

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
August 25, 2020  
7:30 p.m.***

***Location:  
Via Electronic Teleconference***

***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 was scheduled for **Tuesday, August 25, 2020 at 7:30 p.m.** at the **Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida.**

*Due to current issues related to COVID-19, the Florida Governor released Executive Order 20-69 which allows governmental public meetings and required quorums to be completed via telephone conference. In respect of current social distancing recommendations, this meeting will be conducted via telephone in order to protect the health and safety of the public. Both members of the board and the public may join this meeting at the scheduled time via Zoom as follows:*

**Zoom URL:**

<https://us02web.zoom.us/j/82330545687?pwd=Y1BBOEhWTFhHTk9RZ3FQMEptQWRTZz09>

**Zoom Meeting ID: 823 3054 5687**

**Password: 545933**

*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

**Panther Trace I Community Development  
District**

**Board of Supervisors Meeting**

**Tuesday, August 25<sup>th</sup> at 7:30  
PM**

**via Zoom**

All:

We welcome you to join us for the Board of Supervisors Meeting to be held on Tuesday, August 25<sup>th</sup> at 7:30 PM. This meeting will be held via **Zoom**, an online platform that allows us to hold necessary Board meetings without having to leave the safety of your home. With Zoom you have two options for joining the meeting; telephone or computer, and it will all be audio based, meaning no video recording. Please follow the instructions below for either telephone or computer attendance. If you have any questions in regard to the agenda, please email them to [raymond.lotito@dpg.com](mailto:raymond.lotito@dpg.com) before the meeting so that they can be answered accordingly. We request that all participants mute their microphones. Thank you for your patience in these trying times and we look forward to hearing from you.

**Join Zoom Meeting by Computer**

<https://us02web.zoom.us/j/82330545687?pwd=Y1BBOEhWTFhHTk9RZ3FQMEptQWRTZz09>

**Meeting ID: 823 3054 5687**

**Password: 545933**

**Join Zoom Meeting by Phone**

Dial by your location – Follow the Prompts – Meeting ID – **823 3054 5687** – Hit # when it requests a **participant ID**. Find your local number: <https://us02web.zoom.us/j/82330545687?pwd=Y1BBOEhWTFhHTk9RZ3FQMEptQWRTZz09>

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

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

Date of Meeting: Tuesday, August 25, 2020

Time: 7:30 PM

Location: Via Electronic Teleconference

*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 28, 2020 Meeting Exhibit 1

B. Acceptance of the July 2020 Unaudited Financial Statements Exhibit 2

**V. Business Matters**

A. Consideration and Adoption of **Resolution 2020-09**, Designating Local Records Office Exhibit 3

B. Consideration and Adoption of **Resolution 2020-10**, Designating Meeting Dates and Times for FY 2021 Exhibit 4

C. Consideration of Memorandum on Amendments to Florida Statutes Section 189.069(2)(a) Exhibit 5

D. Consideration of Playground Proposals *Under Separate Cover*

E. Consideration of Site Masters Storm Drain Outfall Repair Proposal - \$6,200.00 Exhibit 6

**VI. Old Business Matters**

**VII. Staff Reports**

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report August 2020 Exhibit 7

2. Review of the OLM Inspection Report, Grade Sheet and LMP Exhibit 8  
Weekly Summary Report

**VIII. Supervisors Requests**

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

**X. Adjournment**

# EXHIBIT 1

1 **MINUTES OF MEETING**

2 **PANTHER TRACE I**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Panther Trace I Community  
5 Development District was held on Tuesday, July 28, 2020 at 7:32 p.m. via electronic teleconference.

6 **FIRST ORDER OF BUSINESS – Roll Call**

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

8 Present and constituting a quorum were:

9 Megan Jones	Board Supervisor, Chairman
10 Mike Staubitz	Board Supervisor, Vice Chairman
11 Dan O’Neill	Board Supervisor, Assistant Secretary
12 Michael Themar	Board Supervisor, Assistant Secretary

13 Also present were:

14 Raymond Lotito District Manager, DPGF Management & Consulting

15 *The following is a summary of the discussions and actions taken at the July 28, 2020 Panther Trace I*  
16 *CDD Board of Supervisors Regular Meeting.*

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

18 There being none, the next item followed.

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

20 A. Exhibit 1: Consideration and Approval of Minutes of the June 23, 2020 Meeting

21 On a MOTION by Mr. O’Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board  
22 approved the Minutes of the Board of Supervisors Regular Meeting held on June 23, 2020 for the Panther  
23 Trace I Community Development District.

24 B. Exhibit 2: Acceptance of the June 2020 Financial Statements

25 Mr. Lotito indicated that the District was slightly over budget with pond maintenance and club  
26 staff, and that excess revenue was at \$196,603. Ms. Jones explained that staff would probably go  
27 over due to sanitation needs, and advised to keep this in mind when discussing the budget.

