

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

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October 1, 2020

**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, October 8, 2020 at 5:30 p.m.** using communications media technology pursuant to Executive Order issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., Florida Statutes. 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 August 13, 2020..... Tab 1
  - B. Consideration of Operation & Maintenance Expenditures for June & August 2020 ..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Discussion of Re-Opening Amenities
  - B. Discussion of Open Board Seat ..... Tab 3
  - C. Consideration of AD Pool Contract Renewal ..... Tab 4
  - D. Ratification of EGIS Insurance Proposal ..... Tab 5
  - E. Consideration of Resolution 2021-01; Re-Designating Assistant Secretary ..... Tab 6
- 5. STAFF REPORTS**
  - A. Presentation of Monthly Maintenance Inspection Reports
    1. Pond Report..... Tab 7
    2. Field Inspection Report..... Tab 8
  - B. District Counsel
  - C. District Engineer
    1. Discussion of Maintenance Map ..... Tab 9
  - D. Amenities Manager
    1. Clubhouse Report..... Tab 10
  - E. District Manager
    1. Action Items List ..... Tab 11
    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,

*Taylor Nielsen*

Taylor Nielsen  
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, August 13, 2020 at 5:32 p.m.** and was conducted by means of communications media technology telephone pursuant to Executive Orders issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Carrie Macsuga	<b>Board Supervisor, Chairman</b>
Jennifer Murray	<b>Board Supervisor, Vice Chairman</b>
Jacquelyn Nelson	<b>Board Supervisor, Assistant Secretary</b>
Daniel Smith	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Taylor Nielsen	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Greg Woodcock	<b>District Engineer, Cardno</b>
Will Williams	<b>Assistant Amenities Manager</b>
Jason Jaszak	<b>Representative, Solitude</b>
Paula Means	<b>Representative, LMP</b>
Audience	<b>None</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience members were present.

48 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**  
49 **Board of Supervisors' Regular**  
50 **Meeting held on June 11, 2020**  
51

52 Mr. Nielsen presented the June 11, 2020 Board of Supervisor meeting minutes  
53 to the Board.  
54

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved the June 11, 2019 minutes of the Board of Supervisors' regular meeting, as presented, for the Panther Trails Community Development District.

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56 **FOURTH ORDER OF BUSINESS** **Consideration of the Minutes of the**  
57 **Board of Supervisors' Regular**  
58 **Meeting held on July 9, 2020**  
59

60 Mr. Nielsen presented the July 9, 2020 Board of Supervisor meeting minutes to  
61 the Board.  
62

On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the July 9, 2019 minutes of the Board of Supervisors' regular meeting, as presented, for the Panther Trails Community Development District.

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64 **FIFTH ORDER OF BUSINESS** **Consideration of the Operation &**  
65 **Maintenance Expenditures for June**  
66 **2020**  
67

68 Mr. Nielsen presented the Operation and Maintenance expenditures for June  
69 2020 for Board ratification.  
70

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to ratify the payment of the invoices in June 2020 Operations & Maintenance Expenditures report (\$128,326.51) for the Panther Trails Community Development District.

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72 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2020-09**  
73 **Approving Fiscal Year 2020-2021**  
74 **Meeting Schedule**  
75

On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-09 Approving Fiscal Year 2020-2021 Meeting Schedule, for the Panther Trails Community Development District.

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78     **SEVENTH ORDER OF BUSINESS**                             **Public Hearing for Fiscal Year Final**  
79   **Budget**  
80

81             Mr. Nielsen explained the budgeting process in place to finalize the approval of  
82 the final budget for the next fiscal year and requested a motion from the Board to open  
83 the duly noticed public hearing for the Proposed Budget for Fiscal Year 2020-2021.  
84

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors opened Public Hearing, for the Panther Trails Community Development District.

85  
86             There were no audience comments and Mr. Nielsen asked for a motion to close  
87 the Public Hearing.  
88

On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors closed Public Hearing, for the Panther Trails Community Development District.

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90     **EIGHTH ORDER OF BUSINESS**                             **Consideration of Resolution 2020-07**  
91   **Approving Fiscal Year 2020-2021**  
92   **Final Budget**  
93

On a Motion by Ms. Nelson, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-07 Approving Fiscal Year 2020-2021 Final Budget, for the Panther Trails Community Development District.

