

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
December 3, 2019  
7:30 p.m.***

***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  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

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

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District is scheduled for **Tuesday, December 3, 2019 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  
Engineer, Stantec  
Clubhouse Manager  
District Files

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

Date of Meeting: Tuesday, December 3, 2019

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 October 22, 2019 Meeting Exhibit 1
- B. Acceptance of the October 2019 Financial Statements Exhibit 2
- C. Presentation of Campus Suite Letter & Voided Invoice Exhibit 3

**V. Business Matters**

- A. Consideration of Ditch Line Clean Up Proposals Exhibit 4
  - 1. Aquatic Systems - \$14,850.00
  - 2. LMP - \$3,543.50

**VI. Old Business Matters**

**VII. Staff Reports**

- A. District Manager
- B. District Counsel
- C. District Engineer
- D. Facilities Director
  - 1. Facilities Director's Report November 2019 Exhibit 5
  - 2. Review of the OLM Inspection Report, Grade Sheet and LMP Weekly Summary Report Exhibit 6

**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

5 The Regular Meeting of the Board of Supervisors of the Panther Trace I Community  
6 Development District was held on Tuesday, October 22, 2019 at 7:30 p.m. at Panther Trace Clubhouse,  
7 12515 Bramfield Drive Riverview, Florida 33579.

8  
9 **FIRST ORDER OF BUSINESS – Roll Call**

10 Ms. Jones called the meeting to order and conducted roll call.

11 Present and constituting a quorum were:

12 Megan Jones	Board Supervisor, Chairman
13 Dan O'Neill	Board Supervisor, Vice Chairman
14 Mike Staubitz	Board Supervisor, Assistant Secretary

15  
16 Also present were:

17 Raymond J. Lotito	District Manager, DPGF Management & Consulting, LLC.
18 Steve Young	Brandon Regional Hospital
19 Monica Vitale	Panther Trace I CDD Facilities Director
20 Members of the Boy Scout Pack 909	

21  
22 *The following is a summary of the discussions and actions taken at the October 22, 2019 Panther Trace I*  
23 *CDD Board of Supervisors Regular Meeting.*

24  
25 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

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

27 Steve Young of BRH discussed the fence at the property line, community immunization and community  
28 activities.

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

30 A. Exhibit 1: Consideration and Approval of Minutes of the September 24, 2019 Meeting

31 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board  
32 approved the September 24, 2019 Meeting Minutes for the Panther Trace I Community Development  
33 District.

34 B. Exhibit 2: Acceptance of the September 2019 Financial Statements

35 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board  
36 accepted the September 2019 Financial Statements for the Panther Trace I Community Development  
37 District.

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

39 A. None

40 **SIXTH ORDER OF BUSINESS – Old Business Matters**

41 A. None

42 **SEVENTH ORDER OF BUSINESS – Staff Reports**

43 A. District Manager

44 1. Consideration and Approval of New Contract with Republic Services for Collection &  
45 Disposal

46 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board  
47 approved the New Contract with Republic Services for Collection & Disposal for the Panther Trace I  
48 Community Development District.

49 2. Review of the OLM Inspection Report, Grade Sheet and LMP Weekly Summary Report  
50

51 3. Consideration & Approval for Over seeding not to exceed \$1,800 and Aerification in the  
52 amount of \$4,185

53 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board  
54 approved Over seeding not to exceed \$1,800.00 and Aerification in the amount of \$4,185.00 for the  
55 Panther Trace I Community Development District.

