

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
August 24, 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 **August 24, 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, August 24, 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 July 27, 2021 Meeting | Exhibit 1 |
| B. Acceptance of the July 2021 Financial Statements | Exhibit 2 |

V. Business Matters

- | | |
|---|-----------|
| A. Consideration and Adoption of Resolution 2021-05, Adopting the Fiscal Year 2021-2022 Meeting Dates | Exhibit 3 |
| B. Consideration of LMP Pine Removal Proposal - \$3,500.00 | Exhibit 4 |
| C. Discussion of Payroll for Seasonal Staff | Exhibit 5 |

VI. Consent Agenda

- | | |
|---|-----------|
| A. Ratification of LMP Invoice # 72709 - \$491.26 | Exhibit 6 |
|---|-----------|

VII. Old Business Matters

- A. None

VIII. Staff Reports

- A. District Manager

- B. District Counsel

- C. District Engineer

- D. Facilities Director

- 1. Facilities Director's Report August 2021

Exhibit 7

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

Exhibit 8

IX. Supervisors Requests

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

XI. 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, July 27, 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 Mr. Lotito 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 Michael Themar	Board Supervisor, Assistant Secretary

14 Also present were:

15 Raymond Lotito	District Manager, DPFG Management & Consulting
16 Monica Vitale	Facilities Director
17 Bill Welling	Panther Trace HOA

18 *The following is a summary of the discussions and actions taken at the July 27, 2021 Panther Trace I CDD*
19 *Board of Supervisors Regular Meeting.*

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

21 Mr. Welling spoke on behalf of Southbay Church, located near the District, regarding potentially
22 coordinating an outreach program via a grocery drive, using the clubhouse and parking lot.

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

24 A. Exhibit 1: Consideration and Approval of Minutes of the June 22, 2021 Meeting

25 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved
26 the Minutes of the Board of Supervisors Regular Meeting held on June 22, 2021, for the Panther Trace I
27 Community Development District.

28 B. Exhibit 2: Acceptance of the June 2021 Unaudited Financial Statements

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

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

33 A. Fiscal Year 2021-2022 Budget Public Hearing

34 ➤ Open the Public Hearing

35 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved
36 the opening of the Fiscal Year 2021-2022 Budget Public Hearing, for the Panther Trace I Community
37 Development District.

38 ➤ Presentation of the FY 2021-2022 Budget (*attached to Resolution*)

39 ➤ Audience Comments

40 ➤ Close the Public Hearing

41 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved
42 the closure of the Fiscal Year 2021-2022 Budget Public Hearing, for the Panther Trace I Community
43 Development District.

44 B. Exhibit 3: Consideration and Adoption of **Resolution 2021-03**, Adopting the Fiscal Year 2021-
45 2022 Budget

46 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted
47 **Resolution 2021-03**, Adopting the Fiscal Year 2021-2022 Budget, for the Panther Trace I Community
48 Development District.

49 C. Exhibit 4: Consideration and Adoption of **Resolution 2021-04**, Levying O&M Assessments

50 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted
51 **Resolution 2021-04**, Levying O&M Assessments, for the Panther Trace I Community Development
52 District.

53 D. Exhibit 5: Consideration of Bench Replacement Proposals

54 ➤ Belson Outdoors Option 1 – Recycled Plastic Resinwood - \$3,741.61 (\$3,488.11 without
55 tax)

56 ➤ Belson Outdoors Option 2 – Powder-Coated Steel - \$4,993.40 (\$4,700.00 without tax)

57 ➤ Park Warehouse Option 1 – Recycled Plastic - \$3,792.21 (\$3,582.69 without tax)

58 ➤ Park Warehouse Option 2 – Powder-Coated Metal - \$4,618.53 (\$4,350.61 without tax)

59 ➤ Neobarcino Wood Benches - \$3,500.00

60 ➤ Wabash Valley Butler Aluminum Frame Benches - \$4,875.00

61 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved
62 for the replacement of benches, in an amount not to exceed \$800.00 per bench, for the Panther Trace I
63 Community Development District.

