

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

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
September 28, 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 **September 28, 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, September 28, 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 August 24, 2021 Meeting Exhibit 1

B. Acceptance of the August 2021 Financial Statements Exhibit 2

V. Business Matters

A. Consideration of Frosty's Air Conditioning Proposals Exhibit 3

➤ Drain Guard Proposal - \$299.00

➤ Condensate Pump Replacement - \$595.00

VI. Staff Reports

A. District Manager

- Discussion of Additional Insurance Issue

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report September 2021 Exhibit 4

2. Review of the OLM Inspection Report, Grade Sheet and LMP Exhibit 5
Weekly Summary Report

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, August 24, 2021 at 7:45 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 (<i>via phone</i>)	Facilities Director

16 *The following is a summary of the discussions and actions taken at the August 24, 2021 Panther Trace I*
17 *CDD Board of Supervisors Regular Meeting.*

18 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

19 The Pledge of Allegiance was recited.

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

21 There being none, the next item followed.

22 **FOURTH ORDER OF BUSINESS – Administration Items**

23 A. Exhibit 1: Consideration and Approval of Minutes of the July 27, 2021 Meeting

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

27 B. Exhibit 2: Acceptance of the July 2021 Unaudited Financial Statements

28 Mr. Lotito gave an overview of the financial statements, advising that the District was on track for
29 finishing a strong fiscal year.

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

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

34 A. Exhibit 3: Consideration and Adoption of **Resolution 2021-05**, Adopting the Fiscal Year 2021-
35 2022 Meeting Dates

36 The Board requested to consolidate the November and December 2021 meeting dates into one
37 December 7, 2021 date.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board adopted **Resolution 2021-05**, Adopting the Fiscal Year 2021-2022 Meeting Dates, as amended, for the Panther Trace I Community Development District.

B. Exhibit 4: Consideration of LMP Pine Removal Proposal - \$3,500.00

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved the LMP Pine Removal Proposal, in the amount of \$3,500.00, for the Panther Trace I Community Development District.

C. Exhibit 5: Discussion of Payroll for Seasonal Staff

Ms. Vitale stated that the District would not be able to meet Innovative's requirements for the salary dollar amount or the number of payrolls per year due to the seasonal status of staffing, and gave an overview of options with costs per payroll run moving forward. Ms. Jones expressed concerns about the costs per payroll run potentially exceeding the actual payroll. The Board discussed and directed DPFG to determine solutions for payroll and/or renegotiate the contract with Decision HR. Ms. Vitale stated that the last day of work for seasonal staff was scheduled for September 26.

SIXTH ORDER OF BUSINESS – Consent Agenda

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

On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board approved the ratification of LMP Invoice #72709, in the amount of \$491.26, for the Panther Trace I Community Development District.

SEVENTH ORDER OF BUSINESS – Old Business Matters

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS – Staff Reports

A. District Manager

Mr. Lotito advised as to discussions with the District's insurance carrier regarding potentially increasing coverage. The Board requested to table insurance discussion to the next meeting. Mr. Lotito additionally advised as to landscape clearing on an adjacent resident property for installation of a new fence, and Ms. Jones stated that the resident would have to provide appropriate permits.

B. District Counsel

C. District Engineer

D. Facilities Director

➤ Exhibit 7: Facilities Director's Report August 2021

Ms. Vitale gave an overview of her report, and provided potential costs for lightning detection systems. The Board requested to table discussion for another month, allowing for Ms. Vitale to acquire competitive pricings.

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

NINTH ORDER OF BUSINESS – Supervisors Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS – Audience Comments – New Business

An audience member asked whether there were any future plans for reopening facilities for renting, and Ms. Jones opined that with the Delta variant's virulence it would be prudent to continue to maintain status quo and reevaluate on a monthly basis. The audience member additionally asked about the process of applying to the Board, and Ms. Jones advised that the avenues were for running for election in November 2022, or for the Board to appoint an individual to a vacancy if applicable.

