

***PANTHER TRACE II
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package
Regular Meeting***

***Monday
November 18, 2019***

6:30 p.m.

***Panther Trace II Clubhouse
11518 Newgate Crest 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 II Community Development District

DPFG Management & Consulting, LLC
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

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

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace II Community Development District is scheduled for **Monday, November 18, 2019 at 6:30 p.m.** at the **Panther Trace II Clubhouse**, 11518 Newgate Crest 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,

Ray Lotito
District Manager

cc: Attorney, Straley Robin Vericker
Engineer, Stantec
Clubhouse Manager
District Files

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

Date of Meeting: Monday, November 18, 2019

Time: 6:30 PM

Location: Panther Trace II Clubhouse
11518 Newgate Crest Drive
Riverview, FL

Agenda

I. Roll Call

Pledge of Allegiance

II. Audience Comments (*Comments on agenda items - limited to three minutes*)

III. Landscape and Pond Maintenance

A. LMP Maintenance Report

To be Distributed

B. Remson Aquatics Pond Maintenance Report

To be Distributed

IV. Administrative Matters – Consent Agenda

A. Consideration and Approval of Minutes of the October 28, 2019 Meeting

Exhibit 1

B. Acceptance of the Unaudited October 2019 Financial

Exhibit 2

V. Business Matters

A. Old Business

None

B. New Business

1. Consideration of LMP Annual Mulch Installation Proposal - \$27,000.00

Exhibit 3

2. Consideration of LMP Irrigation Repair Proposals

Exhibit 4

➤ Controller #1 - \$49.21

➤ Controller #2A - \$191.93

➤ Controller #3 - \$234.89

➤ Controller #4 - \$154.72

V. Business Matters (continued)

B. New Business (continued)

3. Consideration of Woodline Cutback Proposals

Exhibit 5

➤ Flatwoods Environmental - \$1,050.00

➤ LMP - \$962.50

VI. Staff Report

A. District Manager

B. District Attorney

C. District Engineer

D. Amenity Manager October 2019 Operations Report

*To be
Distributed*

VII. Audience Comments (*limited to three minutes*)

VIII. Supervisors Requests

IX. Adjournment

Dial-In Number can be provided upon request to the District Office at least 1 week prior to the scheduled CDD Board meetings.

EXHIBIT 1

1 **MINUTES OF MEETING**
2 **PANTHER TRACE II**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The Regular Meeting of the Board of Supervisors of the Panther Trace II Community
6 Development District was held on Monday, October 28, 2019 at 6:30 p.m. at the Panther Trace II
7 Clubhouse, 11518 Newgate Crest Drive, Riverview, Florida 33579.

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

10 Mr. Lotito called the meeting to order and conducted roll call.

11 Present and constituting a quorum were:

12	Jeff Spiess	Board Supervisor, Chairman
13	David Steppy	Board Supervisor, Vice Chairman
14	Scott Ward	Board Supervisor, Assistant Secretary
15	R. Clinton Miner	Board Supervisor, Assistant Secretary

16 Also present were:

17	Raymond Lotito	District Manager, DPFM Management & Consulting LLC
18	Paul Gomez	LMP
19	Matt Remson	Remson Aquatics
20	Joe Hamilton	Flatwoods Environmental
21	Anna Ramirez	Panther Trace II Amenities Manager

22 *The following is a summary of the discussions and actions taken at the October 28, 2019 Panther Trace II*
23 *CDD Board of Supervisors Regular Meeting.*

24 **Pledge of Allegiance**

25 The Pledge of Allegiance was recited.

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

27 There being none, the next item followed.

28 **THIRD ORDER OF BUSINESS – Landscape and Pond Maintenance**

- 29 A. Exhibit 1: LMP Maintenance Report
30 B. Exhibit 2: Remson Aquatics Pond Maintenance Report

31 **FOURTH ORDER OF BUSINESS – Administrative Matters – Consent Agenda**

- 32 A. Exhibit 3: Consideration and Approval of Minutes of the September 23, 2019 Meeting
33 B. Exhibit 4: Acceptance of the Unaudited September 2019 Financial Statement

34 On a MOTION by Mr. Ward, SECONDED by Mr. Steppy, WITH ALL IN FAVOR, the Board approved
35 the Consent Agenda Items A & B for the Panther Trace II Community Development District.

36 **FIFTH ORDER OF BUSINESS – Administrative Matters**

- 37 A. Exhibit 5: Consideration and Approval First Addendum to the Agreement Between Panther Trace
38 II CDD and LMP, Inc. for Landscape and Irrigation Maintenance Services

39 On a MOTION by Mr. Steppy, SECONDED by Mr. Ward, WITH ALL IN FAVOR, the Board approved
40 the First Addendum to the Agreement Between Panther Trace II CDD and LMP, Inc. for Landscape and
41 Irrigation Maintenance Services for the Panther Trace II Community Development District.

42 B. Exhibit 6: Consideration and Approval in Substantial Form the Batting Cage Construction
43 Agreement

44 On a MOTION by Mr. Ward, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved
45 the Substantial Form the Batting Cage Construction Agreement for the Panther Trace II Community
46 Development District.

47 **SIXTH ORDER OF BUSINESS – Business Matters**

48 A. Old Business

49 There being none, the next item followed.

50 B. New Business

51 1. Exhibit 7: Consideration of Flatwoods Environmental Outflow Structure Maintenance
52 Proposal - \$1,105.00

53 This item has been tabled to the November 25, 2019 meeting.

54 2. Consideration of Holiday Lights Proposals

55 ➤ Exhibit 8: J&A Lawn Services Install w/lights - \$1,700.00

56 On a MOTION by Mr. Steppy, SECONDED by Mr. Miner, WITH ALL IN FAVOR, the Board approved
57 Holiday Lights Proposals with the J&A Lawn Services Install w/lights in the amount of \$1,700.00 for the
58 Panther Trace II Community Development District.

