



Your Community.  
Our Commitment.

# PANTHER TRACE II

## COMMUNITY DEVELOPMENT DISTRICT

*Advanced Meeting Package*

*Regular Meeting*

*Date/Time:*  
*Monday*  
*January 26, 2026*  
*6:30 p.m.*

*Location:*  
**Panther Trace II Clubhouse**  
**11518 Newgate Crest Drive,**  
**Riverview, FL 33579**

*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**  
c/o Vesta District Services  
250 International Parkway, Suite 208  
Lake Mary, FL 32746  
321-263-0132

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

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Panther Trace II Community Development District is scheduled for **Monday, January 26, 2026 at 6:30 p.m. at Panther Trace II Clubhouse – 11518 Newgate Crest Drive, Riverview, FL 33579.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact the District Manager at (321) 263-0132 X 536 or [hbeckett@vestapropertyservices.com](mailto:hbeckett@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

*Heath Beckett*

Heath Beckett  
District Manager

CC: Attorney  
Engineer  
District Records





## PANTHER TRACE II COMMUNITY DEVELOPMENT DISTRICT

Meeting Date: Monday, January 26, 2026

Time: 6:30 p.m.

Location: Panther Trace II Clubhouse  
11518 Newgate Crest Drive,  
Riverview, FL 33579

**AUDIO ONLY**

Dial-in Number: 1-904-348-0776

Phone Conference ID: 684 257 747#

### Agenda

*The full draft agenda packet may be requested no earlier than 7 days prior to the meeting date by emailing [sconley@vestapropertyservices.com](mailto:sconley@vestapropertyservices.com)*

#### FIRST ORDER OF BUSINESS:

#### ROLL CALL

| Supervisors          | Present | Teams | Absent |
|----------------------|---------|-------|--------|
| Clint Miner (1-VC)   |         |       |        |
| David Steppy (2)     |         |       |        |
| Jeffrey Spiess (3-C) |         |       |        |
| Geri Peterkin (4)    |         |       |        |
| Steven Russell (5)   |         |       |        |

#### Staff/Vendors

Heath Beckett, Vesta District Services  
Anna Ramirez, Panther Trace II Facilities Director  
Michael Broadus, Straley, Robin, Vericker  
Tyson Waag, Stantec  
Matt Remson, Remson Aquatics  
David Manfrin, LMP

#### SECOND ORDER OF BUSINESS:

#### PLEDGE OF ALLEGIANCE

#### THIRD ORDER OF BUSINESS:

#### AUDIENCE COMMENTS – AGENDA ITEMS

*(See Comments Policy Below)*

**Comments Policy:** *Comments will be heard from anyone physically present (limited to 3 minutes per individual) or they may be emailed to the District Manager at least 48 hours prior to the meeting ([hbeckett@vestapropertyservices.com](mailto:hbeckett@vestapropertyservices.com) & [sconley@vestapropertyservices.com](mailto:sconley@vestapropertyservices.com))*

#### FOURTH ORDER OF BUSINESS:

#### LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

- A. Presentation of Bids Responsive to Landscape and Irrigation Maintenance Services Request For Proposals - *Under Separate Cover*
- B. Evaluation and Ranking of Landscape and Irrigation Maintenance Services Bids  
➤ Project Manual (For Reference Purposes)
- C. Approval of Bid Ranking, and Authorization of Staff to Enter Negotiations With Top-Ranked Respondent for Landscape and Irrigation Maintenance Services and for Chair to Execute Agreement

EXHIBIT 1

#### FIFTH ORDER OF BUSINESS:

#### OPERATIONS AND MAINTENANCE

- A. Presentation of Aquatic Maintenance Report – *Matt Remson, Remson Aquatics*
- B. Presentation of Landscape Maintenance Report – *David Manfrin, LMP*
- C. Presentation of District Counsel Report – *Michael Broadus, Straley, Robin, Vericker*
- D. Presentation of District Engineer Report – *Tyson Waag, Stantec*

EXHIBIT 2



**PANTHER TRACE II  
COMMUNITY DEVELOPMENT DISTRICT**

**January 26, 2026 Agenda**

**Page 2 of 2**

**FOURTH ORDER OF BUSINESS:**

**OPERATIONS AND MAINTENANCE (Continued)**

- E. Presentation of District Manager Report – *Heath Beckett, Vesta District Services*
  - 1. Review of Tickler List
- F. Presentation of Facilities Report – *Anna Ramirez, Facilities Director*
  - 1. Consideration of Tennis/Pickleball Court and Playground Gate and Fence Repair Proposals
    - i. Specialist Fence/Concrete LLC - \$3,105.00
    - ii. *Pending*
  - b. Consideration of Access Card Proposal(s)

**EXHIBIT 3**

**EXHIBIT 4**

**EXHIBIT 5**

**EXHIBIT 6**

**SIXTH ORDER OF BUSINESS:**

**CONSENT AGENDA**

- A. Approval of the Minutes of the Board of Supervisors Regular Meeting Held December 15, 2025
- B. Acceptance of the December 2025 Unaudited Financial Statement

**EXHIBIT 7**

**EXHIBIT 8**

**SEVENTH ORDER OF BUSINESS:**

**SUPERVISOR REQUESTS (Includes Next Meeting Agenda Items)**

**EIGHTH ORDER OF BUSINESS:**

**AUDIENCE COMMENTS – NEW BUSINESS**  
*(See Comments Policy Above)*

**NINTH ORDER OF BUSINESS:**

**NEXT MEETING QUORUM CHECK**

|                      | In Person | Virtually | Not |
|----------------------|-----------|-----------|-----|
| Clint Miner (1-VC)   |           |           |     |
| David Steppy (2)     |           |           |     |
| Jeffrey Spiess (3-C) |           |           |     |
| Geri Peterkin (4)    |           |           |     |
| Steven Russell (5)   |           |           |     |

**Monday, February 23, 2026**

**at 6:30 p.m.**

*Panther Trace II Clubhouse  
11518 Newgate Crest Drive,  
Riverview, FL 33579*

**TENTH ORDER OF BUSINESS:**

**ACTION ITEMS SUMMARY**

*(To be Included in the Meeting Minutes)*

**ELEVENTH ORDER OF BUSINESS:**

**ADJOURNMENT**

# EXHIBIT 1



**PANTHER TRACE II CDD  
EVALUATION CRITERIA  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES**

|   | ASI   | Brightview | Floralawn | JNR<br>Landscape | LMP   | Red Tree | Russell<br>Landscape<br>Group |
|---|---|------------|-----------|------------------|-------|----------|-------------------------------|
| <b>1. Personnel &amp; Equipment (20 Points)</b><br>This category addresses the following criteria: Skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels; capability of performing the work; geographic location; subcontractor listing; inventory of all equipment; etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc., with proposal. Please also provide evidence of the proposer's ability to meet deadlines and be responsive to client needs. |   |            |           |                  |       |          |                               |
| <b>2. Experience (25 Points)</b><br>A full twenty-five (25) points will be awarded to the Proposer which clearly distinguishes past & current record and experience of the Proposer in similar projects; volume of work previously awarded to the firm; past performance in any other contracts; etc.   |   |            |           |                  |       |          |                               |
| <b>3. Understanding Scope of RFP (15 Points)</b><br>This category addresses the following issues: Does the proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including pricing, scheduling, staffing, etc.? Does it demonstrate clearly the ability to perform these services? Were any suggestions for "best practices" included? Does the proposal as a whole appear to be feasible, in light of the scope of work? Did the contractor use the forms provided from the Project Manual in responding to the proposal?   |   |            |           |                  |       |          |                               |
| <b>4. Financial Capacity (5 Points)</b><br>This category addresses whether the Proposer has demonstrated that it has the financial resources and stability as a business entity necessary to implement and execute the work. Proposer should include proof of ability to provide insurance coverage as required by the District as well as audited financial statements, or similar information.  |   |            |           |                  |       |          |                               |
| <b>5. Price (20 Points)</b><br>Twenty (20) points will be awarded to the Proposer submitting the lowest bid for Parts 1 - 4 (the Contract Amount). AN AVERAGE OF ALL THREE YEARS PRICING is to be considered when awarding points for pricing - THE INITIAL TERM AND THE FIRST AND SECOND ANNUAL RENEWALS. All other proposers will receive a percentage of this amount based upon a formula which divides the low bid by the proposer's bid and is then multiplied by the number of points possible in this part of the Price evaluation.  | 18.77   | 15.74      | 15.75     | 16.11            | 19.43 | 20.00    | 15.98                         |
|   | (Above Point Allocation Based on Average 3 Years Proposed in Bid) |            |           |                  |       |          |                               |
| <b>6. Reasonableness of ALL Numbers (15 Points)</b><br>Up to fifteen (15) points will be awarded as to the reasonableness of ALL numbers, quantities & costs (including, but not limited to fertilizer quantities, mulch quantities based on Contractor's field measurements) provided, including Parts 1, 2, 3, 4, 5 and 6 as well as unit costs from the additional schedules.  |   |            |           |                  |       |          |                               |
| <b>TOTAL (100 points)</b>   |   |            |           |                  |       |          |                               |
|   | ASI   | Brightview | Floralawn | JNR<br>Landscape | LMP   | Red Tree | Russell<br>Landscape<br>Group |



**PROJECT MANUAL**  
**FOR**  
**LANDSCAPE & IRRIGATION MAINTENANCE SERVICES**

**PANTHER TRACE II  
COMMUNITY DEVELOPMENT DISTRICT**

**November 2025**



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**Public Notice**  
**LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES**  
**REQUEST FOR PROPOSALS**  
**PANTHER TRACE II COMMUNITY DEVELOPMENT DISTRICT**  
Hillsborough County, Florida

Notice is hereby given that the Panther Trace II Community Development District ("District") will accept proposals from qualified firms and experienced landscaping companies ("Proposers") to provide comprehensive landscaping, grounds maintenance, and related services for the common areas, amenities, and rights-of-way within the District. The goal is to maintain a high standard of aesthetic appeal, health, and safety for all landscaped areas, enhancing the overall quality of life for residents and visitors for certain lands within the District, all as more specifically set forth in the Project Manual. The Project Manual, including among other materials, contract documents, project scope and any technical specifications, will be available for public inspection and may be obtained by sending an email to [hbeckett@vestapropertyservices.com](mailto:hbeckett@vestapropertyservices.com) and [sconley@vestapropertyservices.com](mailto:sconley@vestapropertyservices.com).

The District is a special-purpose taxing District created by Chapter 190 Florida Statutes; the selected contractor will enter into a service agreement with the District for a specified term. Entities submitting proposals must meet the following qualifications: (i) fully licensed and insured, (ii) minimum 5 years continuous operation iii) experience with similar landscape maintenance projects, (iv) Proposer must be in good financial standing with no history of bankruptcy or financial reorganization, (v) Proposer must attend the **mandatory pre-proposal on-site meeting on December 9, 2025 at 10:00 a.m. (EST)** at **Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579**, and (vi) Proposer must submit total price along with an option for two (2) one (1) year renewals with price.

The District reserves the right in its sole discretion to make changes to the Project Manual up until the time of the proposal opening, and to provide notice of such changes only to those Proposers who have attended the mandatory pre-proposal meeting and registered. Any and all questions relative to this project shall be directed in writing by e-mail only to: [hbeckett@vestapropertyservices.com](mailto:hbeckett@vestapropertyservices.com), [sconley@vestapropertyservices.com](mailto:sconley@vestapropertyservices.com), and [mbroadus@srlegal.com](mailto:mbroadus@srlegal.com). Questions received after 10 a.m. on December 18, 2025, will not be answered. Answers to all questions will be provided to all proposers via e-mail.

Firms desiring to provide services for this project must submit one (1) original and one (1) digital copy (in the form of a USB/flash drive) of the required proposal no later than **January 7, 2026 at 10:00 a.m. (EST)**, to the Panther Trace II CDD District Manager, c/o **Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579**. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package and shall clearly identify the project "**Confidential: Panther Trace II Landscape RFP Response**". Proposals may be shipped, mailed or hand-delivered. No facsimile, electronic or other type of submittals will be accepted. Proposals received after the time and date stipulated above will be returned un-opened to the proposer.

Proposals will be publicly opened at 10:00 a.m. (EST) on **January 8, 2026 at Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579**, or as soon thereafter as possible. Any proposal not completed as specified or missing the required proposal documents may be disqualified. Proposals will be publicly opened at that time and place, with Proposer names and total pricing announced at that time, provided that Proposals may be maintained on a confidential basis to the extent permitted by Florida law. No decisions of the District's Board of Supervisors will be made at that time. A copy of the

agenda for the meeting can be obtained from the District Office at 250 International Parkway, Suite 208, Lake Mary, Florida 32746 or by phone at 321- 263-0132 ext. 536.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. There may be occasions when one or more Board Supervisors or staff members will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or staff member can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record. Any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 933-5571, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Any protest regarding the Project Manual, including but not limited to protests relating to the proposal notice, the proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual, must be filed in writing, within seventy-two (72) hours after issuance of the Project Manual. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within ten (10) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents. Additional information and requirements regarding protests are set forth in the Project Manual and the District's Rules of Procedure, which are available from the District Manager, c/o Vesta District Services, and upon request to: [hbeckett@vestapropertyservices.com](mailto:hbeckett@vestapropertyservices.com) and [sconley@vestapropertyservices.com](mailto:sconley@vestapropertyservices.com).

Rankings will be made based on the Evaluation Criteria contained within the Project Manual. Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals, postpone the award of the contract, to elect not to proceed with the subject award process, make modifications to the work, and waive any technical errors, informalities or irregularities if it determines in its sole and absolute discretion whether or not reasonable it is in the District's best interest to do so.

Panther Trace II Community Development District  
Heath Beckett, District Manager

**PANTHER TRACE II COMMUNITY DEVELOPMENT DISTRICT**

**Landscape & Irrigation Maintenance Services**  
Hillsborough County, Florida

**Instructions to Proposers**

**1. DUE DATE.** Firms desiring to provide services for this project must provide a sealed proposal containing one (1) hard copy and one (1) electronic copy of the proposal to the District's Manager, at the **Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579** no later than **January 7, 2026 at 10:00 a.m. (EST)**. Proposals received after the time and date stipulated above will not be considered. Unless certain circumstances exist where a public opening is unwarranted, proposals will be publicly opened at that date, time, and location, or as soon thereafter as possible.

**2. PRE-PROPOSAL MEETING.** There will be a mandatory on-site pre-proposal meeting on **December 9, 2025 at 10:00 a.m. (EST)** at **Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579**

**3. SUMMARY OF SCHEDULE.** The District anticipates the following RFP schedule, though certain dates may be subject to change:

| DATE                                | EVENT   |
|-------------------------------------|---|
| November 9, 2025                    | RFP Notice issued   |
| November 9, 2025                    | RFP package available upon request by emailing<br><a href="mailto:hbeckett@vestapropertyservices.com">hbeckett@vestapropertyservices.com</a> ,<br><a href="mailto:sconley@vestapropertyservices.com">sconley@vestapropertyservices.com</a>  |
| December 9, 2025 at 10:00 AM (EST)  | <b>MANDATORY ON-SITE MEETING</b> at Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579  |
| December 18, 2025 at 10:00 AM (EST) | <b>DEADLINE TO EMAIL QUESTIONS</b> to<br><a href="mailto:hbeckett@vestapropertyservices.com">hbeckett@vestapropertyservices.com</a> ,<br><a href="mailto:sconley@vestapropertyservices.com">sconley@vestapropertyservices.com</a> , and<br><a href="mailto:mbroadus@srvlegal.com">mbroadus@srvlegal.com</a>         |
| January 7, 2026 at 10:00 AM (EST)   | <b>DEADLINE TO SUBMIT SEALED PROPOSALS</b><br>(1 original & 1 digital) in a sealed envelope, clearly identified<br><b>“Confidential: Panther Trace II Landscape RFP Response”</b> to<br>Panther Trace II CDD District Manager<br>c/o Panther Trace II Clubhouse<br>11518 Newgate Crest Drive<br>Riverview, FL 33579 |
| January 8, 2026 at 10:00 AM (EST)   | <b>BID OPENING</b><br>Panther Trace II CDD District Manager<br>c/o Panther Trace II Clubhouse<br>11518 Newgate Crest Drive<br>Riverview, FL 33579   |

|                                   |   |
|-----------------------------------|---|
| January 26, 2026 at 6:30 PM (EST) | <b>EVALUATION OF PROPOSALS</b> tentatively scheduled to coincide with the Panther Trace II CDD Board of Supervisors Regular Meeting at Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579 |
|-----------------------------------|---|

**4. SIGNATURE ON PROPOSAL.** Each Proposer must correctly execute all forms, affidavits, and acknowledgments for which signature and notary blocks are provided. Anyone signing the Proposal as agent shall file with the Proposal legal evidence of his authority to do so.