56 B. District Counsel

57 There being none, the next item followed.

58 C. District Engineer

59 There being none, the next item followed.

60 D. Facilities Director

61 1. Facilities Director's Report October 2019

62 **EIGHTH ORDER OF BUSINESS – Supervisors Request**

63 There being none, the next item followed.

64 **NINTH ORDER OF BUSINESS – Adjournment**

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

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

69

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

73

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

76

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

77

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

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

78

79 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman

80

# EXHIBIT 2

# **Panther Trace Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
October 31, 2019**

**Panther Trace CDD  
Balance Sheet  
October 31, 2019**

	<u>GENERAL FUND</u>	<u>DS2007 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <b><u>ASSETS:</u></b>			
2			
3 CASH	\$ 44,931	\$ -	\$ 44,931
4 CASH - DEBIT CARD	2,020	-	2,020
5			
6 INVESTMENTS:			
7 MONEY MARKET ACCOUNT - BU	1,527,790	-	1,527,790
8 TRUST - REVENUE ACCT	-	235,990	235,990
9 TRUST - RESERVE ACCT	-	1	1
12 ON ROLL ASSESSMENTS RECEIVABLE - CY	787,746	313,999	1,101,744
13 DUE FROM OTHER FUNDS	-	2,639	2,639
15 DEPOSITS	16,890	-	16,890
16 <b>TOTAL ASSETS</b>	<u><u>\$ 2,379,377</u></u>	<u><u>\$ 552,629</u></u>	<u><u>\$ 2,932,006</u></u>
17			
18			
19 <b><u>LIABILITIES:</u></b>			
20			
21 ACCOUNTS PAYABLE	\$ 6,731	\$ -	\$ 6,731
24 DEFERRED REVENUE (ON-ROLL)	787,746	313,999	1,101,744
25 DUE TO DS FUND	2,639	-	2,639
26			
27 <b><u>FUND BALANCE:</u></b>			
28			
29 NONSPENDABLE:			
30 PREPAID AND DEPOSITS	16,890	-	16,890
32 ASSIGNED: ONE QUARTER OPERATING CAPITAL	198,136	-	198,136
33 ASSIGNED: RENEWAL & REPLACEMENT	295,923	-	295,923
34 ASSIGNED: FY 2017 INC. IN RESERVES	115,806	-	115,806
35 ASSIGNED: FY 2018 INC. IN RESERVES	100,615	-	100,615
36 ASSIGNED: FY 2019 INC. IN RESERVES	70,900	-	70,900
37 RESTRICTED:			
38 DEBT SERVICE	-	238,631	238,631
39 UNASSIGNED	783,991	-	783,991
40			
41 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>\$ 2,379,377</u></u>	<u><u>\$ 552,629</u></u>	<u><u>\$ 2,932,006</u></u>

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through October 31, 2019**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>1 REVENUE</b>				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ -	\$ -	\$ -
3 INTEREST REVENUE	2,000	167	1,128	961
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	25	-	(25)
5 CH SECURITY OFFICER FEE	-	-	-	-
6 CLUBHOUSE RENTALS	2,500	208	250	42
7 INSURANCE PROCEEDS	-	-	-	-
8 <b>TOTAL REVENUE</b>	<b>792,545</b>	<b>400</b>	<b>1,378</b>	<b>978</b>
9				
<b>10 EXPENDITURES</b>				
11 <b>FINANCIAL AND ADMINISTRATIVE:</b>				
12 BOARD OF SUPERVISORS SALARIES	12,000	1,000	-	1,000
13 PAYROLL TAXES (BOS STAFF)	919	77	-	77
14 PAYROLL SERVICE FEES	650	54	-	54
15 MANAGEMENT CONSULTING SERVICES	45,000	3,750	3,750	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	42	-	42
18 BANK FEES	200	17	-	17
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)				
20 MAILING	50	4	-	4
21 SCHOOL SPONSORSHIP	200	-	-	-
22 OTHER MISCELLANEOUS	250	21	-	21
23 AUDITING	3,250	-	-	-
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	58	-	58
26 ENGINEERING SERVICES	5,000	417	-	417
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	2,265	500	500	-
28 LEGAL SERVICES	7,500	625	227	398
29 <b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>78,659</b>	<b>6,739</b>	<b>4,652</b>	<b>2,087</b>
30				
31 <b>INSURANCE:</b>				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	19,328	(5,197)
33 <b>TOTAL INSURANCE</b>	<b>14,131</b>	<b>14,131</b>	<b>19,328</b>	<b>(5,197)</b>
34				
35 <b>DEBT SERVICE ADMINISTRATION:</b>				
36 DISCLOSURE REPORT	1,000	-	-	-
37 ARBITRAGE REBATE	650	-	-	-
38 TRUSTEE FEES	4,771	-	-	-
39 <b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>6,421</b>	<b>-</b>	<b>-</b>	<b>-</b>
40				
41 <b>UTILITIES:</b>				
42 UTILITIES - ELECTRICITY	123,600	10,300	-	10,300
43 UTILITIES - WATER	10,000	833	248	586
44 UTILITIES - SOLID WASTE DISPOSAL	1,940	162	551	(389)
45 UTILITY IMPACT FEE	650	-	-	-
46 <b>TOTAL UTILITIES</b>	<b>136,190</b>	<b>11,295</b>	<b>798</b>	<b>10,497</b>
47				
48 <b>SECURITY:</b>				
49 SECURITY SYSTEM - CONTRACT	120	10	10	-
50 SECURITY PATROL	25,000	2,083	1,434	649
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	42	-	42
52 <b>TOTAL SECURITY</b>	<b>25,620</b>	<b>2,135</b>	<b>1,444</b>	<b>691</b>
53				