ELEVENTH 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

Period Ending
August 31, 2021

Panther Trace CDD
Balance Sheet
August 31, 2021

	<u>GENERAL FUND</u>	<u>DS2020</u>	<u>TOTAL</u>
<u>ASSETS:</u>			
CASH	\$ 93,184	\$ -	\$ 93,184
CASH - DEBIT CARD	1,875	-	1,875
MONEY MARKET ACCOUNT - BU	1,834,406	-	1,834,406
TRUST - REVENUE ACCT	-	54,351	54,351
DUE FROM OTHER GF	-	3,247	3,247
PREPAID	3,632	-	3,632
DEPOSITS- UTILITIES	16,860	-	16,860
TOTAL ASSETS	<u>1,949,957</u>	<u>57,598</u>	<u>2,007,555</u>
<u>LIABILITIES:</u>			
ACCOUNTS PAYABLE	385	-	385
GF DUE TO DS 2020	3,247	-	3,247
TOTAL LIABILITIES	<u>3,632</u>	<u>-</u>	<u>3,632</u>
<u>EQUITY</u>			
FB- Non-SPENDABLE	17,400		17,400
FB- ASSIGNED OPERATING CAPITAL	207,102	-	207,102
FB- ASSIGNED CAP ASSETS RESERVED	79,495		79,495
RETAINED EARNINGS	1,519,797	57,471	1,577,268
FUND BALANCE	122,532	127	122,659
TOTAL EQUITY	<u>1,946,325</u>	<u>57,598</u>	<u>2,003,923</u>
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 1,949,957</u>	<u>\$ 57,598</u>	<u>\$ 2,007,555</u>

Panther Trace CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period from October 1,2020- August 31, 2021

	<u>FY2021 ADOPTED BUDGET</u>	<u>BUDGET YEAR- TO-DATE</u>	<u>ACTUAL YEAR-TO- DATE</u>	<u>VARIANCE FAV(UNFAV.)</u>
REVENUE				
SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 787,745	\$ 790,020	\$ 2,275
INTEREST REVENUE	2,000	1,833	1,976	143
MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	275	23,303	23,028
CLUBHOUSE RENTALS	2,500	2,292	1,072	(1,220)
TOTAL REVENUE	<u>792,545</u>	<u>792,145</u>	<u>816,371</u>	<u>24,226</u>
EXPENDITURES				
FINANCIAL AND ADMINISTRATIVE:				
BOARD OF SUPERVISORS SALARIES	12,000	11,000	6,047	4,953
PAYROLL TAXES (BOS STAFF)	919	842	627	215
PAYROLL SERVICE FEES	650	596	447	149
MANAGEMENT CONSULTING SERVICES	45,000	41,250	41,250	0
OFFICE SUPPLIES	500	458	1,251	(793)
BANK FEES	200	183	316	(133)
MAILING	50	46	40	6
SCHOOL SPONSORSHIP	200	183	0	183
OTHER MISCELLANEOUS	250	229	802	(572)
AUDITING	3,450	3,163	3,450	(288)
REGULATORY AND PERMIT FEES	175	160	175	(15)
LEGAL ADVERTISEMENTS	700	642	1,265	(623)
ENGINEERING SERVICES	5,000	4,583	0	4,583
TECHNOLOGY SERVICES & WEBSITE ADMIN	1,650	1,513	2,134	(621)
LEGAL SERVICES	7,500	6,875	2,023	4,852
TOTAL FINANCIAL & ADMINISTRATIVE	<u>78,244</u>	<u>71,724</u>	<u>59,827</u>	<u>11,897</u>

Panther Trace CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period from October 1,2020- August 31, 2021