64 E. Exhibit 6: Consideration of Office Shredder Options

65 ➤ BOXIS AutoShred 120-Sheet - \$234.58

66 ➤ TRU RED Autofeed 100-Sheet - \$222.99

67 ➤ HP Autofeed 100-Sheet - \$99.98

68 This item was tabled.

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

70 There being none, the next item followed.

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

72 A. District Manager

73 B. District Counsel

C. District Engineer

D. Facilities Director

➤ Exhibit 7: Facilities Director's Report July 2021

Ms. Vitale gave an overview of her report. Ms. Vitale noted a request from the Drama Kids program to coordinate with the CDD to begin holding regular creative drama workshops for children. The Board opted to continue this discussion at the next meeting.

The Board discussed and directed staff to purchase an AED, in an amount not to exceed \$1,200.00.

Ms. Vitale noted that she had a proposal from LMP related to invasive cutbacks.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved the LMP Proposal No. 70800, in the amount of \$660.00, for the Panther Trace I Community Development District.

An additional request was made to bring back an analysis of payroll costs.

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

SEVENTH ORDER OF BUSINESS – Supervisors Requests

Mr. Themar made comments on the conditions of ponds in the community. Mr. Themar additionally asked for District Management to look into the costs associated with increasing the District's liability insurance coverage, with scopes of coverage in the amounts of \$5,000,000 and \$10,000,000.

Ms. Jones expressed concerns with checks being delivered to vendors late.

EIGHTH ORDER OF BUSINESS – Audience Comments – New Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS – Adjournment

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

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

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

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

Signature

Printed Name

Signature

Printed Name

108 **Title:** ☐ **Secretary** ☐ **Assistant Secretary**

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

EXHIBIT 2

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
July 31, 2021

Panther Trace CDD
Balance Sheet
July 31, 2021

	<u>GENERAL FUND</u>	<u>DS2020 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <u>ASSETS:</u>			
2			
3 CASH	\$ 66,872	\$ -	\$ 66,872
4 CASH - DEBIT CARD	1,167	-	1,167
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	1,884,247	-	1,884,247
8 TRUST - REVENUE ACCT	-	54,350	54,350
9 TRUST - RESERVE ACCT	-	-	-
10 TRUST - ESCROW ACCT	-	-	-
11 TRUST - INTEREST ACCT	-	-	-
12 ACCOUNTS RECEIVABLE	-	-	-
13 ON ROLL ASSESSMENTS RECEIVABLE - CY	-	-	-
14 DUE FROM OTHER FUNDS	-	3,247	3,247
15 PREPAID EXPENSES	3,632	-	3,632
16 DEPOSITS	16,860	-	16,860
17 TOTAL ASSETS	<u><u>\$ 1,972,778</u></u>	<u><u>\$ 57,597</u></u>	<u><u>\$ 2,030,375</u></u>
18			
19			
20 <u>LIABILITIES:</u>			
21			
22 ACCOUNTS PAYABLE	\$ 474	\$ -	\$ 474
24 ACCRUED EXPENSES	-	-	-
25 DEFERRED REVENUE (ON-ROLL)	-	-	-
26 DUE TO DS FUND	3,247	-	3,247
27			
28 <u>FUND BALANCE:</u>			
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	-	73,000
39 RESTRICTED:			
40 DEBT SERVICE	-	57,597	57,597
41 UNASSIGNED	1,056,915	-	1,056,915
42 TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 1,972,778</u></u>	<u><u>\$ 57,597</u></u>	<u><u>\$ 2,023,880</u></u>