28 On a MOTION by Mr. O’Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board  
29 accepted the June 2020 Financial Statements as presented for the Panther Trace I Community  
30 Development District.

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

32 A. Exhibit 3: Presentation and Acceptance of the FY 2019 Audited Annual Financial Report

33 Mr. Lotito stated that program revenues were exceeding costs of operations.

34 On a MOTION by Mr. O’Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board  
35 accepted the FY 2019 Audited Annual Financial Report for the Panther Trace I Community Development  
36 District.

37 **B. Fiscal Year 2020-2021 Budget Public Hearing**

38 ➤ Open the Public Hearing

39 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board  
40 approved the opening of the Fiscal Year 2020-2021 Budget Public Hearing for the Panther Trace I  
41 Community Development District.

- 42           ➤ Presentation of the FY 2020-2021 Budget (*attached to Resolution*)  
43                     Mr. Lotito advised that while money had been moved towards a playground item, no  
44                     changes had been made since the last discussion. Discussion ensued regarding reserves.  
45           ➤ Audience Comments  
46                     There being none, the next item followed.  
47           ➤ Close the Public Hearing

48 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board  
49 approved the closure of the Fiscal Year 2020-2021 Budget Public Hearing for the Panther Trace I  
50 Community Development District.

- 51           ➤ Exhibit 4: Consideration and Adoption of **Resolution 2020-07**, Adopting the Fiscal Year  
52                     2020-2021 Budget

53 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted  
54 **Resolution 2020-07**, Adopting the Fiscal Year 2020-2021 Budget for the Panther Trace I Community  
55 Development District.

- 56           C. Exhibit 5: Consideration and Adoption of **Resolution 2020-08**, Providing for the Collection &  
57                     Enforcement of Special Assessments for Fiscal Year 2020-2021

58 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adopted  
59 **Resolution 2020-08**, Providing for the Collection & Enforcement of Special Assessments for Fiscal Year  
60 2020-2021 for the Panther Trace I Community Development District.

- 61           D. Exhibit 6: Consideration and Approval of LMP Proposal for Filler Plants – Estimate No. 66369 -  
62                     \$812.00

63                     Mr. O'Neill suggested tabling this proposal, as he felt that further input was needed from Ms.  
64                     Vitale. This item was tabled indefinitely.

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

66                     There being none, the next item followed.

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

- 68           A. District Manager

69                     Mr. Lotito stated that a Resolution regarding meeting dates and times would be brought to the  
70                     next meeting. The Board indicated that they wished to continue with the current meeting pattern.

- 71           B. District Counsel

72                     There being none, the next item followed.

- 73           C. District Engineer

74                     There being none, the next item followed.

- 75           D. Facilities Director



- 76           ➤ Exhibit 7: Facilities Director’s Report July 2020
- 77           Ms. Jones gave an overview of the provided report, noting a request for information from the
- 78           Board regarding the reservation process through September. Discussion ensued. The Board
- 79           directed for staff to hold off on reservations for September, to be revisited for the next month.
- 80           ➤ Exhibit 8: Review of the OLM Inspection Report, Grade Sheet, and LMP Weekly Summary
- 81           Report

82   **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

83           Mr. O’Neill noted that a resident in the Stratford neighborhood was having issues with tree  
84           overgrowth. Discussion ensued regarding LMP’s contractual obligations. Mr. Lotito stated that he  
85           would get in contact with LMP, as the Board believed this item fell under the purview of the  
86           contract. Ms. Jones additionally requested for LMP to perform a walkthrough along Panther  
87           Trace Boulevard for similar issues.

88           Mr. Staubitz indicated a number of fees from District Counsel calls, including one to Ms. Vitale  
89           regarding amenity reopening procedure. Mr. Lotito stated that he would clarify this with Counsel.

90           Mr. Lotito advised that the Panther Trace II CDD Chair was requested to meet separately with  
91           Ms. Jones to discuss amenities. Discussion ensued regarding reciprocity. Mr. Lotito stated that he  
92           would place a discussion between the Boards on the agenda for the Panther Trace II CDD  
93           meeting scheduled for August 24.