	<u>FY2021 ADOPTED BUDGET</u>	<u>BUDGET YEAR- TO-DATE</u>	<u>ACTUAL YEAR-TO- DATE</u>	<u>VARIANCE FAV(UNFAV.)</u>
INSURANCE:				
INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	12,953	15,535	(2,582)
TOTAL INSURANCE	14,131	12,953	15,535	(2,582)
DEBT SERVICE ADMINISTRATION:				
DISCLOSURE REPORT	1,000	917	0	917
ARBITRAGE REBATE	650	596	650	(54)
TRUSTEE FEES	4,041	3,704	2,166	1,539
TOTAL DEBT SERVICE ADMINISTRATION	5,691	5,217	2,816	2,401
UTILITIES:				
UTILITIES - ELECTRICITY	123,600	113,300	92,283	21,017
UTILITIES - WATER	12,000	11,000	9,441	1,559
UTILITIES - SOLID WASTE DISPOSAL	2,720	2,493	1,401	1,092
UTILITY IMPACT FEE	650	596	625	(29)
TOTAL UTILITIES	138,970	127,389	103,750	23,639
SECURITY:				
SECURITY SYSTEM - CONTRACT	120	110	124	(14)
SECURITY PATROL	25,000	22,917	4,123	18,793
SECURITY MISCELLANEOUS EXPENSE (REPAIRS & MAINT)	500	458	0	458
TOTAL SECURITY	25,620	23,485	4,247	19,238
PHYSICAL ENVIRONMENT:				
LAKE & POND MAINTENANCE	20,964	19,217	19,217	0
LAKE & POND MAINTENANCE - OTHER	5,500	5,042	6,200	(1,158)
ENTRY & WALLS MAINTENANCE	7,500	6,875	2,675	4,200
LANDSCAPE MAINTENANCE - CONTRACT	161,065	147,643	144,912	2,731

Panther Trace CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period from October 1,2020- August 31, 2021

	<u>FY2021 ADOPTED BUDGET</u>	<u>BUDGET YEAR- TO-DATE</u>	<u>ACTUAL YEAR-TO- DATE</u>	<u>VARIANCE FAV(UNFAV.)</u>
LANDSCAPE CONSULTING (INSPECTION)	15,120	13,860	13,860	0
LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERT)	40,000	36,667	26,564	10,103
TREE MAINTENANCE/REMOVAL	5,000	4,583	960	3,623
OTHER LANDSCAPE MISCELLANEOUS	5,000	4,583	17,762	(13,179)
IRRIGATION REPAIRS & MAINTENANCE	7,500	6,875	6,897	(22)
IRRIGATION USAGE REPORTING	2,400	2,200	4,387	(2,187)
DECORATIVE LIGHT MAINTENANCE	1,200	1,100	0	1,100
PAVEMENT REPAIRS	1,000	917	6,876	(5,959)
PEST CONTROL	960	880	880	0
FIELD CONTINGENCY	10,000	9,167	1,540	7,627
TOTAL PHYSICAL ENVIRONMENT	283,209	259,608	252,729	6,879
PARKS AND RECREATION:				
COMMUNICATIONS (TEL, CELL, INT)	2,640	2,420	2,227	193
CLUBHOUSE STAFF	70,103	64,261	72,912	(8,651)
CLUBHOUSE STAFF TAXES	5,363	4,916	4,947	(31)
UNEMPLOYMENT INSURANCE	1,200	1,100	0	1,100
CLUBHOUSE WORKMANS COMP INSURANCE	1,250	1,146	1,064	82
CLUBHOUSE STAFF PAYROLL FEES	3,000	2,750	2,514	236
CLUBHOUSE INTERIOR FURNISHINGS	1,500	1,375	0	1,375
CLUB FACILITY MAINTENANCE	18,000	16,500	14,324	2,176
POOL MAINTENANCE - CONTRACT	11,200	10,267	9,250	1,017
POOL MAINTENANCE - OTHER	6,000	5,500	3,930	1,570
POOL PERMIT	275	252	325	(73)
CLUBHOUSE SUPPLIES	2,500	2,292	339	1,952
PARK FACILITY MAINTENANCE	4,163	3,816	705	3,111
CAPITAL IMPROVEMENTS	135,000	123,750	129,014	(5,264)
SPECIAL EVENTS	25,000	22,917	13,384	9,533
DECORATIVE LIGHT/HOLIDAY	2,000	1,833	0	1,833