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2020 through July31, 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	\$ 656,454	\$ 790,020	\$ 133,566
3 INTEREST REVENUE	2,000	1,667	1,799	132
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	250	6,768	6,518
5 CH SECURITY OFFICER FEE	-	-	-	-
6 CLUBHOUSE RENTALS	2,500	2,083	732	(1,351)
7 FUND BALANCE FORWARD	123,099	102,583	-	(102,583)
8 TOTAL REVENUE	915,644	763,037	799,319	36,283
10 EXPENDITURES				
11 FINANCIAL AND ADMINISTRATIVE:				
12 BOARD OF SUPERVISORS SALARIES	12,000	10,000	5,308	4,692
13 PAYROLL TAXES (BOS STAFF)	919	766	505	261
14 PAYROLL SERVICE FEES	650	542	397	145
15 MANAGEMENT CONSULTING SERVICES	45,000	37,500	37,500	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	417	1,213	(796)
18 BANK FEES	200	167	316	(149)
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	42	40	2
21 SCHOOL SPONSORSHIP	200	167	-	167
22 OTHER MISCELLANEOUS	250	208	613	(405)
23 AUDITING	3,450	2,875	3,450	(575)
24 REGULATORY AND PERMIT FEES	175	146	175	(29)
25 LEGAL ADVERTISEMENTS	700	583	1,265	(682)
26 ENGINEERING SERVICES	5,000	4,167	-	4,167
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	1,650	1,375	2,134	(759)
28 LEGAL SERVICES	7,500	6,250	2,023	4,227
29 TOTAL FINANCIAL & ADMINISTRATIVE	78,244	65,203	54,938	10,265
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)
35 DEBT SERVICE ADMINISTRATION:				
36 DISCLOSURE REPORT	1,000	833	-	833
37 ARBITRAGE REBATE	650	542	650	(108)
38 TRUSTEE FEES	4,041	3,368	2,166	1,202
39 TOTAL DEBT SERVICE ADMINISTRATION	5,691	4,743	2,816	1,927
41 UTILITIES:				
42 UTILITIES - ELECTRICITY	123,600	103,000	82,788	20,212
43 UTILITIES - WATER	12,000	10,000	9,194	806
44 UTILITIES - SOLID WASTE DISPOSAL	2,720	2,267	1,226	1,041
45 UTILITY IMPACT FEE	650	542	625	(83)
46 TOTAL UTILITIES	138,970	115,808	93,832	21,976
48 SECURITY:				
49 SECURITY SYSTEM - CONTRACT	120	100	104	(4)
50 SECURITY PATROL	25,000	20,833	4,123	16,710
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	417	(110)	527
52 TOTAL SECURITY	25,620	21,350	4,117	17,233

