

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

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Monday  
February 24, 2020  
6:30 p.m.***

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

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Panther Trace II Community Development District

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

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

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace II Community Development District is scheduled for **Monday, February 24, 2020 at 6:30 p.m.** at the **Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, Florida.**

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

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Raymond J. Lotito  
District Manager

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

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

Date of Meeting: Monday, February 24, 2020

Time: 6:30 PM

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

### *Agenda*

#### **I. Roll Call**

##### **Pledge of Allegiance**

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

#### **III. Landscape and Pond Maintenance**

##### **A. LMP Maintenance Report**

*To be  
Distributed*

##### **➤ LMP Master Schedule**

**Exhibit 1**

##### **B. Remson Aquatics Pond Maintenance Report**

*To be  
Distributed*

#### **IV. Administrative Matters – Consent Agenda**

##### **A. Consideration and Approval of Minutes of the January 27, 2020 Meeting**

**Exhibit 2**

##### **B. Acceptance of the Unaudited January 2020 Financial**

**Exhibit 3**

#### **V. Business Matters**

##### **A. Old Business**

1. Consideration of LMP Proposal to Provide and Install 2,400 ft<sup>2</sup> of Sod Around Batting Cages – Estimate No. 64069 - \$3,000.00

**Exhibit 4**

##### **B. New Business**

1. Consideration of LMP Proposal for Annual Changeout – Estimate No. 64534 - \$1,600.00

**Exhibit 5**

**V. Business Matters (Continued)**

- |  |           |
|--|-----------|
| 2. Consideration of Rep Richard LLC Proposal for the purchase of ADA Pool Chair Covers               | Exhibit 6 |
| ➤ Scout Lift Cover - \$703.00  |           |
| ➤ Heavy Duty - \$1,019.90  |           |
| 3. Consideration of Site Masters Proposal – Grading and Restoration at New Batting Cage - \$2,400.00 | Exhibit 7 |

**VI. Staff Reports**

A. District Manager

B. District Counsel

- |   |           |
|---|-----------|
| ➤ Consideration of Batting Cages Policy | Exhibit 8 |
|---|-----------|

C. District Engineer

D. Amenity Manager February 2020 Operations Report	Exhibit 9
--	-----------

- |  |            |
|--|------------|
| ➤ Consideration of Collins Elementary School Request for Sponsorship | Exhibit 10 |
|--|------------|

- |   |            |
|---|------------|
| ➤ Consideration of Girls With Confidence Summer Camps | Exhibit 11 |
|---|------------|

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

**VII. Supervisors Requests**

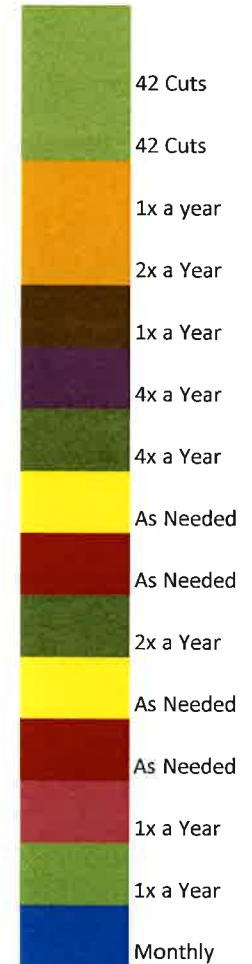
**VIII. Adjournment**

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

# EXHIBIT 1

## Panther Trace 2 CDD - 2020 Rough Outline of Services

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
12x Semi Monthly Services												
30x Weekly Services												
1x Hardwood Elevation 15'												
2x Palm Trimming 15'												
Installing Mulch												
Installing Annuals												
Turf Fert												
Turf Herbicide												
Turf Insecticide												
Shrub Fert												
Shrub Herbicide												
Shrub Insecticide												
Palm Fert												
Tree Fert												
Irrigation Wet Check												



# EXHIBIT 2

1 **MINUTES OF MEETING**

2 **PANTHER TRACE II**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Panther Trace II Community  
5 Development District was held on Monday, January 27, 2020 at 6:30 p.m. at Panther Trace II Clubhouse,  
6 11518 Newgate Crest Drive, Riverview, Florida 33579.

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

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

9 Present and constituting a quorum were:

10	Jeff Spiess	Board Supervisor, Chairman
11	David Steppy	Board Supervisor, Vice Chairman
12	R. Clinton Miner ( <i>via phone</i> )	Board Supervisor, Assistant Secretary
13	Pamela Wood	Board Supervisor, Assistant Secretary
14	Scott Ward ( <i>joined in progress</i> )	Board Supervisor, Assistant Secretary

15 Also present were:

16	Ray Lotito	District Manager, DPGF Management & Consulting, LLC.
17	Kristen Schalter	District Counsel, Straley Robin Vericker
18	Paul Gomez	LMP Irrigation
19	Anna Ramirez	Panther Trace II Facilities Manager
20	John Willis	President, Cambray Villas HOA

21 *The following is a summary of the discussions and actions taken at the January 27, 2020 Panther Trace II*  
22 *CDD Board of Supervisors Regular Meeting.*

23 **Pledge of Allegiance**

24 The Pledge of Allegiance was recited.

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

26 Mr. Willis commented that he anticipated that a representative of the Cambray Villas HOA would  
27 be present at each CDD meeting in the future to address Supervisor questions and comments.

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

29 A. LMP Maintenance Report

30 Mr. Lotito requested that a schedule of items be brought to subsequent meetings.

31 B. Remson Aquatics Pond Maintenance Report

32 Mr. Lotito requested that a report regarding updates on chemical treatment progress for pond  
33 sludge be provided.

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

35 A. Exhibit 1: Consideration and Approval of Minutes of the December 16, 2019 Meeting

36 B. Exhibit 2: Acceptance of the Unaudited December 2019 Financial

37 Mr. Lotito noted that a memo had been distributed regarding irrigation budget spending.

38 On a MOTION by Mr. Steppy, SECONDED by Ms. Wood, WITH ALL IN FAVOR, the Board approved  
39 Items A and B of the Consent Agenda for the Panther Trace II Community Development District.



**FIFTH ORDER OF BUSINESS – Business Matters**

A. Old Business

1. Exhibit 3: Consideration of Mulch Proposals

- Green Thumb Unlimited Estimate No. 20191206 - \$25,550.00
- LMP Estimate No. 64067 - \$25,800.00
- LMP Estimate (delayed acceptance) - \$27,000.00

On a MOTION by Mr. Spiess, SECONDED by Mr. Ward, WITH ALL IN FAVOR, the Board approved the LMP No. 64067 Mulch Proposal, in the amount of \$25,800.00, for the Panther Trace II Community Development District.

B. New Business

1. Consideration and Acceptance of TECO Proposal for the Installation of Lights for Batting Cages and Pickleball Courts – NTE \$5,000.00

The Board opted to table this item to the June 2020 meeting, following further information on usage patterns.