Panther Trace CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period from October 1,2020- August 31, 2021

	<u>FY2021 ADOPTED BUDGET</u>	<u>BUDGET YEAR- TO-DATE</u>	<u>ACTUAL YEAR-TO- DATE</u>	<u>VARIANCE FAV(UNFAV.)</u>
STORAGE	984	902	0	902
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	6,050	0	6,050
TOTAL PARKS AND RECREATION	<u>296,778</u>	<u>272,047</u>	<u>254,935</u>	<u>17,111</u>
TOTAL EXPENDITURES	<u>842,644</u>	<u>772,424</u>	<u>693,840</u>	<u>78,583</u>
FUND BALANCE	<u>(50,099)</u>	<u>19,721</u>	<u>122,532</u>	<u>102,809</u>
FUND BALANCE - BEGINNING	1,431,572	1,431,572	1,823,793	1,823,793
INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
FUND BALANCE - ENDING	<u>\$ 1,381,473</u>	<u>\$ 1,451,293</u>	<u>\$ 1,946,325</u>	<u>\$ 1,926,602</u>

Panther Trace CDD
Debt Service Fund- Series 2020
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period from October 1,2020- August 31, 2021

	ACTUAL
	YEAR-TO-DATE
INCOME	
SPECIAL ASSESSMENTS - ON ROLL	\$ 285,139.07
INTEREST	3.76
TOTAL INCOME	285,142.83
EXPENSE	
INTEREST EXPENSE	95,016.00
PRINCIPAL EXPENSE	190,000.00
TOTAL EXPENSE	285,016.00
FUND BALANCE	\$ 126.83

EXHIBIT 3



**PANTHER TRACE
COMMUNITY DEVELOPMENT DISTRICT**

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

To: Board of Supervisors
From: Monica Vitale
Date: September 28, 2021
Re: Air Conditioner Maintenance

Dear Board,

I have attached information on two items the AC repair company is recommending. Drain guard is put into the existing line. Once installed the piece stays in place, but the filter lasts 6 months, and then needs replaced. I was advised that I can replace the filter myself or they will replace without charging a trip fee, just pay for the filter. The second proposal is to upgrade the existing drain line as it is not sized correctly to the unit. This causes the unit to not function properly. Please review and advise. Thank you.

Monica Vitale
Facilities Director

Frosty's Air Conditioning LLC
8830 Causeway Boulevard, Tampa, FL 33619
United States
(813) 621-5900

Estimate 25090684
Job 25087483
Estimate Date 9/20/2021
Customer PO

Billing Address
Panther Trace Clubhouse
11518 Newgate Crest Drive
Riverview, FL 33569 USA

Job Address
Panther Trace I
12515 Bramfield Drive
Riverview, FL 33579 USA

Estimate Details

Preventative maintenance for drain line

Task #	Description	Quantity	Your Price	Your Total
Drain 201	The drain Guard is a preventative continuous treatment for 6 months to reduce drain clogs.	1.00	\$299.00	\$299.00
Potential Savings				\$0.00
Sub-Total				\$299.00
Tax				\$0.00
Total				\$299.00
Est. Financing				\$4.54

Thank you for choosing Frosty's Air Conditioning LLC

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Frosty's Air Conditioning LLC as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Frosty's Air Conditioning LLC
8830 Causeway Boulevard, Tampa, FL 33619
United States
(813) 621-5900

Estimate 25088646
Job 25087483
Estimate Date 9/20/2021
Customer PO

Billing Address
Panther Trace Clubhouse
11518 Newgate Crest Drive
Riverview, FL 33569 USA