**5. FAMILIARITY WITH THE PROJECT.** The Proposer, by and through the submission of the Proposal, agrees that he shall be held responsible for having heretofore examined the project site, the location of all proposed work and for having satisfied himself from his own personal knowledge and experience or professional advice as to the character, conditions, and location of the site, the nature of the turf, shrubs, trees, palms, vegetation, weeds, sprinklers and irrigation systems, roads, sidewalks and paved paths, ground, surface and subsurface, and any other conditions surrounding and affecting the work, any obstruction, the nature of any existing construction, and all other physical characteristics of the job, in order that the Proposer may include in the prices which the Proposer proposes all costs pertaining to the work and thereby provide for the satisfactory landscape maintenance thereof. The Proposer agrees to accept the site in an "as is" condition, and hold its prices for the period set forth in this proposal package, regardless of any changes to the site that may occur from the time of Proposal submission and through the time of contract award and the start of any work under the contract. The Proposer, in preparing the Proposal, shall take into consideration that work by other contractors may be in progress at or near the site and that the Proposer shall not interfere with work done by such other contractors. **IN THE EVENT THAT THE SITE IS NOT TO INDUSTRY STANDARD CONDITIONS, THE PROPOSER SHALL SUBMIT AS PART OF ITS PROPOSAL, A LIST OF ITEMS AND PROPOSED PRICING FOR BRINGING THE SITE UP TO INDUSTRY STANDARD CONDITIONS. OTHERWISE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SITE AND SHALL MAINTAIN THE SITE IN A CONDITION CONSISTENT WITH INDUSTRY STANDARDS AND AT THE LUMP SUM PRICING SET FORTH IN THE PROPOSAL.**

**6. FAMILIARITY WITH THE LAW.** By submitting a Proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work as well as the District's operating rules and procedures. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**7. PROJECT MANUAL.** The "Project Manual," and any addenda thereto, will be available from the District Manager's office by sending an email to [hbeckett@vestapropertyservices.com](mailto:hbeckett@vestapropertyservices.com) and [sconley@vestapropertyservices.com](mailto:sconley@vestapropertyservices.com).

**8. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein at the sole and absolute discretion of the District. The Proposer shall submit with its Proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the District.

**9. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**10. INTERPRETATIONS AND ADDENDA.** All questions about the meaning or intent of the Project Manual are to be directed in writing, via e-mail only, to Michael Broadus, Esq. at [mbroadus@srvlegal.com](mailto:mbroadus@srvlegal.com), Heath Beckett at [hbeckett@vestapropertyservices.com](mailto:hbeckett@vestapropertyservices.com), and Shirley Conley at [sconley@vestapropertyservices.com](mailto:sconley@vestapropertyservices.com). Additionally, the District reserves the right in its sole discretion to make changes to the Project Manual up until the time of the Proposal opening. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to all parties. Questions received after **December 18, 2025 at 10:00 A.M.** (EST) will not be answered. Answers to all questions will be provided to all Proposers by e-mail. Only questions answered by formal written Addenda will be binding. No interpretations will be given verbally. No inquiries will be accepted from subcontractors; the Proposer shall be responsible for all queries.

**11. SUBMISSION OF PROPOSAL.** Firms desiring to provide services for this project must submit one (1) original and one (1) digital copy (in the form of a USB/flash drive) of the required proposal no later than **January 7, 2026 at 10:00 a.m.** (EST), at the **Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579**, Attention: District Manager. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package and shall clearly identify the project **“Confidential: Panther Trace II Landscape RFP Response”**. Proposals may be shipped, mailed or hand-delivered. No facsimile, electronic or other type of submittals will be accepted. All costs to prepare and submit a response shall be borne by the Proposer.

**12. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time and date the proposals are due. No Proposal may be withdrawn after opening for a period of ninety (90) days.

**13. PROPOSAL FORMS.** All blanks on the Proposal forms must be completed in ink or typewritten. The Proposal shall contain an acknowledgment of receipt of all Addenda. In making its Proposal, each Proposer represents that it has read and understands the Project Manual and that the Proposal is made in accordance therewith, including verification of the contents of the Project Manual against the Table of Contents. Proposer shall provide in the Proposal a complete breakdown of both unit quantities and unit costs for each separate item associated with landscaping & irrigation maintenance plan and technical specifications. The quantities and unit costs for landscaping materials shall be provided by the Proposer in accordance with the Project Manual.

**14. PROPOSAL INFORMATION.** All Proposals should include the following information, among other things described herein:

- A. A completed and executed Proposal Form, with all of its four parts and any attachments, as well as executed copies of the Affidavit Regarding Proposal, the Sworn Statement Regarding Public Entity Crimes, and the Sworn Statement Regarding Scrutinized Companies.

- B. A listing of the position / title and corporate responsibilities of key management or supervisory personnel (forms attached). Include resumes for each person listed, and list years of experience in present position for each party listed and years of related experience.
- C. Describe proposed staffing levels, including information on current operations, administrative, maintenance and management staffing of both a professional and technical nature, including resumes for staff at or above the project manager level.
- D. Information related to other projects of similar size and scope for which Proposer has provided, or is currently providing, landscape and irrigation maintenance services (forms attached).
- E. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- F. A narrative description of the Proposer's approach to providing the services as described in the scope of services provided herein.
- G. Completed proposal pricing. All responses must itemize the cost for each of the items described in the Project Manual and break out all costs, such as the number of mowings by month, dollar value by event, etc. Unit costs for mulch and annuals, including installation, should be provided but not included in the contract amount as these services shall be rendered at the discretion of the District's Board of Supervisors.
- H. **Please note the following when completing the proposal forms:**
  - Landscape and irrigation maintenance is to be provided for all areas within the District boundaries.
  - Pond bank mowing includes all District ponds that shall be mowed incorporating the same mowing schedule as the common areas.
  - Proposals should include prices for the Amenity Center.
  - All Community Entrances should be included.

**15. INSURANCE.** All Proposers shall include as part of their proposal a current Certificate of Insurance demonstrating that the company's ability to meet the insurance coverage requirements set forth in the attached Contract form provided herein. In the event the Proposer is notified of award, it shall provide proof of the Insurance Coverage identifying the District, its officers, employees and agents as additional insureds, as stated in the Contract form provided herein, within fourteen (14) calendar days after notification, or within such approved extended period as the District may grant. Failure to provide proof of insurance coverage shall constitute a default.

**16. FINANCIALS.** In evaluating and scoring the proposals, the District will consider the financial capability of each Proposer, and as such each Proposer should submit relevant information regarding financial capability. In the event the Proposer is notified of award, the District may in its sole discretion require that the Proposer provide sufficient proof of financial capability, including, if requested, audited financial statements from the last three years.

**17. BASIS OF AWARD/RIGHT TO REJECT.** This RFP does not guarantee that a Service Agreement will be awarded. The District reserves the exclusive right to reject any or all Proposals, in whole or in part, that it deems to be in the best interest of the District, and to waive any formalities or technicalities in any Proposal received. The District reserves the right to request modification or supplementation of any or all Proposals. The District reserves the right to accept all proposals considered by the District to be in the District's best interest.

**18. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District or as otherwise extended by the District, the Proposer shall enter into and execute a Contract in substantially the form included in the Project Manual. If a Proposer to whom a contract is awarded forfeits and fails to execute a contract agreement within the aforementioned timeframe, the contract award may be annulled at the District's option. If the award is annulled, the District may, at its sole discretion, award the contract to the next highest ranked Proposer for the contract work, re-advertise, perform the work by day/temporary labor, or through in-house operations. The District and the selected contractor ("Contractor") will execute a contract for a specified term. Upon expiration or termination of any existing contract for landscape maintenance services, Contractor, if requested by the District, agrees to perform the services on a month-to-month basis until either party has provided the other party written notice of its election to renew or terminate the contract agreement. This RFP does not guarantee that a contract will be awarded. The District reserves the exclusive right to reject any and all Proposals. The District reserves the right to award by items, groups of items, or total proposal.

**19. MANDATORY AND PERMISSIVE REQUIREMENTS.** Notwithstanding anything else within the Project Manual, the only mandatory requirements of this Project Manual are that each Proposer must (1) be authorized to do business in Florida, (2) hold all required state and federal licenses in good standing; (3) have at least five (5) years of experience as a landscape and irrigation maintenance contractor; and (4) attend the December 9, 2025 pre-proposal on-site meeting. All other requirements set forth in the Project Manual shall be deemed "permissive," in that a Proposer's failure to meet any requirement described in mandatory terms such as "shall," "will," "mandatory," or similar language does not automatically disqualify the Proposer's Proposal, but instead in the Board's discretion may result in the disqualification of a Proposal or alternatively may be taken into account in the evaluation and scoring of the Proposal.

**20. INDEMNIFICATION.** The successful Proposer shall fully indemnify, defend and hold harmless the District and its officers, agents, and employees from and against all claims, damages, costs and losses arising, in whole or in part, from Contractor's negligence or breach of contract, as more fully set forth in the agreement form, provided herein.

**21. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

**22. EVALUATION OF PROPOSALS.** The following specific criteria will be evaluated and must be addressed, as outlined, in the proposal:

1. Company History and Organization – Background and Experience
2. Copy of business/occupational license
3. Management Approach
4. Proximity to site and response times to service requests and urgent service matters
5. Personnel Selection, Development, Training, Retention Processes and Programs
6. Total Quality Management Program

7. Cost Proposal and Invoicing
8. Project Management and Budget Control Systems
9. Value Added Features
10. Insurance
11. Transition Plan
12. References
13. Equal Opportunity Employer
14. Resume of Proposed Project Manager include experience and workload.

As a preliminary matter, the District intends to evaluate and score the proposals based on certain "Evaluation Criteria," including personnel, experience, understanding of scope of work, financial capability, and price, among any other factors the District in its sole discretion may intend to consider. The District expressly reserves the right to change such Evaluation Criteria at any time, and to make any award of a contract to other than the lowest priced proposer.

The proposals shall be ranked based on criteria presented above and in the Evaluation Criteria sheets contained within the Project Manual. The Board shall review and evaluate the Proposals in their individual discretion, based on information within the proposals, from reference checks, from staff recommendations, and from any other information available, and shall make any final determination with respect to the award of a final contract that is in the best interests of the District. Chapter 112, Florida Statutes, will govern any voting conflicts of interest, and as such a voting conflict of interest may arise solely where there is a personal financial interest relating to the contract award.

Proposals may be held by the District for a period not to exceed ninety (90) days from the date of proposal opening for the purposes of reviewing the proposals and investigating the qualifications of the Proposers, prior to executing a contract agreement. During this time, all provisions of the submitted proposal must be in effect, including pricing. The District may visit the Proposer's facilities as part of the evaluation process. The District also reserves the right to seek clarification from prospective firms on any issue in a response, invite specific firms for site visits or oral presentations, or take any action it feels necessary to properly evaluate the submissions and construct a solution in the District's best interest. Failure to submit the requested information or required documentation may result in the lessening of the proposal score or the disqualification of the proposal response.

**23. COLLUSION.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**24. BLACK OUT PERIOD/CONE OF SILENCE.** The black out period is defined as between the time the Request for Proposals is issued by the District and the time the Board awards the contract. During this black out period, and except as otherwise expressly authorized herein, any attempt to communicate either directly or indirectly with District staff or officials related to this solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, will result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, contract negotiations, or communications with staff not concerning this solicitation.

**25. PRICING.** Proposers shall submit their price information on the supplied forms with all blank spaces completed. Proposers shall also sign the required form. Each line item shall be clearly stated

and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit. Proposers will not be allowed to make any substitutions in materials, quantities or frequencies during the proposal process. Proposers shall guarantee that their pricing to the District shall not increase throughout the term of the contract agreement executed.

**26. REFERENCE TERMS.** Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular.

**27. ADDITIONAL TERMS AND CONDITIONS.** No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

**28. PROTESTS.** Any protest relating to the Project Manual, including but not limited to protests relating to the proposal notice, the proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual, must be filed in writing, within seventy-two (72) hours (excluding Saturdays, Sundays, and official holidays of the State of Florida) after issuance of the Project Manual, and any protest relating to a decision regarding a contract award or rejection of proposal(s) must be filed within seventy-two (72) hours (excluding Saturdays, Sundays, and official holidays of the State of Florida) after issuance of a notice of such a decision. Such protests must be filed at: **Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Attention: Heath Beckett – Panther Trace II**. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within ten (10) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest relating to the aforesaid Project Manual.

**PANTHER TRACE II COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS  
LANDSCAPE MAINTENANCE SERVICES**

**EVALUATION CRITERIA**

**1. Personnel & Equipment (20 Points Possible) (\_\_\_\_ Points Awarded)**

This category addresses the following criteria: Skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels; capability of performing the work; geographic location; subcontractor listing; inventory of all equipment; etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc., with proposal. Please also provide evidence of the proposer's ability to meet deadlines and be responsive to client needs.

**2. Experience (25 Points Possible) (\_\_\_\_ Points Awarded)**

A full twenty-five (25) points will be awarded to the Proposer which clearly distinguishes past & current record and experience of the Proposer in similar projects; volume of work previously awarded to the firm; past performance in any other contracts; etc.

**3. Understanding Scope of RFP (15 Points Possible) (\_\_\_\_ Points Awarded)**

This category addresses the following issues: Does the proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including pricing, scheduling, staffing, etc.? Does it demonstrate clearly the ability to perform these services? Were any suggestions for "best practices" included? Does the proposal as a whole appear to be feasible, in light of the scope of work? Did the contractor use the forms provided from the Project Manual in responding to the proposal?

**4. Financial Capacity (5 Points Possible) (\_\_\_\_ Points Awarded)**

This category addresses whether the Proposer has demonstrated that it has the financial resources and stability as a business entity necessary to implement and execute the work. Proposer should include proof of ability to provide insurance coverage as required by the District as well as audited financial statements, or similar information.

**5. Price (20 Points Possible) (\_\_\_\_ Points Awarded)**

Twenty (20) points will be awarded to the Proposer submitting the lowest bid for Parts 1 - 4 (the Contract Amount). AN AVERAGE OF ALL THREE YEARS PRICING IS TO BE CONSIDERED WHEN AWARDING POINTS FOR PRICING - THE INITIAL TERM AND THE FIRST AND SECOND ANNUAL RENEWALS. All other proposers will receive a percentage of this amount based upon a formula which divides the low bid by the proposer's bid and is then multiplied by the number of points possible in this part of the Price evaluation.

EXAMPLE: Contractor "A" turns in a bid of \$210,000 and is deemed to be low bid and will receive the full 20 points. Contractor "B" turns in a bid of \$265,000. Bid "A" is divided by Bid "B" then multiplied by the number of points possible (20).  $(210,000/265,000) \times 20 = 15.85$ , therefore, Contractor "B" will receive 15.85 of 20 possible points. Contractor "C" turns in a bid of \$425,000. Bid "A" is divided by Bid "C" then multiplied by the number of points possible (20).  $(210,000/425,000) \times 20 = 9.88$ , therefore, Contractor "C" will receive 9.88 of 20 points.

6. **Reasonableness of ALL Numbers** **(15 Points Possible)** **(\_\_\_\_\_ Points Awarded)**

Up to fifteen (15) points will be awarded as to the reasonableness of ALL numbers, quantities & costs (including, but not limited to fertilizer quantities, mulch quantities based on Contractor's field measurements) provided, including Parts 1, 2, 3, 4, 5 and 6 as well as unit costs from the additional schedules.

**Proposer's Total Score** **(100 Points Possible)** **(\_\_\_\_\_ Points Awarded)**

**END**

## AFFIDAVIT REGARDING PROPOSAL

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, appeared the affiant, \_\_\_\_\_, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of \_\_\_\_\_ for \_\_\_\_\_ ("Proposer"), and am authorized to make this Affidavit Regarding Proposal on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer's proposal ("Proposal") provided in response to the Panther Trace II Community Development District's ("District") request for proposals for landscape and irrigation maintenance services. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information for ninety (90) days from the opening of the proposals, and if awarded the contract on the basis of this Proposal to enter into and execute the contract in the form included in the Project Manual.

5. The Proposer acknowledges the receipt of the complete Project Manual as provided by the District and as described in the Project Manual's Table of Contents, as well as the receipt of the following Addendum No.'s: \_\_\_\_\_.

6. By signing below, and by not filing a protest within the seventy-two (72) hour period after issuance of the Project Manual (**i.e., by no later than October 6, 2025 at 5:00 PM (EST)**), the Proposer acknowledges that (i) the Proposer has read, understood, and accepted the Project Manual; (ii) the Proposer has had an opportunity to consult with legal counsel regarding the Project Manual; (iii) the Proposer has agreed to the terms of the Project Manual; and (iv) the Proposer has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the proposal notice, proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual.

7. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit Regarding Proposal and that the foregoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Proposer: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF \_\_\_\_\_

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

**PROPOSAL FORM**  
**PART I – GENERAL INFORMATION**

• *Proposer General Information:*

Proposer Name \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Parent Company Name (if any) \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_



- *Company Standing:*

Proposer's Corporate Form: \_\_\_\_\_  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? \_\_\_\_\_ Date \_\_\_\_\_

Is the Proposer in good standing with that State? Yes        No

If no, please explain \_\_\_\_\_

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Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes        No

If no, please explain \_\_\_\_\_

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- *What are the Proposer's current insurance limits?*

General Liability \$ \_\_\_\_\_

Automobile Liability \$ \_\_\_\_\_

Workers Compensation \$ \_\_\_\_\_

Expiration Date \_\_\_\_\_

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

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**PROPOSAL FORM**  
**PART II – PERSONNEL AND EQUIPMENT**

- *List the location of the Proposer's office, which would perform work for the District.*

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

- *Proposed Staffing Levels - Landscape and irrigation maintenance staff will include the following:*

\_\_\_\_\_ Supervisors, who will be onsite \_\_\_\_ days per week;  
\_\_\_\_\_ Technical personnel, who will be onsite \_\_\_\_ days per \_\_\_\_; and  
\_\_\_\_\_ Laborers, who will be onsite \_\_\_\_ days per week.