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through October 31, 2019**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
54 <b>PHYSICAL ENVIRONMENT:</b>				
55 LAKE & POND MAINTENANCE	20,352	1,696	1,696	-
56 LAKE & POND MAINTENANCE - OTHER	5,500	458	-	458
57 ENTRY & WALLS MAINTENANCE	7,500	625	-	625
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	13,422	13,222	200
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	1,260	1,260	-
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	3,333	-	3,333
62 TREE MAINTENANCE/REMOVAL	5,000	417	-	417
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	-	-	-
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	625	-	625
65 IRRIGATION USAGE REPORTING	2,400	200	200	-
66 DECORATIVE LIGHT MAINTENANCE	1,200	100	-	100
67 PAVEMENT REPAIRS	1,000	83	-	83
68 PEST CONTROL	960	80	80	-
69 FIELD CONTINGENCY	10,000	833	-	833
70 <b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>282,597</b>	<b>23,133</b>	<b>16,458</b>	<b>6,675</b>
71				
72 <b>PARKS AND RECREATION:</b>				
73 COMMUNICATIONS (TEL, CELL, INT )	2,500	208	342	(134)
74 CLUBHOUSE STAFF	68,000	5,667	3,585	2,082
75 CLUBHOUSE STAFF TAXES	5,202	434	274	159
76 UNEMPLOYMENT INSURANCE	1,200	100	-	100
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	104	63	41
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	250	147	103
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	125	-	125
80 CLUB FACILITY MAINTENANCE	18,000	1,500	1,545	(45)
81 POOL MAINTENANCE - CONTRACT	11,200	933	975	(42)
82 POOL MAINTENANCE - OTHER	6,000	500	-	500
83 POOL PERMIT	275	-	-	-
84 CLUBHOUSE SUPPLIES	2,500	208	-	208
85 PARK FACILITY MAINTENANCE	4,163	347	-	347
86 CAPITAL IMPROVEMENTS	17,600	1,467	-	1,467
87 SPECIAL EVENTS	25,000	2,083	2,570	(487)
88 DECORATIVE LIGHT/HOLIDAY	1,000	-	-	-
89 MISCELLANEOUS				
90 STORAGE	936	78	219	(141)
91 SIGNS	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	550	179	371
92 <b>TOTAL PARKS AND RECREATION</b>	<b>175,926</b>	<b>14,554</b>	<b>9,900</b>	<b>4,654</b>
93				
94 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>719,545</b>	<b>71,988</b>	<b>52,581</b>	<b>19,407</b>
95				
96 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>73,000</b>	<b>(71,588)</b>	<b>(51,204)</b>	<b>20,385</b>
97				
98 <b>CAPITAL RESERVES:</b>				
99 CAPITAL ASSET RESERVES	73,000	-	-	-
100 <b>TOTAL CAPITAL RESERVES</b>	<b>73,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
101				
102 <b>TOTAL EXPENDITURES</b>	<b>792,545</b>	<b>71,988</b>	<b>52,581</b>	<b>19,407</b>
103				
104 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(71,588)</b>	<b>(51,204)</b>	<b>20,385</b>
105				
106 FUND BALANCE - BEGINNING	1,431,572	1,431,572	1,633,465	1,633,465
107 INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
108				
109 <b>FUND BALANCE - ENDING</b>	<b>\$ 1,504,572</b>	<b>\$ 1,359,984</b>	<b>\$ 1,582,261</b>	<b>\$ 1,653,850</b>
110				