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

95           There being none, the next item followed.

96   **NINTH ORDER OF BUSINESS – Adjournment**

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

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

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

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

106

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

107

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

\_\_\_\_\_  
**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, 2020**

**Panther Trace CDD  
Balance Sheet  
July 31, 2020**

	<u>GENERAL FUND</u>	<u>DS2007 FUND</u>	<u>DS2020 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <b><u>ASSETS:</u></b>				
2				
3 CASH	\$ 17,847	\$ -	\$ -	\$ 17,847
4 CASH - DEBIT CARD	1,552	-	-	1,552
5				
6 INVESTMENTS:				
7 MONEY MARKET ACCOUNT - BU	1,900,456	-	-	1,900,456
8 TRUST - REVENUE ACCT	-	-	4,950	4,950
9 TRUST - RESERVE ACCT	-	-	-	-
10 TRUST - ESCROW ACCT	-	-	-	-
11 TRUST - INTEREST ACCT	-	-	47,508	47,508
12 ACCOUNTS RECEIVABLE	-	-	-	-
13 ON ROLL ASSESSMENTS RECEIVABLE - CY	-	-	-	-
14 DUE FROM OTHER FUNDS	-	-	5,012	5,012
15 PREPAID EXPENSES	26,875	-	-	26,875
16 DEPOSITS	16,860	-	-	16,860
17 <b>TOTAL ASSETS</b>	<b><u>\$ 1,963,589</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 57,470</u></b>	<b><u>\$ 2,021,060</u></b>
18				
19				
20 <b><u>LIABILITIES:</u></b>				
21				
22 ACCOUNTS PAYABLE	\$ 3,451	\$ -	\$ -	\$ 3,451
25 DEFERRED REVENUE (ON-ROLL)	-	-	-	-
26 DUE TO DS FUND	5,012	-	-	5,012
27				
28 <b><u>FUND BALANCE:</u></b>				
29				
30 NONSPENDABLE:				
31 PREPAID AND DEPOSITS	43,735	-	-	43,735
33 ASSIGNED: ONE QUARTER OPERATING CAPITAL	198,136	-	-	198,136
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
ASSIGNED: FY 2020 INC. IN RESERVES	73,000	-	-	73,000
38 RESTRICTED:				
39 DEBT SERVICE	-	-	57,470	57,470
40 UNASSIGNED	1,057,011	-	-	1,057,011
41				
42 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 1,963,589</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 57,470</u></b>	<b><u>\$ 2,021,060</u></b>

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2019 through July 31, 2020**

	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	\$ 708,971	\$ 790,490	\$ 81,520
3 INTEREST REVENUE	2,000	1,000	6,983	5,983
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	150	164	14
5 CH SECURITY OFFICER FEE	-	-	67	67
6 CLUBHOUSE RENTALS	2,500	1,250	1,580	330
7 INSURANCE PROCEEDS	-	-	-	-
8 <b>TOTAL REVENUE</b>	<b>792,545</b>	<b>711,371</b>	<b>799,284</b>	<b>87,913</b>
9				
<b>10 EXPENDITURES</b>				
11 <b>FINANCIAL AND ADMINISTRATIVE:</b>				
12 BOARD OF SUPERVISORS SALARIES	12,000	10,000	5,800	4,200
13 PAYROLL TAXES (BOS STAFF)	919	766	444	322
14 PAYROLL SERVICE FEES	650	542	392	150
15 MANAGEMENT CONSULTING SERVICES	45,000	37,500	37,500	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	417	1,377	(960)
18 BANK FEES	200	167	148	18
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)	-	-	-	-
20 MAILING	50	42	-	42
21 SCHOOL SPONSORSHIP	200	167	200	(33)
22 OTHER MISCELLANEOUS	250	208	463	(255)
23 AUDITING	3,250	3,250	3,250	-
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	583	1,864	(1,280)
26 ENGINEERING SERVICES	5,000	4,167	522	3,645
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	2,265	2,107	2,107	0
28 LEGAL SERVICES	7,500	6,250	2,324	3,926
29 <b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>78,659</b>	<b>66,340</b>	<b>56,566</b>	<b>9,774</b>
30				
31 <b>INSURANCE:</b>				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	15,789	(1,658)
33 <b>TOTAL INSURANCE</b>	<b>14,131</b>	<b>14,131</b>	<b>15,789</b>	<b>(1,658)</b>
34				
35 <b>DEBT SERVICE ADMINISTRATION:</b>				
36 DISCLOSURE REPORT	1,000	1,000	1,000	-
37 ARBITRAGE REBATE	650	650	650	-
38 TRUSTEE FEES	4,771	4,771	4,373	398
39 <b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>6,421</b>	<b>6,421</b>	<b>6,023</b>	<b>398</b>
40				
41 <b>UTILITIES:</b>				
42 UTILITIES - ELECTRICITY	123,600	103,000	82,073	20,927
43 UTILITIES - WATER	10,000	9,097	10,984	(1,887)
44 UTILITIES - SOLID WASTE DISPOSAL	1,940	1,932	2,100	(168)
45 UTILITY IMPACT FEE	650	625	625	0
46 <b>TOTAL UTILITIES</b>	<b>136,190</b>	<b>114,654</b>	<b>95,782</b>	<b>18,872</b>
47				
48 <b>SECURITY:</b>				
49 SECURITY SYSTEM - CONTRACT	120	100	64	36
50 SECURITY PATROL	25,000	20,833	9,194	11,640
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	417	-	417
52 <b>TOTAL SECURITY</b>	<b>25,620</b>	<b>21,350</b>	<b>9,258</b>	<b>12,092</b>
53				

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2019 through July 31, 2020**