59 3. Consideration of Palm Tree Trimming Proposals

60 ➤ Exhibit 9: LMP - \$7,320.00

61 ➤ Exhibit 10: Green Thumb Unlimited - \$4,356.00

62 On a MOTION by Mr. Ward, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved
63 the Palm Tree Trimming Proposals for the Panther Trace II Community Development District.

64 4. Consideration of Ceiling Fan & Water Filter Proposals

65 ➤ Exhibit 11: Lowe's Services Supply & Install - \$208.98

66 On a MOTION by Mr. Spiess, SECONDED by Mr. Miner, WITH ALL IN FAVOR, the Board approved
67 that Lowe's Supply a ceiling fan in the amount of \$49.98 and the installation of the fan by J&A Lawn in
68 the amount of \$150.00 for a total of \$199.98 for the Panther Trace II Community Development District.

69 ➤ J&A Lawn Install of Ceiling Fan - \$150.00

70 On a MOTION by Mr. Ward, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved
71 the J&A Lawn Install of Ceiling Fan in the amount of \$150.00 for the Panther Trace II Community
72 Development District.

- 73 ➤ Exhibit 12: Jayman Enterprises Install Water Filter w/o Supply of Water Filter -
74 \$85.00

75 On a MOTION by Mr. Ward, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved
76 the Jayman Enterprises Install Water Filter w/o Supply of Water Filter in the amount of \$85.00 for the
77 Panther Trace II Community Development District.

- 78 5. Consideration of Mulch Supply & Installation
79 ➤ Exhibit 13: iMulchFL - \$22,800.00
80 ➤ Exhibit 14: LMP - \$27,000.00
81 ➤ Exhibit 15: Mulch Blowers - \$22,800.00
82 ➤ Exhibit 16: Capital Land Management - \$25,800.00
83

84 This item has been tabled to the November 25, 2019 meeting.

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

86 A. District Manager

87 Mr. Lotito brought forward that Ms. Wood will be resigning her position as Board Supervisor.

88 Mr. Lotito brought forth a draft performance review for the Amenities Manager prepared by
89 Supervisor Miner for Board review.

90 B. District Attorney

91 There being none, the next item followed.

92 C. District Engineer

93 There being none, the next item followed.

94 D. Exhibit 17: Amenity Manager August 2019 Operations Report

95 **EIGHTH ORDER OF BUSINESS – Audience Comments**

96 Mr. Miner requested a discussion on the reserve study in the future, noting receiving new
97 information concerning this matter. Mr. Ward inquired about the status of the batting cages with staff
98 response detailing.

99 **NINTH ORDER OF BUSINESS – Supervisor Requests**

100 A. Consideration and Approval of Community Mixer Subject to District Counsel Review

101 On a MOTION by Mr. Miner, SECONDED by Mr. Steppy, WITH ALL IN FAVOR, the Board approved
102 the Community Mixer Subject to District Counsel Review for the Panther Trace II Community
103 Development District.

104 B. Consideration and Acceptance of Revised Proposal from Jackson Construction & Design -
105 \$28,420.00

106 On a MOTION by Mr. Spiess, WITH Mr. Spiess, Mr. Miner and Mr. Ward Voting AYE and Mr. Steppy
107 Voting NAY, the Board accepted the Revised Proposal from Jackson Construction & Design in the
108 amount of \$28,420.00 for the Panther Trace II Community Development District.

109 **TENTH ORDER OF BUSINESS – Adjournment**

110 Mr. Lotito asked for final questions, comments, or corrections before adjourning the meeting.
111 There being none, Mr. Spiess made a motion to adjourn the meeting.

112 On a MOTION by Mr. Spiess, SECONDED by Mr. Ward, WITH ALL IN FAVOR, the Board adjourned
113 the meeting for the Panther Trace II Community Development District.

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

117

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

120

Signature

Signature

121

Printed Name

Printed Name

122

123 **Title:** **Secretary** **Assistant Secretary**

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

124

EXHIBIT 2

**Panther Trace II
Community Development District**

**Financial Statements
(Unaudited)**

October 31, 2019

Panther Trace II CDD
Balance Sheet
October 31, 2019

	GENERAL FUND	SERIES 2014 DEBT SERVICE	TOTAL
1 <u>ASSETS:</u>			
2			
3 CASH - OPERATING ACCOUNT	\$ 21,173	\$ -	\$ 21,173
4 PETTY CASH	100	-	100
6 CASH - DEBIT CARD	1,958	-	1,958
7			
8 INVESTMENTS:			
9 MONEY MARKET ACCOUNT	680,024	-	680,024
10 REVENUE TRUST	-	312,131	312,131
12 RESERVE CASH TRUST	-	327,553	327,553
13 REDEMPTION - PREPAYMENT TRUST	-	31	31
16 ASSESSMENTS RECEIVABLE (TAX ROLL)	907,431	817,480	1,724,911
17 DUE FROM GF	-	6,753	6,753
19 DEPOSITS	2,162	-	2,162
20 TOTAL ASSETS	\$ 1,612,848	\$ 1,463,948	\$ 3,076,796
21			
22			
23 <u>LIABILITIES:</u>			
24			
25 ACCOUNTS PAYABLE	\$ 7,307	\$ -	\$ 7,307
27 DUE TO DEVELOPER	17,959	-	17,959
28 DEFERRED REVENUE (TAX ROLL)	907,431	817,480	1,724,911
30 DUE TO OTHER FUNDS	6,753	-	6,753
32			
33 <u>FUND BALANCE:</u>			
34			
35 NONSPENDABLE:			
36 PREPAID AND DEPOSITS	2,332	-	2,332
37 ASSIGNED:			
38 THREE MONTH OPERATING RESERVE	210,878	-	210,878
39 FY16 RESERVE FOR R&R	22,613	-	22,613
40 FY17 RESERVE FOR R&R	40,900	-	40,900
41 FY18 RESERVE FOR R&R	41,200	-	41,200
42 FY19 RESERVE FOR R&R	41,500	-	41,500
43 RESTRICTED FOR:			
44 DEBT SERVICE	-	646,468	646,468
46 UNASSIGNED:	313,975	-	313,975
47			
48 TOTAL LIABILITIES & FUND BALANCE	\$ 1,612,848	\$ 1,463,948	\$ 3,076,796