- *Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer's Officers and Supervisory Personnel, and attach resumes for any individuals listed.*
- *Technical Personnel – Does the Proposer currently employ any other technical personnel who have expertise in pesticide application, herbicide application, arboriculture, horticulture, or other relevant fields of expertise? Yes \_\_\_\_ No \_\_\_\_ If yes, please provide the following information for each person (attach additional sheets if necessary):*

Name: \_\_\_\_\_

Position / Certifications: \_\_\_\_\_

Duties / Responsibilities: \_\_\_\_\_

% of Time to Be Dedicated to This Project: \_\_\_\_\_ %

Please describe the person's role in other projects on behalf of the Proposer:

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_



Duties / Responsibilities: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Proposer's Scope of Services for Project: \_\_\_\_\_

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Dates Serviced: \_\_\_\_\_

- *Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes    No    For each subcontractor, please provide the following information (attach additional sheets if necessary):*

Subcontractor Name \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Proposed Duties / Responsibilities: \_\_\_\_\_

Please describe the subcontractor's role in other projects on behalf of the Proposer:

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Proposer's Scope of Services for Project: \_\_\_\_\_

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Dates Serviced: \_\_\_\_\_



- *Security Measures - Please describe any background checks or other security measures that were taken with respect to the hiring and retention of the Proposer's personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:*

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- *Equipment – Please complete the pages that follow at the end of this Part regarding the Proposer's Equipment that will be used in connection with this project.*



**OFFICERS**

PROPOSER: \_\_\_\_\_

DATE: \_\_\_\_\_

Provide the following information for key officers of the Proposer and parent company, if any.

| NAME                               | POSITION<br>OR TITLE | RESPONSIBILITIES | INDIVIDUAL'S RESIDENCE<br>CITY, STATE |
|------------------------------------|----------------------|------------------|---------------------------------------|
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
| FOR PARENT COMPANY (if applicable) |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |
|                                    |                      |                  |                                       |



**SUPERVISORY PERSONNEL  
WHO WILL BE INVOLVED WITH THE WORK**

PROPOSER: \_\_\_\_\_

DATE: \_\_\_\_\_

| INDIVIDUAL'S NAME | PRESENT TITLE | JOB RESPONSIBILITIES | OFFICE LOCATION | % OF TIME TO BE DEDICATED TO THIS PROJECT / # OF DAYS ON-SITE PER WEEK | YEARS OF EXPERIENCE IN PRESENT POSITION | TOTAL YEARS OF RELATED EXPERIENCE |
|-------------------|---------------|----------------------|-----------------|--|---|-----------------------------------|
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |
|                   |               |                      |                 |  |   |                                   |



**COMPANY OWNED MAJOR EQUIPMENT  
TO BE USED IN CONNECTION WITH THE WORK**

PROPOSER: \_\_\_\_\_

DATE: \_\_\_\_\_

| QUANTITY | DESCRIPTION* | # OF PROJECTS DEDICATED TO | STORAGE AND WORK SITE LOCATIONS |
|----------|--------------|----------------------------|---------------------------------|
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |
|          |              |                            |                                 |



**PROPOSAL FORM**  
**PART III – EXPERIENCE**

- *Has the Proposer performed work for a community development district previously? Yes \_\_\_ No \_\_\_ If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

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Dates Serviced: \_\_\_\_\_

- *List the Proposer's total annual dollar value of landscape and irrigation services work completed for each of the last three (3) years starting with the latest year and ending with the most current year:*

2024 = \_\_\_\_\_

2023 = \_\_\_\_\_

2022 = \_\_\_\_\_



- Please provide the following information for each project that is similar to this project, currently undertaken, or undertaken in the past five years. The projects must include irrigation maintenance as well. Attach additional sheets if necessary.

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

How was the project similar to this project? \_\_\_\_\_

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Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control,

weed control, thatch removal, irrigation, etc.): \_\_\_\_\_

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List of equipment used on site: \_\_\_\_\_

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List of subcontractors used: \_\_\_\_\_

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Is this a current contract? Yes \_\_\_\_ No \_\_\_\_

Duration of contract: \_\_\_\_\_



- *(Information regarding similar projects – continued)*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

How was the project similar to this project? \_\_\_\_\_

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Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.): \_\_\_\_\_

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List of equipment used on site: \_\_\_\_\_

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List of subcontractors used: \_\_\_\_\_

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Is this a current contract? Yes \_\_\_\_ No \_\_\_\_

Duration of contract: \_\_\_\_\_



- *(Information regarding similar projects – continued)*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

How was the project similar to this project? \_\_\_\_\_

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Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.): \_\_\_\_\_

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List of equipment used on site: \_\_\_\_\_

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List of subcontractors used: \_\_\_\_\_

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Is this a current contract? Yes \_\_\_\_ No \_\_\_\_

Duration of contract: \_\_\_\_\_



- *(Information regarding similar projects – continued)*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

How was the project similar to this project? \_\_\_\_\_

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Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.): \_\_\_\_\_

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List of equipment used on site: \_\_\_\_\_

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List of subcontractors used: \_\_\_\_\_

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Is this a current contract? Yes \_\_\_\_ No \_\_\_\_

Duration of contract: \_\_\_\_\_



- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any landscape or irrigation installation or maintenance contract within the past 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_ For each such incident, please provide the following information (attach additional sheets as needed):*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

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Dates Serviced: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

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- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes \_\_\_ No \_\_\_*

If yes, please describe each violation, fine, and resolution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the Proposer's current worker compensation rating? \_\_\_\_\_

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes \_\_\_ No \_\_\_

If yes, please describe each incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from proposing or contracting on any state, local, or federal contracts?*  
Yes \_\_\_ No \_\_\_ If yes, please provide:

The names of the entities \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_

Also, please explain the basis for any bar or suspension:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

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**PANTHER TRACE II COMMUNITY DEVELOPMENT DISTRICT  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES**

**BID SUMMARY**

**Proposer Name:** \_\_\_\_\_

**Basic Services**

Total lump sum for all services covered in Request for Proposal:

| <b>Proposed Lump Sum:</b>      | <b>Monthly</b> | <b>Annual Total</b> |
|--------------------------------|----------------|---------------------|
| Year 1 (from Bid Summary Form) | _____          | _____               |
| Year 2                         | _____          | _____               |
| Year 3                         | _____          | _____               |

The fee amount shall be based on the following schedule of values and other reasonable costs.

**Additional Services**

Additional services that may be required will be based on a scope of work provided by the District Representative.

Fee(s) for additional service(s) shall be an amount agreed upon by the District Representative and the Contractor.

## Bid Tabulation & Summary Form

Proposers: Please submit completed Bid Tabulation Form below AND Detailed Landscape Maintenance Plan

| FUNCTION   | FREQUENCY<br>(Per Year) | Individual<br>Quantity | UNIT<br>PRICE | ANNUAL<br>TOTAL |
|--|-------------------------|------------------------|---------------|-----------------|
| Boulevard Mowing   | 42                      | NA                     |               |                 |
| Pond Bank Mowing   | 36                      | NA                     |               |                 |
| Edge   | 42                      | NA                     |               |                 |
| Insect/Disease Control (ongoing)   | 52                      | NA                     |               |                 |
| Debris Disposal  | 52                      | NA                     |               |                 |
| Turf Weed Control  | 52                      | NA                     |               |                 |
| Bed Weed Control   | 52                      | NA                     |               |                 |
| St. Augustine Turf Fertilization   | 6                       | NA                     |               |                 |
| Irrigation Inspection and Management                                     | 12                      | 116 Zones              |               |                 |
| Pet Waste Stations – per waste removal – 2x/weekly &10,000 bags annually | 104                     | 12                     |               |                 |

|                            |    |                  |  |
|----------------------------|----|------------------|--|
| Shrub/Groundcover Trimming | 12 | NA               |  |
| Shrub Fertilization        | 3  | NA               |  |
| Palm Pruning               | 2  | 185              |  |
| Palm Fertilization         | 3  | 185              |  |
| Annuals (Min. 4" Height)   | 4  | 800 per rotation |  |

***Includes Monthly Written Landscape/Irrigation Reports in PDF format submitted via email to District Manager***

|   |                                |                          |
|---|--------------------------------|--------------------------|
| <b>FIRST YEAR LANDSCAPE ANNUAL MAINTENANCE TOTAL</b>    |                                | <b>\$</b>                |
| <b>Additional Costs NOT included in annual total:</b>   |                                | <b>UNIT<br/>PRICE</b>    |
| Mulch (Cypress or Pine Park), including required edging | As needed<br>600 CY at 4" deep |                          |
| Hardwood Tree Trimming (to 15')                         | 2                              | Per Tree                 |
| Tree Fertilization                                      | 2                              | Per Tree                 |
| OTC Injections  | As needed                      | Per Tree                 |
| Sod Replacement   | As needed                      | Per S.F.                 |
| Irrigation Labor per Emergency Response                 | As needed                      | Service Call<br>Per hour |
|   |                                |                          |



| <b>Detail out any other items for consideration</b> | <b>FREQUENCY<br/>(Per Year)</b> | <b>Individual<br/>Quantity</b> | <b>UNIT<br/>PRICE</b> | <b>ANNUAL<br/>TOTAL</b> |
|---|---------------------------------|--------------------------------|-----------------------|-------------------------|
|   |                                 |                                |                       |                         |
|   |                                 |                                |                       |                         |
|   |                                 |                                |                       |                         |
|   |                                 |                                |                       |                         |
|   |                                 |                                |                       |                         |
|   |                                 |                                |                       |                         |



**LANDSCAPE AND IRRIGATION MAINTENANCE  
RATES FOR ADDITIONAL SERVICES**

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

|    |   |                  |
|----|---|------------------|
| A. | Mowers w/operator   | \$ _____ Hour    |
| B. | Bush-Hog w/operator   | \$ _____ Hour    |
| C. | Tractor w/operator  | \$ _____ Hour    |
| D. | Supervisor with Transportation  | \$ _____ Hour    |
| E. | 勞工 with hand equipment  | \$ _____ Hour    |
| F. | Truck w/driver  | \$ _____ Hour    |
| G. | Irrigation Tech   | \$ _____ Hour    |
| H. | Granular Pesticide Applicator<br>Person with Drop Spreader  | \$ _____ Hour    |
| I. | Liquid Pesticide Applicator<br>Person with Spray Truck  | \$ _____ Hour    |
| J. | Granular Fertilizer Applicator<br>Person with Drop Applicator   | \$ _____ Hour    |
| K. | Liquid Fertilizer Applicator<br>Person with Spray Truck   | \$ _____ Hour    |
| L. | Granular Weed Control Applicator<br>Person with Drop Applicator   | \$ _____ Hour    |
| M. | Liquid Weed Control Applicator<br>Person with Spray Truck   | \$ _____ Hour    |
| N. | 勞工 for Additional Trash Pick-Up   | \$ _____ Hour    |
| O. | Lump Sum Mowing, entire community<br>(Mowing shall include mowing, edging, weed-eating, weeding of beds, weeding of lawns and<br>blowing and/or vacuuming.) | \$ _____ Per Mow |

## **EMERGENCY CLEAN-UP SERVICES**

In the event of a declared emergency or disaster, the following services shall be provided on a time and materials basis, at the rates (which include all costs including but not limited to overhead and profit) set forth below:

|    |  |          |
|----|--|----------|
| A. | Debris removal personnel unit costs:         | Per Hour |
|    | _____  | \$_____  |
|    | _____  | \$_____  |
|    | _____  | \$_____  |
| B. | Debris removal equipment unit costs:         |          |
|    | _____  | \$_____  |
|    | _____  | \$_____  |
|    | _____  | \$_____  |
| C. | Other emergency/disaster related unit costs: |          |
|    | _____  | \$_____  |
|    | _____  | \$_____  |
|    | _____  | \$_____  |

Costs for equipment and personnel are only payable for when the equipment and personnel are operating. No stand-by time is eligible for payment. Disaster recovery assistance services shall not exceed 70 hours for each declared emergency or disaster. Contractor shall maintain and supply District all necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state or federal agencies. The District reserves the right to contract with an outside vendor for any or all emergency clean-up services.

Under penalties of perjury under the laws of the State of Florida, I represent that I have authority to sign this Proposal Form on behalf of \_\_\_\_\_ ("Proposer") and declare that I have read the foregoing Proposal Form and that all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Proposer: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF \_\_\_\_\_

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Panther Trace II Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of \_\_\_\_\_ for \_\_\_\_\_ ("Proposer"), and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer's business address is \_\_\_\_\_  
\_\_\_\_\_
4. Proposer's Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement:)
5. I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Section 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or,
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a *prima facie* case that one person controls another person. A person who

knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposes or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Proposer: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF \_\_\_\_\_

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

**SWORN STATEMENT PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES, REGARDING  
SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR SCRUTINIZED COMPANIES WITH  
ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL  
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Panther Trace II Community Development District ("District").
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of \_\_\_\_\_ for \_\_\_\_\_ ("Proposer"), and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer's business address is \_\_\_\_\_  
\_\_\_\_\_
4. Proposer's Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement :)
5. I understand that, subject to limited exemptions, Section 287.135, Florida Statutes, declares a company that at the time of proposing or submitting a proposal for a new contract or renewal of an existing contract is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes, is ineligible for, and may not proposal on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of \$1 million or more.
6. Based on information and belief, at the time the Proposer submitting this sworn statement submits its proposal to the District, neither the Proposer, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
7. If awarded the contract, the Proposer will immediately notify the District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement and all of the information provided is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Proposer: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF \_\_\_\_\_

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

## ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, \_\_\_\_\_, as \_\_\_\_\_, on behalf of \_\_\_\_\_, Company (the "Contractor"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Contractor.
2. The Contractor does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.
3. More particularly, the Contractor does not participate in any of the following actions:
  - (a) Using or threatening to use physical force against any person;
  - (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
  - (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
  - (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
  - (e) Causing or threatening to cause financial harm to any person;
  - (f) Enticing or luring any person by fraud or deceit; or
  - (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

Dated: \_\_\_\_\_, 2025

[Remainder of page intentionally left blank]

FURTHER AFFIANT SAYETH NAUGHT.

a Florida \_\_\_\_\_ Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me  physical presence or  remote notarization by \_\_\_\_\_, as \_\_\_\_\_, of \_\_\_\_\_, who is personally known to me or who produced \_\_\_\_\_ as identification this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

(Notary Seal)

*(ANTI-HUMAN TRAFFICKING AFFIDAVIT)*



**Panther Trace II Community Development District**  
c/o Vesta District Services  
250 International Parkway Suite 208  
Lake Mary, FL 32746  
Phone: 321-263-0132

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Date:

Vendor Name :  
Vendor Address:

**Re:     Panther Trace II Community Development District**  
**E-Verify Requirements Acknowledgement Affidavit**

The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

Vendor Signature

By (Printed Name): \_\_\_\_\_

Its: \_\_\_\_\_

## LANDSCAPE & IRRIGATION SERVICES AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between:

**Panther Trace II Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Hillsborough County, Florida, and having offices at c/o Vest District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746 ("District"); and

\_\_\_\_\_, a \_\_\_\_\_, whose address is \_\_\_\_\_ ("Contractor," and collectively with the District, "Parties").

### RECITALS

**WHEREAS**, the District was established by ordinance of the Board of County Commissioners of Hillsborough County, Florida, for the purpose of planning, financing, constructing, operating, and/or maintaining certain infrastructure, including surface water management systems, roadways, landscaping, and other infrastructure; and

**WHEREAS**, the District desires to enter into an agreement with an independent contractor to provide landscape maintenance services for certain lands within and around the District; and

**WHEREAS**, Contractor, who submitted the scope of services attached hereto as **Exhibit "A"** (the "**Scope of Services**") and incorporated by reference herein, represents that it has the skills, knowledge, and ability to provide such operation and management services to the District in accordance with the terms of this Agreement; and

**WHEREAS**, the District and Contractor warrant and agree that they have all right, power, and authority to enter into and be bound by this Agreement.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the District and Contractor (collectively, referred to as the "**Parties**"), the receipt of which and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**Section 1. Recitals.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**Section 2. Contractor's Obligation.** The Contractor will provide landscape and irrigation maintenance services for certain lands within and around the District. Specifically, Contractor shall provide the services identified in **Exhibit "A"**. Contractor shall provide all labor and equipment necessary for such service unless otherwise identified in **Exhibit "A"**.

**Section 3. Billing and Payment.** Contractor shall invoice the District monthly for services provided during the previous month pursuant to the terms of this Agreement. Upon receipt of the invoices, the District shall provide payment in accordance with the Florida Prompt Payment Act. As compensation for the work, the District agrees to pay Contractor amounts listed in **Exhibit "A"** for monthly services. Contractor shall not perform additional services beyond those listed in **Exhibit "A"** without the prior written approval of the District.

**Section 4. Care of the Property.** Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair or replace, to the District's satisfaction, any damage resulting from Contractor's activities and work within twenty-four (24) hours. In the event Contractor does not repair or replace the damage to District's satisfaction, Contractor shall be responsible for reimbursing District for such damages.

