



Rizzetta & Company

Panther Trails Community Development District

Board of Supervisors' Meeting December 12, 2019

**Carriage Pointe Clubhouse
11796 Ekker Road
Gibsonton, FL 33534**

www.panthertrailscdd.org

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT AGENDA

To be held at the Carriage Pointe Clubhouse, 11796 Ekker Road, Gibsonton, FL 33534

District Board of Supervisors	Carrie Macsuga Jennifer Murray Daniel Smith Jacqualyn Nelson Vacant	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Greg Cox	Rizzetta & Company, Inc.
District Attorney	Scott Steady	Burr Forman, LLP
District Engineer	Greg Woodcock	Cardno TBE

All cellular phones and pagers must be turned off during the meeting.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at 813-933-5571. 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), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 12750 Citrus Park Lane, Suite 115, Tampa, FL 33625
www.panthertrailscdd.org

December 4, 2019

Board of Supervisors
Panther Trails Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Panther Trails Community Development District will be held on **Thursday, December 12, 2019 at 5:30 p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 10, 2019..... Tab 1
 - B. Consideration of Minutes of the Board of Supervisors' Meeting held on November 14, 2019 Tab 2
 - C. Consideration of Operation & Maintenance Expenditures for September & October 2019 Tab 3
- 4. BUSINESS ITEMS**
 - A. Discussion of Pool Maintenance Status
 - B. Consideration of Pond Bank Clean-up Proposal Tab 4
- 5. STAFF REPORTS**
 - A. Presentation of Monthly Maintenance Inspection Reports
 1. Pond Report..... Tab 5
 2. Field Inspection Report..... Tab 6
 - B. District Counsel
 1. Update of Duval Payment Status
 - C. District Engineer
 - D. Amenities Manager
 1. Clubhouse Report..... Tab 7
 - E. District Manager
 1. Action Items List Tab 8
 2. Financial Status Update
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

Greg Cox

Greg Cox
District Manager

cc: Carrie Macsuga, Chairman
Scott Steady, District Counsel

Tab 1

MINUTES OF MEETING

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

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Panther Trails Community Development District was held on **Thursday, October 10, 2019 at 5:30 p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534.

Present and constituting a quorum:

Carrie Macsuga	Board Supervisor, Chairman (via conf. call)
Jennifer Murray	Board Supervisors, Vice Chairman
Jacquelyn Nelson	Board Supervisor, Assistant Secretary
Daniel Smith	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Co., Inc.
Greg Woodcock	District Engineer, Cardno (via conf. call)
Helena Teixeira	Amenities Manager
Will Williams	Assistant Amenities Manager
Patrick Bell	Field Services Manager, Rizzetta & Co., Inc.
Ron Raines	Representative, Duval Landscaping
Jonathan Mosher	Representative, A&D Pool

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Lisa Page addressed the Board regarding 4-wheelers observed riding around the pond banks behind Ledbury being loud and playing music.

THIRD ORDER OF BUSINESS

Discussion of Pool Maintenance

The Board received an update of the pool status from Jonathan Mosher with A&D Pool Service. Mr. Mosher described recommended actions needed to continue to improve the pool and its equipment. He recommended changing the grids which have holes in them (2 packs of 88 grids each for \$2,640; replacing the vacuum line gauges for \$225; and a total clean-up of the area around the pool equipment for \$2,500). Mr. Mosher provided an estimate to fix the cracks in the pool, if it is eventually determined not to be a structural issue, and to resurface the pool, which was recommended by the recent Health Department Inspection, at a cost of \$71,420. Mr. Mosher also discussed the issue of his contract for continued servicing of the pool. He indicated his rate would be \$1,650 per month which includes any cost for treatment of black algae. The Board considered an alternative rate of \$1,500 per month plus a quarterly rate of \$500 for black algae treatment.