2. Exhibit 4: Consideration of LMP Proposals

- Repair Controller #3 – Estimate No. 63157 - \$169.35
- Repair Controller #3 – Estimate No. 63666 - \$89.40
- Repair Controller #4 – Estimate No. 63741 - \$88.46
- Repair Controller #1 – Estimate No. 63766 - \$32.28
- Repair Controller #2B – Estimate No. 63771 - \$111.79

On a MOTION by Mr. Speiss, SECONDED by Mr. Ward, WITH ALL IN FAVOR, the Board approved all LMP Proposals for Irrigation Controller Repairs, for the Panther Trace II Community Development District.

- Provide and Install 2,400 ft<sup>2</sup> of Sod Around Batting Cages – Estimate No. 64069 - \$3,000.00

Discussion ensued regarding how irrigation modifications would affect this proposal. This item was tabled to the February 2020 meeting.

**SIXTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

Mr. Lotito noted that the Amenity Manager was a salaried employee, but did not currently have a timesheet to submit. Discussion ensued.

B. District Counsel

- Discussion of Rules & Regulations for Batting Cages and Pickleball Courts

The Board discussed and suggested a number of rules and regulations, primarily for the batting cages. Ms. Schalter stated that she would provide a draft of rules and regulations at the February 2020 meeting, for Board approval.

C. District Engineer

There being none, next item followed.

D. Amenity Manager Operations Report

Ms. Ramirez stated that a number of chaise lounges required repair, namely eight chairs totaling \$896.00, and two chairs in unknown condition, with an additional shipping fee. The Board opted for a not to exceed amount of \$200.00 for the two chairs, for a combined total not to exceed \$1,331.00.

On a MOTION by Mr. Ward, SECONDED by Ms. Wood, WITH ALL IN FAVOR, the Board approved the Chaise Lounge Repair, in an amount not to exceed \$1,331.00, for the Panther Trace II Community Development District.

Ms. Ramirez suggested that a community document shredding event be organized, splitting funding with the Panther Trace I CDD, with a date to be determined.

On a MOTION by Mr. Ward, SECONDED by Mr. Spiess, WITH ALL IN FAVOR, the Board approved the funding of a Community Document Shredding Event, to be split with Panther Trace I Community Development District, in an amount not to exceed \$500.00, for the Panther Trace II Community Development District.

**SEVENTH ORDER OF BUSINESS – Audience Comments**

There being none, next item followed.

**EIGHTH ORDER OF BUSINESS – Supervisors Requests**

Mr. Steppy suggested that the District purchase and install signs to notify the community of CDD meetings. Discussion ensued.

On a MOTION by Mr. Ward, SECONDED by Mr. Steppy, with Mr. Ward, Mr. Steppy, and Mr. Miner voting “AYE”, and Mr. Spiess and Ms. Wood voting “NAY”, the Board approved the purchase of CDD Notification Signs, in an amount not to exceed \$300.00, for the Panther Trace II Community Development District.

*(Following the motion, Supervisor Wood amended her vote to “AYE”.)*

Mr. Ward expressed the need for turf installation in the batting cages, noting the effect of the current concrete surfacing on baseballs. Discussion ensued.

**NINTH ORDER OF BUSINESS – Adjournment**

Mr. Lotito asked for final questions, comments, or corrections before requesting a motion for adjournment of the meeting. There being none, Mr. Spiess made a motion to adjourn the meeting.

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

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

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

114

115

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

116

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

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

117

118 Title:    ☐ Secretary    ☐ Assistant Secretary

Title:    ☐ Chairman    ☐ Vice Chairman

# EXHIBIT 3

# Panther Trace II Community Development District

Financial Statements  
(Unaudited)

January 31, 2020

**Panther Trace II CDD**  
**Balance Sheet**  
**January 31, 2020**

	GENERAL FUND	SERIES 2014 DEBT SERVICE	TOTAL
1 <b><u>ASSETS:</u></b>			
2			
3 CASH - OPERATING ACCOUNT	\$ 28,297	\$ -	\$ 28,297
4 PETTY CASH	100	-	100
6 CASH - DEBIT CARD	1,979	-	1,979
7			
8 INVESTMENTS:			
9 MONEY MARKET ACCOUNT	1,366,445	-	1,366,445
10 REVENUE TRUST	-	898,619	898,619
12 RESERVE CASH TRUST	-	327,553	327,553
13 REDEMPTION - PREPAYMENT TRUST	-	31	31
16 ASSESSMENTS RECEIVABLE (TAX ROLL)	27,265	29,685	56,950
17 DUE FROM GF	-	27,231	27,231
18 PREPAID EXPENSES	134	-	134
19 DEPOSITS	2,162	-	2,162
20 <b>TOTAL ASSETS</b>	<b>\$ 1,426,382</b>	<b>\$ 1,283,119</b>	<b>\$ 2,709,501</b>
21			
22			
23 <b><u>LIABILITIES:</u></b>			
24			
25 ACCOUNTS PAYABLE	\$ 4,084	\$ -	\$ 4,084
27 DUE TO DEVELOPER	17,959	-	17,959
28 DEFERRED REVENUE (TAX ROLL)	27,265	29,685	56,950
30 DUE TO OTHER FUNDS	27,231	-	27,231
32			
33 <b><u>FUND BALANCE:</u></b>			
34			
35 NONSPENDABLE:			
36 PREPAID AND DEPOSITS	2,332	-	2,332
37 ASSIGNED:			
38 THREE MONTH OPERATING RESERVE	210,878	-	210,878
39 FY16 RESERVE FOR R&R	22,613	-	22,613
40 FY17 RESERVE FOR R&R	40,900	-	40,900
41 FY18 RESERVE FOR R&R	41,200	-	41,200
42 FY19 RESERVE FOR R&R	41,500	-	41,500
43 RESTRICTED FOR:			
44 DEBT SERVICE	-	1,253,434	1,253,434
46 UNASSIGNED:	990,420	-	990,420
47			
48 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 1,426,382</b>	<b>\$ 1,283,119</b>	<b>\$ 2,709,501</b>

GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon request.