**Section 5. Emergency or Disaster on the Property.** In the event of an emergency or disaster, Contractor shall provide the District the following Time and Materials services:

- a. Be fully equipped, committed and prepared to respond before a storm approaches.
- b. Respond to emergencies initially with a formal report on damage to District property within 72 hours of the event. Identify how they will assess damage, salvage undamaged goods and cleanup following the incident and be ready to dispatch trained, experienced crews and the heavy equipment necessary to clear downed trees, debris on streets, common areas, pathways, etc.
- c. Debris removal services shall be available on a timely basis and at a reasonable price. Prior to mobilization for debris removal activities, Contractor shall provide District, in writing, hourly rates for personnel, as supplied in the Proposal, and equipment. Unreasonable rates will be rejected. All overhead costs are inclusive in the hourly rates. However, at the discretion of the District, the District may choose to forego weekly maintenance services for debris removal services.
- d. Hourly rates for equipment applies only when equipment is operating and includes all associated costs such as operator, fuel, maintenance, and repair.
- e. Personnel and equipment hourly rates include only those hours that Contractor's personnel are performing the debris removal activities. Stand-by time is not an eligible expense.
- f. Contractor shall maintain and supply District all the necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state, or federal agencies.
- g. District reserves the right to immediately terminate all disaster recovery assistance activities under this Agreement for any reason. District will not be held responsible for any loss incurred by Contractor as a result of District's election to terminate these activities pursuant to this paragraph.

**Section 6. Insurance.** The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:

- (1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- (2) Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
  - Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operation.

- (3) Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
- (4) Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

The District, its staff, consultants and supervisors shall be named as an additional insured. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.

If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District obtaining the required insurance.

**Section 7. Independent Contractor.** The District and Contractor agree and acknowledge that Contractor shall serve as an independent contractor of the District. Contractor and District agree that Contractor is and shall remain at all times an independent contractor and shall not in any way claim or be considered an employee of the District.

**Section 8. Indemnification.** Contractor agrees to indemnify and hold harmless the District and its officers, agents and employees from any and all liability, claims, actions, suits, demands and obligations by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with, the work to be performed by Contractor. Obligations shall include the payment of all settlements, judgments, damages, penalties, forfeitures, back pay, court costs, arbitration and/or mediation costs, litigation expenses, attorneys fees and paralegal fees (whether in court, out of court, on appeal or in bankruptcy proceedings), as ordered.

**Section 9. Recovery of Costs and Fees.** In the event that either party is required to enforce this Agreement or any provision hereof by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the non-prevailing party all fees and costs incurred, including but not limited to reasonable attorneys' fees incurred prior to or during any litigation or other dispute resolution and including fees incurred in appellate proceedings.

**Section 10. Limitations on Governmental Liability.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**Section 11. Labor, Materials and Equipment Claims.** The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it, to perform under this Agreement. In the event that the Contractor does not pay or satisfy any claim or attempted lien within three (3) business days after

the filing of a notice thereof, the District, in addition to any or all remedies available under this Agreement, may terminate this Agreement effective upon the giving of notice.

**Section 12. Negotiation at Arm's Length.** This Agreement has been negotiated fully between the parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all Parties are deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any Party.

**Section 13. Enforcement.** A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.

**Section 14. Cancellation.** Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other. In the event either party cancels this Agreement, Contractor agrees to accept the balance due and owing to them at the effective date of cancellation for the work performed up to that date.

**Section 15. Entire Agreement.** This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement.

**Section 16. Amendment.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

**Section 17. Authority to Contract.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

**Section 18. Notices.** All notices, requests, consents and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by Federal Express or First Class Mail, postage prepaid, to the parties, as follows:

If to Contractor:

a. If to District: Panther Trace II Community Development District  
250 International Parkway #280  
Lake Mary, Florida 32746  
Attn: District Manager

With a copy to: Straley Robin Vericker  
1510 W. Cleveland St.  
Tampa, Florida 33606  
Attn: Michael Broadus

**Section 19. Third Party Beneficiaries.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

**Section 20. Assignment.** Contractor may not assign this Agreement or any monies to become due hereunder without the prior written approval of the District. Any assignment entered into without the written approval of the District shall be invalid and unenforceable.

**Section 21. Applicable Law.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

**Section 22. Effective Date and Term.** This Agreement shall become effective as of \_\_\_\_\_, 2021, and shall remain in effect for one (1) year. At the end of the Initial Term, this Agreement may be renewed for two (2) additional one (1) year terms upon mutual written Agreement of the parties and at the renewal price provided in **Exhibit "A"**, attached hereto.

**Section 23. Conflict.** To the extent that the terms described in **Exhibit "A"** conflict with the terms of this Agreement, the terms herein shall control.

**Section 24. Compliance with Governmental Regulation.** The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances, including conservation easements applicable to the District. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or material men, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

**Section 25. Public Records.**

A. Contractor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

1. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and

2. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Contractor does not transfer the records to the District; and

4. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Contractor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Contractor transfers all public records to the District upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Contractor keeps

and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

B. Contractor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 19.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Contractor, the Contractor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Contractor acknowledges that should Contractor fail to provide the public records to the District within a reasonable time, Contractor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

**C. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (321) 263-0132, EXT. 741, OR BY EMAIL AT [HBECKETT@VESTAPROPERTIES.COM](mailto:HBECKETT@VESTAPROPERTIESCOM), OR BY REGULAR MAIL AT 250 INTERNATIONAL PARKWAY, SUITE 208, LAKE MARY, FLORIDA 32746.**

**Section 26. Manner of Contractor's Performance.** The Contractor agrees, as an independent contractor, to undertake work and/or perform or have performed such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by the Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.

B. The Contractor agrees that the District shall not be liable for the payment of any work or services unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such work.

C. The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services. The District hereby designates the District Manager, or a representative of the District Manager, to act as its representative. Contractor shall provide to management a written report of work performed for each week with notification of any problem areas and a schedule for the upcoming month.

**Section 27. Maintenance Visits.** The Contractor agrees to meet with a District representative no less than one (1) time per month to walk the property to discuss conditions, schedules, and items of concern regarding this contract. At that time, the District will fill out the visual inspection grade sheet. If the deficient items have not been rectified to the District's reasonable satisfaction within three (3) working days and prior to invoice submittal, the District reserves the right to subcontract out such work and withhold the cost of such work from the Contractor's next monthly service. All scheduled inspections will proceed with or without the attendance of the contractor. Notwithstanding, Contractor is responsible for a weekly inspection of the entire

property subject to the Contract Work and to submit the weekly report to the District Management office. Payment will be withheld until all reports have been submitted for the preceding month.

**Section 28. E-Verify.** Pursuant to Section 448.095(2), Florida Statutes,

A. Contractor represents that Contractor is eligible to contract with the District and is currently in compliance and will remain in compliance, for as long as it has any obligations under this Agreement, with all requirements of the above statute; this includes, but is not limited to, registering with and using the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

B. If the District has a good faith belief that the Contractor has knowingly violated Section 448.09(1), Florida Statutes, the District will terminate this Agreement as required by Section 448.095(2)(c), Florida Statutes. If the District has a good faith belief that a subcontractor knowingly violated Section 448.09(1), Florida Statutes, but the Contractor otherwise complied with its obligations thereunder, the District shall promptly notify the Contractor and the Contractor will immediately terminate its contract with the subcontractor.

If this Agreement is terminated in accordance with this section, then the Contractor will be liable for any additional costs incurred by the District.

**IN WITNESS WHEREOF,** the parties hereto have signed and sealed this Agreement on

**PANTHER TRACE II  
COMMUNITY DEVELOPMENT DISTRICT**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Chair of the Board of Supervisors

**Exhibit A: Scope of Services**

**EXHIBIT "A"**

**SCOPE OF SERVICES**



**PANTHER TRACE II  
COMMUNITY DEVELOPMENT DISTRICT**

**DETAILED SPECIFICATIONS  
Landscape and Irrigation Maintenance Services**

**SCOPE OF SERVICES**

The Work defined in this document is intended to be all encompassing, meaning this scope may specify maintenance requirements for grass, plants, trees, shrubs, or irrigation not specifically covered by any Agreement entered into between the Owner and the Contractor. Any requirement contained herein but not specified in any Agreement issued by the Owner will be self-deleting.

The frequency at which insecticides and fertilizers are to be applied is specified herein and is considered to be the minimum requirement. The Contractor is responsible for additional applications as deemed necessary by the Contractor to maintain healthy and beautiful plantings. Fertilizers may need to be customized by the Contractor as deemed necessary to accommodate existing soil conditions.

The Contractor agrees to provide all labor, supervision, and equipment necessary to carry out the Work outlined in the Agreement on a timely basis. There shall be no variance from the requirements contained herein unless expressly stated through an addendum to the contract. The contractor must include a schedule of services with the submission of the proposal.

Owner and/or District Manager reserve the right to modify the scope of Work, i.e., the quantity or type of materials used, the frequency of performance, etc.

**General Services**

Scheduling of maintenance visits will be determined by the Owner and/or District Manager. The Owner and/or District Manager shall be contacted at least 48 hours ahead of time when services cannot be performed by Contractor on schedule and an alternate time shall be scheduled.

**1. Mowing and Edging**

- a. Mowing of all Boulevard turf areas weekly in the months of April through October and biweekly in the months of November through March, approximating forty-two 42 mowings annually. The height of the cut will be set at approximately three inches. Mowing wet grass shall be avoided when possible. Mower blades must be sharp so that the cut grass edge is clean and not ragged.
- b. Pond mowing will be scheduled for a total of no less than thirty-six mowings per year, with focus on reducing resident complaints and preventing ponds from becoming overgrown during the growing and rainy season.
- c. Edging of all sidewalks, curbs, pathways, and other paved surfaces will be done in conjunction with the mowing operations. Edging is to be defined as outlining and/or removing turf from the borders by use of a mechanical edger. (Does not include ponds).
- d. All landscape debris on curbs, sidewalks, paved areas, etc. generated by mowing shall also include immediately sweeping and/or blowing clippings off in a direction away



from buildings, planting beds and cars. Clippings and debris shall never be blown into storm water inlets or ponds. Contractor will haul away all landscape debris generated during the performance of this Scope of Work.

- e. All areas shall be kept free of grass clumps and excess debris.

## 2. **Pruning**

- a. Detailing of planted areas will include trimming, pruning, and shaping of all shrubbery, ornamentals and groundcover, removal of tree suckers, removal of Spanish Moss up to 6'-0" as well as the defining of bed lines tree saucers, and the removal of unwanted vegetation.
- b. All shrubs shall be hand and mechanically pruned to industry standards, removing dead and damaged wood to allow for natural development of plant material, and to create the effect intended by the Consultant and Owner and/or District Manager. Pruning shall be performed through the growing months to keep the plant material aesthetically pleasing and within its boundaries.
- c. Contractor shall conduct ornamental pruning of all bushes, shrubs, hedges, vines, etc. in the areas to be maintained no less than twelve (12) times yearly and shall immediately remove the cuttings and trimmings and other debris from CDD property. All trees, shrubs, and other plant material that encroach on or obstruct any street, sidewalk, walkway, or sign shall be trimmed by the Contractor as needed or as directed by the CDD.
- d. Palm trees are to be trimmed two (2) times annually to maintain a neat and quality appearance. All dead Palm Fronds should be trimmed and removed as needed. Palms may not be trimmed above the horizontal (3:00-9:00) positions and there shall be absolutely no "pin heading" of palms.
- e. Clean up and removal of storm damage debris, fallen trees, tree limbs, or other excessive debris from trees will be done as needed, not including Hurricane Cleanup.

## 3. **Bed Dressing and Weed Control**

- a. Cypress mulch or Pine nuggets will be provided and replenished in all bedding areas once annually.
- b. Additional mulch applications and/or mulch maintenance required by the Owner will be done by the Contractor at a price and schedule negotiated by the parties.
- c. All plant beds will be kept reasonably free of weeds and excess growth with respect to site conditions and time of year. Weeding will be accomplished by hand pulling and/or herbicide application. All weeds in sidewalk or pavement areas will be chemically controlled or removed as required with Round-Up or equivalent at a ratio of 3 ounces per gallon of water.

- d. Sidewalks, curbs, and other paved surfaces adjacent to turf and/or other landscaped elements will be kept clean of unwanted landscape debris by the use of forced air machinery.
- e. Contractor shall be responsible for measuring and confirming the quantities for each annual rotation for all existing pots and annual bed areas based on plant spacing as specified. Contractor shall also be responsible for planting the specified size of plant material designated by Consultant. Beds shall be prepared to Consultant's specification. Contractor shall be responsible for taking general and micronutrient tests of annual bed areas. The District Manager and Consultant should receive copies of test results and a list of actions to be taken by Contractor to correct all problems identified by report.

#### **4. Insect and Disease Control**

- a. Contractor shall be responsible for weekly inspections of the entire property and treatment of any insect or disease related problems. Contractor shall be responsible for removing any excess pesticides from paved surfaces, curbs, and sidewalks.
- b. Contractor agrees to treat with success all treatable diseases and insects. Contractor shall report treatable diseases and insects identified during routine inspections, the treatment strategies, and timeline for achieving treatment success criteria.
- c. Contractor shall list all untreatable diseases and insects identified during routine inspections and establish an accounting of all affected areas.

#### **5. Fertilization**

- a. Contractor shall have full responsibilities of determining the proper formulations and rates of all fertilizers to maintain healthy, vigorous turf and plantings. Contractor shall be expected to apply any minor nutrients necessary to maintain healthy shrubs. Contractor shall be responsible for removing any excess fertilizer from paved surfaces, curbs, and sidewalks. Contractor is responsible for adjusting the pH as necessary to maintain healthy plants.
- b. Fertilization applies to planted trees that still are staked or guyed, and planted trees that have a caliper of eight (8) inches or less. Existing mature trees do not apply. Contractor is required to notify District Manager and make recommendations, in monthly writing, of all other trees that may need supplemental fertilization. Contractor shall be responsible for removing any excess fertilizer from paved surfaces, curbs, and sidewalks.

#### **6. Irrigation - Maintenance/Service - The Contractor will perform the following inspection and maintenance services once monthly:**

- a. Activate and visually inspect each zone of the existing system.
- b. Visually inspect entire property for proper coverage.
- c. Visually inspect system and report to the Owner in writing any heads, valve boxes, or other equipment in need of repair or replacement.



- d. Clean or adjust any heads not functioning properly.
- e. Adjust program controller to the watering needs as dictated by weather conditions.
- f. Assure proper operation of all control valves.
- g. Adjust heads for correct arc and rotation as necessary.
- h. Leave areas in which repairs or adjustments are made neat and free of debris.

## **7. Irrigation Repairs**

- a. The Contractor must obtain Owner approval of irrigation system repairs and component replacement before initializing such work.
  - i. Contractor shall be responsible for damage to irrigation and water supply items that were not reported to the District Manager in writing, and will be responsible for replacement of these items.
- b. Upon authorization by the Owner, the Contractor will proceed with such extra work at a price negotiated by the parties. The negotiated prices shall be agreed upon between the Contractor and Owner and a standard unit price list will be made a part of any Agreement resulting from this Scope of Work.
- c. Contractor shall not be responsible for the watering of any turf area unless plant material is under additional warranty

## **8. Pet Waste Station Maintenance**

- a. The Contractor will empty all pet waste stations twice per week and replenish pet waste bags. Station components shall be cleaned and sanitized with each maintenance event.

### Emergency Response

The most efficient way to recover from an emergency is to be prepared in advance. The Contractor must be fully equipped, committed and prepared to respond before a storm approaches. They must mobilize within 72 hours of the event. Business partners will respond to emergencies initially with a formal report on damage to the community within 72 hours of the event. They must identify how they will assess damage, salvage and cleanup following the incident and be ready to dispatch trained experienced crews and the heavy equipment necessary to clear downed trees, debris on streets, common areas, pathways, etc. within 48 hours of acceptance of the assessment plan by the District.

## **WARRANTY**

### **Turf Warranty**

If the grass covered under this turf care program dies, the affected grass will be replaced by the Contractor at no charge to the Owner. However, the Contractor's liability will be limited to conditions it can reasonably control. Conditions that are considered beyond the Contractor's reasonable control are:

1. Nematodes, diseases, insects, and weeds that are untreatable with currently available chemicals.
2. Lack of sufficient water due to municipality's failure to supply.
3. Acts of God.

### **Tree and Shrub Warranty**

If a plant or tree dies from insect or disease damage it will be replaced with one that is of a similar variety and caliper acceptable to Owner and shall have a one year warranty. **Exclusions to this warranty are:**

1. Pre-existing uncorrectable conditions. Note: Contractor accepts all pre-existing conditions unless Contractor and Owner agree that uncorrectable conditions exist and establish an accounting of the uncorrectable conditions.
2. Nematodes, borers, and locusts.
3. Acts of God.
4. Diseases and insects that is untreatable with currently available chemicals. Note: Contractor agrees to treat with success all diseases and insects unless the Contractor and Owner agree that certain diseases and insects are untreatable and establish an accounting of areas with untreatable diseases and insects.
5. Soil contamination unless the soil has been contaminated by the Contractor.

