision HR	02/7 - 2/20 P/R		3,089.43	90,175.47
02/28/2021			Interest	4.86		90,180.33
2/28/21				97,612.86	59,230.59	90,180.33
03/01/2021	2487	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Well Meter Reading - March		200.00	89,980.33
03/02/2021	2482	SUZANNE KIMBALL	CH Cleaning - 03/03/2021 - 5 sequential checks for month of March		125.00	89,855.33
03/02/2021			Funds Transfer	50,000.00		139,855.33
03/02/2021	2489	ADVANCED ENERGY SOLUTIONS OF AMERICA, LLC	Electric repairs 2/26/21- Breakers Tripping to Pool Equip		1,740.31	138,115.02
03/02/2021	2490	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			8,637.55	129,477.47
03/02/2021	2491	MONICA VITALE	02/01 - 02/28 - Cell Phone		75.00	129,402.47
03/02/2021	2492	NVIROTECT PEST CONTROL SERVICES	Pest Control - February		80.00	129,322.47
03/02/2021	2493	REPUBLIC SERVICES	03/01 - 03/31- Solid Waste		175.15	129,147.32
03/02/2021	2494	Site Masters of Florida LLC	reset outfall control structure on pond		6,200.00	122,947.32
03/02/2021	2495	Thomas Watson			559.82	122,387.50
03/02/2021	2496	Top Line Recreation	Install Play Structure - Final Payment		58,784.88	63,602.62
03/02/2021			Deposit	100.00		63,702.62
03/02/2021	2497	Megan Jones	BOS Mtg. - 02/23		184.70	63,517.92
03/02/2021	2498	Michael J. Staubitz	BOS Mtg. - 02/23		184.70	63,333.22
03/03/2021	2499	DPFG M&C	CDD Mgmt - March		3,750.00	59,583.22
03/05/2021	ACH03052021	Innovatige Employer Solutions	BOS Mtg. - 02/23/2021		172.40	59,410.82
03/05/2021	030521.1DD	Daniel J O'Neill	BOS Mtg. - 02/23/2021		184.70	59,226.12
03/05/2021	030521.2DD	Michael A. Themar	BOS Mtg. - 02/23/2021 (innovative down- no real backup)		184.70	59,041.42
03/08/2021	2500	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 16.5 hrs.		165.00	58,876.42
03/08/2021	2501	Solitude Lake Management	Monthly Lake & Wetland Svc - March		1,747.00	57,129.42
03/09/2021	2483	SUZANNE KIMBALL	CH Cleaning - 03/10/2021 - 5 sequential checks for month of March		125.00	57,004.42
03/09/2021	2502	SUZANNE KIMBALL	Pressure Washing Gazebo/Pool Deskng/Furniture		665.00	56,339.42
03/12/2021	ACH03122021	Decision HR	2/21 - 03/06 P/R		3,089.43	53,249.99
03/12/2021			Deposit	20.00		53,269.99
03/15/2021	ACH03152021	BRIGHT HOUSE NETWORKS	02/25 - 03/25 - Internet		126.97	53,143.02
03/16/2021	2484	SUZANNE KIMBALL	CH Cleaning - 03/17/2021- 5 sequential checks for month of March		125.00	53,018.02