**Panther Trace II CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**the Period from October 1, 2019 to January 31, 2020**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>1 REVENUES</b>				
2 ASSESSMENTS - ON ROLL (BUDGETED NET)	\$ 907,430	\$ 635,201	\$ 880,368 (a)	\$ 245,167
3 INTEREST REVENUE	300	100	2,815	2,715
4 RENTAL REVENUE	3,000	1,000	1,301	301
5 MISCELLANEOUS REVENUE (ACCESS KEYS & OTHER)	-	-	166	166
6 FUND BALANCE FORWARD (RESERVE CONTRIBUTIONS)	100,000	-	-	-
7 DISCOUNT	-	-	-	-
8 <b>TOTAL REVENUES</b>	<b>1,010,730</b>	<b>636,301</b>	<b>884,651</b>	<b>248,350</b>
<b>10 EXPENDITURES</b>				
11 BOARD OF SUPERVISORS PAYROLL	12,000	4,000	2,800	1,200
12 PAYROLL TAXES	918	306	182	124
13 PAYROLL SERVICES FEE	650	217	147	70
14 TRAVEL PER DIEM	250	83	285	(202)
15 MANAGEMENT CONSULTING SERVICES	48,000	16,000	16,000	-
16 OFFICE SUPPLIES	500	167	208	(41)
17 BANK FEES	200	67	-	67
18 MASS MAILING	2,000	-	-	-
19 AUDITING	3,250	-	-	-
20 REGULATORY AND PERMIT FEES	175	175	175	-
21 LEGAL ADVERTISEMENTS	1,000	333	-	333
22 ENGINEERING SERVICES	6,000	2,000	-	2,000
23 LEGAL SERVICES	20,000	6,667	5,170	1,497
24 WEBSITE ADMINISTRATION	2,265	2,113	3,393	(1,280)
25 <b>TOTAL ADMINISTRATIVE</b>	<b>97,208</b>	<b>32,127</b>	<b>28,361</b>	<b>3,767</b>
<b>INSURANCE</b>				
27 INSURANCE (LIABILITY, PROPERTY & CASUALTY; BOND)	17,675	17,675	16,779	896
29 <b>TOTAL INSURANCE</b>	<b>17,675</b>	<b>17,675</b>	<b>16,779</b>	<b>896</b>
<b>DEBT SERVICE ADMINISTRATION</b>				
31 DISSEMINATION AGENT - BONDS	2,000	-	-	-
33 ARBITRAGE REBATE	650	650	650	-
34 TRUSTEE FEES	5,592	5,592	5,592	-
35 <b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>8,242</b>	<b>6,242</b>	<b>6,242</b>	<b>-</b>
<b>SECURITY:</b>				
37 SECURITY SYSTEM - (ENVERA CONTRACT)	6,168	3,084	3,084	-
39 SECURITY MONITORING - (EMG)	440	147	168	(21)
40 SECURITY PATROL - (CBM)	34,200	11,400	5,397	6,003
41 SECURITY SYSTEM - MAINTENANCE & IMP.	1,200	400	-	400
42 <b>TOTAL SECURITY</b>	<b>42,008</b>	<b>15,031</b>	<b>8,648</b>	<b>6,382</b>
<b>PHYSICAL ENVIRONMENT EXPENSES:</b>				
44 ELECTRICITY	171,150	57,050	42,745	14,305
46 STREETLIGHTING LEASE	25,000	8,333	5,092	3,241
47 WATER	15,000	5,000	2,351	2,649
48 SOLID WASTE DISPOSAL	1,750	583	529	54
49 PET WASTE REMOVAL	7,020	2,340	1,950	390
50 PEST CONTROL	420	140	109	31
51 COMMUNICATIONS (TEL, INTERNET, TECH, ETC)	2,376	792	725	67
52 FACILITY MAINTENANCE	3,000	1,000	-	1,000
53 WATERWAY MANAGEMENT PROGRAM - CONTRACT	19,020	6,340	6,340	-
54 WATERWAY MANAGEMENT PROGRAM - OTHER	2,000	667	-	667
55 ENTRY & WALLS MAINTENANCE	1,200	400	-	400
56 LANDSCAPE MAINTENANCE - CONTRACT	220,212	73,404	73,401	3
57 LANDSCAPE MAINTENANCE - OTHER	47,740	15,913	7,996	7,917
58 IRRIGATION MAINTENANCE	3,600	1,200	3,685	(2,485)
59 IRRIGATION COMPLIANCE REPORTING	2,700	900	900	-
60 DECORATIVE LIGHTS & MAINTENANCE	7,500	7,500	-	7,500
61 SIGNAGE REPAIRS	1,200	400	-	400
62 FIELD MISCELLANEOUS	2,500	833	2,635	(1,802)
63 <b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>533,388</b>	<b>182,796</b>	<b>148,459</b>	<b>34,337</b>

**Panther Trace II CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**the Period from October 1, 2019 to January 31, 2020**

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
65 <b>CLUBHOUSE &amp; AMENITY ADMINISTRATION:</b>				
66 AMENITY MANAGEMENT	46,000	15,333	13,709	1,625
67 AMENITY MANAGEMENT (CELL PHONE & REIMB EXPENSES)	600	200	200	-
68 FICA TAXES AMENITY EMPLOYEE - EMPLOYER PORTION	3,519	1,173	1,254	(81)
69 AMENITY MANAGEMENT PAYROLL SERVICE FEE	1,300	433	294	139
70 AMENITY MAINTENANCE & IMPROVEMENTS	1,500	500	-	500
71 CLUBHOUSE FACILITY MAINTENANCE - CLEANING	4,500	1,500	1,400	100
72 CLUBHOUSE FACILITY MAINTENANCE - OTHER	12,000	4,000	2,727	1,273
73 POOL MAINTENANCE	23,900	7,967	6,400	1,567
74 POOL PERMITS	425	-	-	-
75 POOL MAINTENANCE & MONITORING	9,500	3,167	-	3,167
76 CLUBHOUSE MISCELLANEOUS SUPPLIES	3,000	1,000	402	598
77 SPECIAL EVENTS	10,000	3,333	1,427	1,906
78 PLAYGROUND MAINTENANCE	3,000	1,000	-	1,000
79 CAPITAL OUTLAY	151,165	50,388	29,400	20,988
80 <b>TOTAL</b>	<b>270,409</b>	<b>89,995</b>	<b>57,214</b>	<b>32,781</b>
81				
82				
83 <b>BUDGETED INCREASE FUND BALANCE - CAPITAL RES.</b>	<b>41,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
84				
85				
86 <b>TOTAL EXPENDITURES</b>	<b>1,010,730</b>	<b>343,866</b>	<b>265,702</b>	<b>78,163</b>
87				
88 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>292,435</b>	<b>618,948</b>	<b>326,513</b>
89				
90 <b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>292,435</b>	<b>618,948</b>	<b>326,513</b>
91				
92 <b>FUND BALANCE - BEGINNING</b>	<b>680,653</b>	<b>680,653</b>	<b>730,895</b>	<b>730,895</b>
93 <b>DECREASE IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
94 <b>INCREASE IN FUND BALANCE</b>	<b>41,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
95				
96 <b>FUND BALANCE - ENDING</b>	<b>\$ 680,653</b>	<b>\$ 973,088</b>	<b>\$ 1,349,843</b>	<b>\$ 1,057,408</b>

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

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



**Panther Trace II CDD**  
**DS Fund - Series 2014**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**the Period from October 1, 2019 to January 31, 2020**