### **Bedding Plant Warranty**

Any bedding plant that dies due to insect damage or soil born disease will be replaced by the Contractor under warranty at no charge to the Owner. Exclusions to this warranty are:

1. Aerial diseases. Note: Contractor agrees to treat with success all aerial diseases unless the Contractor and Owner agree that certain aerial diseases are untreatable and establish an accounting of the untreatable diseases.
2. Acts of God.
3. Soil contamination unless the soil has been contaminated by the Contractor.
4. Freezing.
5. Theft or vandalism.

## **CONDITIONS AND STANDARDS**

### **GENERAL CONDITIONS**

The maintenance work will be done on a routine schedule that is sensitive to the overall function and appearance of the property.

1. All Work will be performed during the normal business week of the Contractor (Monday through Friday) unless otherwise stipulated. All work shall be performed professionally in accordance with generally accepted horticultural principals.
2. The CDD's Independent Management Company that oversees the onsite management, currently DPFG, Inc., or its designee, will be the representative of the CDD for the purpose of verifying that work performed by Contractor is done according to the signed Agreement.
3. Contractor will maintain general liability insurance, property damage insurance, and worker's compensation insurance in amounts acceptable to the Owner at all times while performing the Work. Specific Owner insurance requirements will be specified in the actual Agreement between the Contractor and Owner.
4. Contractor will maintain at all times the necessary licenses in the state, county, or city having jurisdiction and any permits required in performance of the Work.
5. Contractor will comply with all applicable provisions of the Equal Employment Opportunity Act, Executive Order 11246 of September 24, 1965, the Americans with Disabilities Act and other equal employment opportunity legislation.
6. All work performed shall be in strict accordance with the Owner's specifications and all local municipalities and government agencies' requirements, including State/Federal EPA, FDEP, State of Florida codes, ordinances, and Statutes.
7. Contractor shall pay all local, state, and federal taxes, if any, applicable to this Agreement, the Services performed pursuant to this Agreement, and the compensation paid to the Contractor.
8. The Contractor shall confirm and provide documentation of the ability to work in the U.S.
9. Contractor shall provide such indemnification and legal defense as set forth in the actual agreement between the parties.
10. Contractor shall notify the Owner and the Owner shall secure the approval of those residents whose real property the Contractor shall require access to in the course of performing work under this Scope of Work.
11. Contractor agrees that its pricing to the Owner shall not increase throughout the term of this Service Agreement.

## **QUALITY AND INSTALLATION STANDARDS**

1. All labor and material are warranted for a period of one (1) year from the date of installation.
2. Contractor will be responsible for correcting all deficiencies found by Owner's representatives within **five (5) working days** (unless otherwise requested) and prior to invoice submittal.
3. Notwithstanding the above, before performing any work the Contractor affirms that he has totally familiarized himself with plans and all general notes and requirements as specified. There shall be no deviation from plans unless authorized in writing. No extra work shall be allowed unless a prior written authorization is received from the Owner.
4. Contractor will supply its own electric power as necessary unless otherwise instructed by Owner.
5. Contractor will receive an executed or acceptance of proposal/or contract from Owner before beginning any work.
6. Contractor may be fined up to \$100.00 per day for non-conformances not corrected within a reasonable amount of time.
7. At all times, Contractor must:
  - a. Construct, operate, and maintain a safe and healthful work environment.
  - b. Provide its employees the protective clothing, equipment, training, and safety devices necessary to ensure compliance with relevant State and Federal Safety and Health standards.
8. Contractor shall supply Owner with a chemical information list and all MSDS sheets prior to starting work and will update both on an annual basis.
9. Where applicable, Contractor will provide Owner with a fall protection plan as required by the OSHA 1995 fall protection standards.
10. A Quality Control Checklist for proper grounds maintenance will be developed and completed by the Contractor and submitted to the Owner each week.
11. The following shall not be allowed on Owner's property:
  - a. Alcohol or illegal drugs of any kind.
  - b. Loud or offensive music.
  - c. Pets or animals.
  - d. Firearms.
  - e. Any non-employee under 18 years of age.
12. All laborers and foremen of the Contractor shall perform all Work on the premises in a uniform to be designed by the Contractor. Contractor shall have a reasonable time within which to obtain uniforms for new employees. The shirt and pants shall be matching and consistent. At the start of each day, the uniform shall be reasonably clean and neat. No shirtless attire, no torn or tattered attire or slang graphic T-shirts are permitted.

13. Rudeness or discourteous acts by Contractor employees towards tenants, guest, management, etc. will not be tolerated. No Contractor solicitation of any kind is permitted on property. Contractor may be asked to park in designated areas.

14. Contractor shall maintain an adequate safety program to ensure the safety of employees and any other individuals working under this agreement. Contractor shall comply with all OSHA standards. Contractor shall take precautions at all times to protect any persons and property affected by Contractor's Work under this agreement, utilizing safety equipment such as bright vests, traffic cones, etc.

#### **MANNER OF CONTRACTORS PERFORMANCE**

The Contractor agrees that the Authorized Representative will meet with the District's representative on a monthly basis to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement. In addition to any and all specific items addressed during such meetings, the Monthly Landscape Maintenance Visual Scorecard, attached hereto as Exhibit C and incorporated herein, shall be completed, and executed by both the Authorized Representative and District's Representative at the conclusion of such meeting. The District may withhold payment in whole or in part to the extent necessary to reasonably protect the District if significant performance deficiencies are documented per executed Visual Scorecard(s).

**EXHIBIT “B”**

**MAP**





**EXHIBIT "C"**

**GRADE SHEET**



## Panther Trace II – Monthly Landscape Maintenance Visual Gradesheet

| A. LANDSCAPE MAINTENANCE – Amenity Center  | VALUE     | DEDUCTION | REASON FOR DEDUCTION |
|--|-----------|-----------|----------------------|
| <b>TURF MOW</b> (grass height, patterns changed, free of grass clumps and landscape debris)  | <b>5</b>  |           |                      |
| <b>TURF FERTILITY</b> (dead/browning grass, nutrient levels tested 2 x yearly, fertilizer streaking)                               | <b>15</b> |           |                      |
| <b>TURF EDGING</b> (sidewalks, curbs, pathways, and other paved surfaces, no discharge, no irregular lines)                        | <b>5</b>  |           |                      |
| <b>WEED CONTROL – TURF AREAS</b> (reasonably free of weeds )   | <b>10</b> |           |                      |
| <b>TURF INSECT/DISEASE CONTROL</b> (monitor for pests, disease, fungus)  | <b>10</b> |           |                      |
| <b>PLANT FERTILITY</b> (dead/browning shrub, shrubbery shaping, rejuvenation pruning vs tabletop, yellowing)                       | <b>5</b>  |           |                      |
| <b>WEED CONTROL – BED AREAS</b> (reasonably free of weeds)   | <b>10</b> |           |                      |
| <b>PLANT BED INSECT/DISEASE CONTROL</b> (monitor for pests, disease, fungus)   | <b>10</b> |           |                      |
| <b>PRUNING &amp; TREE TRIMMING</b> (15 feet over roadways, 8 feet sidewalks and elsewhere)   | <b>10</b> |           |                      |
| <b>CLEANLINESS</b> (debris free, leaf litter, landscape debris)  | <b>10</b> |           |                      |
| <b>MULCHING</b> (distributed appropriately, bare areas, recommended is 3")   | <b>5</b>  |           |                      |
| <b>WATER/IRRIGATION MANAGEMENT</b> (report review, wet/dry areas, controllers adjusted for seasonal change and weather conditions) | <b>15</b> |           |                      |
| <b>PRIOR MAINTENANCE ITEMS ADDRESSED</b>   | <b>5</b>  |           |                      |

| B. SEASONAL COLOR/PERENNIAL MAINTENANCE | VALUE      | DEDUCTION | REASON FOR DEDUCTION |
|---|------------|-----------|----------------------|
| VIGOR/APPEARANCE                        | <b>10</b>  |           |                      |
| INSECT/DISEASE CONTROL                  | <b>10</b>  |           |                      |
| DEADHEADING/PRUNING                     | <b>10</b>  |           |                      |
| <b>VALUES: A+B</b>                      | <b>145</b> |           |                      |

Date: \_\_\_\_\_

Score: \_\_\_\_\_

Max. Value - Total Deductions

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

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

(Promote Consistent Maintenance – Landscape Failure at 86% (total score below 125). Deductions based on Quality of Maintenance)



# EXHIBIT 2





# Panther Trace II

## Water Way Inspection Report

Prepared by:

Remson Aquatics LLC, Riverview FL

Matthew Remson Environmental Scientist

11207 Remson Lane, Riverview, FL 33578

Cell: 813-748-2433   Office: 813-671-2851



## Pond: 1

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.

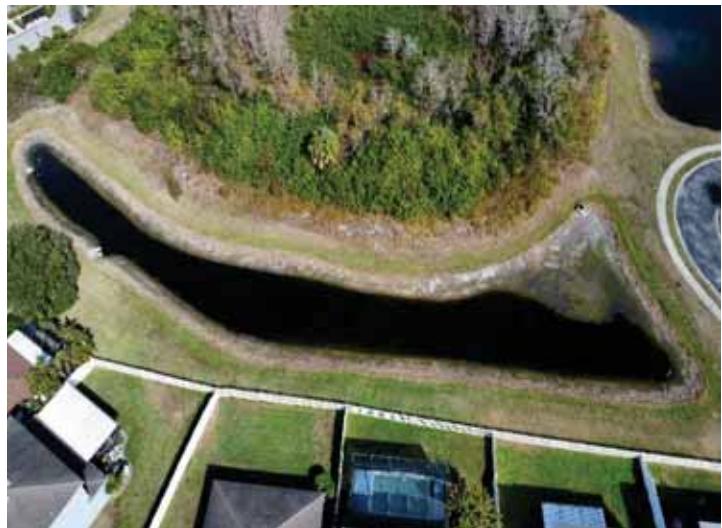


## Pond: 2

**Comments:**

There were little to no algae blooms, and no torpedo grass or shoreline vegetation was present during this maintenance event.

Litter and debris were removed.



## Pond: 3

**Comments:**

There were little to no algae blooms, and no torpedo grass or shoreline vegetation was present during this maintenance event.

Litter and debris were removed.



## Pond: 4

**Comments:**

Algae blooms were present and treated.

Litter and debris were removed.



## Pond: 5

### Comments:

Algae blooms were present and treated.

Patches of grass are diminishing from recent treatments. Any new growth present was treated.

Litter and debris were removed.



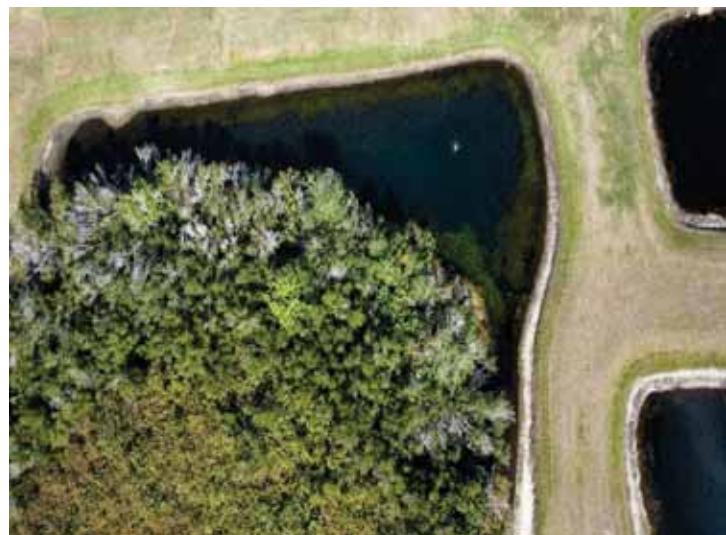
## Pond: 6

### Comments:

Underwater weeds (common pond weeds) were present and treated.

Algae blooms were present and treated.

Litter and debris were removed.



## Pond: 7

**Comments:**

Algae blooms were present during this maintenance event.

Litter and debris were removed.



## Pond: 8

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 9

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.



## Pond: 10

**Comments:**

Algae blooms were present and treated.

Litter and debris were removed.



## Pond: 11

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 12

### Comments:

Little to no Torpedo grass, Algae blooms or shoreline vegetation was present during this maintenance event.

Underwater weeds were present and treated.

Litter and debris were removed.



## Pond: 13

**Comments:**

Underwater weeds were present and treated.

Algae blooms were present and treated.

Litter and debris were removed.



## Pond: 14

**Comments:**

Algae blooms were present and treated.

Litter and debris were removed.



## Pond: 15

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Primrose was present and treated at this maintenance event.

Litter and debris were removed.



## Pond: 16

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.



## Pond: 17

**Comments:**

Algae blooms were found under the water table and were treated.

Premature torpedo grass was present and treated.

Litter and debris were removed.



## Pond: 18

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 19

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.



## Pond: 20

### Comments:

Little to no Torpedo grass, Algae blooms or shoreline vegetation was present during this maintenance event.

Litter and debris were removed.



## Pond: 21

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 22

**Comments:**

Algae blooms and underwater weeds were found under the site and were treated.

Litter and debris were removed.



## Pond: 23

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 24

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and Debris were removed.



## Pond: 25

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.



## Pond: 26

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and Debris were removed.



## Pond: 27

**Comments:**

Torpedo grass was present and treated during this maintenance event.

Algae blooms were present and treated.

Litter and debris were removed.



## Pond: 29

**Comments:**

Underwater weeds (Hydrilla) were present and treated during this maintenance event.

Will return in 14 days for another treatment.



## Pond: 30

**Comments:**

Algae blooms were present and treated.

We will return in 14 days for another treatment.



## Pond: 31

**Comments:**

Treated for underwater weeds and emergent species.



## Pond: 32

### Comments:

Algae blooms were present and treated.

Torpedo grass was present and treated.

Litter and debris were removed.



## Pond: 33

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Underwater weeds (hydrilla) were present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 34

**Comments:**

Algae blooms were present and treated during this maintenance event.

Almost dry.

Litter and debris were removed.



## Pond: 35

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 36

### Comments:

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Pond: 37

### Comments:

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



Pond: 38

**Comments:**

Almost dry.

Treated for torpedo grass.

Litter and debris were removed.



Pond: 39

**Comments:**

Algae blooms were present during this maintenance event.

Torpedo grass was present and treated during this maintenance event.

Litter and debris were removed.



## Panther Trace II Stormwater Map



## Lake/Pond Recommendations and Summary

We conducted our aquatic inspection and maintenance activities January 3<sup>rd</sup> and 4<sup>th</sup>, 2026. This report provides an overview of our findings and the subsequent actions taken.

As the seasons change and temperatures fall, we can expect to see improved results from herbicide applications. Ponds are beginning to look much better but are also losing volume due to lack of rain events. We will be proactive and continue to retreat throughout the month if necessary.

**Notable Observations:** The following ponds exhibited more significant growth than typically observed across the community:

- Ponds with Underwater Weeds and Algae (e.g., Hydrilla, Baby Tears): Ponds 11, 13, 21, 22, 29, 30, 32,
- Ponds with Torpedo Grass and Shoreline Vegetation: Ponds 29

**Follow-Up Actions:** We will schedule a follow-up visit 14 days from the initial treatment date to reassess and, if necessary, retreat the identified ponds.

**Debris Removal:** During this maintenance event, our team successfully removed approximately 40 pounds of litter and debris from the inspected areas.



# EXHIBIT 3



## **Panther Trace II Community Development District**

Tickler File (in no particular order)

1. Balm Riverview/Panther Trace Blvd. N.E. Entrance Signage
2. Monument Landscape Improvements
3. Clubhouse Landscape Improvements
4. Landscape Replacement Warranty
5. Sprinkler Head Covers
6. Pond Dredging
7. OLM Inspections
8. Batting Cage Turf
9. LMP Proposal #367463 to Sod Tennis Court Perimeter - \$1,740.00

# EXHIBIT 4

# PENDING



# EXHIBIT 5



# SPECIALIST FENCE/CONCRETE LLC.

12719 US S. Hwy 41, Gibsonton, FL 33534

Tel (813) 677-3555 Fax (813) 671-4172

Email: specialistfence@verizon.net

| STYLE      | HEIGHT |
|------------|--------|
| LINEAR FT. |        |

- Res: Commercial
- Custom Wood
- Chain Link
- Ornamental Aluminum
- Iron
- Gate Operations Solar/ Electrical
- Complete Entrancesways
- U Cart Concrete
- PVC Fence



SCALLOPED

|          |                                    |      |              |
|----------|------------------------------------|------|--------------|
| NAME     | Panther Trace                      | DATE | 119126       |
| ADDRESS  | 11518 New gate crest dr. Riverview | HOME |              |
| JOB SITE |                                    | CELL | 336-847-7709 |

\* Tennis Court \*

\* Replace main walk gate and add new self closing hinges

\* add gate stop to back gate

\* replace rail above main gate and tie fence back.

\* Playground \*

\* adjust entry gate to playground. it is dragging on the concrete.

|           |         |
|-----------|---------|
| TOTAL     | \$3105  |
| TAX       |         |
| DEPOSIT   | \$1,553 |
| TOTAL DUE |         |
|           |         |
|           |         |

\* Not responsible for underground Damage to Utilities, Sprinklers Telephone Lines Etc.