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

113  
114  
115  
116  
117  
118  
119  
120  
121  
122

Renewal & Replacement (Reserve)	
Reserve for Renewal & Replacement	\$ 431,808
FY 2017	\$ 115,806
FY 2018	\$ 100,615
FY 2019	\$ 70,900
Solar & Heat Pump	\$ (98,803)
Bathroom Renovation	\$ (27,357)
Split System (A/C) & Compressor	\$ (9,725)
<b>Total</b>	<b>\$ 583,244</b>

**Panther Trace CDD**  
**Debt Service Fund- Series 2007**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2018 through October 31, 2019**

	<b>FY2020 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)	\$ 346,514	\$ -	\$ -	\$ -
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	331	331
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
<b>7 TOTAL REVENUE</b>	<b>332,653</b>	<b>-</b>	<b>331</b>	<b>331</b>
8				
9				
10				
<b>11 EXPENDITURES</b>				
12 COUNTY-COLLECTION FEES (ASSESSMENTS)	13,861	-	-	-
13 INTEREST EXPENSE	153,793	-	-	-
14 PRINCIPAL RETIREMENT	165,000	-	-	-
<b>15 TOTAL EXPENDITURES</b>	<b>332,653</b>	<b>-</b>	<b>-</b>	<b>-</b>
16				
17				
<b>18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>331</b>	<b>331</b>
19				
20 FUND BALANCE - BEGINNING	-	-	238,300	238,300
21				
<b>22 FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 238,631</b>	<b>\$ 238,631</b>

23  
24 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)  
October 31, 2019**

	<b>BankUnited (Operating Acct)</b>
Balance Per Bank Statement	\$ 47,882.72
Add: Deposits in Transit	-
Less: Outstanding Checks	(2,951.40)
 <i><b>Adjusted Bank Balance</b></i>	 <b>\$ 44,931.32</b>
Beginning Bank Balance Per Books	\$ 46,886.25
Cash Receipts	50,404.11
Cash Disbursements	(52,359.04)
 <i><b>Cash Balance Per Books</b></i>	 <b>\$ 44,931.32</b>

# EXHIBIT 3



To the board of Panther Trace CDD-Phase I,

In our discussions with Patricia Thibault at DPFG, she informed us that the board feels that the contract for ADA services and the website were misrepresented. Per your request, we are waving the overage charges for ADA remediation for \$2,629.34 on invoice 17964. If there is anything else we can do to improve this relationship, please contact me at any time.

Thank you for being a Campus Suite customer!

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Fulkert", with a long horizontal line extending to the right.

Eric Fulkert  
CEO, Campus Suite  
[eric@campussuite.com](mailto:eric@campussuite.com)

# INVOICE

**BILL TO**

Panther Trace 1 CDD  
250 International Parkway  
Suite 280  
Lake Mary, FL 32746

**INVOICE #** 17964

**DATE** 10/15/2019

**DUE DATE** 10/30/2019

**TERMS** Net 15

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DESCRIPTION	AMOUNT
PDF Overages (2683)	0.00
<hr/>	
BALANCE DUE	<b>\$0.00</b>

VOID

# EXHIBIT 4



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

---

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

To: Board of Supervisors  
From: Monica Vitale  
Date: December 3, 2019  
Re: Ditch line Clean out

Dear Board,

Please find attached proposals for cleaning up the ditch area located on the south side of Panther Trace BLVD. I have received resident complaints in regard to this area. It is something we have historically taken care of. Please advise. Thank you.