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2020 through July31, 2021

	FY2021 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
54 PHYSICAL ENVIRONMENT:				
55 LAKE & POND MAINTENANCE	20,964	17,470	17,470	-
56 LAKE & POND MAINTENANCE - OTHER	5,500	4,583	6,200	(1,617)
57 ENTRY & WALLS MAINTENANCE	7,500	6,250	2,675	3,575
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	134,221	131,690	2,531
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	12,600	12,600	-
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	33,333	26,564	6,770
62 TREE MAINTENANCE/REMOVAL	5,000	4,167	960	3,207
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	4,167	17,762	(13,595)
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	6,250	6,405	(155)
65 IRRIGATION USAGE REPORTING	2,400	2,000	4,187	(2,187)
66 DECORATIVE LIGHT MAINTENANCE	1,200	1,000	-	1,000
67 PAVEMENT REPAIRS	1,000	833	6,876	(6,043)
68 PEST CONTROL	960	800	800	-
69 FIELD CONTINGENCY	10,000	8,333	1,540	6,793
70 TOTAL PHYSICAL ENVIRONMENT	283,209	236,008	235,729	278
71				
72 PARKS AND RECREATION:				
73 COMMUNICATIONS (TEL, CELL, INT)	2,640	2,200	1,949	251
74 CLUBHOUSE STAFF	70,103	58,419	67,798	(9,379)
75 CLUBHOUSE STAFF TAXES	5,363	4,469	4,823	(353)
76 UNEMPLOYMENT INSURANCE	1,200	1,000	-	1,000
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	1,042	1,017	25
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	2,500	2,401	99
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	1,250	-	1,250
80 CLUB FACILITY MAINTENANCE	18,000	15,000	13,593	1,407
81 POOL MAINTENANCE - CONTRACT	11,200	9,333	8,275	1,058
82 POOL MAINTENANCE - OTHER	6,000	5,000	3,790	1,210
83 POOL PERMIT	275	229	-	229
84 CLUBHOUSE SUPPLIES	2,500	2,083	339	1,744
85 PARK FACILITY MAINTENANCE	4,163	3,469	705	2,764
86 CAPITAL IMPROVEMENTS	135,000	112,500	129,014	(16,514)
87 SPECIAL EVENTS	25,000	20,833	13,384	7,449
88 DECORATIVE LIGHT/HOLIDAY	2,000	1,667	-	1,667
89 MISCELLANEOUS	-	-	-	-
90 STORAGE	984	820	-	820
91 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	5,500	-	5,500
92 TOTAL PARKS AND RECREATION	296,778	247,315	247,088	227
93				
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	842,644	704,559	654,055	50,503
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	73,000	58,478	145,264	86,786
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 TOTAL CAPITAL RESERVES	73,000	-	-	-
102				
103 TOTAL EXPENDITURES	915,644	704,559	654,055	50,503
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	58,478	145,264	86,786
106				
107 FUND BALANCE - BEGINNING	1,431,572	1,192,977	1,823,972	1,823,972
108 INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
109				
110 FUND BALANCE - ENDING	\$ 1,504,572	\$ 1,251,455	\$ 1,969,236	\$ 1,910,758

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

113

114

115

116

117

118

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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 July31, 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 July31, 2021

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
1 REVENUE	
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 2,358
3 DISCOUNT (ASSESSMENTS)	282,781
4 INTEREST REVENUE	<u>3</u>
5 TOTAL REVENUE	<u>285,142</u>
6	
7	
8	
9 EXPENDITURES	
10 INTEREST EXPENSE	95,016
11 PRINCIPAL RETIREMENT	190,000
12 COST OF ISSUANCE	<u>-</u>
13 TOTAL EXPENDITURES	<u>285,016</u>
14	
15 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	126
16	
17 OTHER FINANCING SOURCES (USES)	
18 BOND PROCEEDS	-
19 TRANSFER IN (OUT)	<u>-</u>
20 TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>
21	
22 FUND BALANCE - BEGINNING	-
23	
24 FUND BALANCE - ENDING	<u><u>\$ 126</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)
July 31, 2021

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 70,395.10
Add: Deposits in Transit	76,910.00
Less: Outstanding Checks	(66,531.06)
<i>Adjusted Bank Balance</i>	<u>\$ 80,774.04</u>

Beginning Bank Balance Per Books	\$ 30,224.83
Cash Receipts	100,003.93
Cash Disbursements	(121,891.27)
<i>Cash Balance Per Books</i>	<u>\$ 8,337.49</u>

EXHIBIT 3

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Panther Trace I Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the Hillsborough County, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The annual public meeting schedule of the Board of Supervisors for the Fiscal Year 2021/2022 attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published and filed in accordance with the requirements of Florida law.

Section 2. The District Manager is hereby directed to submit a copy of the Fiscal Year 2021/2022 annual public meeting schedule to Hillsborough County.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 24th DAY OF AUGUST, 2021.

ATTEST:

**PANTHER TRACE I
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary

Chair/ Vice Chair

Print Name: Ray Lotito

Print Name: _____

NOTICE OF MEETING SCHEDULE
FISCAL YEAR 2021
PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT

As required by Chapters 189 and 190, Florida Statutes, notice is hereby given that the Board of Supervisors of the Panther Trace I Community Development District will hold their meetings for Fiscal Year 2021/2022 at the Panther Trace Clubhouse, 12515 Bramfield Drive, Riverview, Florida, at 7:30 p.m. on the fourth Tuesday of the month as follows:

October 26, 2021

November 23, 2021

December 28, 2021

January 25, 2022

February 22, 2022

March 22, 2022

April 26, 2022

May 24, 2022

June 28, 2022

July 26, 2022

August 23, 2022

September 27, 2022

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for the meetings listed above, may be obtained from Development Planning and Financing Group, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647 at (813) 418-7473 EXT. 4305, one week prior to the meeting.