Job Address
Panther Trace I
12515 Bramfield Drive
Riverview, FL 33579 USA

Estimate Details

Replace drain line with condensate pump

Task #	Description	Quantity	Your Price	Your Total
Cond-200	Commercial Condensate Pump with PVC	1.00	\$595.00	\$595.00
Labor	1 hour Labor	2.00	\$0.00	\$0.00

Potential Savings \$0.00
Sub-Total \$595.00
Tax \$0.00
Total \$595.00
Est. Financing \$9.04

Thank you for choosing Frosty's Air Conditioning LLC

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Frosty's Air Conditioning LLC as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

EXHIBIT 4

September 28, 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.
- There have been changes in staffing at LMP. They are working diligently to bring everything up to speed and have been keeping the District informed.

CLUBHOUSE POOL PLAYGROUND

- **Maintenance**
- Pool maintenance for black algae has been completed.
- Pool tiles have been repaired and replaced.
- I will be bringing the Board information in October on possibly needing to redo marcite on the pool. There are several areas along the skim shelf and some pool steps which need to be done.

Events

- Food Trucks continue to be popular with the residents and will be rotated once a month.
- Movie Night will be October 9th We will be showing Luca.
- Cub Scouts will be selling refreshments and Kona Ice will be there
- Community Wide Yard Sale will also occur on October 9th 8am-12pm.

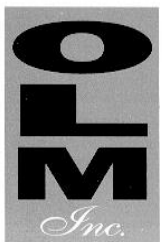
EXHIBIT 5

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	3	Cont. sports turf control/volleyball
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10	3	Crack weeds
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	1	US 301 crosswalk
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5	1	7

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



Date: 8-17-21 Score: 95 Performance Payment™ %100

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____



PANTHER TRACE CDD

LANDSCAPE INSPECTION

August 17, 2021

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

GARTH RINARD – LMP

MIKE ARNESON – LMP

PAUL WOODS – OLM, INC.

SCORE: 95%

NEXT INSPECTION

SEPTEMBER 21, 2021 AT 1:30 PM

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 07/20/2021

HIGHWAY 301 ENTRANCE

7. Thoroughly remove debris from the crosswalk during weekly service visits.

CATEGORY II: MAINTENANCE ITEMS

CLUBHOUSE

1. Left side of porte-cochere: Monitor discoloration in Washingtonia Palm.
2. Control crack weeds. Buff out weeds in Bimini stone walkways.
3. Near sand volleyball court: Hand prune dead wood from Parsonii Juniper.
4. Control weeds, particularly Chamberbitter, in turf.
5. Throughout sport and clubhouse lawn areas: Prune sucker growth and weak attachments up to 15 feet.
6. Top dress areas in sports field with clean sand.
7. Remove viney growth around perimeter of playground along the west end.
8. Avoid mow skips, line trimming. Reduce mower speed in thick grass to avoid washboarding.

ENTRANCE

9. Behind the monument sign: Control weeds and Oak volunteers.

HIGHWAY 301 FRONTAGE

10. Remove debris from crosswalk.
11. Continue controlling weeds in beds. Where possible, define a uniform soft line with metal blade edgers, eliminating the ragged appearance.

COMMONS

12. Redistribute turf duff
13. Prune lowest scaffold of branches from Oak trees in center island.
14. Stratford entrance: Control weeds in Asiatic Jasmine beds.
15. Maintain uniform pond mowables down to the water's edge. Avoid discharge where possible.
16. Southwest corner of the pocket park on Adventure Drive: Remove viney growth.

CATEGORY III: IMPROVEMENTS – PRICING

1. North side of the clubhouse: Provide a price to install approximately 7 Copperleaf plants to screen the a/c unit.

CATEGORY IV: NOTES TO OWNER

1. Inadvertent discharge of line trimming debris along lake shore mowables will occur. It is not considered a violation of environmental policy. Mower discharge should be blown away from pond surfaces and redistributed so duff is not apparent.

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