	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	16,960	17,317	(357)
56 LAKE & POND MAINTENANCE - OTHER	5,500	4,583	-	4,583
57 ENTRY & WALLS MAINTENANCE	7,500	6,250	2,579	3,671
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	134,221	105,776	28,445
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	12,600	11,340	1,260
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	33,333	29,729	3,604
62 TREE MAINTENANCE/REMOVAL	5,000	4,167	931	3,236
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	4,167	4,369	(202)
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	6,250	2,023	4,227
65 IRRIGATION USAGE REPORTING	2,400	2,000	1,600	400
66 DECORATIVE LIGHT MAINTENANCE	1,200	1,000	150	850
67 PAVEMENT REPAIRS	1,000	833	-	833
68 PEST CONTROL	960	800	800	-
69 FIELD CONTINGENCY	10,000	8,333	701	7,633
70 <b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>282,597</b>	<b>235,498</b>	<b>177,314</b>	<b>58,183</b>
71				
72 <b>PARKS AND RECREATION:</b>				
73 COMMUNICATIONS (TEL, CELL, INT )	2,500	2,062	2,421	(359)
74 CLUBHOUSE STAFF	68,000	56,667	62,219	(5,552)
75 CLUBHOUSE STAFF TAXES	5,202	4,335	4,355	(20)
76 UNEMPLOYMENT INSURANCE	1,200	1,000	231	769
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	1,042	995	47
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	2,500	2,341	159
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	1,250	-	1,250
80 CLUB FACILITY MAINTENANCE	18,000	15,000	8,611	6,389
81 POOL MAINTENANCE - CONTRACT	11,200	9,333	9,150	183
82 POOL MAINTENANCE - OTHER	6,000	5,000	2,210	2,790
83 POOL PERMIT	275	229	275	(46)
84 CLUBHOUSE SUPPLIES	2,500	2,083	1,685	398
85 PARK FACILITY MAINTENANCE	4,163	3,469	2,702	767
86 CAPITAL IMPROVEMENTS	17,600	14,667	5,586	9,081
87 SPECIAL EVENTS	25,000	20,833	7,933	12,900
88 DECORATIVE LIGHT/HOLIDAY	1,000	833	1,623	(790)
89 MISCELLANEOUS				
90 STORAGE	936	780	557	223
91 SIGNS	-	-	-	-
92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	5,500	150	5,350
93 <b>TOTAL PARKS AND RECREATION</b>	<b>175,926</b>	<b>146,584</b>	<b>113,044</b>	<b>33,540</b>
94				
95 <b>TOTAL EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>719,545</b>	<b>604,978</b>	<b>473,775</b>	<b>131,203</b>
96				
97 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES</b>	<b>73,000</b>	<b>106,393</b>	<b>325,508</b>	<b>219,116</b>
98				
99 <b>CAPITAL RESERVES:</b>				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 <b>TOTAL CAPITAL RESERVES</b>	<b>73,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
102				
103 <b>TOTAL EXPENDITURES</b>	<b>792,545</b>	<b>604,978</b>	<b>473,775</b>	<b>131,203</b>
104				
105 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>106,393</b>	<b>325,508</b>	<b>219,116</b>
106				
107 FUND BALANCE - BEGINNING	1,431,572	1,431,572	1,629,618	1,629,618
108 INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
109				
110 <b>FUND BALANCE - ENDING</b>	<b>\$ 1,504,572</b>	<b>\$ 1,537,965</b>	<b>\$ 1,955,127</b>	<b>\$ 1,848,734</b>

111  
112 a) Assessment budget, year-to-date budget and actual collections reported at net.  
113  
114  
115  
116  
117  
118

Renewal & Replacement (Reserve)	
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)
<b>Total</b>	<b>\$ 656,244</b>

**Panther Trace CDD**  
**Debt Service Fund- Series 2007**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2019 through July 31, 2020**

	<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	\$ 282,599	\$ 305,594	\$ 22,995
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	1,887	1,887
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
<b>7 TOTAL REVENUE</b>	<b>332,653</b>	<b>282,599</b>	<b>307,481</b>	<b>24,882</b>
8				
9				
10				
<b>11 EXPENDITURES</b>				
12 COUNTY-COLLECTION FEES (ASSESSMENTS)	13,861	-	-	-
13 INTEREST EXPENSE	153,793	78,856	78,856	-
14 PRINCIPAL RETIREMENT	165,000	-	-	-
<b>15 TOTAL EXPENDITURES</b>	<b>332,653</b>	<b>78,856</b>	<b>78,856</b>	<b>-</b>
16				
<b>17 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>203,742</b>	<b>228,625</b>	<b>24,882</b>
18				
<b>19 OTHER FINANCING SOURCES (USES)</b>				
20 BOND PROCEEDS	-	-	2,846,775	2,846,775
21 TRANSFER IN (OUT)	-	-	(57,471)	(57,471)
BOND REFUNDING			(3,256,229.00)	
<b>22 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(466,925)</b>	<b>2,789,304</b>
23				
24 FUND BALANCE - BEGINNING	-	-	238,300	238,300
25				
<b>26 FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 203,742</b>	<b>\$ (1)</b>	<b>\$ 3,052,486</b>