CHECK REGISTER  
FY 2021

DATE	REF#	PAYEE	TRANSACTION	DEPOSITS	PAYMENTS	CASH BALANCE
03/16/2021			Funds Transfer	50,000.00		103,018.02
03/17/2021	2503	Alba Hoekstra	Pool Monitor - 6 hrs - 3/12/21		60.00	102,958.02
03/17/2021	2504	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 16 hrs.		160.00	102,798.02
03/17/2021	2505	Thomas Watson	Painted 3 coats of semi-glass on the gazebo (pool deck)		75.00	102,723.02
03/17/2021	2506	ZEBRA CLEANING TEAM, INC			1,846.83	100,876.19
03/17/2021	2507	CBM SERVICES GROUP	Security		168.75	100,707.44
03/17/2021	2508	Panther Trace CDD C/O U S Bank	FY20 Tax Distributions		5,012.11	95,695.33
03/17/2021	2509	Panther Trace CDD C/O U S Bank	FY21 Tax Distributions		274,195.16	-178,499.83
03/17/2021	2510	ZEBRA CLEANING TEAM, INC	Pool Chem Testing Kit		30.00	-178,529.83
03/17/2021			Funds Transfer	275,000.00		96,470.17
03/18/2021	ACH03182021	BOCC	01/22 - 02/22 - 1215 Bramfield Road		1,693.61	94,776.56
03/18/2021	2511	Thomas Watson	Painted shower stand/exit post. Put in 3 signs. Pressure sprayed back side of fence		135.00	94,641.56
03/19/2021	ACH03192021	TECO	Summary Bill - 01/15/21 - 02/15/21		10,150.73	84,490.83
03/19/2021	ACH031921.9	ADT SECURITY SERVICES	3/15 - 4/14- Monitoring		9.95	84,480.88
03/23/2021	2485	SUZANNE KIMBALL	CH Cleaning - 03/24/2021- 5 sequential checks for month of March		125.00	84,355.88
03/23/2021	2512	Alba Hoekstra	Pool Monitor - 18 hrs - 3/18 - 3/20		180.00	84,175.88
03/23/2021	2513	OLM, INC	Landscape Insp - March		1,260.00	82,915.88
03/23/2021	2514	REPUBLIC SERVICES	04/01 - 04/30- Solid Waste		175.15	82,740.73
03/23/2021	2515	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 25 hrs.		250.00	82,490.73
03/24/2021	2516	STRALEY ROBIN VERICKER	Legal Svcs thru 03/15/2021		91.50	82,399.23
03/24/2021	2517	Thomas Watson	Repaired Bench at BB Court		94.24	82,304.99
03/26/2021	ACH03262021	Decision HR	03/07 - 03/20 P/R		3,089.43	79,215.56
03/29/2021	2526	Alba Hoekstra	Pool Monitor - 6.258 hrs - 3/27		62.50	79,153.06
03/29/2021	2527	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 16.75hrs.		167.50	78,985.56
03/30/2021	2486	SUZANNE KIMBALL	CH Cleaning - 03/31/2021- 5 sequential checks for month of March		125.00	78,860.56
03/30/2021	2525	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Winter 2020 Sports Field over-seeding		1,343.75	77,516.81
03/30/2021	2528	NVIROTECT PEST CONTROL SERVICES	Pest Control - March		80.00	77,436.81
03/31/2021	2529	MONICA VITALE	March - Cell Phone		75.00	77,361.81
03/31/2021			Deposit	50.00		77,411.81
03/31/2021			Interest	15.01		77,426.82
3/31/21				375,185.01	387,938.52	77,426.82
04/01/2021	2523	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			13,422.00	64,004.82
04/02/2021	40	Megan Jones	BOS MTG 03/24/2021		184.70	63,820.12
04/02/2021	850278DD	Michael A. Themar	BOS MTG 03/24/2021		184.70	63,635.42
04/02/2021	850277DD	Daniel J O'Neill	BOS MTG 03/24/2021		184.70	63,450.72
04/02/2021	ACG04022021	Innovatige Employer Solutions	BOS Mtg. - 03/24/2021		141.80	63,308.92