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to authorize staff to prepare a pool service contract with A&D Pool Service beginning November 1, 2019 at \$1,650 per month, for the Panther Trails Community Development District.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Field Inspection Report

The Board received a landscape maintenance update from Patrick Bell and he reviewed his most recent Field Inspection Report with the Board. Ms. Macsuga informed the Board that she was ready to terminate the contract with Duval Landscape and select another service provider.

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors authorized staff to provide a 30-day contract termination notice to Duval Landscape, for the Panther Trails Community Development District.

The Board directed staff to prepare a punch list as soon as possible of all the items that Duval needs to complete in the next 30 days and to withhold any further payments to Duval pending the completion of the punch list items so that if not completed, funds would be available to have someone else complete them.

The Board approved to have staff initiate contract discussions with Landscape Maintenance Professionals (LMP) to begin providing landscape and irrigation services at the end of the 30-day notice provided to Duval.

Ms. Macsuga left the meeting at 6:20 p.m.

85 **FIFTH ORDER OF BUSINESS** **Consideration of the Minutes of the**
86 **Board of Supervisors' Regular**
87 **Meeting held on September 12, 2019**
88

89 Mr. Cox presented the September 12, 2019 Board of Supervisor meeting
90 minutes which had been amended by the Chairman prior to the meeting.
91

On a Motion by Ms. Nelson, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved the September 12, 2019 minutes of the Board of Supervisors' regular meeting, as amended, for the Panther Trails Community Development District.

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93 **SIXTH ORDER OF BUSINESS** **Discussion of Fence Encroachment**
94

95 The Board was provided an update on the fence encroachment issues by Mr.
96 Cox. He informed them that one fence owner had requested an extension in time and
97 that all the rest had moved their fences as requested.
98

99 **SEVENTH ORDER OF BUSINESS** **Ratification of Well Repair Proposals**
100
101

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to ratify the well repair proposals previously approved by the Chairman, for the Panther Trails Community Development District.

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103 **EIGHTH ORDER OF BUSINESS** **Consideration of Second Addendum**
104 **to the Professional District Services**
105 **Contract**
106

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the Second Addendum to Professional District Services Contract, for the Panther Trails Community Development District.

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108 **NINTH ORDER OF BUSINESS** **Consideration of First Addendum to**
109 **the Professional Field Services**
110 **Contract**
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On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the First Addendum to Professional Field Services Contract, for the Panther Trails Community Development District.

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115 **TENTH ORDER OF BUSINESS** **Consideration of Pressure Washing**
116 **Proposal**
117

On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved Peter's Pressure Washing Proposal in the amount of \$1,500.00, for the Panther Trails Community Development District.

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119 **ELEVENTH ORDER OF BUSINESS** **Staff Reports (Continued)**
120

121 **A. Monthly Aquatic Report**

122
123 The Board reviewed the monthly pond report from Aquatic Systems /
124 Solitude. Ms. Murray requested that staff seek a proposal from Aquatic
125 Systems / Solitude to conduct a pond bank debris clean up throughout the
126 District.

127
128 **B. District Counsel**

129
130 Not present.

131
132 **C. District Engineer**

133
134 The Board received a District Engineer update from Greg Woodcock. Mr.
135 Woodcock discussed the issue of the water use permit violations and
136 described two options for the Board to consider: work with the new
137 landscape and irrigation contractor to keep the amount of water use
138 under the amount authorized or to close the current permitted well and
139 connect the irrigation system to the newly installed well. The Board
140 indicated that for the immediate time, since the water use has been
141 coming in under the limit, they will proceed to work with the new
142 contractor.

143
144 **D. Clubhouse Manager**

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146 The Board received a Clubhouse report from Helena Teixeira.

147
148 **E. District Manager**

149
150 Mr. Cox reminded the Board that the next meeting was scheduled for
151 November 14, 2019 at 5:30 p.m., but this meeting would probably be
152 canceled. He noted that the meeting date after that is December 12,
153 2019. Mr. Cox also provided a review of the current action item list and
154 reviewed the August 2019 financials with the Board members.