27  
28 a) Assessment budget reported at gross and year-to-date budget and actual collections adjusted for net tax collections.  
29

**Panther Trace CDD**  
**Debt Service Fund- Series 2020**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For the Period From October 1, 2019 through July 31, 2020**

	<b>ACTUAL YEAR-TO-DATE</b>
1 <b>REVENUE</b>	
2     SPECIAL ASSESSMENTS - ON ROLL (NET)	\$           9,499
3     DISCOUNT (ASSESSMENTS)	-
4     INTEREST REVENUE	2
5 <b>TOTAL REVENUE</b>	<b>9,501</b>
6	
7	
8	
9 <b>EXPENDITURES</b>	
10    INTEREST EXPENSE	9,502
11    PRINCIPAL RETIREMENT	-
12    COST OF ISSUANCE	113,225
13 <b>TOTAL EXPENDITURES</b>	<b>122,727</b>
14	
15 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(113,226)</b>
16	
17 <b>OTHER FINANCING SOURCES (USES)</b>	
18    BOND PROCEEDS	113,225
19    TRANSFER IN (OUT)	57,471
20 <b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>170,696</b>
21	
22    FUND BALANCE - BEGINNING	-
23	
24 <b>FUND BALANCE - ENDING</b>	<b>\$           57,470</b>
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, 2020**

	<b>BankUnited (Operating Acct)</b>
Balance Per Bank Statement	\$ 22,058.54
Add: Deposits in Transit	-
Less: Outstanding Checks	(4,211.70)
 <i>Adjusted Bank Balance</i>	 <b><u>\$ 17,846.84</u></b>
Beginning Bank Balance Per Books	\$ 15,958.68
Cash Receipts	50,113.60
Cash Disbursements	(48,225.44)
 <i>Cash Balance Per Books</i>	 <b><u>\$ 17,846.84</u></b>

# EXHIBIT 3

**RESOLUTION 2020-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING THE LOCATION OF THE DISTRICT'S LOCAL RECORDS OFFICE; AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, District records are available for public review and inspection at the offices of Vesta Property Services, located at 409 E. College Avenue, Ruskin, FL 33570; and

**WHEREAS**, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District's records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Section 190.006(7), Florida Statutes.

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

1. The District's local records office shall be located at the offices of Vesta Property Services, located at 409 E. College Avenue, Ruskin, FL 33570.
2. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 25th DAY OF AUGUST, 2020.**

**ATTEST:**

**PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Chair/Vice Chair

# EXHIBIT 4

**RESOLUTION 2020-10**

**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 2020/2021 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 2020/2021 annual public meeting schedule to Hillsborough County.

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

**PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF AUGUST, 2020.**

**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 2020/2021 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 27, 2020

November 24, 2020 [**THANKSGIVING IS NOVEMBER 26**]

December 22, 2020 [**CHRISTMAS IS DECEMBER 25**]

January 26, 2021

February 23, 2021

March 23, 2021

April 27, 2021

May 25, 2021

June 22, 2021

July 27, 2021

August 24, 2021

September 28, 2021

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 5

# Development Planning and Financing Group

250 International Parkway Suite 280

Lake Mary, FL 32746

Phone: 321-263-0132

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July 1, 2020

## Memorandum

The Florida Legislature recently enacted amendments to the website requirements contained in Section 189.069(2)(a), *Florida Statutes*, effective July 1, 2020. The full text of these amendments is attached to this memorandum as **Exhibit A**, and the amendments are summarized below:

- The requirement to post the final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district may be satisfied by providing a link to the audit report on the Auditor General's Website.
- The public facilities report is no longer required to be posted.
- Meeting materials accompanying meeting or workshop agendas are no longer required to be posted. Please note that the agenda itself is still required to be posted.

The amendments do not prevent districts from including these documents on their websites, but districts may remove them if they so choose. We recommend requesting board direction on a district-by-district basis.



## CHAPTER 2020-77

### Committee Substitute for Senate Bill No. 1466

An act relating to government accountability; amending s. 189.031, F.S.; specifying conditions under which board members and public employees of special districts do not abuse their public positions; amending s. 189.069, F.S.; revising the list of items required to be included on the websites of special districts; amending s. 190.007, F.S.; specifying conditions under which board members and public employees of community development districts do not abuse their public positions; providing effective dates.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Effective January 1, 2021, subsection (6) is added to section 189.031, Florida Statutes, to read:

189.031 Legislative intent for the creation of independent special districts; special act prohibitions; model elements and other requirements; local general-purpose government/Governor and Cabinet creation authorizations.—

(6) GOVERNANCE.—For purposes of s. 8(h)(2), Art. II of the State Constitution, a board member or a public employee of a special district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under s. 112.313(7), (12), (15), or (16) or s. 112.3143(3)(b), and an abuse of a board member’s position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 112.3143.