Monica Vitale  
Facilities Director

# Aquatic Systems, Inc., a SOLitude Lake Management Company

Lake & Wetland Management Services

*Everything a Lake Should Be*

2100 NW 33<sup>rd</sup> Street, Pompano Beach, FL 33069

Telephone: 1-800-432-4302

www.aquaticsystems.com

This Agreement made the date set forth below, by and between Aquatic Systems, Inc., a Florida Corporation, hereinafter called "ASI", and

Mr. Ray Lolito, CDD District Manager

**Panther Trace CDD**

c/o DPFPG

250 International Parkway, Suite #280

Lake Mary, Florida 32746

(321) 263-0132

ray.lolito@dpfg.com

**Special Services Agreement**

**Start Date:** \_\_\_\_\_.

**Date of proposal:** October 31, 2019 JFM/NV-AO

*We are pleased to quote special pricing as follows:*

**Services to be performed:** One time clearing of Primrose and Brazilian Peppers.

**Site:** #30, Ditch (approximately 2,359 feet)

**Equipment:**

Forestry Mulcher

Manual Tools, Rakes, Shovels, etc.

**Disposal:** Debris will be mulched and left onsite.

**Total Balance Due Upon Completion \$14,850.00**

*The above price is effective for 90 days from the date of this proposal.*

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## **Terms & Conditions of Special Services Agreement**

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1. If CUSTOMER does not directly own the areas where services are to be provided, CUSTOMER warrants and represents that he has control of these areas to the extent that he may authorize the specified services and in the event of dispute of ownership agrees to defend, indemnify and hold ASI harmless for the consequences of such services.
2. ASI will be reimbursed by the CUSTOMER for administrative fees, compliance programs, invoicing or payment plans or similar expenses caused by requirements placed on ASI by the CUSTOMER that are not explicitly included in this contract's specifications.
3. ASI, at its expense, shall maintain the following insurance coverage: Workman's Compensation (statutory limits), General Liability, Property Damage, Products and Completed Operations Liability, and Automobile Liability.
4. If at any time during the term of this Agreement the government imposes any additional regulatory permit requirements or fees, this Agreement may be renegotiated to include these changes and the cost of the additional services and/or fees.
5. Cyanobacteria identification and toxin testing are not included in this agreement. Cyanobacteria are common throughout Florida waterways and our algae management program cannot guarantee the absence, elimination or control of cyanobacteria and toxins. ASI shall in no event be liable to CUSTOMER, or others, for indirect, special or consequential damages resulting from the presence of cyanobacteria or cyanobacteria toxins in their waterbodies.

6. ASI is not responsible under any circumstances for flooding or water damage from fouled water level control structures resulting from ASI installing Carp Containment Barriers on the structures.
7. Payment terms are net 30 days from invoice date. All amounts remaining due and owing 30 days after billing by SELLER shall bear interest at the rate of 1.5% per month until paid in full. The CUSTOMER shall pay all costs of collection, including liens and reasonable attorney's fees. ASI may cancel this Agreement, if CUSTOMER is delinquent more than sixty (60) days on their account.
8. This Agreement constitutes the entire Agreement of the parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both ASI and the CUSTOMER.