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95     **NINTH ORDER OF BUSINESS**                             **Consideration of Resolution 2020-08**  
96   **Imposing Special Assessments**  
97

On a Motion by Ms. Macsuga, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-08 Imposing Special Assessments, for the Panther Trails Community Development District.

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99     **TENTH ORDER OF BUSINESS**                             **Discussion of Re-Opening Amenities**  
100

101             The Board received an update from Helena Teixeira on the current operational  
102 restrictions of the amenity center. The Board took no actions on changing any  
103 operational restrictions at this time.  
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**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

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**A. Pond Maintenance Report**

The Board received a Pond Update from Jason Jaszczak, discussing an action plan for pond 4. Mr. Jaszczak stated he would be trying a new product he has not used prior on the pond without any charge to the CDD, as this is trial in effort to fix the pond. Jason also stated he would get together a proposal for planting cypress tree's with a per tree price for the Boards consideration.

**B. Field Inspection Report**

The Board discussed with Ms. Paula Means from LMP the plugs for repairing the Chinch Bug damages. Ms. Means also agreed to meet with Mr. Daniel Smith to look at the turf behind his house that was damaged from leaking chemicals.

**C. District Counsel**

The District Counsel was not present.

**D. District Engineer**

The Board received an update from District Engineer, Greg Woodcock. He also discussed that our water usage was below the limit again for the last month, and we should be within normal limitations again by November or December. He has also submitted the final responses to SWFWMD today on our behalf. The Board heard an update regarding the process for repairing the pool, and approved to have Red Rhino conduct the repairs starting on August 24, for the three days. he also informed the Board he has a contact (Gerald) for work being done by Frontier, if we need to contact him with further resident concerns. During the update, Greg was also asked to submit a drawing outlining the wetland area not to be mowed for our landscaping and field service team.

**E. Clubhouse Manager**

The Board received a Clubhouse manager update from Helena Teixeira. Helena stated she would resend out the pictures of the completed gym for the Board members to review.

**F. District Manager**

Mr. Nielsen reminded the Board that the next meeting was scheduled for September 10 at 5:30 p.m., but this meeting would probably be canceled. He noted that the meeting date after that is October 8, 2020.

154 Mr. Nielsen also provided a review of the current action item list and reviewed  
155 the financials with the Board members.

156  
157 Mr. Cox Greg Cox also updated the Board that we have two months of credits  
158 for service, from AD Pools.

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160 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**

161  
162 Ms. Murray asked the Board if they would approve a donation from the HOA, for  
163 the CDD to approve the proposal from No Equal Design to install a shade covering  
164 over the CDD's playground. The Board approved this, and will accept the donation.

165  

On a Motion by Ms. Nelson, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved the proposal from Red Rhino to repair the pool leaks in the amount of \$11,755.00, with an additional approval of \$500.00 for the purchase of tiles needed to repair the pool deck, for the Panther Trails Community Development District.

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167 Ms. Murray also mentioned a delay in billing for the HOA office rental. Mr.  
168 Nielsen will address this concern and get rectified.

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170 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

171  
172 Mr. Nielsen requested a motion to adjourn the meeting unless there was any  
173 further business to come before the Board.

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On a Motion by Ms. Murray, seconded by Ms. Nelson, with all in favor, the Board of Supervisors approved to adjourn the meeting at 6:43 p.m. for the Panther Trails Community Development District.

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179 \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_

Chairman/Vice Chairman



## **Tab 2**

**PANTHER TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

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

**Operation and Maintenance Expenditures  
June 2020  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2020 through June 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$53,548.59**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