There may be occasions when one or more Supervisors will participate by telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District's Management Company, Development Planning & Financing Group [DPFG] at 813-418-7473 EXT. 4305. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office at least two (2) business days prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the 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.

DPFG, District Management

EXHIBIT 4



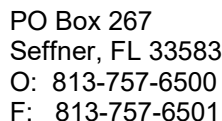
**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors
From: Monica Vitale
Date: August 24, 2021
Re: Pine Tree Removal

Dear Board,
Please find attached a proposal to remove dead and declining slash pines along the boulevard and in the median. Please advise. Thank you.

Monica Vitale
Facilities Director



Submitted To:

Panther Trace CDD 1
c/o DPFG
250 International Parkway, Suite 280
Lake Mary, FL 32746

Date	8/4/2021
Estimate #	73253
LMP REPRESENTATIVE	
MA	
PO #	
Work Order #	

DESCRIPTION	QTY	COST	TOTAL
Proposal to remove 16 pine trees dead due to bore beetles.			
All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Tree Removal (flush cut)	16	218.75	3,500.00

TOTAL	\$3,500.00
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LMP reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. Any work performed requiring more than 5 days to complete is subject to progressive payments as portions of the work are completed. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material.

OWNER / AGENT

DATE _____

EXHIBIT 5



**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors
From: Monica Vitale
Date: August 24, 2021
Re: Payroll Services

Dear Board,

Please find attached the payroll services cost. Per District Management, our seasonal staff must be included under payroll. Patricia and/or Shima will attend Tuesday's meeting (by phone) to answer questions in regard to this. These are additional questions I have asked Shima to find out from Innovative:

Questions:

- 1. The SUTA is a new client rate, how long will that last?**
- 2. Neither of these assumptions apply- we do not have annual salary of \$25,000.00 nor do we have 3 staff members for the entire year or 26 pay periods because they are seasonal. How would that effect this?**

Thank you.

Monica Vitale
Facilities Director

Innovative Option 1 Assumes \$25,000 annual wages (we do not meet this requirement)

Total Cost \$235.92 per payroll run (every 2 weeks)

Innovative Option 2 Assumes 78 Paychecks based on 3 employees 26 pay periods (we do not meet this requirement)

Total Cost \$226.47 per payroll run (every 2 weeks)

Decision HR No stipulations as we currently use their services for payroll

Total Cost \$243.67 per payroll run (every 2 weeks)

Employee Payroll

Innovative Option 1 Based on Annual wages of \$25,000.00

In this example 3 staff Members total pay for 2 weeks:

Staff Member 1 total pay is \$372.50

FICA 7.65%= \$28.50

FUTA 0.60%= \$2.24

SUTA 2.7%= \$10.06

Workers Comp 3.43%= \$12.78

Admin Fee of Gross Wages 6%= \$22.35

Total Staff Member 1= \$75.93

Staff Member 2 total pay is \$565.00

FICA 7.65%= \$43.22

FUTA 0.60%= \$3.39

SUTA 2.7%= \$15.26

Workers Comp 3.43%= \$19.38

Admin Fee of Gross Wages 6%= \$33.90

Total Staff Member 2= \$115.15

Staff Member 3 total pay is \$220.00

FICA 7.65%= \$16.83

FUTA 0.60%= \$1.32

SUTA 2.7%= \$5.94

Workers Comp 3.43%= \$7.55

Admin Fee of Gross Wages 6%= \$13.20

Total Staff Member 3= \$44.84

Total Cost to the District for Payroll 2 week Pay Period: \$235.92

Innovative Option 2 based on 78 Paychecks (3 employees* 26 pay periods)