ACCEPTED BY THE UNDERSIGNED PARTIES SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT.

Price Quoted: Balance

CUSTOMER:

Terms:  Completion

PROPERTY OWNER:

Salesman: Chen

# EXHIBIT 6

# PENDING



# EXHIBIT 7



**MINUTES OF MEETING  
PANTHER TRACE II  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Panther Trace II Community Development District was held on Monday, December 15, 2025 at 6:30 p.m., at the Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, FL 33579. The actions taken are summarized as follows:

## **FIRST ORDER OF BUSINESS: ROLL CALL**

## ROLL CALL

Mr. Beckett called the meeting to order and conducted roll call.

10 Present and constituting a quorum were:

|    |                     |                                       |
|----|---------------------|---------------------------------------|
| 11 | Clint Miner (S1)    | Board Supervisor, Vice Chair          |
| 12 | Jeffrey Spiess (S3) | Board Supervisor, Chair               |
| 13 | David Steppy (S2)   | Board Supervisor, Assistant Secretary |
| 14 | Geri Peterkin (S4)  | Board Supervisor, Assistant Secretary |
| 15 | Steven Russell (S5) | Board Supervisor, Assistant Secretary |

16 Also present were:

|    |                 |   |
|----|-----------------|---|
| 17 | Heath Beckett   | District Manager, Vesta District Services                     |
| 18 | Anna Ramirez    | Facilities Manager  |
| 19 | Michael Broadus | District Counsel, Straley, Robin, Vericker <i>(Virtually)</i> |
| 20 | Matt Remson     | Account Manager, Remson Aquatics                              |
| 21 | David Manfrin   | Account Manager, LMP  |

## **SECOND ORDER OF BUSINESS:**

## PLEDGE OF ALLEGIANCE

## 23     **THIRD ORDER OF BUSINESS:**

## AUDIENCE COMMENTS – AGENDA ITEMS

24 There being none, the next item followed.

## 25 FOURTH ORDER OF BUSINESS:

## OPERATIONS AND MAINTENANCE

28 Mr. Remson presented the Aquatic Maintenance Report, noting low water  
29 levels, generally positive responses to treatments, although there is algae in  
30 ponds 11, 14, and 18, and treatment of shoreline vegetation continues. Grates  
31 are being fabricated and should be installed by the end of the month in  
32 preparation for the addition of Triploid Grass Carp.

33 Supervisor Miner noted \$4,900.00 of grant money was approved for planting.  
34 Planting would be scheduled for March/April to avoid frost damage. Mr.  
35 Remson was asked to provide the total linear feet of all ponds and before/after  
36 pictures for the grant report.

37           1. EXHIBIT 2: Consideration of Remson Aquatics Proposal #2205 for Pond  
38           35 Littoral Shelf Planting

39           A new proposal will be submitted for the next meeting.

40           B. EXHIBIT 3: Presentation of Landscape Maintenance Report – *David Manfrin, LMP*

42           Mr. Manfrin presented the Landscape Maintenance Report, noting the winter  
43           rotation of annuals were installed – they should last until February - and the  
44           removal of two dead palm trees was completed.

45           Discussion followed on the failure of plants at the Balm Riverview Rd. entrance.  
46           Mr. Manfrin suggested repetitive vehicle damage and overwatering (required for  
47           the annuals, but not for the other plants) may be contributing factors.

48           1. Consideration of LMP Proposals:

49           a. EXHIBIT 4: #375858 for 4" Main Line Repair at Denmore Entrance  
50           - \$491.72

51           b. EXHIBIT 5: #375863 to Replace Solenoid at Controller D Zone 27 -  
52           \$145.03

53           c. EXHIBIT 6: #375869 for Irrigation Repairs at Controller C Zones 1,  
54           7, & 9 - \$182.23

55           On a MOTION by Supervisor Miner, SECONDED by Supervisor Steppy, WITH ALL IN FAVOR, the  
56           Board approved LMP irrigation proposals #375858, #375863, and #375869 for a total of \$818.98,  
57           for Panther Trace II Community Development District.

58           *Discussion moved to IV.E.2. Consideration of 50% Payment of LMP Invoice #187855  
59           (\$3,780.00) for Hurricane Milton Clean-up - \$1,890.00 before proceeding to the next  
60           item.*

61           Mr. Beckett responded to a question on the response to the  
62           Landscape/Irrigation RFP. Questions are due by December 18, 2025; bids are  
63           due by 10 a.m. on January 7, 2026 and will be opened at 10 a.m. on January 8,  
64           2026. Discussion followed on plant warranties.

65           C. Presentation of District Counsel Report – *Michael Broadus, Straley, Robin, Vericker*

67           Mr. Broadus had nothing to report.

68           Mr. Beckett reminded Supervisors of the four-hour ethics training requirement  
69           which needs to be completed by December 31 of each year, reporting for this  
70           year will be included on the Form 1 due July 1, 2026.

71           D. Presentation of District Engineer Report – *Tyson Waag, Stantec*

72           A representative from Stantec was not present.

73 Discussion followed on the District Engineer rates. It was queried whether rate  
74 increases were outlined in the service agreement.

75 E. Presentation of District Manager Report – *Heath Beckett, Vesta District Services*

76 ➤ EXHIBIT 7: October 2025 Unaudited Financial Statement (*For Reference*  
77 *Purposes*)

78 1. EXHIBIT 8: Review of Tickler List

81                   *This item was discussed during IV.B. Presentation of Landscape*  
82                   *Maintenance Report.*

83 Mr. Beckett reviewed the history for the non-payment of the initial  
84 invoice.

85 On a MOTION by Supervisor Spiess, SECONDED by Supervisor Miner, WITH ALL IN FAVOR, the  
86 Board approved a total payment of \$1,890.00 towards the disputed LMP Hurricane Milton Clean-  
87 up invoice (#187855), for Panther Trace II Community Development District.

88 F. EXHIBIT 9: Presentation of Facilities Report – *Anna Ramirez, Facilities Director*

89 Ms. Ramirez discussed the holiday party and the tennis court project.

90 The Board gave direction to withhold \$10,000.00 from the final bill payment until  
91 the court is completed to satisfaction, and for no payment on the invoice be  
92 released until the completion of the project is scheduled.

93 Discussion followed on damage to the court gate and unauthorized use of the  
94 courts at night.

95 Supervisor Russell raised the open carry legislation and suggested adding signage  
96 prohibiting weapons.

97 The watering violation and the resolution to prevent future fines was discussed.

98 Ms. Ramirez was praised for the success of the holiday celebration.

99 1. EXHIBIT 10: Consideration of Facilities Proposals:

100 There being none, the next item followed.

## **FIFTH ORDER OF BUSINESS:**

## CONSENT AGENDA

102 A. EXHIBIT 11: Approval of the Minutes of the Board of Supervisors Regular  
103 Meeting Held November 17, 2025

104 On a MOTION by Supervisor Steppy, SECONDED by Supervisor Peterkin, WITH ALL IN FAVOR, the  
105 Board approved the Minutes of the Board of Supervisors Regular Meeting Held November 17,  
106 2025, for Panther Trace II Community Development District.

107 **SIXTH ORDER OF BUSINESS:** **SUPERVISOR REQUESTS** (*Includes Next Meeting  
Agenda Items*)

109 Mr. Beckett discussed the 2015 contract for District Engineer – there are no terms  
110 pertaining to rate increases. He will request an updated contract.

111 A request was made for a market comparison for Facilities Director salaries.

112 Supervisor Russell discussed complaints against TECO for rate increases and working  
113 with Hillsborough County regarding road repairs. He is cataloging road defects. He  
114 would like Hillsborough County to do an assessment on the roads and make sure  
115 roads within the District are factored into the County budget for repairs.

116 Supervisor Russell is looking into additional grant money opportunities; he has  
117 attended recent meetings of the Hillsborough Soil & Water Conservation District.

118 **SEVENTH ORDER OF BUSINESS:** **AUDIENCE COMMENTS – NEW BUSINESS**

119 There being none, the next item followed.

120 **EIGHTH ORDER OF BUSINESS:** **NEXT MEETING QUORUM CHECK**

121 *The next Panther Trace II Community Development District meeting is scheduled for 6:30 p.m.  
122 on Monday, January 26, 2026, at Panther Trace II Clubhouse, 11518 Newgate Crest Drive,  
123 Riverview, FL 33579.*

124 All Supervisors present affirmed their intent to attend the next meeting in person.

125 **NINTH ORDER OF BUSINESS:** **ACTION ITEMS SUMMARY**

126 **District Manager:**

- Provide FY 26 District Engineer rates
- Get new contract from Stantec
- Take a look at Facilities Director salary – Do some market comparison and  
see what we can come back with
- Continue to work on getting streetlight companies out for solar lights

132 **Facilities Director:**

- Post sign regarding carrying firearms on/within District property

134 **TENTH ORDER OF BUSINESS:** **ADJOURNMENT**

135 On a MOTION by Supervisor Steppy, SECONDED by Supervisor Russell, WITH ALL IN FAVOR, the  
136 Board adjourned the meeting at 7:18 p.m., for Panther Trace II Community Development District.

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

141 **Meeting Minutes were approved by vote of the Board of Supervisors at a publicly noticed**  
142 **meeting held on January 26, 2026.**

143 \_\_\_\_\_  
144  Heath Beckett, Secretary  
145  \_\_\_\_\_, Assistant Secretary

\_\_\_\_\_  
 Jeffrey Spiess, Chair  
 Clint Miner, Vice Chair

DRAFT



# EXHIBIT 8



# Panther Trace II Community Development District

Financial Statements  
(Unaudited)

December 31, 2025



**Panther Trace II CDD**  
**Balance Sheet**  
**December 31, 2025**

|  | <b>General<br/>Fund</b> | <b>Debt Service<br/>2014</b> | <b>TOTAL</b>        |
|--|-------------------------|------------------------------|---------------------|
| <b>1 ASSETS</b>                                |                         |                              |                     |
| 2 Operating Account                            | \$ 134,281              | \$ -                         | \$ 134,281          |
| 3 Cash - Debit Card                            | -                       | -                            | -                   |
| 4 Money Market Account                         | 2,630,728               | -                            | 2,630,728           |
| 5 Petty Cash                                   | 100                     | -                            | 100                 |
| 6 Trust Accounts:                              |                         |                              |                     |
| 7 Revenue Fund                                 | -                       | 312,807                      | 312,807             |
| 8 Interest Fund                                | -                       | -                            | -                   |
| 9 Reserve Fund                                 | -                       | 327,553                      | 327,553             |
| 10 Redemption - Prepayment Fund                | -                       | 9,090                        | 9,090               |
| 11 Sinking Fund                                | -                       | -                            | -                   |
| 12 Accounts Receivable                         | -                       | -                            | -                   |
| 13 Assessments Receivable (Tax Roll)           | 54,426                  | 38,677                       | 93,103              |
| 14 Due From GF                                 | -                       | 779,929                      | 779,929             |
| 15 Prepaid Expenses                            | -                       | -                            | -                   |
| 16 Deposits                                    | 2,867                   | -                            | 2,867               |
| 17 Undeposited Funds                           | -                       | -                            | -                   |
| <b>18 TOTAL ASSETS</b>                         | <b>\$ 2,822,403</b>     | <b>\$ 1,468,055</b>          | <b>\$ 4,290,458</b> |
| <b>19 LIABILITIES</b>                          |                         |                              |                     |
| 20 Accounts Payable                            | \$ 5,825                | \$ -                         | \$ 5,825            |
| 21 Sales Tax Payable                           | -                       | -                            | -                   |
| 22 Deferred Revenue (Tax Roll)                 | 54,426                  | 38,677                       | 93,103              |
| 23 Accrued Expenditures                        | -                       | -                            | -                   |
| 24 Due To Developer                            | -                       | -                            | -                   |
| 25 Due To Other Funds                          | 779,929                 | -                            | 779,929             |
| <b>26 TOTAL LIABILITIES</b>                    | <b>840,181</b>          | <b>38,677</b>                | <b>878,858</b>      |
| <b>27 FUND BALANCE</b>                         |                         |                              |                     |
| 28 Nonspendable                                |                         |                              |                     |
| 29 Prepaid & Deposits                          | 2,867                   | -                            | 2,867               |
| 30 Capital Reserves                            | 424,140                 | -                            | 424,140             |
| 31 Operating Capital                           | 288,834                 | -                            | 288,834             |
| 32 Unassigned                                  | 1,266,381               | 1,429,378                    | 2,695,759           |
| <b>33 TOTAL FUND BALANCE</b>                   | <b>1,982,222</b>        | <b>1,429,378</b>             | <b>3,411,600</b>    |
| <b>34 TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b>\$ 2,822,403</b>     | <b>\$ 1,468,055</b>          | <b>\$ 4,290,458</b> |

**Panther Trace II CDD**  
**General Fund**  
**Statement of Revenue, Expenditures, and Changes in Fund Balance**  
**For October 1, 2025 to December 31, 2025**

|   | FY 2026<br>Adopted<br>Budget | FY 2026<br>Month of<br>December | FY 2026<br>Total Actual<br>Year-to-Date | VARIANCE<br>Over (Under)<br>to Budget | % Actual<br>YTD /<br>FY Budget |
|---|------------------------------|---------------------------------|---|---------------------------------------|--------------------------------|
| <b>1 REVENUES</b>                             |                              |                                 |   |                                       |                                |
| 2 Assessments - On Roll                       | \$ 1,152,035                 | \$ 1,000,782                    | \$ 1,097,609                            | \$ (54,426)                           | 95%                            |
| 3 Interest Revenue                            | 300                          | 6,804                           | 12,495                                  | 12,195                                | 4165%                          |
| 4 Rental Income                               | 3,000                        | 300                             | 1,600                                   | (1,400)                               | 53%                            |
| 5 Miscellaneous Revenue                       | -                            | -                               | 80                                      | 80                                    | 0%                             |
| <b>6 TOTAL REVENUES</b>                       | <b>\$ 1,155,335</b>          | <b>\$ 1,007,886</b>             | <b>\$ 1,111,784</b>                     | <b>\$ (43,551)</b>                    | <b>96%</b>                     |
| <b>7 EXPENDITURES</b>                         |                              |                                 |   |                                       |                                |
| <b>8 ADMINISTRATIVE</b>                       |                              |                                 |   |                                       |                                |
| 9 Board of Supervisors Payroll                | \$ 12,000                    | \$ 1,000                        | \$ 3,800                                | \$ (8,200)                            | 32%                            |
| 10 Payroll Taxes                              | 918                          | 77                              | 291                                     | (627)                                 | 32%                            |
| 11 Payroll Services Fee                       | 650                          | 50                              | 200                                     | (450)                                 | 31%                            |
| 12 Travel Per Diem                            | 350                          | 64                              | 64                                      | (286)                                 | 18%                            |
| 13 Management Consulting Services             | 51,170                       | 4,264                           | 12,792                                  | (38,378)                              | 25%                            |
| 14 Office Supplies                            | 750                          | -                               | -                                       | (750)                                 | 0%                             |
| 15 Bank Fees                                  | 300                          | -                               | 279                                     | (21)                                  | 93%                            |
| 16 Miscellaneous (Postage and Copies)         | 200                          | 17                              | 53                                      | (147)                                 | 26%                            |
| 17 Mass Mailing                               | 1,500                        | -                               | -                                       | (1,500)                               | 0%                             |
| 18 Auditing                                   | 3,800                        | -                               | -                                       | (3,800)                               | 0%                             |
| 19 Regulatory and Permit Fees                 | 175                          | -                               | 175                                     | -                                     | 100%                           |
| 20 Legal Advertisements                       | 1,000                        | -                               | 72                                      | (928)                                 | 7%                             |
| 21 Engineering Services                       | 4,500                        | 845                             | 3,826                                   | (674)                                 | 85%                            |
| 22 Legal Services                             | 20,000                       | 915                             | 3,143                                   | (16,858)                              | 16%                            |
| 23 Sales Tax                                  | 600                          | -                               | 65                                      | (535)                                 | 11%                            |
| 24 Website Hosting                            | 2,033                        | 42                              | 125                                     | (1,908)                               | 6%                             |
| <b>25 TOTAL ADMINISTRATIVE</b>                | <b>99,946</b>                | <b>7,273</b>                    | <b>24,884</b>                           | <b>(75,062)</b>                       | <b>25%</b>                     |
| <b>26 INSURANCE</b>                           |                              |                                 |   |                                       |                                |
| 27 Insurance (General Liability)              | 38,622                       | -                               | 38,388                                  | (234)                                 | 99%                            |
| <b>28 TOTAL INSURANCE</b>                     | <b>38,622</b>                | <b>-</b>                        | <b>38,388</b>                           | <b>(234)</b>                          | <b>99%</b>                     |
| <b>29 DEBT SERVICE ADMINISTRATION</b>         |                              |                                 |   |                                       |                                |
| 30 Dissemination Agent - Bonds                | 1,072                        | -                               | 1,072                                   | -                                     | 100%                           |
| 31 Arbitrage Rebate                           | 650                          | -                               | 650                                     | -                                     | 100%                           |
| 32 Trustee Fees                               | 4,500                        | -                               | 4,256                                   | (244)                                 | 95%                            |
| <b>33 TOTAL DEBT SERVICE ADMINISTRATION</b>   | <b>6,222</b>                 | <b>-</b>                        | <b>5,978</b>                            | <b>(244)</b>                          | <b>96%</b>                     |
| <b>34 SECURITY</b>                            |                              |                                 |   |                                       |                                |
| 35 Security System - Maintenance & Improve.   | 1,500                        | -                               | -                                       | (1,500)                               | 0%                             |
| <b>36 TOTAL SECURITY</b>                      | <b>1,500</b>                 | <b>-</b>                        | <b>-</b>                                | <b>(1,500)</b>                        | <b>0%</b>                      |
| <b>37 PHYSICAL ENVIRONMENT</b>                |                              |                                 |   |                                       |                                |
| 38 Electricity                                | 35,020                       | 2,594                           | 8,445                                   | (26,575)                              | 24%                            |
| 39 Streetlighting Lease                       | 245,000                      | 20,834                          | 61,467                                  | (183,533)                             | 25%                            |
| 40 Water                                      | 20,000                       | 974                             | 3,139                                   | (16,861)                              | 16%                            |
| 41 Solid Waste Disposal                       | 2,099                        | 250                             | 501                                     | (1,598)                               | 24%                            |
| 42 Pest Control                               | 1,000                        | 28                              | 158                                     | (842)                                 | 16%                            |
| 43 Communications (Tel, Internet, Tech, Etc.) | 4,635                        | 235                             | 723                                     | (3,912)                               | 16%                            |
| 44 Facility Maintenance ( Lighting, Etc.)     | 1,500                        | -                               | -                                       | (1,500)                               | 0%                             |
| 45 Waterway Management Program - Contract     | 23,598                       | 1,585                           | 4,755                                   | (18,843)                              | 20%                            |
| 46 Waterway Management Program - Other        | 4,000                        | -                               | 875                                     | (3,125)                               | 22%                            |
| 47 Landscape Maintenance - Contract           | 310,000                      | 21,665                          | 64,994                                  | (245,007)                             | 21%                            |
| 48 Landscape Maintenance - Other              | 35,000                       | 1,104                           | 1,104                                   | (33,896)                              | 3%                             |
| 49 Irrigation Maintenance                     | 17,500                       | 1,700                           | 6,978                                   | (10,522)                              | 40%                            |
| 50 Irrigation Compliance Reporting            | 2,700                        | 225                             | 675                                     | (2,025)                               | 25%                            |