June 1, 2020 Through June 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ABM Building Services, LLC	002650	15154718	A/C Maintenance Services 05/20	\$ 635.00
BOCC	002652	6919533420 05/20	11796 Ekker Rd and Lift Station 05/20	\$ 248.11
Bright House Networks	002651	040845301052620	Clubhouse Phone/Internet/Cable 06/20	\$ 381.58
Burr & Forman LLP	002641	1164774	Legal Services 04/30/20	\$ 120.00
Cardno, Inc.	002663	526711	Professional Services through 06/5/20	\$ 13,959.21
Clean Sweep Supply Co., Inc.	002664	00209465	Janitorial Supplies 06/20	\$ 95.94
Dragonfly Home Services	002643	050420-Dragon	Clubhouse Cleaning Weeks of 04/27/20-05/04//20	\$ 245.00
Dragonfly Home Services	002643	051820-Dragon	Clubhouse Cleaning Weeks of 05/11/20-05/18/20	\$ 245.00
Fitness Logic, Inc.	002658	96060	Service Call 06/20	\$ 840.00
Florida Department of Health in Hillsborough	002642	29-BID-4698246	Pool Permit Fees 06/20	\$ 275.00
Landscape Maintenance Professionals Inc	002665	152015	Irrigation Repairs 06/20	\$ 2,409.32
Landscape Maintenance Professionals Inc	002653	152846	Irrigation Repairs 06/20	\$ 35.00
Landscape Maintenance Professionals Inc	002659	152928	St Aug Fertilizer 05/20	\$ 1,260.00
Landscape Maintenance Professionals Inc	002659	152929	Pest Control 05/30	\$ 170.00
Landscape Maintenance Professionals Inc	002665	153009	Irrigation Repairs 06/20	\$ 55.00
Landscape Maintenance Professionals Inc	002665	153029	Irrigation Repairs 06/20	\$ 166.37
NVirotect Pest Control Services, Inc.	002644	204721	Acct# 6967 Pest Control 05/20	\$ 72.00

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

June 1, 2020 Through June 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Office Dynamics	002660	00031252	Books Copied and Bound 06/20	\$ 29.63
Outdoor Furniture Connection	002654	61201	New Umbrellas 06/20	\$ 2,140.00
Republic Services of Florida, LP	002646	0696-000874944	Disposal Service 05/20	\$ 267.70
Rizzetta & Company, Inc	002645	INV00000050179	District Management Fees 06/20	\$ 5,022.09
Rizzetta Amenity Services, Inc.	002655	INV0000000007557	Actual Bi-Weekly Payroll & Employee Ins Reim 05/29/20	\$ 4,168.97
Rizzetta Amenity Services, Inc.	002661	INV0000000007589	Amenity -Cell & Auto 05/20	\$ 59.22
Rizzetta Amenity Services, Inc.	002661	INV0000000007618	Actual Bi-Weekly Payroll & Employee Ins Reim 06/12/20	\$ 5,268.97
Rizzetta Technology Services, LLC	002647	INV00000005924	Website Hosting Services 06/20	\$ 100.00
Site Masters of Florida, LLC	002657	060220-4	Clean Debris 140 Inlets 06/20	\$ 2,100.00
Southwest Florida Water Management District	002656	20001854.008	Penalty Overdrawing Water Permit 05/20	\$ 3,442.00
Tampa Electric Company	002662	Summary Bill 05/20	Summary Bill 05/20	\$ 9,475.73
Terminix Processing Center	002648	396650274	Pest Control 05/20	\$ 60.00
Times Publishing Company	002649	0000084315 05/20/20	Legal Advertising 05/20	\$ 201.75
<b>Report Total</b>				<b><u>\$ 53,548.59</u></b>