Staff Member 1 total pay is \$372.50

FICA 7.65%= \$28.50

FUTA 0.60%= \$2.24

SUTA 2.7%= \$10.06

Workers Comp 3.43%= \$12.78

Admin Fee Per Check per employee \$20.00

Total Staff Member 1= \$73.58

Staff Member 2 total pay is \$565.00

FICA 7.65%= \$43.22

FUTA 0.60%= \$3.39

SUTA 2.7%= \$15.26

Workers Comp 3.43%= \$19.38

Admin Fee Per Check per employee \$20.00

Total Staff Member 2= \$101.25

Staff Member 3 total pay is \$220.00

FICA 7.65%= \$16.83

FUTA 0.60%= \$1.32

SUTA 2.7%= \$5.94

Workers Comp 3.43%= \$7.55

Admin Fee Per Check per employee \$20.00

Total Staff Member 3= \$51.64

Total Cost to the District for Payroll 2 week Pay Period: \$226.47

Questions:

1. The SUTA is a new client rate, how long will that last?
2. Neither of these assumptions apply- we do not have annual salary of \$25,000.00 nor do we have 3 staff members for the entire year or 26 pay periods because they are seasonal. How would that effect this?

Decision H.R.

Staff Member 1 total pay is \$372.50

FICA 7.65%= \$28.50

FUTA 0.60%= \$2.24

SUTA 3.5%= \$13.04

Workers Comp 5.3%= \$19.74

Admin Fee of Gross Wages 4%= \$14.90

Total Staff Member 1= \$78.42

Staff Member 2 total pay is \$565.00

FICA 7.65%= \$43.22

FUTA 0.60%= \$3.39

SUTA 3.5%= \$19.78

Workers Comp 5.3%= \$29.95

Admin Fee of Gross Wages 4%= \$22.60

Total Staff Member 2= \$118.94

Staff Member 3 total pay is \$220.00

FICA 7.65%= \$16.83

FUTA 0.60%= \$1.32

SUTA 3.5%= \$7.70

Workers Comp 5.3%= \$11.66

Admin Fee of Gross Wages 4%= \$8.80

Total Staff Member 3= \$46.31

Total Cost to the District for Payroll 2 week Pay Period: \$243.67

EXHIBIT 6



**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors
From: Monica Vitale
Date: August 24, 2021
Re: Irrigation Repair Ratification

Dear Board,
Please find attached a proposal to ratify irrigation repairs approved by the Chair. Please advise.
Thank you.

Monica Vitale
Facilities Director



PO Box 267
Seffner, FL 33583
O: 813-757-6500
F: 813-757-6501

Estimate

Submitted To:

Panther Trace CDD 1
c/o DPFG
250 International Parkway, Suite 280
Lake Mary, FL 32746

Date	8/3/2021
Estimate #	72709
LMP REPRESENTATIVE	
TN-TI	
PO #	
Work Order #	

Controller B - zone 28 - median at Gracehill entrance.

DESCRIPTION	QTY	COST	TOTAL
200PESB Rainbird 2 inch scrubber valve	1	280.67	280.67
2 inch male adapter	2	2.66	5.32
2 inch slipfix	1	22.75	22.75
King wire connector blue	2	1.26	2.52
Labor: 1 man @ \$ 45.00 per hour	4	45.00	180.00
Replace 2 inch irrigation control valve that is failing to close properly.			

TERMS AND CONDITIONS:

TOTAL	\$491.26
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OWNER / AGENT

DATE

EXHIBIT 7

August 24, 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

- Inspection Report and Grade sheet included in this report.
- They are diligently working to enhance their grade by performing maintenance on the field to bring the color back with less weeds.

CLUBHOUSE POOL PLAYGROUND

- **Maintenance**
- Benches have been ordered; installation will occur once delivery is complete.
- A new AED device has been ordered for the pool area.