04/02/2021			Funds Transfer		1,100.00	62,208.92
04/06/2021	2518	SUZANNE KIMBALL	CH Cleaning -for week of 04/07/2021 (4 sequential checks for April)		125.00	62,083.92
04/06/2021	2530	DPFG M&C	CDD Mgmt - April		3,750.00	58,333.92
04/07/2021	2531	Alba Hoekstra	Pool Monitor - 6 hrs - 4/3		60.00	58,273.92
04/07/2021	2532	MHD COMMUNICATIONS	Tech Support 3/29/21		67.50	58,206.42
04/07/2021	2533	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 19 hrs.		190.00	58,016.42
04/07/2021	2534	Solitude Lake Management	Monthly Lake & Wetland Svc - April		1,747.00	56,269.42
04/09/2021	ACH04092021	Decision HR	03/21 - 04/03 P/R		3,089.43	53,179.99
04/12/2021	04122021	BRIGHT HOUSE NETWORKS	03/26 - 04/25 - Internet		126.97	53,053.02
04/12/2021	2535	Alba Hoekstra	Pool Monitor - 5.75 hrs - 4/10		57.50	52,995.52
04/12/2021	2536	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 13.75 hrs.		137.50	52,858.02
04/13/2021	2519	SUZANNE KIMBALL	CH Cleaning -for week of 04/14/2021 (4 sequential checks for April)		125.00	52,733.02
04/15/2021			Deposit	100.00		52,833.02
04/15/2021			Deposit	20.00		52,853.02
04/15/2021			Deposit	20.00		52,873.02
04/16/2021	ACG04162021	ADT SECURITY SERVICES	4/15 - 5/14- Monitoring		9.95	52,863.07
04/16/2021	ACH04162021	BOCC	02/22 - 03/24 - 12515 Bramfield Road		1,315.40	51,547.67
04/16/2021	2537	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Irrigation Repairs		1,106.50	50,441.17
04/19/2021	2538	LANDSCAPE MAINTENANCE PROFESSIONALS, INC	Spring Annual Rotation		2,923.00	47,518.17
04/19/2021	2539	Alba Hoekstra	Pool Monitor - 19hrs 4/16 - 4/18		190.00	47,328.17
04/19/2021	2540	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 2 hrs.on 4/16		20.00	47,308.17
04/20/2021	2520	SUZANNE KIMBALL	CH Cleaning -for week of 04/21/2021 (4 sequential checks for April)		125.00	47,183.17
04/20/2021	ACH042021.1	TECO	Summary Bill - 02/16 - 3/16		9,739.95	37,443.22
04/20/2021	ACH42021	FLORIDA DEPARTMENT OF REVENUE	1st Qtr 2021 Sales Tax		21.25	37,421.97
04/22/2021	2541	SUZANNE KIMBALL	CH Cleaning -for week of 05/5/2021 (4 sequential checks for May)		125.00	37,296.97
04/22/2021	2542	SUZANNE KIMBALL	CH Cleaning -for week of 05/12/2021 (4 sequential checks for May)		125.00	37,171.97
04/22/2021	2543	SUZANNE KIMBALL	CH Cleaning -for week of 05/19/2021 (4 sequential checks for May)		125.00	37,046.97
04/22/2021	2544	SUZANNE KIMBALL	CH Cleaning -for week of 05/26/2021 (4 sequential checks for May)		125.00	36,921.97
04/23/2021	ACH04232021	Decision HR	4/4 - 4/17 P/R		3,089.43	33,832.54
04/26/2021	2545	Alba Hoekstra	Pool Monitor - 17hrs 4/23 - 4/25		170.00	33,662.54
04/26/2021	2546	REPUBLIC SERVICES	05/01 - 05/31- Solid Waste		175.15	33,487.39
04/27/2021	2521	SUZANNE KIMBALL	CH Cleaning -for week of 04/28/2021 (4 sequential checks for April)		125.00	33,362.39
04/27/2021			Deposit	100.00		33,462.39
04/27/2021	2547	OLM, INC	Landscape Insp - April		1,260.00	32,202.39
04/30/2021	2549	MONICA VITALE	April 2021 - Cell Phone		75.00	32,127.39