**PANTHER TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

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

**Operation and Maintenance Expenditures  
August 2020  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$57,466.59**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A&D Pool	002710	34771	Pool Circulation Motor Replacement 07/20	\$ 722.79
ABM Building Services, LLC	002711	15321280	A/C Maintenance Services 07/20	\$ 635.00
Blake Wanecski dba Poop 911	002738	3672890	9 Stations Emptied 07/20	\$ 237.90
BOCC	002723	6919533420 07/20	11796 Ekker Rd and Lift Station 07/20	\$ 1,974.47
Bright House Networks	002721	040845301072620	Clubhouse Phone/Internet/Cable 08/20	\$ 383.15
Burr & Forman LLP	002712	1175750	Legal Services 06/30/20	\$ 390.00
Cardno, Inc.	002731	527299	Professional Services Rendered Through 07/31/20	\$ 3,110.35
Carrie Jo Macsuga	002734	CM081320	Board of Supervisors Meeting 08/13/20	\$ 200.00
Clean Sweep Supply Co., Inc.	002713	00209938	Janitorial Supplies 07/20	\$ 34.80
Daniel J Smith II	002739	DS081320	Board of Supervisors Meeting 08/13/20	\$ 200.00
DCSI, Inc.	002714	27401	Monitoring Services - Quarterly Invoice	\$ 74.97
Dragonfly Home Services	002715	071320-Dragonfly	Clubhouse Cleaning Weeks of 06/30/20-07/6/20	\$ 375.00
Dragonfly Home Services	002715	071720-Dragonfly	Clubhouse Cleaning Weeks of 07/10/20-07/17/20	\$ 375.00
Fitness Logic, Inc.	002732	97084	Fitness Equipment Repair 08/20	\$ 116.98
Florida Department of Revenue	002722	Jul 20	Sales & Use Tax 07/20	\$ 11.76
Hillsborough County Board of County Commissioners	002726	870370	False Alarm Violation	\$ 100.00
Jacquelyn Nelson	002736	JN081320	Board of Supervisors Meeting 08/13/20	\$ 200.00

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Jennifer L. Murray	002735	JM081320	Board of Supervisors Meeting 08/13/20	\$ 200.00
Landscape Maintenance Professionals Inc	002733	153976	Landscape Maintenance 08/20	\$ 10,070.83
Landscape Maintenance Professionals Inc	002727	154238	St Augustine Fertilizer 08/20	\$ 1,260.00
Landscape Maintenance Professionals Inc	002727	154239	Pest Control 07/20	\$ 180.00
Landscape Maintenance Professionals Inc	002727	154294	Remove & Replace Oak Tree 08/20	\$ 407.00
Landscape Maintenance Professionals Inc	002733	154384	Pine Tree Removal 08/20	\$ 225.00
Landscape Maintenance Professionals Inc	002733	154385	Bed Removal 08/20	\$ 598.50
Landscape Maintenance Professionals Inc	002733	154386	Remove Existing Plants 08/20	\$ 261.50
NVirotect Pest Control Services, Inc.	002724	202120	Acct# 6967 Pest Control 04/20	\$ 72.00
NVirotect Pest Control Services, Inc.	002716	209748	Acct# 6967 Pest Control 07/20	\$ 72.00
Office Dynamics	002737	00031522	Books Copied and Bound 08/20	\$ 35.73
Red Rhino Leak Detection	002730	173523A	Replace Gutter Drain 08/20	\$ 5,877.50
Republic Services of Florida, LP	002718	0696-000887677	Disposal Service 07/20	\$ 433.58
Rizzetta & Company, Inc	002717	INV00000051797	District Management Fees 08/20	\$ 5,022.09
Rizzetta Amenity Services, Inc.	002725	INV0000000007464	Actual Bi-Weekly Payroll & Employee Ins Reim 05/01/20	\$ 5,268.97
Rizzetta Amenity Services, Inc.	002728	INV0000000007776	Actual Bi-Weekly Payroll & Employee Ins Reim 008/07/20	\$ 6,048.61
Rizzetta Amenity Services, Inc.	002728	INV0000000007839	Amenity -Cell & Auto 07/20	\$ 59.71

## Panther Trails Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services, LLC	002719	INV00000006126	Website Hosting Services 08/20	\$ 100.00
Solitude Lake Management	002740	PI-A00455183	Monthly Lake & Wetland Services 08/20	\$ 1,400.00
Tampa Electric Company	002729	Summary Bill 07/20	Summary Bill 07/20	\$ 9,974.60
Times Publishing Company	002720	0000090558	Legal Advertising 07/08/20	\$ 756.80
<b>Report Total</b>				<b><u>\$ 57,466.59</u></b>



## **Tab 6**

**RESOLUTION 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PANTHER TRAILS COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the Board now desires to re-designate the Assistant Secretary.

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

Section 1. Greg Cox & Taylor Nielsen is appointed as Assistant Secretaries.

Section 2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 8<sup>th</sup> DAY OF OCTOBER 2020.**

**ATTEST:**

**PANTHER TRAILS COMMUNITY  
DEVELOPMENT DISTRICT**

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**SECRETARY**

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**CHAIRMAN**