	FY 2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>1 REVENUE</b>				
2 ASSESSMENTS - ON ROLL (GROSS)	\$ 870,858	\$ 573,025	\$ 787,947 (a)	\$ 214,922
3 INTEREST--INVESTMENT	-	-	2,683	2,683
4 DISCOUNT ASSESSMENTS	(34,834)	-	-	-
5 FUND BALANCE FORWARD	-	-	-	-
6 MISCELLANEOUSE INCOME	-	-	-	-
<b>7 TOTAL REVENUE</b>	<b>836,023</b>	<b>573,025</b>	<b>790,630</b>	<b>217,605</b>
<b>9 EXPENDITURES</b>				
10 COUNTY ASSESSMENT COLL FEES	17,417	-	-	-
11 INTEREST EXPENSE				
12 11/1/2019	-	-	182,768	(182,768)
13 5/1/2020	182,768	-	-	-
14 11/1/2020	177,308	-	-	-
15 PRINCIPAL RETIREMENT				
16 5/1/2020	455,000	-	-	-
<b>17 TOTAL EXPENDITURES</b>	<b>832,493</b>	<b>-</b>	<b>182,768</b>	<b>(182,768)</b>
18				
19 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,530	573,025	607,862	34,837
20				
21				
<b>22 OTHER SOURCES AND USES</b>				
23 DEBT PROCEEDS	-	-	-	-
24 TRANSFER - IN	-	-	-	-
25 TRANSFER - OUT	-	-	-	-
<b>26 TOTAL OTHER SOURCES AND USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
27				
28 NET CHANGE IN FUND BALANCE	3,530	573,025	607,862	34,837
29				
30 FUND BALANCE - BEGINNING	-	-	645,572	645,572
31				
<b>32 FUND BALANCE - ENDING</b>	<b>\$ 3,530</b>	<b>\$ 573,025</b>	<b>\$ 1,253,434</b>	<b>\$ 680,409</b>

**Panther Trace II CDD  
Cash Reconciliation  
January 31, 2020**

		<b><i>Bank United</i></b>
		<b><i>(Operating Acct)</i></b>
		<hr/>
Balance Per Bank Statement	\$	30,157.85
Add: In Transit Transfers/Deposits		-
Less: Outstanding Checks		(1,861.25)
		<hr/>
<b><i>Adjusted Bank Balance</i></b>	<b><i>\$</i></b>	<b><i>28,296.60</i></b>
		<hr/> <hr/>
Beginning Bank Balance Per Books	\$	46,095.77
Add: Cash Receipts		751,850.96
Less: Cash Disbursements		(769,650.13)
		<hr/>
<b><i>Balance Per Books</i></b>	<b><i>\$</i></b>	<b><i>28,296.60</i></b>
		<hr/> <hr/>

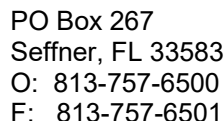
**Panther Trace II CDD  
Cash Register - FY2020**