Events

- I have partnered with OnSpot for additional dates. They will continue as long as it seems to be a good fit with our community.
- Food Trucks continue to be popular with the residents and will be rotated once a month.

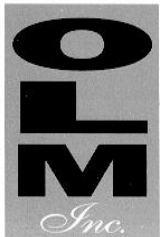
EXHIBIT 8

PANTHER TRACE

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET


A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15	1	Sport turf
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	5	Sports field
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	10	All areas, US301
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10		Leaf debris in Berm hedgerow
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

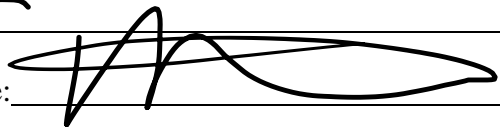
B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
MAXIMUM VALUE	145		



Date: 7-20-21 Score: 89 Performance Payment™ 100%

Contractor Signature: 

Inspector Signature: 

Property Representative Signature: 



PANTHER TRACE CDD

LANDSCAPE INSPECTION

July 20, 2021

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

MIKE ARNESON - LMP

PAUL WOODS – OLM, INC.

SCORE: 89%

NEXT INSPECTION

AUGUST 17TH, 2021 AT 1:30 PM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

CATEGORY II: MAINTENANCE ITEMS

CLUBHOUSE

1. Remove Asiatic Jasmine growing against building side at the 12515 sign behind the Juniper planting.
2. Uniformly line trim during mowing services.
3. Monitor Indian Hawthorn for recurring disease, treating Leaf Spot at curative rates.
4. Avoid stub cutting the Drake Elms across from the clubhouse. I recommend lightly pruning undercanopy limbs and stubs.
5. Pocket prune Viburnum suspensum hedgerow around playground, eliminating dead wood and promoting new growth in the interior of the shrub.

301 ENTRANCE

6. Remove weedy Asiatic Jasmine growth at the bullnose of the island, replacing with Variegated Asiatic Jasmine.
7. Thoroughly remove debris from the crosswalk during weekly service visits.
8. Hand prune remaining drought damage in Parsonii Junipers.
9. Frontage: Line trim areas along the handrail.
10. Edge and control weeds in Oleander hedgerow.
11. Repin netafim under mulch so it is not visible at the newly installed seasonal color planting.

HUNTINGTON

12. Maintain tree wells weed free.
13. Remove turf duff from Fakahatchee Grass stands.

14. Barkwin Place right-of-way at the village entrance: Elevate lowest scaffold of branches on roadside Oak trees.

GREYSTONE

15. Remove the broken Pine tree limb along inbound lane.
16. Entrance: Remove turf duff from turf and sidewalk.

BOULEVARD

17. Elevate roadside Oak trees and Crape Myrtles between the canal and Stratford village entrance, maintaining pedestrian clearance along sidewalks.
18. Stratford entrance: Control weeds in beds.
19. Maintain the backside of the Stetson berm consistent with mowables.
20. Stratford entrance: Remove volunteer Fountain Grass at the base of the monument sign.
21. Along inbound lane at Stratford entrance at Bramfield Drive: Reduce height of Arboricola Trinette.
- 22. Median island at the east end of Panther Trace II: Buff out crack weeds along curb lines.**

SPORTS FIELD

- 23. Sports field: Improve vigor of turf, fertilizing to grow in areas of previous weed control.**
24. Sports field: control Spurge and Nutsedge in turf.

CATEGORY III: IMPROVEMENTS – PRICING

1. Provide a price to restore Viburnum hedgerow at the sports field parking area. I recommend an alternate to Viburnum odoratissimum.

CATEGORY IV: NOTES TO OWNER

1. Panther Trace Blvd center median island: I recommend approving contractor's proposal to remove the Pine trees.

CATEGORY V: NOTES TO CONTRACTOR

NONE

PGW:ml

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