155
156 Ms. Murray requested information regarding the previous payment of an

157 Andrews Pool Service invoice and whether or not Rizzetta would be
158 reimbursing the CDD for that payment. Mr. Cox explained that he had
159 reviewed the audio of the last meeting where Mr. Andrews explained to
160 the Board the work that had been recently done (100 lbs. of Tricore and
161 labor) and then the work Mr. Andrews indicated he would continue to do
162 and for which the Board would not have to pay for if not successful. Mr.
163 Cox explained that the invoice paid was for the work previously done
164 (Tricore) and not for the work Mr. Andrews described would be done and
165 that the CDD had not received an invoice for that work. With this
166 explanation, Mr. Cox indicated there was no reason for a reimbursement
167 from Rizzetta to the CDD.

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169 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**

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171 There were no supervisor requests.

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173 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

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175 Mr. Cox requested a motion to adjourn the meeting unless there was any further
176 business to come before the Board.

177

On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:05 p.m. for the Panther Trails Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

Tab 3

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures
September 2019
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2019 through September 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$50,708.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002368	31027A	Pool Pump Replacement	\$ 4,000.00
ABM Building Services, LLC	002362	14225462	A/C Maintenance Services 08/19	\$ 635.00
Blake Wanecski dba Poop 911	002376	2888088	9 Stations Emptied 08/19	\$ 213.52
BOCC	002364	6919533420 08/19	11796 Ekker Rd and Lift Station 08/19	\$ 769.42
Bright House Networks	002356	040845301082619	Clubhouse Phone/Internet/Cable 09/19	\$ 371.39
Burr & Forman LLP	002378	1112467	Legal Services 08/19	\$ 1,230.00
Carrie Jo Macsuga	002372	CM091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
Dragonfly Home Services	002357	082619DRAGON	Clubhouse Cleaning Weeks of 08/19/19-08/26/19	\$ 375.00
Dragonfly Home Services	002371	090919DRAGON	Clubhouse Cleaning Weeks of 09/02/19-09/09/19	\$ 375.00
Egis Insurance Advisors LLC	002369	9327	General/POL Liability Insurance FY19/20	\$ 14,430.00
Florida Department of Revenue	002363	08/19	Sales & Use Tax 08/19	\$ 47.00
Hillsborough County Board of County Commissioners	002370	830104	False Alarm Violation	\$ 75.00
Innersync	002379	17629	Website ADA Compliance	\$ 1,162.50
Jacquelyn Nelson	002374	JN091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
Jennifer L. Murray	002373	JM091219	Board of Supervisors Meeting 09/12/19	\$ 200.00
John Seruchar	002366	090519	Pool Furniture Repair	\$ 125.00
NVirotect Pest Control Services, Inc.	002358	182775	Acct# 6967 Pest Control 08/19	\$ 72.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Office Dynamics	002375	00029572	Books Copied and Bound 09/19	\$ 40.57
Panther Trails CDD	CD172	Debit Card	Debit Card Replenishment	\$ 367.60
Republic Services of Florida, LP	002360	0696-000821177	Disposal Service 09/19	\$ 276.66
Rizzetta & Company, Inc	002359	INV00000043160	District Management Fees 09/19	\$ 4,841.67
Rizzetta Amenity Services, Inc.	002365	INV0000000006628	Actual Bi-Weekly Payroll & Employee Ins Reim 09/06/19	\$ 5,693.05
Rizzetta Amenity Services, Inc.	002380	INV0000000006657	Amenity -Cell & Auto 08/19	\$ 62.27
Rizzetta Amenity Services, Inc.	002380	INV0000000006684	Actual Bi-Weekly Payroll & Employee Ins Reim 09/20/19	\$ 4,674.22
Rizzetta Technology Services, LLC	002361	INV00000004720	Web & Email Hosting 09/19	\$ 100.00
Tampa Electric Company	002377	Summary Bill 08/19	Summary Bill 08/19	\$ 10,171.51
Report Total				<u>\$ 50,708.38</u>