Date	Num	Name	Memo	Receipts	Disbursements	Balance
						<b>48,953.39</b>
10/01/2019	9092	ZEBRA CLEANING TEAM, INC.	Pool Maint - September		1,600.00	47,353.39
10/02/2019	9092	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,000.00	43,353.39
10/04/2019	9093	Aurora Civil Engineering, Inc.	Professional Svcs through 8/31/19		3,095.83	40,257.56
10/04/2019	687967DD	Innovative Employer Solutions	9/16-10/13 - P/R		1,521.15	38,736.41
10/04/2019	687968DD	DAVID STEPPY	BOS Mtg 9/23/19		184.70	38,551.71
10/04/2019	ACH100419	Innovative Employer Solutions	9/16-10/13 - P/R & BOS Mtg 9/23		494.94	38,056.77
10/04/2019	8	JEFFREY A. SPIESS	BOS Mtg 9/23/19		184.70	37,872.07
10/04/2019	687966DD	Rowland C. Miner	BOS Mtg 9/23/19		184.70	37,687.37
10/04/2019	687969DD	SCOTT WARD	BOS Mtg 9/23/19		184.70	37,502.67
10/07/2019	9094	CBM SERVICES GROUP	9/23-9/29 - Security Guard		276.75	37,225.92
10/07/2019	9095	GHS ENVIRONMENTAL, LLC	Monthly Meter Readings - Sept		225.00	37,000.92
10/07/2019	9096	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Landscape Maintenance - Oct		18,350.33	18,650.59
10/07/2019	9097	VANGUARD CLEANING SYSTEMS OF TAMPA	CH Cleaning - Oct		325.00	18,325.59
10/09/2019		Bank United	Funds Transfer - MMK-OP	50,000.00		68,325.59
10/09/2019	1779	EGIS INSURANCE & RISK ADVISORS	Insurance FY 2020		16,534.00	51,791.59
10/10/2019	ACH101019	TECO	8/15-9/19 - 12821 Balm Riverview Road Well		161.70	51,629.89
10/11/2019	ACH101119	TECO	8/16-9/17 - 12451 Evington Point Dr Pump		218.91	51,410.98
10/11/2019	ACH101119.2	TECO	Summary Bill - September		2,023.06	49,387.92
10/15/2019	9098	CBM SERVICES GROUP	9/30-10/6 - Security Guard		276.75	49,111.17
10/15/2019	9099	REMSON AQUATICS	Lake & Pond Maint - Oct		1,585.00	47,526.17
10/16/2019	ACH101619	BOCC	8/20-9/19 - 11516 Newgate Crest Dr		798.31	46,727.86
10/18/2019	62306DD	Innovative Employer Solutions	9/30-10/13 - P/R		1,571.15	45,156.71
10/18/2019	ACH101819	Innovative Employer Solutions	9/30-10/13 - P/R		372.54	44,784.17
10/18/2019	1778	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing - FY 2020		175.00	44,609.17
10/18/2019	1780	Flatwoods Environmental	Clean/cut back 15' of conservation buffer		2,040.00	42,569.17
10/19/2019	ACH101919	TECO	Summary Bill - September		13,644.42	28,924.75
10/23/2019	9100	Aurora Civil Engineering, Inc.	Professional Svcs through 9/30/19		232.50	28,692.25
10/23/2019	9101	CBM SERVICES GROUP	10/7-10/13 - Security Guard		310.50	28,381.75
10/23/2019	9102	DPFG MANAGEMENT & CONSULTING, LLC	ADA Compliance		500.00	27,881.75
10/23/2019	9103	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Irrigation Inspection Repairs		1,338.69	26,543.06
10/23/2019	9104	ZEBRA CLEANING TEAM, INC.	Pool Maint - October		1,600.00	24,943.06
10/25/2019	9105	HOME TEAM PEST DEFENSE	Pest Control - Qt. 4		108.70	24,834.36
10/25/2019	ACH102519	FRONTIER COMMUNICATIONS	10/01-10/31 - Internet/Phone		186.09	24,648.27
10/28/2019	9106	STRALEY ROBIN VERICKER	Legal Svcs thru 10/15/19		2,565.00	22,083.27
10/31/2019		Bank United	Interest	4.12		22,087.39
				<b>50,004.12</b>	<b>76,870.12</b>	<b>22,087.39</b>
11/01/2019	9107	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		4,000.00	18,087.39
11/01/2019	69559DD	Innovative Employer Solutions	10/14-10/27 - P/R		1,521.15	16,566.24
11/01/2019	ACH110119	Innovative Employer Solutions	10/14-10/27 - P/R		372.54	16,193.70
11/05/2019	9108	J & A Lawn Services, LLC	Christmas Lights - Deposit		850.00	15,343.70
11/05/2019	9109	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Irrigation Inspection Repairs 10/17		340.00	15,003.70
11/06/2019	ACH110619	REPUBLIC SERVICES	11/1-11/30 - Solid Waste		127.83	14,875.87
11/06/2019	ACH110619.1	TECO	9/17-10/15 - Electricity		130.39	14,745.48
11/06/2019	ACH110619	FLORIDA DEPARTMENT OF REVENUE	3rd Qtr. Sales Tax 2019		176.58	14,568.90
11/07/2019	1781	ANNA RAMIREZ	Mileage & towing reimbursement		311.38	14,257.52
11/07/2019		BANK UNITED	Funds Transfer	50,000.00		64,257.52
11/08/2019	697972DD	DAVID STEPPY	BOS Mtg 10/28		184.70	64,072.82
11/08/2019	ACH110819	Innovative Employer Solutions	BOS Mtg 10/28		171.40	63,901.42
11/08/2019	9	JEFFREY A. SPIESS	BOS Mtg 10/28		184.70	63,716.72
11/08/2019	697971DD	Rowland C. Miner	BOS Mtg 10/28		184.70	63,532.02
11/08/2019	697973DD	SCOTT WARD	BOS Mtg 10/28		184.70	63,347.32
11/11/2019	ACH111119	TECO	9/18-10/15 - Electricity		222.94	63,124.38
11/11/2019	ACH111119.2	TECO	9/17-10/15 - Streetlights		2,022.59	61,101.79
11/11/2019		Panther Trace II Clubhouse	Rentals	1,205.00		62,306.79
11/11/2019	1782	Jackson Construction & Design Inc.	Batting Cages 1st Draw		6,000.00	56,306.79
11/13/2019	1783	Panther Trace II CDD C/O U S Bank	Tax Collection Distribution c/o US Bank		14,884.72	41,422.07
11/13/2019		BANK UNITED	Funds Transfer	50,000.00		91,422.07
11/14/2019	9110	CBM SERVICES GROUP	10/14-11/3 - Security Guard		1,056.38	90,365.69
11/14/2019	9111	GHS ENVIRONMENTAL, LLC	Monthly Meter Readings - Oct		225.00	90,140.69
11/14/2019	9112	JAYMAN ENTERPRISES, LLC	9/1-9/30 - Pet Waste Removal		650.00	89,490.69
11/14/2019	9113	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Landscape Maintenance - Nov		18,350.33	71,140.36
11/14/2019	9114	VANGUARD CLEANING SYSTEMS OF TAMPA	CH Cleaning - Nov		325.00	70,815.36
11/14/2019	1784	US BANK	Trustee Fees DS 2014		5,592.01	65,223.35
11/15/2019	ACH111519	BOCC	9/19-10/21 - Water		862.83	64,360.52
11/15/2019	700050DD	Innovative Employer Solutions	10/28-11/10 - P/R		1,571.14	62,789.38
11/15/2019	ACH111519	Innovative Employer Solutions	10/28-11/10 - P/R		372.56	62,416.82
11/19/2019	ACH111919	TECO	Summary Bill - October		13,954.38	48,462.44
11/19/2019	9115	CBM SERVICES GROUP	11/4-11/10 - Security Guard		290.25	48,172.19
11/19/2019	9116	HOME TEAM PEST DEFENSE	Pest Control - Qt. 1		108.70	48,063.49
11/19/2019	9117	ZEBRA CLEANING TEAM, INC.	Pool Maint - November		1,600.00	46,463.49
11/25/2019	ACH112519	FRONTIER COMMUNICATIONS	11/1-11/30 - Internet/Phone		186.38	46,277.11
11/26/2019	9118	CBM SERVICES GROUP	11/11-11/17 - Security Guard		263.25	46,013.86
11/26/2019	9119	J & A Lawn Services, LLC	Install of ceiling fan, Install of fire alarm battery, Christmas Lights - Final		1,075.00	44,938.86
11/26/2019	9120	REP RICHARD LLC	ADA Chair repair		444.00	44,494.86
11/29/2019	703790DD	Innovative Employer Solutions	11/11-11/24 - P/R		1,521.16	42,973.70
11/29/2019	703791DD	DAVID STEPPY	BOS Mtg 11/19		184.70	42,789.00
11/29/2019	ACH112919	Innovative Employer Solutions	11/11-11/24 - P/R & BOS Mtg 11/19		525.52	42,263.48
11/29/2019	10	JEFFREY A. SPIESS	BOS Mtg 11/19		184.70	42,078.78
11/29/2019	703793DD	Pamela S. Wood	BOS Mtg 11/19		184.70	41,894.08
11/29/2019	703789DD	Rowland C. Miner	BOS Mtg 11/19		184.70	41,709.38
11/29/2019	703792DD	SCOTT WARD	BOS Mtg 11/19		184.70	41,524.68
11/30/2019		Bank United	Interest	4.85		41,529.53
				<b>101,209.85</b>	<b>81,767.71</b>	<b>41,529.53</b>
12/02/2019	9121	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - December		4,000.00	37,529.53