Panther Trace II CDD
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
the Period from October 1, 2019 to October 31, 2019

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUES				
2 ASSESSMENTS - ON ROLL (BUDGETED NET)	\$ 907,430	\$ -	\$ - (a)	\$ -
3 INTEREST REVENUE	300	25	500	475
4 RENTAL REVENUE	3,000	250	-	(250)
5 MISCELLANEOUS REVENUE (ACCESS KEYS & OTHER)	-	-	-	-
6 FUND BALANCE FORWARD (RESERVE CONTRIBUTIONS)	100,000	-	-	-
7 DISCOUNT	-	-	-	-
8 TOTAL REVENUES	1,010,730	275	500	225
9				
10 EXPENDITURES				
11 BOARD OF SUPERVISORS PAYROLL	12,000	1,000	-	1,000
12 PAYROLL TAXES	918	918	-	918
13 PAYROLL SERVICES FEE	650	54	-	54
14 TRAVEL PER DIEM	250	21	151	(131)
15 MANAGEMENT CONSULTING SERVICES	48,000	4,000	4,000	-
16 OFFICE SUPPLIES	500	42	-	42
17 BANK FEES	200	17	-	17
18 MASS MAILING	2,000	-	-	-
19 AUDITING	3,250	-	-	-
20 REGULATORY AND PERMIT FEES	175	175	175	-
21 LEGAL ADVERTISEMENTS	1,000	83	-	83
22 ENGINEERING SERVICES	6,000	500	-	500
23 LEGAL SERVICES	20,000	1,667	1,065	602
24 WEBSITE ADMINISTRATION	2,265	500	500	-
25 TOTAL ADMINISTRATIVE	97,208	8,976	5,891	3,085
26				
INSURANCE				
28 INSURANCE (LIABILITY, PROPERTY & CASUALTY; BOND)	17,675	17,675	16,534	1,141
29 TOTAL INSURANCE	17,675	17,675	16,534	1,141
30				
DEBT SERVICE ADMINISTRATION				
32 DISSEMINATION AGENT - BONDS	2,000	-	-	-
33 ARBITRAGE REBATE	650	-	-	-
34 TRUSTEE FEES	5,592	-	-	-
35 TOTAL DEBT SERVICE ADMINISTRATION	8,242	-	-	-
36				
SECURITY:				
38 SECURITY SYSTEM - (ENVERA CONTRACT)	6,168	1,542	1,542	-
39 SECURITY MONITORING - (EMG)	440	37	67	(31)
40 SECURITY PATROL - (CBM)	34,200	2,850	1,644	1,206
41 SECURITY SYSTEM - MAINTENANCE & IMP.	1,200	100	-	100
42 TOTAL SECURITY	42,008	4,529	3,253	1,276
43				
PHYSICAL ENVIRONMENT EXPENSES:				
45 ELECTRICITY	171,150	14,263	190	14,072
46 STREETLIGHTING LEASE	25,000	2,083	1,046	1,037
47 WATER	15,000	1,250	566	684
48 SOLID WASTE DISPOSAL	1,750	146	268	(122)
49 PET WASTE REMOVAL	7,020	585	650	(65)
50 PEST CONTROL	420	35	-	35
51 COMMUNICATIONS (TEL, INTERNET, TECH, ETC)	2,376	198	186	12
52 FACILITY MAINTENANCE	3,000	250	2,040	(1,790)
53 WATERWAY MANAGEMENT PROGRAM - CONTRACT	19,020	1,585	1,585	-
54 WATERWAY MANAGEMENT PROGRAM - OTHER	2,000	167	-	167
55 ENTRY & WALLS MAINTENANCE	1,200	100	-	100
56 LANDSCAPE MAINTENANCE - CONTRACT	220,212	18,351	18,350	1
57 LANDSCAPE MAINTENANCE - OTHER	47,740	3,978	-	3,978
58 IRRIGATION MAINTENANCE	3,600	300	1,566	(1,266)
59 IRRIGATION COMPLIANCE REPORTING	2,700	225	225	-
60 DECORATIVE LIGHTS & MAINTENANCE	7,500	625	-	625
61 SIGNAGE REPAIRS	1,200	100	-	100
62 FIELD MISCELLANEOUS	2,500	208	-	208
63 TOTAL PHYSICAL ENVIRONMENT	533,388	44,449	26,672	17,777
64				

Panther Trace II CDD
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
the Period from October 1, 2019 to October 31, 2019

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
65	CLUBHOUSE & AMENITY ADMINISTRATION:			
66	46,000	3,833	1,764	2,070
67	600	50	-	50
68	3,519	293	131	162
69	1,300	108	49	59
70	1,500	125	-	125
71	4,500	375	325	50
72	12,000	1,000	850	150
73	23,900	1,992	1,600	392
74	425	-	-	-
75	9,500	792	-	792
76	3,000	250	160	90
77	10,000	833	802	31
78	3,000	250	-	250
79	151,165	12,597	-	12,597
80	270,409	22,499	5,681	16,818
81				
82	BUDGETED INCREASE FUND BALANCE - CAPITAL RES.	41,800	-	-
83				
84				
85	TOTAL EXPENDITURES	1,010,730	98,128	40,096
86				
87	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(97,853)	40,321
88				
89	NET CHANGE IN FUND BALANCE	-	(97,853)	40,321
90				
91	FUND BALANCE - BEGINNING	680,653	680,653	730,930
92	DECREASE IN FUND BALANCE	-	-	-
93	INCREASE IN FUND BALANCE	41,800	-	-
94				
95	FUND BALANCE - ENDING	\$ 722,453	\$ 582,800	\$ 673,398
96				

a) Assessment budget reported at net and actual collections reported at net.