\_\_\_\_\_  
Customer or Authorized Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Signer

\_\_\_\_\_  
Print Company Name of Signer

\_\_\_\_\_  
Aquatic Systems, Inc. Signature

\_\_\_\_\_  
Date



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

# Estimate

<b>Submitted To:</b>
Panther Trace CDD 1 c/o DPF 250 International Parkway, Suite 280 Lake Mary, FL 32746

Date	9/23/2019
Estimate #	62103
LMP REPRESENTATIVE	
GAR	
PO #	
Work Order #	

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ITEM	DESCRIPTION	QTY	COST	TOTAL
	Proposal provides for the clean-up of overgrown vegetation along east and west embankments of 'Ditch B' starting on the south side of Panther Trace Blvd and continuing in a southerly direction for approximately 550'. Target work area runs along the eastern boundary of Pond 14. All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Cleanup	Vegetative removal/ clean-up	1	2,856.00	2,856.00
Cleanup	Debris Disposal	1	687.50	687.50

<b>TOTAL</b>	<b>\$3,543.50</b>
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**TERMS AND CONDITIONS:**

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

December 3, 2019

# PANTHER TRACE CDD-PHASE I FACILITIES DIRECTOR REPORT

## AQUATICS REPORTS

Reports will be available to Supervisors upon request.

### Maintenance

- i. The ponds are being consistently maintained Bimonthly per contract.
- ii. Crew is checking upon arrival to our property as requested.

## LANDSCAPE

LMP has continued to provide us with quality services. They consistently score in the 90s on their monthly inspection form OLM.

The well usage reports are available upon request.

## CLUBHOUSE

### Maintenance

- iii. Monument Pressure washing has been completed.
- iv. Holiday Lights have been installed. The remainder of the decorations will go up the first week of December a head of the annual Holiday Party.

### Reservations

The Clubhouse continues to maintain a steady stream of reservations. Folks are planning ahead and have been booking into the new year.

## COMMUNITY EVENTS

### Upcoming

- v. December 7 Holiday Party
- vi. January 10 Adult Crafting Event Gasparilla Wreaths

# EXHIBIT 6

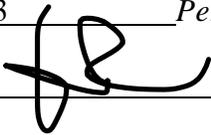
# PANTHER TRACE

## 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	Broadleaf and dollarweed around tennis and clubhouse
TURF INSECT/DISEASE MANAGEMENT	10	1	Warranty or regrow
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	5	US301 Cleanliness
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		12

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

Date: 10-22-19 Score: 93 Performance Payment™ % 100

Contractor Signature: 

Inspector Signature: 

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



# PANTHER TRACE CDD

## LANDSCAPE INSPECTION

October 22, 2019

### ATTENDING:

MONICA VITALE – PANTHER TRACE CDD  
GRANT PHILLIPS – LMP  
SCOTT CARLSON – LMP  
GARTH RINARD – LMP  
PAUL WOODS – OLM, INC.

**SCORE: 93%**

NEXT INSPECTION

**NOVEMBER 7, 2019 AT 9:30AM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 9/17/19

### SPORT FIELD

#### **12. West end of sports field: Control Spurge in turf.**

### CATEGORY II: MAINTENANCE ITEMS

#### CLUBHOUSE

1. Detail Eugenia topiaries prior to Christmas light installation.
2. Pocket prune reversion growth from Arboricola Trinettes.
3. Along walkway adjacent to wildflower garden: Rejuvenate prune Fountain Grass.
4. Prune Ligustrums, promoting a multi stem privet form, eliminating nonproductive and dead wood.
5. South end of clubhouse: Remove 2 bricks at base of Oak tree as debris.
6. South side lawn: Control minor broadleaf weeds in turf.
7. Playground: Prune trees, removing sucker growth, nonproductive, and lowest scaffold of branches growing over the gazebo and towards swing set.
8. Contractor is reminded to retuck netafim, pinning towards root zones.
9. Pool seating area: Rejuvenate prune Muhly Grass once bloom cycle is complete.
10. Improve vigor and fertility of Dwarf Mexican Petunias.
11. Near southwest seating area: Remove remnant Xanadu Philodendron growing in Asiatic Jasmine plantings.
12. Remove Magnolia leaf drop during weekly service visits.
13. Common lawn adjacent to tennis court: Control emerging broadleaf weeds in turf, promoting infilling growth of St. Augustine.