|           |   | FY 2026<br>Adopted<br>Budget | FY 2026<br>Month of<br>December | FY 2026<br>Total Actual<br>Year-to-Date | VARIANCE<br>Over (Under)<br>to Budget | % Actual<br>YTD /<br>FY Budget |
|-----------|---|------------------------------|---------------------------------|---|---------------------------------------|--------------------------------|
| 51        | Decorative Lights & Maintenance                     | 9,000                        | -                               | 3,604                                   | (5,396)                               | 40%                            |
| 52        | Signage Repairs                                     | 2,000                        | 350                             | 350                                     | (1,650)                               | 18%                            |
| 53        | Capital Reserves - Well Pumps                       | 2,500                        | -                               | -                                       | (2,500)                               | 0%                             |
| <b>54</b> | <b>TOTAL PHYSICAL ENVIRONMENT</b>                   | <b>715,552</b>               |                                 | <b>51,544</b>                           | <b>157,768</b>                        | <b>(557,784)</b>               |
| <b>55</b> | <b>CLUBHOUSE &amp; AMENITY ADMINISTRATION</b>       |                              |                                 |   |                                       |                                |
| 56        | Amenity Management                                  | 73,800                       | 5,644                           | 16,932                                  | (56,868)                              | 23%                            |
| 57        | Amenity Management - (Cell Phone & Reimb Expenses)  | 600                          | 50                              | 200                                     | (400)                                 | 33%                            |
| 58        | Amenity Maintenance & Improvements                  | 4,000                        | 970                             | 1,128                                   | (2,872)                               | 28%                            |
| 59        | Amenity Employee FICA Taxes                         | 5,646                        | 432                             | 1,295                                   | (4,350)                               | 23%                            |
| 60        | Amenity Employee Payroll Services Fee               | 1,350                        | 100                             | 300                                     | (1,050)                               | 22%                            |
| 61        | Clubhouse Facility Maintenance (Cleaning )          | 6,420                        | 410                             | 2,305                                   | (4,115)                               | 36%                            |
| 62        | Clubhouse Facility Maintenance - Other              | 10,000                       | 26                              | 3,859                                   | (6,141)                               | 39%                            |
| 63        | Pool Maintenance - Contract                         | 25,515                       | 2,126                           | 7,054                                   | (18,461)                              | 28%                            |
| 64        | Pool Permits  | 425                          | -                               | -                                       | (425)                                 | 0%                             |
| 65        | Pool Monitoring                                     | 36,000                       | -                               | 1,256                                   | (34,744)                              | 3%                             |
| 66        | Pool Maintenance - Other                            | 5,000                        | -                               | 1,917                                   | (3,084)                               | 38%                            |
| 67        | Clubhouse Miscellaneous Supplies                    | 4,000                        | 429                             | 783                                     | (3,217)                               | 20%                            |
| 68        | Special Events                                      | 10,000                       | 2,231                           | 5,382                                   | (4,618)                               | 54%                            |
| 69        | Playground Maintenance                              | 3,000                        | -                               | 413                                     | (2,587)                               | 14%                            |
| 70        | Capital Outlay Allowance                            | 78,383                       | -                               | -                                       | (78,383)                              | 0%                             |
| <b>71</b> | <b>TOTAL CLUBHOUSE &amp; AMENITY ADMINISTRATION</b> | <b>264,139</b>               |                                 | <b>12,419</b>                           | <b>42,824</b>                         | <b>(221,315)</b>               |
| <b>72</b> | <b>BUDGETED INCREASE FUND BALANCE-CAPITAL RES.</b>  | <b>29,354</b>                |                                 | <b>-</b>                                | <b>(29,354)</b>                       | <b>0%</b>                      |
| <b>73</b> | <b>TOTAL EXPENDITURES</b>                           | <b>1,155,335</b>             |                                 | <b>71,236</b>                           | <b>269,842</b>                        | <b>(885,493)</b>               |
| <b>74</b> | <b>REVENUES OVER (UNDER) EXPENDITURES</b>           | <b>-</b>                     |                                 | <b>936,650</b>                          | <b>841,942</b>                        | <b>841,942</b>                 |
| <b>75</b> | <b>OTHER FINANCING SOURCES &amp; USES</b>           |                              |                                 |   |                                       |                                |
| 76        | Transfers In  | -                            | -                               | -                                       | -                                     | -                              |
| 77        | Transfers Out                                       | -                            | -                               | -                                       | -                                     | -                              |
| <b>78</b> | <b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>     | <b>-</b>                     |                                 | <b>-</b>                                | <b>-</b>                              | <b>-</b>                       |
| <b>77</b> | <b>NET CHANGE IN FUND BALANCE</b>                   | <b>-</b>                     |                                 | <b>936,650</b>                          | <b>841,942</b>                        | <b>841,942</b>                 |
| 78        | Fund Balance - Beginning                            | 1,004,741                    |                                 | 1,140,280                               | 1,140,280                             |                                |
| <b>79</b> | <b>FUND BALANCE - ENDING - PROJECTED</b>            | <b>\$ 1,004,741</b>          |                                 | <b>\$ 1,982,222</b>                     | <b>\$ 2,824,164</b>                   |                                |
| <b>80</b> | <b>ANALYSIS OF FUND BALANCE</b>                     |                              |                                 |   |                                       |                                |
| 81        | NONSPENDABLE  | 3,572                        |                                 | 2,867                                   |                                       |                                |
| 82        | PREPAID & DEPOSITS                                  | -                            |                                 | -                                       |                                       |                                |
| 83        | CAPITAL RESERVES                                    | 424,140                      |                                 | 424,140                                 |                                       |                                |
| 84        | OPERATING CAPITAL                                   | 288,834                      |                                 | 288,834                                 |                                       |                                |
| 85        | UNASSIGNED  | 288,195                      |                                 | 1,266,381                               |                                       |                                |
| <b>86</b> | <b>TOTAL FUND BALANCE</b>                           | <b>1,004,741</b>             |                                 | <b>1,982,222</b>                        |                                       |                                |

**Panther Trace II CDD**  
**Debt Service Fund - Series 2014**  
**Statement of Revenue, Expenditures, and Changes in Fund Balance**  
**For October 1, 2025 to December 31, 2025**

|  | <b>FY 2026<br/>Adopted<br/>Budget</b> | <b>FY 2026<br/>Actual<br/>Year-to-Date</b> | <b>VARIANCE<br/>Over (Under)<br/>to Budget</b> |
|--|---------------------------------------|--|--|
| <b>1 REVENUES</b>                                  |                                       |  |  |
| 2 Special Assessments - On Roll (Net)              | \$ 818,606                            | \$ 779,929                                 | \$ (38,677)                                    |
| 3 Interest Revenue                                 | -                                     | 6,886                                      | 6,886  |
| 4 Misc. Revenue                                    | -                                     | -  | -  |
| 5 Prepayment on Bonds                              | -                                     | 8,679                                      | 8,679  |
| <b>6 TOTAL REVENUES</b>                            | <b>818,606</b>                        | <b>795,494</b>                             | <b>(23,112)</b>                                |
| <b>7 EXPENDITURES</b>                              |                                       |  |  |
| 8 Interest Expense                                 |                                       |  |  |
| 9 November 1, 2025                                 | 136,203                               | 136,203                                    | (0)  |
| 10 May 1, 2026                                     | 136,203                               | -  | 136,203  |
| 11 November 1, 2026                                | 125,103                               | -  | 125,103  |
| 12 Principal Retirement                            |                                       |  |  |
| 13 May 1, 2026                                     | 555,000                               | 10,000                                     | 545,000  |
| <b>14 TOTAL EXPENDITURES</b>                       | <b>816,306</b>                        | <b>146,203</b>                             | <b>(670,103)</b>                               |
| <b>15 REVENUES OVER (UNDER) EXPENDITURES</b>       | <b>2,300</b>                          | <b>649,291</b>                             | <b>646,991</b>                                 |
| <b>16 OTHER FINANCING SOURCES &amp; USES</b>       |                                       |  |  |
| 17 Transfers In                                    | -                                     | -  | -  |
| 18 Transfers Out                                   | -                                     | -  | -  |
| <b>19 TOTAL OTHER FINANCING SOURCES &amp; USES</b> | <b>-</b>                              | <b>-</b>                                   | <b>-</b>                                       |
| <b>20 NET CHANGE IN FUND BALANCE</b>               | <b>2,300</b>                          | <b>649,291</b>                             | <b>646,991</b>                                 |
| <b>21 Fund Balance - Beginning</b>                 |                                       | 780,087                                    | 780,087  |
| <b>22 FUND BALANCE - ENDING - PROJECTED</b>        | <b>\$ 2,300</b>                       | <b>\$ 1,429,378</b>                        | <b>\$ 1,427,078</b>                            |

*\*financed by prior year revenues*



**Panther Trace II CDD  
Check Register - FY2026**

| Date       | Number      | Name                                      | Memo  | Deposits | Payments  | Balance    |
|------------|-------------|---|---|----------|-----------|------------|
| 09/30/2025 |             | Beginning of Year                         |   |          |           | 208,666.69 |
| 10/02/2025 |             |   | Deposit   | 1,380.00 |           | 210,046.69 |
| 10/02/2025 | 100473      | REMON AQUATICS                            | Invoice: 118603 (Reference: Lake Dredging. )  |          | 3,495.00  | 206,551.69 |
| 10/02/2025 | 100474      | VANGUARD CLEANING SYSTEMS                 | Invoice: 115482 (Reference: monthly service cleaning. )   |          | 410.00    | 206,141.69 |
| 10/02/2025 | 100475      | GHS ENVIRONMENTAL, LLC                    | Invoice: 2025-589 (Reference: Monthly Meter Readings. )   |          | 225.00    | 205,916.69 |
| 10/02/2025 | 100476      | SchoolNow                                 | Invoice: INV-SN-987 (Reference: Website Hosting. )  |          | 1,515.00  | 204,401.69 |
| 10/03/2025 | 100325BOS1  | DAVID STEPPY                              | BOS MTG 9/22/25   |          | 184.70    | 204,216.99 |
| 10/03/2025 | 100325BOS2  | Engage PEO                                | BOS MTG 9/22/25   |          | 203.00    | 204,013.99 |
| 10/03/2025 | 100325BOS3  | Geraldine Peterkin                        | BOS MTG 9/22/25   |          | 184.70    | 203,829.29 |
| 10/03/2025 | 88          | JEFFREY A. SPIESS                         | BOS MTG 9/22/25   |          | 184.70    | 203,644.59 |
| 10/03/2025 | 100325BOS4  | Rowland C. Miner                          | BOS MTG 9/22/25   |          | 184.70    | 203,459.89 |
| 10/03/2025 | 100325BOS5  | Steven T. Russell                         | BOS MTG 9/22/25   |          | 184.70    | 203,275.19 |
| 10/07/2025 | 100477      | REMON AQUATICS                            | Invoice: 118611 (Reference: October Lake Maintenance. )   |          | 1,585.00  | 201,690.19 |
| 10/07/2025 | 100478      | BUSINESS OBSERVER                         | Invoice: 25-03004H (Reference: Panther Trace II CDD Fiscal Year 2025-2026 Board of Supervisors M... |          | 72.19     | 201,618.00 |
| 10/07/2025 | 100479      | Galaxy Pro Pools LLC                      | Invoice: 4130 (Reference: October 2025 Routine Pool and splash pad Services. )                      |          | 2,126.25  | 199,491.75 |
| 10/07/2025 | 01ACH100725 | BOCC                                      | 11518 Newgate Crest Dr 08.25.25- 09.23.25   |          | 940.48    | 198,551.27 |
| 10/08/2025 | 2734        | Abigayle Spiess                           | Payroll Monitor 9/22/25 - 10/05/25  |          | 135.00    | 198,416.27 |
| 10/08/2025 | 2735        | Ethan Spiess                              | Payroll Monitor 9/22/25 - 10/05/25  |          | 442.50    | 197,973.77 |
| 10/08/2025 | 2736        | Sarah Milligan                            | Payroll Monitor 9/22/25 - 10/05/25  |          | 150.00    | 197,823.77 |
| 10/08/2025 | 2737        | EGIS INSURANCE & RISK ADVISORS            | Insurance FY 10/1/25 - 10/1/26 - Policy #100125586  |          | 36,888.00 | 160,935.77 |
| 10/10/2025 | 01ACH101025 | TECO                                      | 12821 Balm Riverview Road Well 08.14.25- 09.12.25   |          | 285.07    | 160,650.70 |
| 10/10/2025 | 101025PR1   | ANNA RAMIREZ                              | Payroll 9/22/25 - 10/5/25   |          | 2,332.77  | 158,317.93 |
| 10/10/2025 | 101025PR2   | Engage PEO                                | Payroll 9/22/25 - 10/5/25   |          | 805.02    | 157,512.91 |
| 10/14/2025 | 2738        | Hanley Pools LLC                          | clean out both pool showers due to debris   |          | 125.00    | 157,387.91 |
| 10/14/2025 | 100480      | Vesta District Services                   | Invoice: 428939 (Reference: Oct25 Management fees. )  |          | 4,305.83  | 153,082.08 |
| 10/14/2025 | 01ACH101425 | TECO                                      | Summary Bill 08.15.25- 10.15.25   |          | 2,780.40  | 150,301.68 |
| 10/14/2025 | 02ACH101425 | Deluxe Bus Sys.                           | Checks  |          | 278.68    | 150,023.00 |
| 10/16/2025 | 100481      | STRALEY ROBIN VERICKER                    | Invoice: 27250 (Reference: Professional Services Rendered Through September 30, 2025. )             |          | 1,575.28  | 148,447.72 |
| 10/17/2025 | 2739        | EGIS INSURANCE & RISK ADVISORS            | Policy # WC100125586 10/01/25- 10/01/26   |          | 1,500.00  | 146,947.72 |
| 10/17/2025 | EFT101725   | FLORIDA DEPARTMENT OF REVENUE             | 4th Qtr 2024 Sales & Use Tax  |          | 64.72     | 146,883.00 |
| 10/20/2025 | 2740        | ANNA RAMIREZ                              | Reimbursement For Annual Community Holiday Party  |          | 375.35    | 146,507.65 |
| 10/22/2025 | 2741        | Abigayle Spiess                           | Payroll Monitor 10/05/25 - 10/19/25   |          | 90.00     | 146,417.65 |
| 10/22/2025 | 2742        | Ethan Spiess                              | Payroll Monitor 10/05/25 - 10/19/25   |          | 258.75    | 146,158.90 |
| 10/22/2025 | 01ACH102225 | TECO                                      | Summary Bill 04.16.25- 05.15.25   |          | 19,496.72 | 126,662.18 |
| 10/23/2025 | 2744        | Red Cap Plumbing, Air & Electric          | ladies room commercial service call   |          | 675.00    | 125,987.18 |
| 10/24/2025 | 01ACH102425 | BANK UNITED VISA CC                       | Wagner Events- Deposit  |          | 253.03    | 125,734.15 |
| 10/24/2025 | 102425PR1   | ANNA RAMIREZ                              | Payroll 10/6/25 - 10/19/25  |          | 2,282.76  | 123,451.39 |
| 10/24/2025 | 102425PR2   | Engage PEO                                | Payroll 10/6/25 - 10/19/25  |          | 805.04    | 122,646.35 |
| 10/27/2025 | 2746        | Xcellent Xterior, LLC                     | Internet/Phone 10.01.25- 10.31.25   |          | 1,075.00  | 121,571.35 |
| 10/28/2025 | 01ACH102825 | FRONTIER COMMUNICATIONS                   | Final 50%- Replace 10hp filtration motor  |          | 234.51    | 121,336.84 |
| 10/30/2025 | 2747        | Hanley Pools LLC                          | Invoice: 113886351 (Reference: pest control service. )  |          | 1,791.50  | 119,545.34 |
| 10/30/2025 | 100482      | HOME TEAM PEST DEFENSE                    | Invoice: 361737 (Reference: #364923 - Panther Trace II CDD - OCTOBER Month to Month Landscape Ma... |          | 130.80    | 119,414.54 |
| 10/30/2025 | 100483      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Payroll Monitor 10/20/25 - 11/2/25  |          | 927.25    | 118,487.29 |
| 10/30/2025 | 100484      | Vesta District Services                   | Invoice: 429122 (Reference: Billable Expenses - June 2025. )  |          | 20.73     | 118,466.56 |
| 10/30/2025 | 100485      | GHS ENVIRONMENTAL, LLC                    | Invoice: 2025-645 (Reference: Monthly Meter Readings Oct25. )                                       |          | 225.00    | 118,241.56 |
| 10/30/2025 | 100486      | LLS TAX SOLUTIONS, INC.                   | Invoice: 003939 (Reference: Arbitrage Services Series 2014. )                                       |          | 650.00    | 117,591.56 |
| 10/31/2025 |             | Interest                                  |   | 14.46    |           | 117,606.02 |
| 10/31/2025 |             | End of Month                              |   |          | #REF!     | #REF!      |
| 11/03/2025 | 2748        | Code Enforcement Department               | Case# HC-WE-25-002354 and Parcel# 077452.5004   |          | 100.00    | 117,506.02 |
| 11/03/2025 | 100487      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Invoice: 361737 (Reference: #364923 - Panther Trace II CDD - OCTOBER Month to Month Landscape Ma... |          | 21,664.50 | 95,841.52  |
| 11/04/2025 | 2749        | Ethan Spiess                              | Payroll Monitor 10/20/25 - 11/2/25  |          | 180.00    | 95,661.52  |
| 11/06/2025 | 100488      | VANGUARD CLEANING SYSTEMS                 | Invoice: 115758 (Reference: Monthly Service Charge. )   |          | 410.00    | 95,251.52  |
| 11/06/2025 | 100489      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Invoice: 364232 (Reference: #363188 - Controller A rain sensor 9-18-25. ) Invoice: 364235 (Ref...   |          | 2,332.27  | 92,919.25  |