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures
October 2019
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$47,210.43**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002412	31367	Monthly Pool Service	\$ 1,100.00
A&D Pool	002403	31368	Diatomaceous Earth Filter Repair	\$ 2,640.00
A&D Pool	002403	31369	Pool Repair	\$ 225.00
ABM Building Services, LLC	002381	14338573	A/C Maintenance Services 09/19	\$ 635.00
ABM Building Services, LLC	002413	14416246	A/C Maintenance Services 10/19	\$ 635.00
Affordable Backflow Testing	002395	100319ABT	Backflow Test 10/19	\$ 40.00
Aquatic Systems, Inc.	002382	0000454057	Restoration Assessment	\$ 1,022.00
Aquatic Systems, Inc.	002382	0000455576	Monthly Lake & Wetland Services 09/19	\$ 1,400.00
Aquatic Systems, Inc.	002414	0000458499	Monthly Lake & Wetland Services 10/19	\$ 1,400.00
Blake Wanecski dba Poop 911	002399	2942305	9 Stations Emptied 09/19	\$ 213.52
BOCC	002391	6919533420 09/19	11796 Ekker Rd and Lift Station 09/19	\$ 1,096.08
Bright House Networks	002383	040845301092619	Clubhouse Phone/Internet/Cable 10/19	\$ 385.30
Burr & Forman LLP	002415	1119734	Legal Services 09/19	\$ 150.00
Carrie Jo Macsuga	002405	CM101019	Board of Supervisors Meeting 10/10/19	\$ 200.00
Clean Sweep Supply Co., Inc.	002384	00205596	Janitorial Supplies	\$ 164.50
Clean Sweep Supply Co., Inc.	002390	00205852	Janitorial Supplies	\$ 128.05
Daniel J Smith II	002411	DS101019	Board of Supervisors Meeting 10/10/19	\$ 200.00

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
DCSI, Inc.	002385	26184	Access Key Tags	\$ 589.00
DCSI, Inc.	002396	26266	Access Gate Service 10/10/19	\$ 130.00
Dragonfly Home Services	002392	092319DRAGON	Clubhouse Cleaning Weeks of 09/16/19-09/23/19	\$ 375.00
Dragonfly Home Services	002398	100719DRAGON	Clubhouse Cleaning Weeks of 09/30/19-10/07/19	\$ 312.00
Fitness Logic, Inc.	002416	91983	Quarterly Fitness Equip Maint 10/19	\$ 125.00
Florida Department of Revenue	002397	09/19	Sales & Use Tax 09/19	\$ 23.50
Jacquelyn Nelson	002407	JN101019	Board of Supervisors Meeting 10/10/19	\$ 200.00
Jennifer L. Murray	002406	JM101019	Board of Supervisors Meeting 10/10/19	\$ 200.00
John Seruchar	002401	100819	Added Bottom Rail to Pool Fence	\$ 200.00
NVirotect Pest Control Services, Inc.	002386	185232	Acct# 6967 Pest Control 09/19	\$ 72.00
Office Dynamics	002408	00029788	Books Copied and Bound 10/19	\$ 27.90
Panther Trails CDD	CD173	Debit Card	DC Replenishment	\$ 185.37
Peter's Pressure Washing	002409	2527	Pressure Washing 10/19	\$ 1,500.00
Republic Services of Florida, LP	002387	0696-000827125	Disposal Service 10/19	\$ 275.85
Rizzetta & Company, Inc	002393	INV00000043898	District Management Fees 10/19	\$ 5,022.09
Rizzetta & Company, Inc	002393	INV0000043770	Assessment Roll Preparation FY 19/20	\$ 5,000.00
Rizzetta Amenity Services, Inc.	002394	INV00000000006716	Actual Bi-Weekly Payroll & Employee Ins Reimburse 10/04/19	\$ 5,560.22