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

Date	Num	Name	Memo	Receipts	Disbursements	Balance
12/04/2019	1785	ANNA RAMIREZ	Reimbursement for Event Supplies & Mileage		127.42	37,402.11
12/04/2019	1786	JAYMAN ENTERPRISES, LLC	Replace missing & damaged bolts in playground (Rcvd 12/4/19)		150.00	37,252.11
12/07/2019	ACH120719	REPUBLIC SERVICES	12/1-12/31 - Solid Waste		133.78	37,118.33
12/09/2019	ACH120919	TECO	10/16-11/14 - 12821 Balm Riverview Road Well		94.66	37,023.67
12/10/2019	ACH121019.1	TECO	10/17-11/15 - 12451 Evington Point Dr Pump		393.61	36,630.06
12/10/2019	ACH121019.2	TECO	10/16-11/13 - Streetlights PH 2		2,023.10	34,606.96
12/13/2019	07395DD	Innovative Employer Solutions	11/25-12/8 - P/R		1,571.15	33,035.81
12/13/2019	ACH121319	Innovative Employer Solutions	11/25-12/8 - P/R		372.54	32,663.27
12/16/2019		Bank United	Funds Transfer	83,000.00		115,663.27
12/16/2019	1788	Panther Trace II CDD C/O U S Bank	Tax Collection Distribution c/o US Bank		51,389.33	64,273.94
12/17/2019	ACH121719	BOCC	10/21-11/18 - 11518 Newgate Crest Dr		903.62	63,370.32
12/17/2019	1787	CBM SERVICES GROUP	8/12-12/1 - Security Guard		1,643.63	61,726.69
12/17/2019	WIRE121719	Jackson Construction & Design Inc.	Batting Cages Slab Draw		11,985.00	49,741.69
12/19/2019	ACH121919	TECO	Summary Bill - November		13,748.19	35,993.50
12/20/2019	9122	ADVANCED ENERGY SOLUTIONS	Replaced GFI at clubhouse		148.40	35,845.10
12/20/2019	9123	ENVERA	1/1/20-3/31/20 - CCTV Monitoring		1,542.00	34,303.10
12/20/2019	9124	GHS ENVIRONMENTAL, LLC	Monthly Meter Readings - Nov		225.00	34,078.10
12/20/2019	9125	Innersync	ADA Website Compliance, ADA Website Compliance PDF Overages		2,892.88	31,185.22
12/20/2019	9126	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Landscape Maintenance - Dec & Irrigation Repairs		20,416.63	10,768.59
12/20/2019	9127	LLS TAX SOLUTIONS, INC	Arbitrage Series 2014		650.00	10,118.59
12/20/2019	9128	REMSON AQUATICS	Lake & Pond Maint - Nov		1,585.00	8,533.59
12/20/2019	9129	STRALEY ROBIN VERICKER	Legal Svcs thru 11/15/19		2,025.00	6,508.59
12/20/2019	9130	VANGUARD CLEANING SYSTEMS OF TAMPA	CH Cleaning - Dec		325.00	6,183.59
12/20/2019		State of Florida	Overpayment of ReEmployment Tax	31.80		6,215.39
12/23/2019		Bank United	Funds Transfer	50,000.00		56,215.39
12/23/2019	WIRE122319	Jackson Construction & Design Inc.	Completed Fence Draw		6,985.00	49,230.39
12/26/2019	ACH122619	FRONTIER COMMUNICATIONS	12/1-12/31 - Internet/Phone		170.56	49,059.83
12/27/2019	712030DD	Innovative Employer Solutions	12/9-12/22 - P/R		1,521.14	47,538.69
12/27/2019	712031DD	DAVID STEPPY	BOS Mtg. 12/16		184.70	47,353.99
12/27/2019	ACH122719	Innovative Employer Solutions	11/11-11/24 - P/R & BOS Mtg. 11/19		525.56	46,828.43
12/27/2019	11	JEFFREY A. SPIESS	BOS Mtg. 12/16		184.70	46,643.73
12/27/2019	712033DD	Pamela S. Wood	BOS Mtg. 12/16		184.70	46,459.03
12/27/2019	712029DD	Rowland C. Miner	BOS Mtg. 12/16		184.70	46,274.33
12/27/2019	712032DD	SCOTT WARD	BOS Mtg. 12/16		184.70	46,089.63
12/31/2019		Bank United	Interest	6.14		46,095.77
				<b>133,037.94</b>	<b>128,471.70</b>	<b>46,095.77</b>
01/01/2020	9131	DPGF MANAGEMENT & CONSULTING, LLC	CDD Mgmt - January		4,000.00	42,095.77
01/02/2020		Bank United	Funds Transfer	701,194.93		743,290.70
01/02/2020		Panther Trace II	Rentals	652.00		743,942.70
01/03/2020	1789	Panther Trace II CDD C/O U S Bank	Tax Collection Distribution c/o US Bank		701,194.93	42,747.77
01/03/2020	WIRE010320	Jackson Construction & Design Inc.	Final Draw & Change order for well pointing		4,155.00	38,592.77
01/07/2020	9132	Alert 360	12/1/19-2/29/20 - Monitoring		100.35	38,492.42
01/07/2020	9133	ANNA RAMIREZ	Reimbursement for LBS Hauling ans Svc		115.00	38,377.42
01/07/2020	9134	CBM SERVICES GROUP	12/2-12/29 - Security Guard		1,218.38	37,159.04
01/07/2020	9135	CLEAN SWEEP SUPPLY CO	Supplies		164.00	36,995.04
01/07/2020	9136	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Landscape Maintenance - Jan, Winter Annuals rotation install		19,950.33	17,044.71
01/07/2020	9137	REPUBLIC SERVICES	1/1-1/31 - Solid Waste		133.78	16,910.93
01/07/2020	9138	STRALEY ROBIN VERICKER	Legal Svcs thru 12/15/19		1,150.00	15,760.93
01/07/2020	9139	VANGUARD CLEANING SYSTEMS OF TAMPA	CH Cleaning - Jan		325.00	15,435.93
01/07/2020	9140	ZEBRA CLEANING TEAM, INC.	Pool Maint - December		1,600.00	13,835.93
01/07/2020	ACH012120	TECO	Summary Bill - December		13,668.02	167.91
01/07/2020	01072020ACH	REPUBLIC SERVICES	Solid Waste		133.78	34.13
01/08/2020	ACH010820	TECO	11/15-12/16 - 12821 Balm Riverview Road Well		252.24	-218.11
01/09/2020		Bank United	Funds Transfer	50,000.00		49,781.89
01/09/2020	ACH010920.1	TECO	11/16-12/17 - 12451 Evington Point Dr Pump		230.53	49,551.36
01/09/2020	ACH010920.2	TECO	11/14-12/13 - Streetlights PH 2		1,911.45	47,639.91
01/10/2020	715653DD	Innovative Employer Solutions	12/23-1/5 - P/R		1,573.07	46,066.84
01/10/2020	ACH011020	Innovative Employer Solutions	12/23-1/5 - P/R		473.43	45,593.41
01/14/2020	9141	ANNA RAMIREZ	Mileage Reimbursement - December		45.82	45,547.59
01/14/2020	9142	CBM SERVICES GROUP	12/30-1/05 - Security Guard		340.88	45,206.71
01/14/2020	9143	GHS ENVIRONMENTAL, LLC	Monthly Meter Readings - Dec		225.00	44,981.71
01/14/2020	9144	J & A Lawn Services, LLC	Playground bench repair		75.00	44,906.71
01/14/2020	9145	JAYMAN ENTERPRISES, LLC	Pet Waste Removal - December		1,300.00	43,606.71
01/14/2020	9146	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Irrigation Inspection Repairs		52.64	43,554.07
01/14/2020	9147	REMSON AQUATICS	Lake & Pond Maint - Nov/Jan		3,170.00	40,384.07
01/17/2020	ACH011720	BOCC	11/18-12/19 - 11518 Newgate Crest Dr		881.08	39,502.99
01/17/2020	9148	CBM SERVICES GROUP	1/06-1/12 - Security Guard		195.75	39,307.24
01/17/2020	9149	JAYMAN ENTERPRISES, LLC	Install filter in drinking fountain, 9/1-9/30 - Pet Waste Removal (Rcvd 1/14/20)		625.00	38,682.24
01/20/2020	ACH01202019	FLORIDA DEPARTMENT OF REVENUE	4th Qtr 2019 Sales Tax		60.31	38,621.93
01/23/2020	1791	Green Thumb Unlimited	Trim Palms		4,356.00	34,265.93
01/23/2020	1792	VANGUARD CLEANING SYSTEMS OF TAMPA	2 Additional day of service		100.00	34,165.93
01/23/2020	1793	STRALEY ROBIN VERICKER	Legal Svcs thru 1/15/20		930.00	33,235.93
01/23/2020	1794	ZEBRA CLEANING TEAM, INC.	Pool Maint - January		1,600.00	31,635.93
01/23/2020	1795	CBM SERVICES GROUP	1/13 - 1/19/2020 Security Guard		364.50	31,271.43
01/24/2020		Bank United	Funds Transfer		800.00	30,471.43
01/24/2020	12DD	Innovative Employer Solutions	1/6-1/19 - P/R		1,523.07	28,948.36
01/24/2020	72682ACH	Innovative Employer Solutions	1/6-1/19 - P/R		473.44	28,474.92
01/27/2020	ACH012720	FRONTIER COMMUNICATIONS	1/1-1/31 - Internet/Phone		182.35	28,292.57
01/31/2020		Bank United	Interest	4.03		28,296.60
				<b>751,850.96</b>	<b>769,650.13</b>	<b>28,296.60</b>