Renewal & Replacement (Reserve)	
FY 2016	\$ 145,600
FY 2017	\$ 40,900
FY 2018	\$ 41,200
FY 2019	\$ 41,500
Total	\$ 269,200
FY17 Pool Finish Per Reserve Study	\$ (100,000)
FY17 Well Pumps per Reserve Study	\$ (10,080)
FY 2018 Pool Filter Grid Replacement	\$ (2,901)
FY 2019 Pool Table Furniture	\$ (3,735)
FY 2019 Pool Pump	\$ (6,271)
Total Reserve Balance After FY18 Reserve Component Exp.	\$ 146,213

**Panther Trace II CDD
DS Fund - Series 2014
Statement of Revenue, Expenditures and Changes in Fund Balance
the Period from October 1, 2019 to October 31, 2019**

	FY 2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 ASSESSMENTS - ON ROLL (GROSS)	\$ 870,858	\$ -	\$ - (a)	\$ -
3 INTEREST--INVESTMENT	-	-	897	897
4 DISCOUNT ASSESSMENTS	(34,834)	-	-	-
5 FUND BALANCE FORWARD	-	-	-	-
6 MISCELLANEOUSE INCOME	-	-	-	-
7 TOTAL REVENUE	836,023	-	897	897
8				
9 EXPENDITURES				
10 COUNTY ASSESSMENT COLL FEES	17,417	-	-	-
11 INTEREST EXPENSE				
12 5/1/2020	182,768	-	-	-
13 11/1/2020	177,308	-	-	-
14 PRINCIPAL RETIREMENT				
15 5/1/2020	455,000	-	-	-
16 TOTAL EXPENDITURES	832,493	-	-	-
17				
18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,530	-	897	897
19				
20				
21 OTHER SOURCES AND USES				
22 DEBT PROCEEDS	-	-	-	-
23 TRANSFER - IN	-	-	-	-
24 TRANSFER - OUT	-	-	-	-
25 TOTAL OTHER SOURCES AND USES	-	-	-	-
26				
27 NET CHANGE IN FUND BALANCE	3,530	-	897	897
28				
29 FUND BALANCE - BEGINNING	-	-	645,572	645,572
30				
31 FUND BALANCE - ENDING	\$ 3,530	\$ -	\$ 646,468	\$ 646,468
32				

**Panther Trace II CDD
Cash Reconciliation
October 31, 2019**

	<i>Bank United</i>
	<i>(Operating Acct)</i>
	<hr/>
Balance Per Bank Statement	\$ 22,448.64
Add: In Transit Transfers/Deposits	-
Less: Outstanding Checks	(1,275.88)
	<hr/>
<i>Adjusted Bank Balance</i>	<i>\$ 21,172.76</i>
	<hr/> <hr/>
Beginning Bank Balance Per Books	\$ 48,038.76
Add: Cash Receipts	50,004.12
Less: Cash Disbursements	(76,870.12)
	<hr/>
<i>Balance Per Books</i>	<i>\$ 21,172.76</i>
	<hr/> <hr/>

**Panther Trace II CDD
Cash Register - FY2020**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
						48,038.76
10/01/2019	9092	ZEBRA CLEANING TEAM, INC.	Pool Maint - September		1,600.00	46,438.76
10/02/2019	9092	DPPG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,000.00	42,438.76
10/04/2019	9093	Aurora Civil Engineering, Inc.	Professional Svcs through 8/31/19		3,095.83	39,342.93
10/04/2019	687967DD	Innovative Employer Solutions	9/16-10/13 - P/R		1,521.15	37,821.78
10/04/2019	687968DD	DAVID STEPPY	BOS Mtg 9/23/19		184.70	37,637.08
10/04/2019	ACH100419	Innovative Employer Solutions	9/16-10/13 - P/R & BOS Mtg. 9/23		494.94	37,142.14
10/04/2019	8	JEFFREY A. SPIESS	BOS Mtg 9/23/19		184.70	36,957.44
10/04/2019	687966DD	Rowland C. Miner	BOS Mtg 9/23/19		184.70	36,772.74
10/04/2019	687969DD	SCOTT WARD	BOS Mtg 9/23/19		184.70	36,588.04
10/07/2019	9094	CBM SERVICES GROUP	9/23-9/29 - Security Guard		276.75	36,311.29
10/07/2019	9095	GHS ENVIRONMENTAL, LLC	Monthly Meter Readings - Sept		225.00	36,086.29
10/07/2019	9096	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Landscape Maintenance - Oct		18,350.33	17,735.96
10/07/2019	9097	VANGUARD CLEANING SYSTEMS OF TAMPA	CH Cleaning - Oct		325.00	17,410.96
10/09/2019		Bank United	Funds Transfer - MMK-OP	50,000.00		67,410.96
10/09/2019	1779	EGIS INSURANCE & RISK ADVISORS	Insurance FY 2020		16,534.00	50,876.96
10/10/2019	ACH101019	TECO	8/15-9/19 - 12821 Balm Riverview Road Well		161.70	50,715.26
10/11/2019	ACH101119	TECO	8/16-9/17 - 12451 Evington Point Dr Pump		218.91	50,496.35
10/11/2019	ACH101119.2	TECO	Summary Bill - September		2,023.06	48,473.29
10/15/2019	9098	CBM SERVICES GROUP	9/30-10/6 - Security Guard		276.75	48,196.54
10/15/2019	9099	REMSON AQUATICS	Lake & Pond Maint - Oct		1,585.00	46,611.54
10/16/2019	ACH101619	BOCC	8/20-9/19 - 11518 Newgate Crest Dr		798.31	45,813.23
10/18/2019	62306DD	Innovative Employer Solutions	9/30-10/13 - P/R		1,571.15	44,242.08
10/18/2019	ACH101819	Innovative Employer Solutions	9/30-10/13 - P/R		372.54	43,869.54
10/18/2019	1778	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing - FY 2020		175.00	43,694.54
10/18/2019	1780	Flatwoods Environmental	Clear/cut back 15' of conservation buffer		2,040.00	41,654.54
10/19/2019	ACH101919	TECO	Summary Bill - September		13,644.42	28,010.12
10/23/2019	9100	Aurora Civil Engineering, Inc.	Professional Svcs through 9/30/19		232.50	27,777.62
10/23/2019	9101	CBM SERVICES GROUP	10/7-10/13 - Security Guard		310.50	27,467.12
10/23/2019	9102	DPPG MANAGEMENT & CONSULTING, LLC	ADA Complianace		500.00	26,967.12
10/23/2019	9103	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Irrigation Inspection Repairs		1,338.69	25,628.43
10/23/2019	9104	ZEBRA CLEANING TEAM, INC.	Pool Maint - October		1,600.00	24,028.43
10/25/2019	9105	HOME TEAM PEST DEFENSE	Pest Control - Qt. 4		108.70	23,919.73
10/25/2019	ACH102519	FRONTIER COMMUNICATIONS	10/01-10/31 - Internet/Phone		186.09	23,733.64
10/28/2019	9106	STRALEY ROBIN VERICKER	Legal Svcs thru 10/15/19		2,565.00	21,168.64
10/31/2019		Bank United	Interest	4.12		21,172.76
				50,004.12	76,870.12	21,172.76