Section 2. Paragraph (a) of subsection (2) of section 189.069, Florida Statutes, is amended to read:

189.069 Special districts; required reporting of information; web-based public access.—

(2)(a) A special district shall post the following information, at a minimum, on the district’s official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.

5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.

6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.

7. A description of the boundaries or service area of, and the services provided by, the special district.

8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s. 189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district. If the special district has submitted its most recent final, complete audit report to the Auditor General, this requirement may be satisfied by providing a link to the audit report on the Auditor General's website.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

~~14. The public facilities report, if applicable.~~

~~15.~~ The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

~~15.16.~~ At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

Section 3. Effective January 1, 2021, subsection (1) of section 190.007, Florida Statutes, is amended to read:

## 190.007 Board of supervisors; general duties.—

(1) The board shall employ, and fix the compensation of, a district manager. The district manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of this act, for maintaining and operating the equipment owned by the district, and for performing such other duties as may be prescribed by the board. It shall not be a conflict of interest under chapter 112 for a board member or the district manager or another employee of the district to be a stockholder, officer, or employee of a landowner or of an entity affiliated with a landowner. The district manager may hire or otherwise employ and terminate the employment of such other persons, including, without limitation, professional, supervisory, and clerical employees, as may be necessary and authorized by the board. The compensation and other conditions of employment of the officers and employees of the district shall be as provided by the board. For purposes of s. 8(h)(2), Art. II of the State Constitution, a board member or a public employee of a district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under this subsection, s. 112.313(7), (12), (15), or (16), or s. 112.3143(3)(b), and an abuse of a board member's public position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 112.3143.

Section 4. Except as otherwise expressly provided in this act, this act shall take effect July 1, 2020.

Approved by the Governor June 23, 2020.

Filed in Office Secretary of State June 23, 2020.

# 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 25, 2020  
Re: Outfall Repair

Dear Board,

I found a damaged storm drain outfall in pond #2 in Huntington. Tonja Stewart (our engineer) requested a repair proposal. I also found another company and requested a proposal from them. The response and proposal are attached.

Monica Vitale  
Facilities Director

**Site Masters of Florida, LLC**  
5551 Bloomfield Blvd.  
Lakeland, FL 33810  
Phone: (813) 917-9567  
Email: tim.sitemastersofflorida@yahoo.com

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**PROPOSAL**

**Panther Trace CDD**

**Pond Outfall Structure Repair**

**7/15/2020**

---

**Remediate displacement of pond outfall structure located on south bank of pond at north side of Barkwin Pl. roundabout.**

**Scope includes:**

- Remove structure and first joint of concrete pipe attached to structure
- Remove displaced rip rap bags from each side of structure
- Place gravel bedding to support pipe and structure
- Re-set concrete pipe and structure
- Replace missing soil to restore eroded slope at structure
- Install new rip-rap bags on sides of structure
- Place limestone rubble rip-rap in front of structure to deter future erosion
- Restore remaining disturbed area with Bahia sod

**TOTAL     \$6,200**

Good morning Monica,

I have spoken to my colleagues and unfortunately, this type of pipe repair, we don't have the means to do. We even reached out to other contractors to see if this is something that they can do, but didn't come up with anything. I will keep trying but for now, I apologize, but I cannot quote this work. Thanks.



**Philip Harbaugh**

Office. 813-556-9460 (Ext. 325)

8409 Laurel Fair Circle Ste 100

Tampa, FL 33610

[www.atlanticpipe.us](http://www.atlanticpipe.us)

[pharbaugh@atlanticpipe.us](mailto:pharbaugh@atlanticpipe.us)



**Our address has changed! Please update your records accordingly.**

NOTICE: This e-mail message is intended to be received only by persons entitled to receive the confidential information it may contain. E-mail messages to clients of Atlantic Pipe Services, LLC may contain information that is confidential and legally privileged. Please do not read, copy, forward, or store this message unless you are an intended recipient of it. If you have received this message in error, please forward it to the sender and delete it completely from your computer system.

# EXHIBIT 7



August 25, 2020

# 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. I requested a review and ride along on Friday August 14. Ponds were inspected.

## LANDSCAPE

- LMP has been working throughout the community trimming branches and completing arbor maintenance. They continue to receive in the 90's on OLM Inspections. New sod will be installed under contract.
- The well usage reports are available upon request.
- We are still waiting on county permits to begin the work at the entry monuments.

## CLUBHOUSE

### Maintenance

- We are trying to complete maintenance jobs while the clubhouse is closed. Repairs have been made to cracks in drywall, and to the ceiling.
- Repairs have been made to exterior rocks in several areas around the clubhouse.

### Community Events

- Please see attached information for potential changes to fall and winter events.



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

---

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

To: Board of Supervisors  
From: Monica Vitale  
Date: August 25, 2020  
Re: Resident Request

Dear Board,

Dear Board,  
I have attached a request for your review from one of our residents. Please review and advise.  
Thank you.