# EXHIBIT 4



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

Date	1/16/2020
Estimate #	64069
LMP REPRESENTATIVE	
PG	
PO #	
Work Order #	

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$3,000.00</b>
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LMP reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. Any work performed requiring more than 5 days to complete is subject to progressive payments as portions of the work are completed. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material.

OWNER / AGENT

DATE \_\_\_\_\_

# EXHIBIT 5



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

## Estimate

**Submitted To:**

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

Date	2/12/2020
Estimate #	64534
LMP REPRESENTATIVE	
PG	
PO #	
Work Order #	

ITEM	DESCRIPTION	QTY	COST	TOTAL
Annuals & Soil	Spring annuals change out. All work includes, clean-up, removal, and disposal of debris generated during the course of work. <del>Note: Irrigation modifications necessary will be invoiced separately as 'time and materials'</del> Annuals - Spring Mix 4" Pot	800	2.00	1,600.00

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$1,600.00</b>
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LMP reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. Any work performed requiring more than 5 days to complete is subject to progressive payments as portions of the work are completed. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material.

OWNER / AGENT

DATE



# EXHIBIT 6

Rep Richard LLC  
Florida Sales/ Distributor/ Service  
PO Box 3405  
Riverview, FL 33568

Phone: 813-695-5469  
Fax: 813-671-2571  
Email: [richp2005@verizon.net](mailto:richp2005@verizon.net)

2/3/2020

Panther Trace #2  
11518 Newgate Crest Dr  
Riverview, FL 33569  
[ptclubhousemgr@gmail.com](mailto:ptclubhousemgr@gmail.com)  
Contact Anna 336-847-7709

2 - Aqua Creek Part # F-450SSC Scout lift cover @ \$334.94 ea X 2= \$668.00	\$668.00
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Shipping	\$35.00
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<b>Total</b>	<b>\$703.00</b>
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**Or the Heavy Duty**

2- Aqua Creek part # F-450SSC-B-HE Heavy duty @ \$ 492.45 ea X 2=\$984.90	\$984.90
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Shipping	\$35.00
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<b>Total</b>	<b>\$1,019.90</b>
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**The different is \$316.90**

**This is a quote**

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**Total**

Make checks payable to Rep Richard LLC

Thank You,  
Richard F. Pentoney  
Sales and Distributor of Aqua Creek Products

# EXHIBIT 7

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

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**PROPOSAL**

**Panther Trace II CDD**

**Grading Restoration at New Batting Cage**

**1/10/2020**

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**Provide restoration grading at batting cage in accordance with  
construction plans prepared by Aurora Engineering**

**Scope includes :**

**Cut clean edge along existing sod for proper connection of new sod  
Provide, place, and grade fill dirt**

**TOTAL     \$2,400**

# EXHIBIT 8

## XV. Batting Cages Use Policy

1. As for all Amenity Facilities, Patron use of the batting cages is at their own risk. The District shall not be responsible for any personal injury, accident, property damage, lost or stolen property, or equipment damage at or around the batting cages.
2. The District's batting cages are for the use of Residents, Renters, Authorized Non-Resident Users, their Families, and their Guests. Each Family may bring a maximum of three (3) guests to the batting cages.
3. To use the batting cages, Patrons that are not Adults must be accompanied by an Adult over the age of 18, who must remain present at all times. Adult Patrons will be responsible for the actions and behavior of non-Adult Patrons.
4. Patrons should use caution when moving in and around the batting cage area. Patrons must stay in the designated walkway between the batting cages and tennis courts when moving from one facility to another.
5. Patrons should only enter the tennis/pickleball courts between points or during a stoppage of play. Patrons must enter and exit the batting cages from the tennis courts and should make every reasonable effort not to disturb an ongoing tennis match or pickleball game.
6. Patron use of the batting cages is on a first come, first serve basis and is intended for informal use. If other Patrons are waiting to use the batting cages, Patrons shall be limited to a maximum of thirty (30) minutes at one time, then may wait in line for an additional thirty (30) minute time.
7. To use the batting cages, Patrons that are not Adults must be accompanied by an Adult over the age of 18, who must remain present at all times. Adult Patrons will be responsible for the actions and behavior of non-Adult Patrons.
8. A helmet is required to be worn by Patrons when they are batting. Patrons pitching to a batter must stay behind the protective screen. All Patrons must wear closed-toe shoes while inside the batting cages. No cleats shall be worn by any Patron inside the batting cages.
9. Patrons must enter and exit the batting cages from the tennis courts and should make every reasonable effort not to disturb an ongoing tennis match or pickleball game. Patrons should only enter the tennis/pickleball courts between points or at the okay by the players.
10. Only two Patrons shall be permitted in each batting cage at a time (one pitcher and one batter). While inside the batting cage, these Patrons must ensure that the fence gate remains closed.
11. Patrons assuming the role of the pitcher throwing the ball to the batter shall use a protective screen at all times.

Panther Trace II CDD  
Amenity Facility Guidelines

12. Only baseballs or softballs are to be hit inside the cages in the intended direction and in accordance with the intended traditional use of batting cages. No baseballs or softballs should be hit into the chain link fence in a pepper-style movement.

13. No private lessons for hire shall be permitted at the batting cages, with the exception of any District-sponsored or licensed activity.

15. No food, alcohol, nor any type of tobacco product shall be permitted inside the batting cages. No glass containers will be permitted at any time. Water may be brought into the batting cage in a resealable plastic or stainless steel container. All containers/equipment will be kept in the center portion of the cages and not in the batting cages themselves. Patrons must clean up the batting cages upon exit, being sure to check for litter and trash prior to leaving the area.

16. Only wagons or carts with rubberized wheels may be used to transport baseball or softball equipment inside the batting cages.

17. Patrons desiring to listen to music, watch television, or play games on personal electronic devices must use headphones. No speakers are permitted.