#### SPORTS FIELD

**14. Continue controlling grassy weeds in Bermuda turf with selective herbicides.**

15. Selective prune Oak trees up to 15 feet for contract specifications, promoting upward growth habit. Prune trees away from basketball court and sports field parking.

COMMONS

16. Throughout common areas and parks: Complete hay stack pruning Fakahatchee Grass.
17. Control Asiatic Cycad Scale on King Sago Palms.

US 301

- A
18. Crosswalk: Remove sand, gravel, and debris along bike lane.
19. Remove commercial signage during weekly service visits.
20. Monitor rejuvenate pruned Fakahatchee Grass for recurring Mite activity.

GREYSTONE

21. Southwest corner of property adjacent to southern pond: Prune back wood line overgrowth extending into Bahia mowables.
22. Root drench at curative rates Ligustrum privets. I would recommend removing the declining plants.
23. Stratford village entrance: Hand prune tallest stems from Arboricola Trinette. Also pocket prune reversion growth from plants.

**CATEGORY III: IMPROVEMENTS – PRICING**

1. Clubhouse, driveway entrance adjacent to playground: Provide a price to infill the depression where Oak tree was removed, regrading around valve assembly and resodding this corner.
2. Sports field: Provide a price to remove the lightning struck Oak tree near handicap parking spaces.
3. Panther Trace Blvd berm: Provide a price to replace shade impacted Thryallis and Cordgrass. Identify any other areas where low groundcover or flowering groundcover would be effective.
4. Along US 301 frontage: Provide a price to remove lightning struck/declining Sycamore tree.
5. Median island adjacent to Huntington entrance: Provide a price to remove dead Washingtonia Palm.
6. Stratford frontage berm: Provide a price to thin canopies of trees (class 2 pruning) to improve tree structure, eliminating heavy shade banks, and improving tree health. This is outside maintenance scope and would be considered an additional cost.

## CATEGORY IV: NOTES TO OWNER

1. I recommend approving proposal to install approximately 15 Copperleaf plants along south clubhouse berm to create a colorful and screening hedgerow.
2. Clubhouse: The chain link fence is damaged on the west end of the playground. It appears people are climbing the fence.
3. During todays inspection we identified areas of Panther Trace Blvd berm which I believe would benefit by replacement with plants. One of the plants described is Copperleaf. This reddish foliage plant provides good color and screening and is adaptable to full sun to partial shade environments.

## CATEGORY V: NOTES TO CONTRACTOR

1. Coordinate post fall festival events and timing of winter Rye installation with Monica.
2. Determine cause of decline in Ligustrums in center island. If positive for fungus, I recommend pruning to ground level and drenching nonaffected Ligustrums at curative rates with a broad spectrum fungicide.

PGW:ml

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)

October 14, 2019

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 10/07/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. Note: Bahia pond mowing begins bi-weekly mow cycle begins the week of 9/16/19 through mid-April 2020.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Irrigation Pump C shut down Saturday 10/12 for Movie night.
6. Greystone ligustrum rebounding with new bud formation; Continue monitoring.
7. Round-up weed control.
8. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 10/07 – 10/14 was a total of 1.93” with a maximum rainfall amount of 0.43” on Wednesday 10/9. Soil temperatures reported as 80.11 degrees.
9. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 10/14. Cumulative rainfall during the week was 1.46” with a maximum of 0.49” on Wednesday 10/9.

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

Thank you,

*Garth Rinard*

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

cc: Paul Woods, OLM, Inc.