04/30/2021			Interest	4.51		32,131.90
4/31/21				244.51	45,539.43	32,131.90
05/01/2021	2548	LANDSCAPE MAINTENANCE PROFESSIONALS, INC			13,422.00	18,709.90
05/03/2021	2550	Alba Hoekstra	Pool Monitor - 20.5 hrs 4/30 - 5/2		205.00	18,504.90
05/03/2021	2551	Sadie Ann Vitale	Pool/Playground Monitor and Office Assistance - 3.75 hrs.on 4/28		37.50	18,467.40
05/03/2021	2552	NVIROTECT PEST CONTROL SERVICES	Pest Control - April		80.00	18,387.40
05/04/2021	2553	DPFG M&C	CDD Mgmt - May		3,750.00	14,637.40
05/07/2021	ACH05072021	Decision HR	4/18 - 5/1 P/R		3,089.43	11,547.97
05/07/2021	861557DD	Daniel J O'Neill	BOS MTG 04/27/2021		184.70	11,363.27
05/07/2021	41	Megan Jones	BOS MTG 04/27/2021		184.70	11,178.57
05/07/2021	42	Michael J. Staubit	BOS MTG 04/27/2021		184.70	10,993.87
05/07/2021	ACH050721.1	Innovatige Employer Solutions	BOS MTG 04/27/2021		141.80	10,852.07
05/07/2021	2554	US BANK	Trustee Fees - Series 2020		4,040.63	6,811.44
05/07/2021	2555	FROSTY AIR CONDITIONING, LLC	Replaced Belt and Checked AC		120.00	6,691.44
05/10/2021	2556	Solitude Lake Management	Monthly Lake & Wetland Svc - May		1,747.00	4,944.44
05/10/2021	2557	Alba Hoekstra	Pool Monitor - 5.5 hrs - 5/7/21		55.00	4,889.44
05/10/2021	2558	Andrew Lozano	Pool Monitor 16hrs 5/7 - 5/9		160.00	4,729.44
05/10/2021			Funds Transfer	50,000.00		54,729.44
05/11/2021	2559	ZEBRA CLEANING TEAM, INC			1,475.00	53,254.44
05/13/2021	ACH05132021	BRIGHT HOUSE NETWORKS	4/26 - 5/25 - Internet		127.97	53,126.47
05/17/2021	ACH05172021	ADT SECURITY SERVICES	05/15 - 06/14- Monitoring		9.95	53,116.52
05/17/2021	2560	Alba Hoekstra	Pool Monitor - 21 hrs - 5/14 - 5/16		210.00	52,906.52
05/17/2021	2561	Frederick R Hoekstra	Pool Monitor - 5/15 for 7.75 hrs		77.50	52,829.02
05/18/2021	2562	Panther Trace CDD C/O U S Bank	FY21 Tax Distributions		7,696.80	45,132.22
05/19/2021	ACH05192021	BOCC	3/24 - 4/22 - 12515 Bramfield Road		794.30	44,337.92
05/19/2021	ACH051921.7	TECO	Summary Bill - 03/17 -4 /15		9,492.38	34,845.54
05/19/2021	2563	CLEAN SWEEP SUPPLY COMPANY, INC	Supplies - bags/TP/Liner		181.15	34,664.39
05/21/2021	ACH05212021	Decision HR	05/02 - 05/15 P/R		3,089.43	31,574.96
05/24/2021	2564	MHD COMMUNICATIONS	Tech Support 4/30/21		281.18	31,293.78
05/24/2021	2565	Thomas Watson	Repairs in Pool area		160.00	31,133.78
05/24/2021	2571	Alba Hoekstra	Pool Monitor - 15 hrs - 5/21 - 5/22		130.00	31,003.78
05/24/2021	2572	Andrew Lozano	Pool Monitor 5 hrs 5/22		50.00	30,953.78
05/24/2021	2573	Frederick R Hoekstra	Pool Monitor - 5/23 for 7.5 hrs		75.00	30,878.78
05/24/2021	2574	STRALEY ROBIN VERICKER	Legal Svcs thru 05/15/2021		901.45	29,977.33
05/26/2021	2575	NVIROTECT PEST CONTROL SERVICES	Pest Control - May		80.00	29,897.33
05/26/2021	2576	OLM, INC	Landscape Insp - May		1,260.00	28,637.33
05/26/2021	2577	REPUBLIC SERVICES	06/01 - 06/30- Solid Waste		175.15	28,462.18
05/28/2021	5/28/21	DELUXE BUSINESS CHECKS AND SOLUTION	Checks		157.98	28,304.20
05/31/2021			Interest	3.61		28,307.81
05/31/2021				50,003.61	53,827.70	28,307.81