EXHIBIT 3



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

Estimate

Submitted To:
Panther Trace II c/o DPFPG 250 International Parkway, Suite 280 Lake Mary, FL 32746

Date	11/11/2019
Estimate #	63050
LMP REPRESENTATIVE	
PG	
PO #	
Work Order #	

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ITEM	DESCRIPTION	QTY	COST	TOTAL
	Annual mulch installation. Work includes beveling along hardscape for mulch retention and installation of mulch as specified below. All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Mulch Enhancements	Mulch - Pine Bark CY	600	43.00	25,800.00
	Bed Prep	1	1,200.00	1,200.00

TERMS AND CONDITIONS:

TOTAL	\$27,000.00
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OWNER / AGENT

DATE

EXHIBIT 4



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

Estimate

Submitted To:
Panther Trace II c/o DPFPG 250 International Parkway, Suite 280 Lake Mary, FL 32746

Date	11/9/2019
Estimate #	63022
LMP REPRESENTATIVE	
BD	
PO #	
Work Order #	

See attached map.

ITEM	DESCRIPTION	QTY	COST	TOTAL
Irrigation Relat... Irrigation Labor	Controller # 1	1	24.21	24.21
	PGP-04 Hunter rotor Labor: 1 man @ \$ 50.00 per hour	0.5	50.00	25.00
	Irrigation inspection repairs needed: Replace 1 broken or leaking rotor.			

TERMS AND CONDITIONS:

TOTAL	\$49.21
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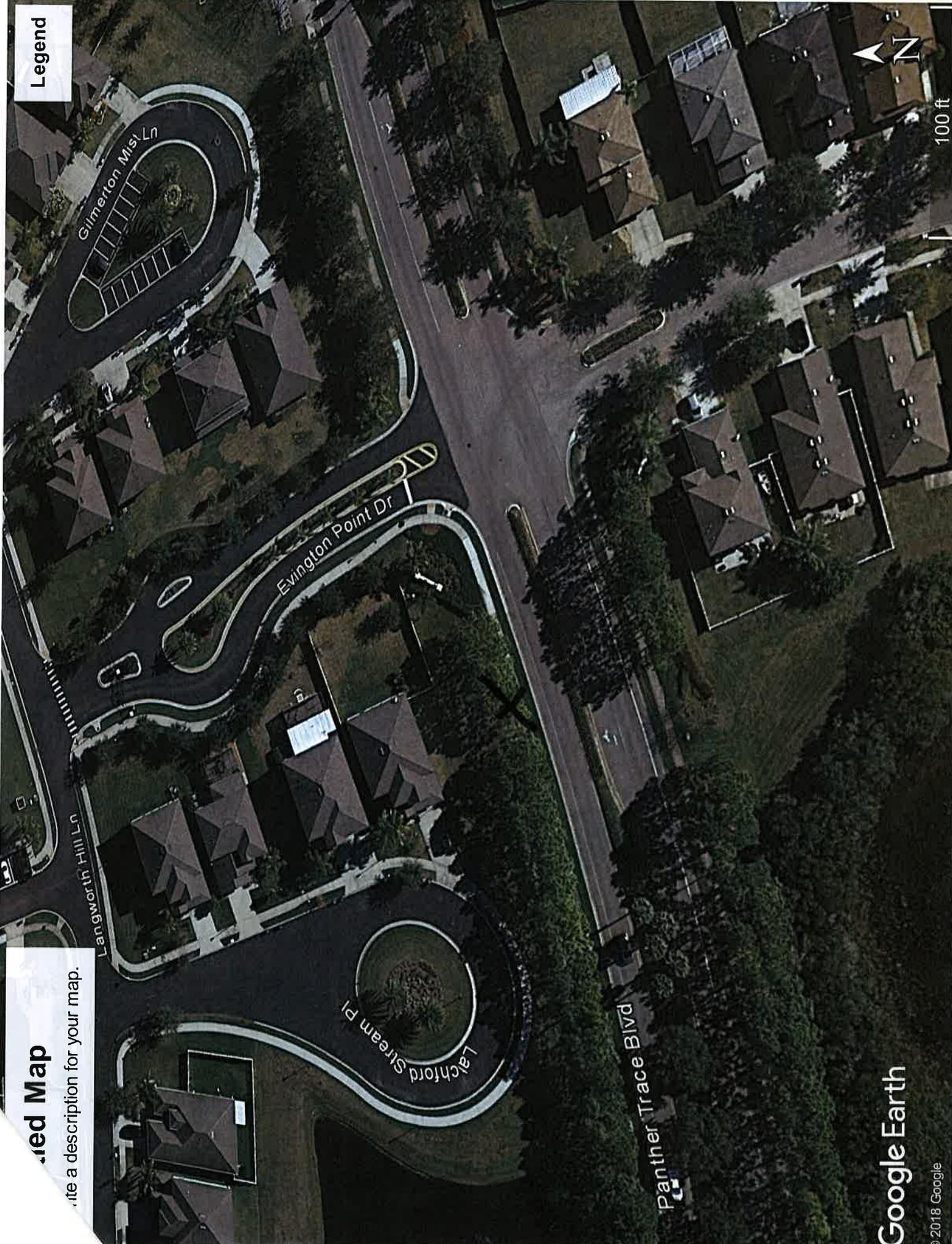
OWNER / AGENT

DATE

Layered Map

Write a description for your map.