Panther Trails Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	002400	INV00000000006745	Amenity -Cell & Auto 09/19	\$ 52.19
Rizzetta Amenity Services, Inc.	002410	INV00000000006772	Actual Bi-Weekly Payroll & Employee Ins Reim 10/18/19	\$ 4,165.20
Rizzetta Technology Services, LLC	002417	INV00000004805	Web & Email Hosting 10/19	\$ 100.00
Susan Cali	002404	121319CARR	Holiday Train and Santa 12/13/19	\$ 800.00
Tampa Electric Company	002402	Summary Bill 09/19	Summary Bill 09/19	\$ 10,338.66
Terminix Processing Center	002388	389678399	Pest Control 09/19	\$ 55.00
Terminix Processing Center	002418	390537382	Pest Control 10/19	\$ 55.00
Times Publishing Company	002389	0000017495	Legal Advertising 09/19	\$ 212.00
Report Total				<u>\$ 47,210.43</u>

Tab 4

Aquatic Systems, Inc.
 Lake & Wetland Management Services
Everything a Lake Should Be
 2100 NW 33rd Street, Pompano Beach, FL 33069
 Telephone: 1-800-432-4302
 www.aquaticsystems.com

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

Mr. Greg Cox, District Manager
Panther Trails CDD
 c/o Rizzetta & Company
 12750 Citrus Park Lane, Suite #115
 Tampa, Florida 33625
 (813) 933-5571
 gcox@rizzetta.com

Aquatic Services Renewal Agreement
 #00064690 Automatic Renewal

One-Year: 02/01/19 – 01/31/20

Anniversary Date: 02/01/19 JFM

hereinafter called "Customer". The parties hereto agree as follows:

1. ASI agrees to manage certain lake(s) and/or waterway(s) in accordance with the terms and conditions of this Agreement in the following location:

Sixteen waterways (24,919 total linear foot perimeter) located at **Panther Trails CDD** in Gibsonton, Florida.

2. Minimum of **TWENTY-FOUR (24)** inspections with treatment as required (twice monthly).

3. CUSTOMER agrees to pay ASI, its agents or assigns, the following sum for specified water management service:

Annual Maintenance Program:

Algae & Aquatic Weed Management	Included	
Shoreline Grass Management to the Water's Edge	Included	
Littoral Shelf Maintenance: (2.20 Acres) <i>Spot spraying as required by ASI to maintain compliance with governing agencies for the management of all nuisance & exotic species.</i>	Included	Site(s): #1 & #2
<i>Note: Future plantings will be maintained at an additional cost.</i>		
Debris Removal ¹	Included	
Triploid Grass Carp Stocking & Permitting <i>Sites to be determined</i>	As Required by ASI*	
Management Reporting	Included	
Monthly Special Customer Site Inspection Report	Included	

Total Program Investment **\$ 1,400.00 Monthly**

Additional Services:

Carp Barrier(s) Installation/Fabrication <i>Sites to be determined</i>	\$ 100.00	Per Barrier(s)
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¹ Shoreline area to be cleaned is limited to 1-foot maximum depth. Individual litter items to be removed are limited to non-natural materials; such as, paper products, Styrofoam cups, plastic bags and aluminum cans that are accessible along the immediate shoreline. Construction debris, shopping carts, discarded household appliances or any other objects not considered litter, are not included but can be removed at an additional cost.

*Services performed at ASI's sole discretion for the success of the Waterway Management Program

Terms & Conditions of Aquatic Services Agreement

1. If CUSTOMER does not directly own the areas where services are to be provided, CUSTOMER warrants and represents that he has control of these areas to the extent that he may authorize the specified services and in the event of dispute of ownership agrees to defend, indemnify and hold ASI harmless for the consequences of such services.