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors  
From: Monica Vitale  
Date: June 22, 2021  
Re: Review of Pool Maintenance Proposals

Dear Board,  
Our current pool Vendor Zebra Clean Team is having to increase the monthly fee due to increased cost. They have not increased our service fees for over 5 years. I have requested additional proposals from our pool maintenance companies and will present those under a separate cover. Thank you.

Monica Vitale  
Facilities Director

# EXHIBIT 3

**June 22, 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**

- The new installation by the playground is being scheduled.**
- Inspection Report and Grade sheet included in this report.**
- Removal of dumped items located at the Adventure Pond has been completed.**
  
- CLUBHOUSE POOL PLAYGROUND**
- Maintenance**
- Fencing has been added to the pump located on the field. There has been damage to some of the equipment. It is seemingly accidental, so we are hoping to curb it. We repurposed some old fencing for the project.**



- **Events**
- **June 30<sup>th</sup> We will have The Surly Mermaid, Kona Ice, One Blood, Boy Scouts recruiting. I am working on additional activities.**

# EXHIBIT 4



# 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	-5	Sport turf
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-1	Lightly prune Parsonii maintain consistent height
CLEANLINESS	10		
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15	-5	Concentrate on dry areas in Sports
CARRYOVERS	5		

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10	-2	Push new growth in Begonia w liquid root fertilizer
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
<b>MAXIMUM VALUE</b>	<b>145</b>		



Date: 5-18-21 Score: 92.5 Performance Payment™ 100%

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: 





# PANTHER TRACE CDD

LANDSCAPE INSPECTION

May 18, 2021

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

MIKE ARNESON - LMP

PAUL WOODS – OLM, INC.

**SCORE: 92.5%**

**NEXT INSPECTION  
JUNE 15<sup>TH</sup>, 2021 AT 1:30 PM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### CLUBHOUSE

1. **Between tennis courts and basketball court: I recommend syringe applications of irrigation to reduce heat stress prior to the repairs on the electrical controller.**
2. Sport field parking lot: Remove suckering growth and Spanish Moss in Oaks up to 15 feet.
3. Control broadleaf weeds in Bermuda with the resumption of irrigation.
4. Remove declining or deadwood in recently rejuvenated Gold Mound Duranta.

### ENTRANCE

5. Center median island: Remove trash.
6. Prune Saw Palmetto so the up lights are not obstructed.
7. Clear sand, gravel and trash debris in crosswalk weekly.

### HUNTINGTON

8. Greystone frontage: Complete palm pruning.
9. Along the Greystone frontage: Monitor decline in the Pine trees. This is an area of borer activity. Identify if these trees are candidates for systemic injection.
10. Throughout the center median island: Closely monitor irrigation coverage patterns, maximizing spray head clearance so that paths are not obstructed.
11. Stratford exit: Reduce the width of Arboricola Trinette so that oncoming traffic is not obstructed.
12. **Ferncroft center median island: Improve fertility in Indian Hawthorn.**

13. Near the Berkshire frontage: Rejuvenate prune Fountain Grass once the bloom cycle is complete.
14. Rodeo pond: Remove Brazilian Pepper, Salt Myrtle, and Fennel behind the outflow structure.

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

1. US 301 frontage: Provide a price to remove the lightening stuck Sycamore tree.
2. Along the south embankment between Stetson and Greystone: Provide a price for bushhogging services.

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

1. The contractor reports an electrical issue at the sports field well.

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

1. **Contractor is reminded to review best practices in palm pruning. Recent palm pruning appears over pruned. The removal of green fronds is discouraged to reduce the potential spread of palm diseases.**

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)

June 7, 2021

Monica Vitale, LCAM, Facilities Director  
Panther Trace CDD – Phase I  
12515 Bramfield Dr.  
Riverview, Florida 33579

Monica,

For your review, below are landscape maintenance related items completed for the week of 05/31/21:

1. Mow, edge, line trim, blow common area St. Augustine, Sports field – completed.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Round-up weed control.
4. General trimming/ pruning shrub/ hedges along Panther Trace Blvd., US 301 entrance and south hedge/ ditch.
5. Outside fence line landscape pending installation of parking lot lighting installation.
6. Supplemental manual watering first part of the week.
7. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 05/31/21 – 06/07/21 was a total of 1.94". The last measured rainfall of 0.48" occurred on Friday 6/04/21. Soil temperatures reported as 82.74 degrees.
8. Panther Trace Weather Station (KFLRIVER46) is no longer reporting. Nearest weather station is now Lucaya Lakes (FLRIVER46). Reporting for Monday 6/07/21, a total of 3.58" for the week ending 6/07/21 with a maximum recording of 1.76" on Wednesday 6/02/21. .

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, Branch Manager  
O: 813.757.6500  
C: 813.478.9678  
[garth.rinard@lmppro.com](mailto:garth.rinard@lmppro.com)

cc: Paul Woods, OLM, Inc.  
Mike Arneson, Account Manager – LMP, Inc.