Legend





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

Estimate

Submitted To:
Panther Trace II c/o DPF 250 International Parkway, Suite 280 Lake Mary, FL 32746

Date	11/9/2019
Estimate #	63023
LMP REPRESENTATIVE	
BD	
PO #	
Work Order #	

See attached map.

ITEM	DESCRIPTION	QTY	COST	TOTAL
Irrigation Relat...	Controller 2A - clubhouse			
Irrigation Relat...	PROS06 Hunter 6 inch spray head	3	11.55	34.65
Irrigation Relat...	PGP-04 Hunter rotor	2	24.21	48.42
Irrigation Relat...	spray nozzles	3	1.82	5.46
Irrigation Relat...	1/2 x 3/4 inch poly nipple	2	0.71	1.42
Irrigation Relat...	1/2 inch x close poly nipple	3	0.66	1.98
Irrigation Labor	Labor: 1 man @ \$ 50.00 per hour	2	50.00	100.00
	Irrigation inspection repairs needed: Replace 3 broken or keaking 6 inch spray heads. Replace 2 broken or leaking rotors.			

TERMS AND CONDITIONS:

TOTAL	\$191.93
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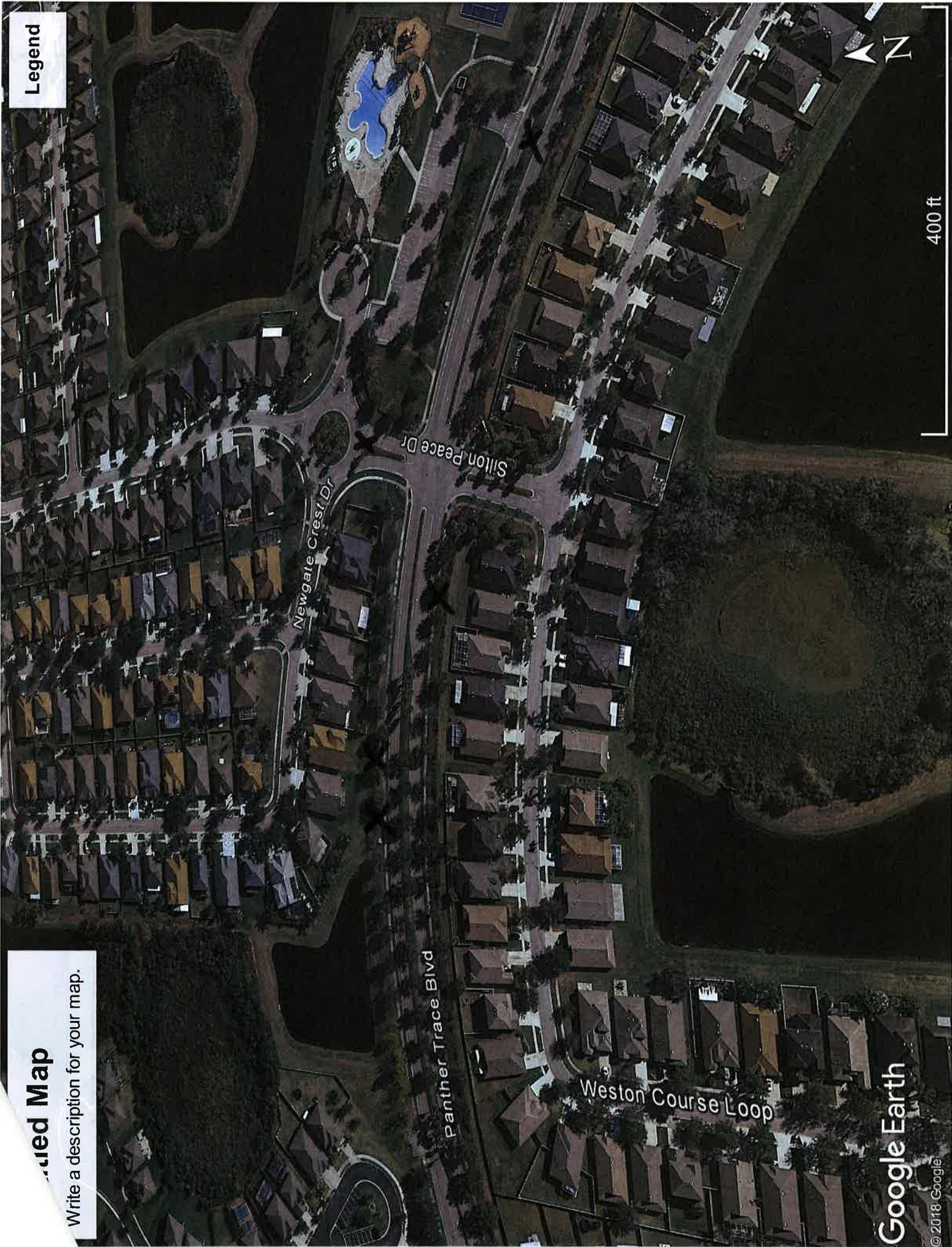
OWNER / AGENT

DATE

Map

Write a description for your map.

Legend



Google Earth

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

Estimate

Submitted To:
Panther Trace II c/o DPFPG 250 International Parkway, Suite 280 Lake Mary, FL 32746

Date	11/9/2019
Estimate #	63024
LMP REPRESENTATIVE	
BD	
PO #	
Work Order #	

See attached map.