October 21, 2019

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 10/14/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. Note: Bahia pond mowing begins bi-weekly mow cycle begins the week of 9/16/19 through mid-April 2020.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Irrigation Pump C returned to normal schedule/ operation
6. Clubhouse annual beds at entrance replacements Tuesday 10/22.
7. Selective turf weed application (signalgrass) on soccer field; select turf weed application common area St. Augustine. Brown patch control on St. Augustine median (Huntington)
8. Greystone Monitoring median island ligustrum. Four out of six are stressed and/ or impacted with either an abiotic or biotic issue. Initial stress stemmed from water stress due to broken irrigation wiring on the zone. On repair, trees demonstrated signs of rebound, however canopy continued to brown out. Samples have been pulled for testing and diagnostics. Trees drenched for possible root rot related disease. Timing of downturn suspect and possibly contributable to outside factors.
9. Round-up weed control.
10. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 10/14 – 10/21 was a total of 5.45” with a maximum rainfall amount of 0.76” on Saturday 10/19. Soil temperatures reported as 79.09 degrees.
11. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 10/21. Cumulative rainfall during the week was 3.88” with a maximum of 3.05” on Saturday 10/19.

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

Thank you,

*Garth Rinard*

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

cc: Paul Woods, OLM, Inc.

October 28, 2019

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 10/21/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. Note: Bahia pond mowing begins bi-weekly mow cycle begins the week of 9/16/19 through mid-April 2020.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Field aeration and over-seeding tentative for the week of 11/25 and dependent on prevailing weather patterns.
6. Clubhouse annual beds at entrance replacements completed.
7. Selective turf weed application (signalgrass) on soccer field; select turf weed application common area St. Augustine. Brown patch control on St. Augustine median (Huntington)
8. Greystone Ligustrum – pending lab results.
9. Round-up weed control.
10. Mattress and bed frame removal per request.
11. OLM Inspection
12. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 10/21 – 10/28 was a total of 0.34” with a maximum rainfall amount of 0.14” on Saturday 10/26. Soil temperatures reported as 79.83 degrees.
13. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 10/28. Cumulative rainfall during the week was 0.56” with a maximum of 0.45” on Saturday 10/26.

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

Thank you,

*Garth Rinard*

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

cc: Paul Woods, OLM, Inc.

November 4, 2019

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

Re: Landscape Maintenance – Weekly update

Monica,

For your review, below are landscape maintenance related items completed for the week of 10/28/19:

1. Mow, edge, line trim, blow common and ponds throughout common areas – completed. Note: Bahia pond mowing begins bi-weekly mow cycle begins the week of 9/16/19 through mid-April 2020. Common area mowing shifts bi-weekly beginning 11/11/19 through mid-March 2020.
2. Removal of trash, litter, debris, and signage along Panther Trace Blvd. and entrances – including pond shorelines.
3. Pool/ Clubhouse detail and trim/ prune as needed.
4. Magnolia leaf drop removal (on-going).
5. Field aeration and over-seeding tentative for the week of 11/25 and dependent on prevailing weather patterns.
6. Clubhouse annual beds at entrance replacements completed.
7. Field inspection and irrigation adjustments for Fall Festival completed as needed.
8. Greystone Ligustrum – pending lab results. Initial results attached. Additional samples and further testing is being conducted at UF – Gainesville as the conclusions drawn on this report are based on surface diagnostics. None of the factors outlined in the report are contributing to the condition and the conclusion to research the more exotic bacterial leaf scorch has us somewhat skeptical as our research indicates ligustrum are not a host to this disease.
9. Round-up weed control.
10. General trimming/ pruning shrub/ hedges along Panther Trace Blvd.
11. Note: Florida Automated Weather Network (FAWN) – reports rainfall measurements for the week of 10/28 – 11/04 was a total of 0.41” with a maximum rainfall amount of 0.25” on Tuesday 10/29. Soil temperatures reported as 77.86 degrees.
12. Panther Trace Weather Station (KFLRIVER86) reporting for Monday 10/29. Cumulative rainfall during the week was 0.05” with a maximum of 0.04” on Tuesday 10/29.

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

Thank you,

*Garth Rinard*

Garth Rinard, Account Manager

O: 813.757.6500

C: 813.478.9678

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

cc: Paul Woods, OLM, Inc.