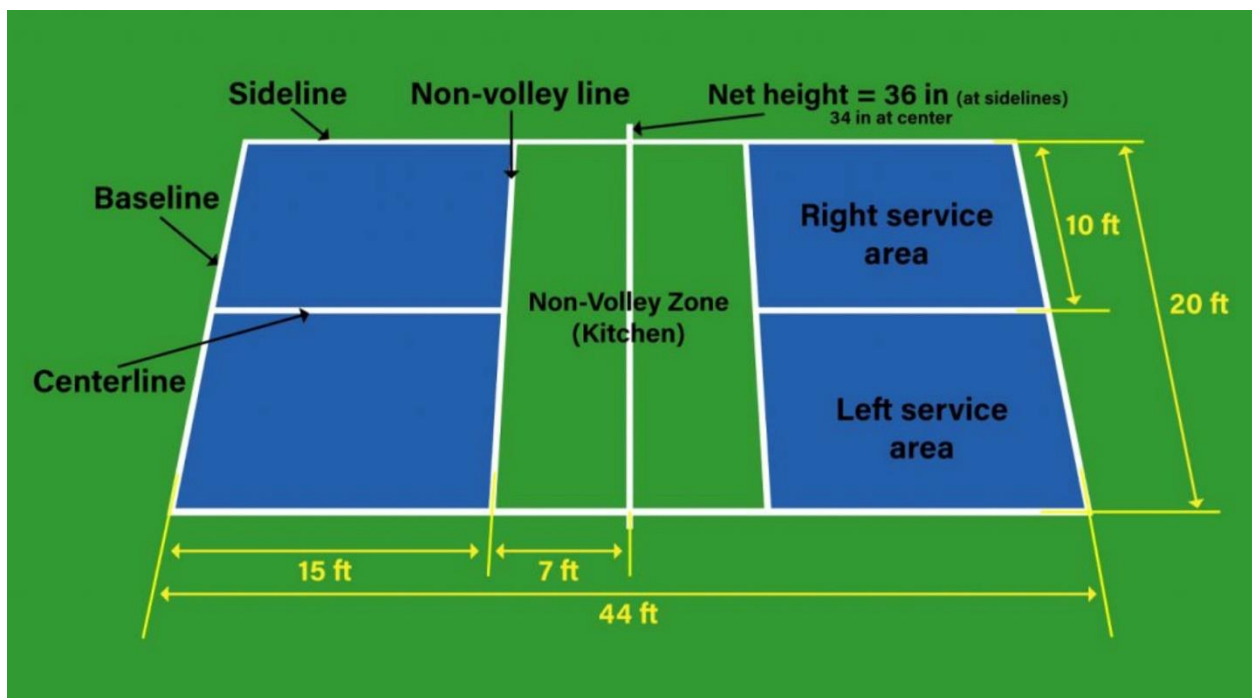
Monica Vitale  
Facilities Director

Good morning Monica,

I am sending an email to you as a request to have the board consider painting Pickleball lines on our existing tennis courts. I used to play tennis but after 50 years I need a smaller court for my knees. I have been going to Panther Trace 2 courts and playing pickle ball there as a guest. It would be very nice if we could have pickleball courts at our own location. It's just a matter of adding some additional lines to the existing tennis court. The net on the tennis court would remain the same. By doing this it would cater to the older segment of Panther Trace that cannot play tennis any more but would still love to be able to play a type of tennis. If you'd like to see some check out Panther Trace 2's courts. Thank you very much for that consideration.

Please find attached a picture of what the courts look like and also a video that shows how to play it.

<https://youtu.be/WLWj2LXecHU>



Sincerely,

Dennis Squires  
813-767-2344

10870 Newbridge Drive  
Riverview FL 33579

J. Dennis Squires

# EXHIBIT 8

# Landscape Reports

July 27, 2020

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 7/20/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
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. Round-up weed control
5. Magnolia leaf drop removal (on-going).
6. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
7. Irrigation schedule adjustments. Timers returned to original water restriction schedule as temporary order has expired. All programs run 2x per week between 12:00 am – 8:00 am or 6:00 pm – 11:59 pm.
8. Turf fertilization – St. Augustine. Granular application to supplement turf recovery.
9. Bottlebrush reduction in pool/ pump area
10. OLM inspection.
11. Chemical burn exhibited on St. Augustine turf resulting from previous weeks' herbicide application. Supplemental liquid nutrients applied and increased water application (temporary). Areas continue to show recovery. As noted above all areas received a granular supplement to continue to aid recovery.
12. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 7/20/20 – 7/27/20 was a total of 0.31" with a maximum rainfall amount of 0.10" on Tuesday 7/21/20. Soil temperatures reported as 84.45 degrees.
13. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 7/27/20 – maximum rainfall of 0.27" with a cumulative total for the week of 0.62". The last significant rainfall of 0.67" occurred on Wednesday 7/15/20.