ITEM	DESCRIPTION	QTY	COST	TOTAL
Irrigation Relat...	Controller 3			
Irrigation Relat...	PROS06 Hunter 6 inch spray head	6	11.55	69.30
Irrigation Relat...	PGP-04 Hunter rotor	1	24.21	24.21
Irrigation Relat...	spray nozzle	9	1.82	16.38
Irrigation Labor	Labor: 1 man @ \$ 50.00 per hour	2.5	50.00	125.00
	Irrigation inspection repairs needed: Replace 6 broken or leaking spray heads with nozzles. Replace 1 broken or leaking rotor. Replace 3 clogged or damaged spray nozzles.			

TERMS AND CONDITIONS:

TOTAL	\$234.89
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OWNER / AGENT

DATE

Untitled Map

Write a description for your map.

Legend



Google Earth

© 2018 Google

300 ft



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

Estimate

Submitted To:
Panther Trace II c/o DPFPG 250 International Parkway, Suite 280 Lake Mary, FL 32746

Date	11/9/2019
Estimate #	63025
LMP REPRESENTATIVE	
BD	
PO #	
Work Order #	

See attached map.

ITEM	DESCRIPTION	QTY	COST	TOTAL
Irrigation Relat...	Controller # 4 - Balm Riverview			
	PGP-04 Hunter rotor	2	11.55	23.10
Irrigation Relat...	PROS06 Hunter 6 inch spray head	2	24.21	48.42
Irrigation Relat...	spray nozzles	3	1.82	5.46
Irrigation Relat...	1/2 x 3/4 inch poly nipple	2	0.71	1.42
Irrigation Relat...	1/2 inch x close poly nipple	2	0.66	1.32
Irrigation Labor	Labor: 1 man @ \$ 50.00 per hour	1.5	50.00	75.00
	Irrigation inspection repairs needed: Replace 2 broken or leaking spray heads and 2 rotors Replace clogged or damaged spray nozzles.			

TERMS AND CONDITIONS:

TOTAL	\$154.72
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OWNER / AGENT

DATE

Map

Write a description for your map.

Legend

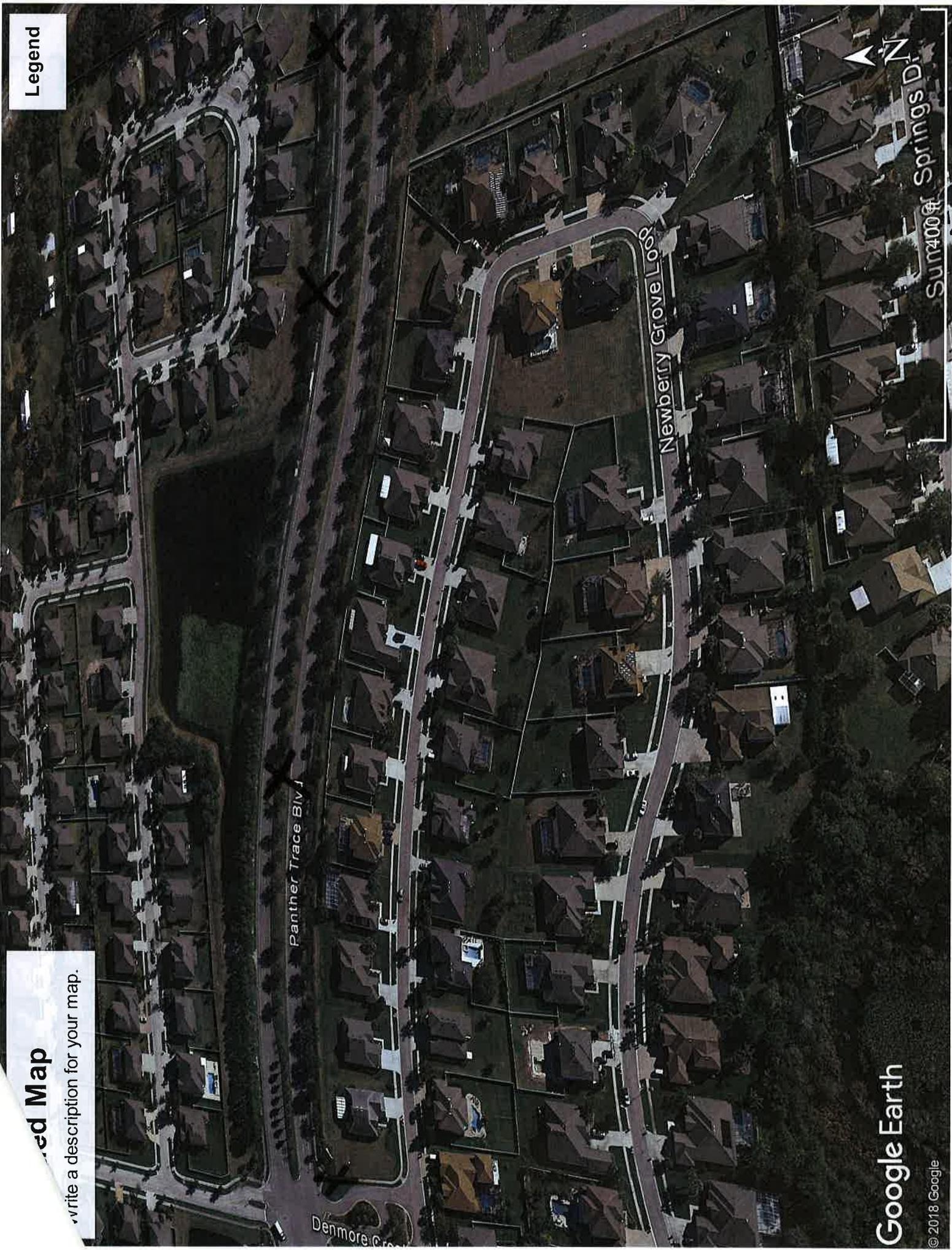


EXHIBIT 5



FLATWOODS ENVIRONMENTAL

Flatwoods Environmental, LLC

30435 Commerce Drive Ste 102 | San Antonio, FL 33576
813.836.7940 | office@flatwoodsenv.com
www.FlatwoodsEnv.com

Proposal

Date 11/7/2019 **Proposal #** 24

Customer Information		Project Information	
DPGF, Inc. Ray Lotito, District Manager 15310 Amberly Dr. Suite 175 Tampa, FL 33647	Contact	Panther Trace II CDD Cambray Creek Loop Cutback	
	Phone 813-619-6185		
	E-mail raymond.lotito@dpgf.com	Proposal Prepared By:	Joe Hamilton
	Account #	Type Of Work	Cutback