| Date       | Number      | Name                                      | Memo  | Deposits   | Payments   | Balance    |
|------------|-------------|---|---|------------|------------|------------|
| 11/06/2025 | 100490      | Galaxy Pro Pools LLC                      | Invoice: 4188 (Reference: November 2025 Routine Pool and splash pad Services 3 visits per week. )   | 2,126.25   | 90,793.00  |            |
| 11/07/2025 | 01ACH110725 | BOCC                                      | 11518 Newgate Crest Dr 09.23.25- 10.27.25   | 1,116.97   | 89,676.03  |            |
| 11/07/2025 | 110725PR1   | ANNA RAMIREZ                              | Payroll 10/20/25 - 11/2/25  | 2,332.76   | 87,343.27  |            |
| 11/07/2025 | 110725PR2   | Engage PEO                                | Payroll 10/20/25 - 11/2/25  | 805.04     | 86,538.23  |            |
| 11/07/2025 | 110725BOS1  | Engage PEO                                | BOS MTG 10/27/25  | 172.40     | 86,365.83  |            |
| 11/07/2025 | 110725BOS2  | Geraldine Peterkin                        | BOS MTG 10/27/25  | 184.70     | 86,181.13  |            |
| 11/07/2025 | 89          | JEFFREY A. SPIESS                         | BOS MTG 10/27/25  | 184.70     | 85,996.43  |            |
| 11/07/2025 | 110725BOS3  | Rowland C. Miner                          | BOS MTG 10/27/25  | 184.70     | 85,811.73  |            |
| 11/07/2025 | 110725BOS4  | Steven T. Russell                         | BOS MTG 10/27/25  | 184.70     | 85,627.03  |            |
| 11/10/2025 | 2750        | Edward Williams (Jerry The DJ)            | DJ for Annual Holiday Event 12/14/2025  | 375.00     | 85,252.03  |            |
| 11/10/2025 | 2751        | Fred H. Photography LLC                   | Holiday Event 12.14.25  | 600.00     | 84,652.03  |            |
| 11/10/2025 | 2752        | TAMPA BOUNCE LLC                          | Inflatables/Monitors for Holiday Party Dec 14,2025  | 751.00     | 83,901.03  |            |
| 11/10/2025 | 2753        | The Mad Planter LLC                       | Professional Airbrush face painting and balloon twisting services                                   | 1,200.00   | 82,701.03  |            |
| 11/10/2025 | 2754        | Thomas Hicks                              | Final: Santa & Mrs. Claus for Annual Holiday Party 12/14/2025                                       | 225.00     | 82,476.03  |            |
| 11/10/2025 | 2755        | ANNA RAMIREZ                              | Reimbursement For Annual Community Yard Sale Signs purchased  | 50.00      | 82,426.03  |            |
| 11/10/2025 | 2756        | Charles Harril                            | Repairs around the clubhouse  | 1,350.00   | 81,076.03  |            |
| 11/10/2025 | 2757        | Summit Fire & Security                    | Annual Fire Extinguisher and exit Lights Inspections  | 157.50     | 80,918.53  |            |
| 11/10/2025 | 01ACH111025 | TECO                                      | 12821 Balm Riverview Road Well 09.13.25- 10.13.25   | 329.73     | 80,588.80  |            |
| 11/12/2025 | 100491      | REMSON AQUATICS                           | Invoice: 118772 (Reference: Mosquitofish. )   | 875.00     | 79,713.80  |            |
| 11/12/2025 | 100492      | Vesta District Services                   | Invoice: 429507 (Reference: Monthly Management fees. )  | 4,305.83   | 75,407.97  |            |
| 11/12/2025 | 01ACH111225 | TECO                                      | Summary Bill 09.16.25- 10.14.25   | 2,990.06   | 72,417.91  |            |
| 11/17/2025 | 100493      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Invoice: 367634 (Reference: #370606 - Controller A - zone 4 not working from controller. )          | 132.34     | 72,285.57  |            |
| 11/17/2025 | 100494      | STANTEC CONSULTING SERVICES               | Invoice: 2480625 (Reference: Engineering services. )  | 2,981.25   | 69,304.32  |            |
| 11/20/2025 | 01ACH112025 | TECO                                      | Summary Bill 09.16.25- 10.14.25   | 20,267.37  | 49,036.95  |            |
| 11/21/2025 | 2758        | FLORIDA DEPT OF ECONOMIC OPPORTUNIT       | FY 2025/2026 Special District Fee Invoice/Update Form   | 175.00     | 48,861.95  |            |
| 11/21/2025 | 2759        | US BANK                                   | Trustee Fees Series DS 2014 10/01/25 - 09/30/26   | 4,256.13   | 44,605.82  |            |
| 11/21/2025 | 112125PR1   | ANNA RAMIREZ                              | Payroll 11/3/25 - 11/16/25  | 2,282.76   | 42,323.06  |            |
| 11/21/2025 | 112125PR2   | Engage PEO                                | Payroll 11/3/25 - 11/16/25  | 805.04     | 41,518.02  |            |
| 11/21/2025 | 112125BOS1  | DAVID STEPPY                              | BOS MTG 11/17/25  | 184.70     | 41,333.32  |            |
| 11/21/2025 | 112125BOS2  | Engage PEO                                | BOS MTG 11/17/25  | 203.00     | 41,130.32  |            |
| 11/21/2025 | 112125BOS3  | Geraldine Peterkin                        | BOS MTG 11/17/25  | 184.70     | 40,945.62  |            |
| 11/21/2025 | 90          | JEFFREY A. SPIESS                         | BOS MTG 11/17/25  | 184.70     | 40,760.92  |            |
| 11/21/2025 | 112125BOS4  | Rowland C. Miner                          | BOS MTG 11/17/25  | 184.70     | 40,576.22  |            |
| 11/21/2025 | 112125BOS5  | Steven T. Russell                         | BOS MTG 11/17/25  | 184.70     | 40,391.52  |            |
| 11/24/2025 | 01ACH112425 | BANK UNITED VISA CC                       | Various Purchases   | 1,265.93   | 39,125.59  |            |
| 11/25/2025 | 100495      | Vesta District Services                   | Invoice: 429443 (Reference: billable Expenses Oct25. )  | 15.33      | 39,110.26  |            |
| 11/25/2025 | 100496      | STRALEY ROBIN VERICKER                    | Invoice: 27482 (Reference: legal services. )  | 2,227.50   | 36,882.76  |            |
| 11/26/2025 | 01ACH112625 | FRONTIER COMMUNICATIONS                   | Internet/Phone 11.01.25- 11.30.25   | 234.61     | 36,648.15  |            |
| 11/28/2025 | 100497      | GHS ENVIRONMENTAL, LLC                    | Invoice: 2025-712 (Reference: Monthly Meter Readings. )   | 225.00     | 36,423.15  |            |
| 11/28/2025 | 100498      | Cornerstone Air Conditioning & Heating    | Invoice: 367852679 (Reference: Found drain backing up. And bad capacitor for outside fan. Clean...  | 665.91     | 35,757.24  |            |
| 11/30/2025 |             | Interest                                  |   | 6.37       |            | 35,763.61  |
| 11/30/2025 |             | End of Month                              |   | 6.37       | 81,848.78  | 35,763.61  |
| 12/01/2025 | 100499      | Cornerstone Air Conditioning & Heating    | Invoice: 366206023 (Reference: Cleaned drain and pan. Checked operation.. )                         | 708.74     | 35,054.87  |            |
| 12/02/2025 | 100500      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Invoice: 365889 (Reference: #366883 - Panther Trace II CDD - Nov-Dec Month to Month Landscape Ma... | 21,664.50  | 13,390.37  |            |
| 12/02/2025 | 100501      | REMSON AQUATICS                           | Invoice: 118698 (Reference: November Lake Maintenance. )  | 1,585.00   | 11,805.37  |            |
| 12/02/2025 | 100502      | VANGUARD CLEANING SYSTEMS                 | Invoice: 116025 (Reference: Monthly service charges. )  | 410.00     | 11,395.37  |            |
| 12/02/2025 | 100503      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Invoice: 369346 (Reference: #372961 - Completed Irrigation Repairs - North Side Panther Trace Bl... | 1,886.35   | 9,509.02   |            |
| 12/02/2025 | 01ACH120225 | FCC Environmental Services Florida LLC    | Monthly Fee - November 2025   | 200.00     | 9,309.02   |            |
| 12/02/2025 | 02ACH120225 | FCC Environmental Services Florida LLC    | Monthly Fee - November 2025   | 50.44      | 9,258.58   |            |
| 12/03/2025 | 2760        | Xcellent Xteriors, LLC                    | Christmas Lighting-Timeline   | 3,604.32   | 5,654.26   |            |
| 12/03/2025 |             | Funds Transfer                            |   | 100,000.00 |            | 105,654.26 |
| 12/04/2025 | 100504      | Galaxy Pro Pools LLC                      | Invoice: 4245 (Reference: December 2025 Routine Pool and splash pad Services 3 visits per week. )   | 2,126.25   | 103,528.01 |            |
| 12/04/2025 | 100505      | HOME TEAM PEST DEFENSE                    | Invoice: 115572298 (Reference: Pest Control Service. )  | 27.50      | 103,500.51 |            |
| 12/05/2025 | 120525PR1   | ANNA RAMIREZ                              | Payroll 11/17/25 - 11/30/25   | 2,332.77   | 101,167.74 |            |
| 12/05/2025 | 120525PR2   | Engage PEO                                | Payroll 10/20/25 - 11/2/25  | 805.02     | 100,362.72 |            |
| 12/09/2025 | 01ACH120925 | BOCC                                      | 11518 Newgate Crest Dr 10.27.25- 11.25.25   | 948.24     | 99,414.48  |            |

| Date       | Number      | Name                                      | Memo   | Deposits   | Payments   | Balance    |
|------------|-------------|---|--|------------|------------|------------|
| 12/10/2025 | 2761        | ADVANCED ENERGY SOLUTIONS                 | Check Monument Lights at Entrances   |            | 970.47     | 98,444.01  |
| 12/10/2025 | 100506      | REMSON AQUATICS                           | Invoice: 118787 (Reference: Lake Maintenance Dec 25. )   |            | 1,585.00   | 96,859.01  |
| 12/10/2025 | 01ACH121025 | TECO                                      | 12821 Balm Riverview Road Well 10.14.25- 11.12.25  |            | 358.18     | 96,500.83  |
| 12/11/2025 | 01ACH121125 | TECO                                      | Summary Bill 10.15.25- 11.13.25  |            | 2,990.06   | 93,510.77  |
| 12/16/2025 | 2762        | Ethan Spiess                              |  |            | 75.00      | 93,435.77  |
| 12/16/2025 | 2763        | Ja'Meyre Wallace                          | Annual Holiday Event Help 12/14/25   |            | 75.00      | 93,360.77  |
| 12/16/2025 | 2764        | Vesta District Services                   | Annual Holiday Event Help 12/14/25   |            | 1,072.00   | 92,288.77  |
| 12/17/2025 | 100507      | Vesta District Services                   | Annual Dissemination FY 2026.  |            | 4,305.83   | 87,982.94  |
| 12/17/2025 | 100508      | STANTEC CONSULTING SERVICES               | Invoice: 429995 (Reference: Management Fees Dec 25. )  |            | 844.50     | 87,138.44  |
| 12/17/2025 |             |   | Invoice: 2499324 (Reference: Engineering Services Oct 25 & Nov 25. )                                 | 100,000.00 |            | 187,138.44 |
| 12/18/2025 | 100509      | STRALEY ROBIN VERICKER                    | Funds Transfer   |            |            |            |
| 12/19/2025 | 121925PR1   | ANNA RAMIREZ                              | Invoice: 27588 (Reference: Legal Services Dec 25. )  |            | 915.00     | 186,223.44 |
| 12/19/2025 | 121925PR2   | Engage PEO                                | Payroll 12/1/25 - 12/14/25   |            | 2,282.77   | 183,940.67 |
| 12/22/2025 |             |   | Payroll 12/1/25 - 12/14/25   |            | 805.02     | 183,135.65 |
| 12/24/2025 | 01ACH122425 | BANK UNITED VISA CC                       | Deposit  | 300.00     |            | 183,435.65 |
| 12/26/2025 | 01ACH122625 | TECO                                      |  |            | 2,886.86   | 180,548.79 |
| 12/26/2025 | 122625BOS1  | DAVID STEPPY                              | Summary Bill 10.15.25- 11.13.25  |            | 20,224.51  | 160,324.28 |
| 12/26/2025 | 122625BOS2  | Engage PEO                                | BOS MTG 12/15/25   |            | 184.70     | 160,139.58 |
| 12/26/2025 | 122625BOS3  | Geraldine Peterkin                        | BOS MTG 12/15/25   |            | 203.00     | 159,936.58 |
| 12/26/2025 | 91          | JEFFREY A. SPIESS                         | BOS MTG 12/15/25   |            | 184.70     | 159,751.88 |
| 12/26/2025 | 122625BOS4  | Rowland C. Miner                          | BOS MTG 12/15/25   |            | 184.70     | 159,567.18 |
| 12/26/2025 | 122625BOS5  | Steven T. Russell                         | BOS MTG 12/15/25   |            | 184.70     | 159,382.48 |
| 12/29/2025 | 100510      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Invoice: 373615 (Reference: Tree Removal - 12/10/2025. )   |            | 2,804.14   | 156,393.64 |
| 12/29/2025 | 100511      | GHS ENVIRONMENTAL, LLC                    | Invoice: 373842 (Reference: #375858 -....)   |            | 225.00     | 156,168.64 |
| 12/29/2025 | 01ACH122925 | FRONTIER COMMUNICATIONS                   | Invoice: 2025-771 (Reference: Dec25 Monthly meter Readings. )  |            | 234.76     | 155,933.88 |
| 12/30/2025 | 100512      | LANDSCAPE MAINTENANCE PROFESSIONALS, INC. | Internet/Phone 12.01.25- 12.31.25  |            | 21,664.50  | 154,269.38 |
| 12/31/2025 |             |   | Invoice: 370412 (Reference: #366883 - Panther Trace II CDD - Nov-Dec Month to Month Landscape Ma...) |            | 11.81      | 154,281.19 |
| 12/31/2025 |             |   | Interest   |            |            |            |
| 12/31/2025 |             | End of Month                              |  |            | 200,311.81 | 101,794.23 |
| 12/31/2025 |             |   |  |            |            | 134,281.19 |