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.

August 3, 2020

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 7/27/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
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. Round-up weed control
5. Magnolia leaf drop removal (on-going).
6. Ornamental grasses – Mite control; Oleander – caterpillar treatment.
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. St. Augustine from US 301 to, and inclusive of, Clubhouse continues to show good recovery.
9. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 7/27/20 – 8/03/20 was a total of 1.15” with a maximum rainfall amount of 0.78” on Monday 7/27/20. Soil temperatures reported as 85.41 degrees.
10. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 8/03/20 – maximum rainfall of 1.22” on Monday 7/27/20 with a cumulative total for the week of 1.83”. The last significant rainfall of 1.22” occurred on Monday 7/27/20.

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.

August 10, 2020

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 8/03/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
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. Berm encroachment review. Agreement to remove invasive Brazilian Pepper behind residence on
5. Magnolia leaf drop removal (on-going).
6. Prune/ trim recreation area (Gazebo, tennis, field)
7. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
8. St. Augustine from US 301 to, and inclusive of, Clubhouse continues to show good recovery.
9. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 8/03/20 – 8/10/20 was a total of 0.92” with a maximum rainfall amount of 0.29” on Sunday 8/09/20. Soil temperatures reported as 84.52 degrees.
10. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 8/10/20 – maximum rainfall of 1.83” on Saturday 8/08/20 with a cumulative total for the week of 2.46”. The last significant rainfall of 1.83” occurred on Saturday 8/08/20.

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.



August 17, 2020

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 8/10/20:

1. Mow, edge, line trim, blow common and ponds throughout common areas.
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. Brazilian Pepper removal behind residence on Newbridge. Flush cut. Resident responsible for eradication.
5. Magnolia leaf drop removal (on-going).
6. Prune/ trim recreation area (Gazebo, tennis, field)
7. Round-up weed control.
8. Ligustrum tree disease drench (basal) – entrance and roadway medians.
9. Ornamental grasses, mite treatment; Oleander caterpillar treatment.
10. General trimming/ pruning shrub/ hedges along Panther Trace Blvd berm.
11. St. Augustine from US 301 to, and inclusive of, Clubhouse continues to show good recovery.
12. Pending tree permit approval from County for front monument tree removal.
13. Note: Florida Automated Weather Network (FAWN) – Balm/ Riverview Station reports rainfall measurements for the week of 8/10/20 – 8/17/20 was a total of 0.75” with a maximum rainfall amount of 0.32” on Tuesday 8/11/20. Soil temperatures reported as 83.48 degrees.
14. Panther Trace Weather Station (KFLRIVER99) reporting for Monday 8/17/20 – maximum rainfall of 0.43” on Saturday 8/15/30 with a cumulative total for the week of 0.94”. The last significant rainfall of 1.83” occurred on Saturday 8/08/20.

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.

# PANTHER TRACE

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5	-5	Warranty/ herbicide burn
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE MANAGEMENT	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-2	Street trees
CLEANLINESS	10	-5	301/Panther Trace crosswalk
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		
<b>MAXIMUM VALUE</b>	<b>145</b>		



Date: 7-21-20                      Score: 92.0                      Performance Payment™ 100%

Contractor Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

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



# PANTHER TRACE CDD

LANDSCAPE INSPECTION

July 21, 2020

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

GARTH RINARD – LMP

PAUL WOODS – OLM, INC.

**SCORE: 92%**

**NEXT INSPECTION  
AUGUST 18<sup>TH</sup>, 2020 AT 1:30 PM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### COMMONS

1. Remove shoreline litter accessible by a leaf rake.
2. East end of the Blvd. Reduce grassy weeds in the irrigated turf stands and rain tree areas.
3. Closely monitor areas of turf discoloration, confirming no active pest pressure or irrigation outage.
4. Bramfield cul-de-sac: Rejuvenate prune Fakahatchee Grass.
5. West bound turn lane at Passage intersection: Prune downward growth in the street tree.

### ENTRY

6. Remove cross walk debris and gravel with a flat shovel to eliminate gravel and debris to asphalt.
7. Replace areas of pest damage turf in conjunction with any other sod warranty.
8. Throughout the US-301 frontage: Control bed weeds.
9. Remove windfall weekly.
10. Inbound right of way bike path: Prune and elevate street trees.
11. Control disease in Agapanthus.

### GREYSTONE

12. Across the Standridge Drive right of way at the large pond: Prune back wood line overgrowth extending into mowables.
13. In the Greystone center island: Groom declining Oyster plant.

14. Control bed weeds in Asiatic Jasmine.

#### CLUBHOUSE

15. Monitor recovery of herbicide burn on turf.
16. Improve vigor in perimeter Duranta.

#### SPORTS FIELD

17. Improve vigorous Bermuda growth and color.

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

1. Across the US-301 frontage: Provide a price to remove the declining lighting struck Sycamore tree.

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

NONE

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

NONE

PGW:kn

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