Flatwoods Environmental, LLC. proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Cost
Cutback woodline approx. 10' from resident grassline into the conservation area along Cambray Creek Loop. Area measures 179 LF. Vegetation to be cut flush utilizing hand held equipment (I.e. brush cutters) raked up and hauled off site for disposal.	1,050.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

Total \$1,050.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 2019.

Signature: _____ Printed Name and Title: _____

Representing (Name of Firm): _____

Draw



Outline Size 3

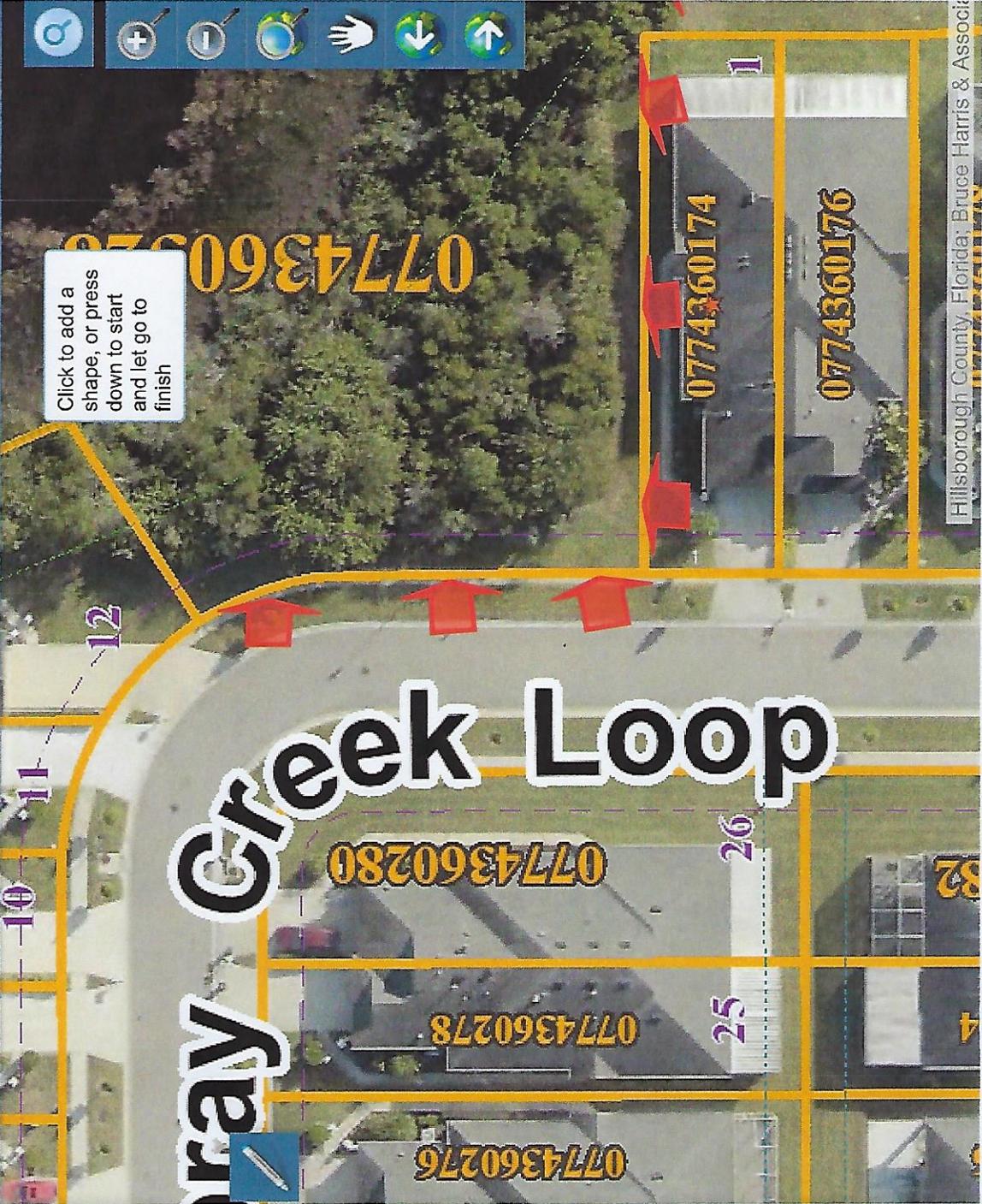
Outline Style Solid

Outline Color



Fill Opacity 50%

Click to add a shape, or press down to start and let go to finish



Hillsborough County, Florida: Bruce Harris & Associ



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

Estimate

Submitted To:
Panther Trace II c/o DPFG 250 International Parkway, Suite 280 Lake Mary, FL 32746

Date	11/11/2019
Estimate #	63051
LMP REPRESENTATIVE	
PG	
PO #	
Work Order #	

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ITEM	DESCRIPTION	QTY	COST	TOTAL
Cleanup	Woodline area push back up to 10'ft where applies to the following areas: Two common areas inside Panther Trace Cambray Villas. All work includes, clean-up, removal, and disposal of debris generated during the course of work. Clean-up	1	962.50	962.50

TOTAL	\$962.50
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TERMS AND CONDITIONS:

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OWNER / AGENT

DATE