# EXHIBIT 9





**Panther Trace II Community Development District (CDD)**

**Monday, February 24, 2020**

**Clubhouse Operations:**

1. Normal Operations
2. Installation of TECO Lights has Started
3. Kids Craft Event 02/07/20

**Community Events:**

- **Community Yard Sale March 20<sup>th</sup> 8-12pm**
- **Community Shredding Event March 27<sup>th</sup> 9-1pm ?**
- **Kids Craft Event**

**Monthly Proposals:**

**Pool Chair Cover Proposal**

**Panther Trace CDD Phase-II Monthly Inspection Report**

**Remson Aquatics Water Way Inspection Report LMP Reports:**

- Detailed Weekly Landscape Report
- Landscape Proposals
- Monthly Irrigation Report

**Deposit:**

- **Clubhouse Rental** **\$421.50**

**Total Deposits** **\$421.50**

### **Maintenance / Grounds:**

- General Clubhouse duties
- Reported Landscape Issues to LMP
- Reported Pond Issues to Remson Aquatics
- Reported non-working lights to TECO
- Report Sidewalk Repair

### **Programs Update:**

- Yoga: Every Monday Night
- Girl Scouts: Every other Tuesday and Wednesday at 6:30pm

### **Repairs or Replacements Pending:**

**Pool Chairs Sent out Thursday, February for Repairs**

**3-5 Playground CLOSED for Repairs**

**Playground Improvements**

# EXHIBIT 10



# Collins Elementary School

## Collins PTA

February 13, 2020

Panther Trace CDD II  
Riverview, FL

Dear Board Members,

On March 13, 2020, the Collins Elementary PTA will be hosting its annual jog-a-thon. This event, which is our main fundraiser, will be our 8<sup>th</sup> annual Panther Run since starting in 2012. Since then, we have raised over \$100,000. We are hoping to promote our students' health and also raise funds for our school. These funds will go towards improvements that benefit Collins Elementary. Our goal for the 2019-2020 school year is to replace classroom printers and rugs, both of which are from when the school opened in 2005. We also would like to purchase a book vending machine that would be used as an incentive for great behavior and academic progress.

Thank you for your past sponsorship with our Panther Run. We hope we can count on the CDD again, as a caring member of our community, for a Panther Run Shirt Sponsorship this year. Over 1,200 students, teachers and staff will receive an event shirt. This shirt will be worn throughout the 2019-2020 school year as part of Collins' school spirit shirts and during field trips. We have several levels for our Shirt Sponsorship; levels are Bronze \$200, Silver \$400, Gold \$600, and Platinum \$800. New this year, we also have 2 sleeve spots (Diamond) available for \$750 each. Your name and/or logo will be printed on the back of the Panther Run Shirts based on the corresponding level. We will gladly send home promotional flyers with each student (once approved by district). We will acknowledge and thank all of our sponsors on our website, our Facebook page, and in our post-Panther Run flyer that is sent home to all students.

Does your company support the U.S. Military? Collins is proud to have the most military families outside of MacDill AFB in all of Hillsborough County.

If you are able to help out Collins PTA & Collins Elementary with this sponsorship request, we would be very grateful. We would like to start promoting for the Panther Run as soon as possible & would love to include your business sponsorship in our promotional materials. Please feel free to contact me with any questions you may have. Thank you in advance for your consideration and support.

Sincerely,

*Michelle Spiess*

Michelle Spiess  
President, Collins Elementary PTA  
813-638-1369  
leroycollinspta@gmail.com

*everychild.onevoice*

12424 Summerfield Blvd. Riverview, FL 33569



# Collins Elementary PTA

## 8th Annual

### Panther Run/Walk-a-thon

Your company name and/or logo will be printed on 1200+ shirts! Not only are the shirts worn the day of the Panther Run, but they are often worn during Spirit Days and Field Trips.

# Panther Run

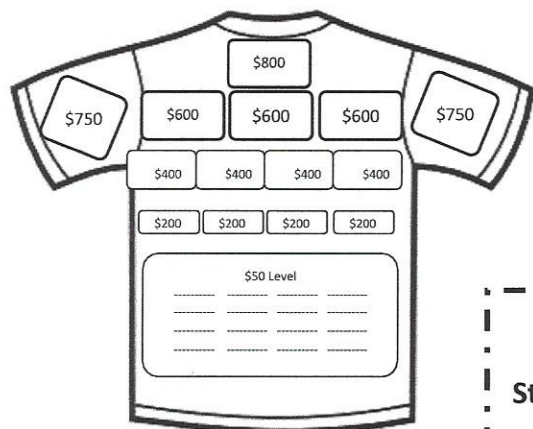
## Shirt Sponsor

### Form

## 2019-2020

### *Sponsor Prices and Levels*

- ☐ Platinum Level ----- \$800 --- Large Name or Logo
- ☐ Diamond Level ----- \$750 --- Large Name or Logo
- ☐ Gold Level ----- \$600 --- Large Name or Logo
- ☐ Silver Level ----- \$400 --- Large Name or Logo
- ☐ Bronze Level ----- \$200 --- Name or Logo
- ☐ Panther Level ----- \$50 --- Name Only (student, family or company name)



Back

Please send a high-resolution photograph of your company's logo to:  
[leroycollinspta@gmail.com](mailto:leroycollinspta@gmail.com)

Please make checks payable and mail to:  
 Collins PTA  
 12424 Summerfield Blvd  
 Riverview, FL 33579

**\*\* Student will receive \$50 credit for each sponsor they send. \*\***

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Panther Run Sponsor Forms & Company Logos are due by: Tuesday, February 18<sup>th</sup>**

Company Name

Contact Name

Street Address

City, State, Zip Code

Phone Number

E-Mail Address

FOR OFFICE USE

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Amount \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

# EXHIBIT 11



Girls With  
**Confidence**™

Helping Girls Develop Positive Self-Esteem for a Lifetime!

# SUMMER CAMPS

**FUN - CREATIVE - UNIQUE**

**COME JOIN US AT**

**PANTHER TRACE- PHASE 2 CLUBHOUSE**  
11518 NEWGATE CREST DRIVE, RIVERVIEW, FL 33579

Healthy Girls Camp: June 15-19  
Confident Friendships Camp: July 20-24

Full (9am-4pm) & Half (9am-12pm) Day Options  
Early registration prices range \$129-\$229

**REGISTER ONLINE AT [WWW.GIRLSWITHCONFIDENCE.COM](http://WWW.GIRLSWITHCONFIDENCE.COM) ~ (813)571-2002**






# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Snively Insurance Agency Inc Melissa Snively, Agent 16209 Fishhawk Blvd Lithia FL 33547		<b>CONTACT NAME:</b> <b>PHONE (A/C No. Ext):</b> 813 662 3622 <b>FAX (A/C No.):</b> 813 662 3621 <b>E-MAIL ADDRESS:</b> kelly.lowry.yn1h@statefarm.com		
<b>INSURED</b> Girls with Confidence LLC  17850 Mission Oak Dr Lithia FL 33547		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A : State Farm Fire and Casualty Company		25143
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

## COVERAGES

CERTIFICATE NUMBER: 02112020

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		98-BZ-E156-6	07/30/2019	07/30/2020	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$						
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						BODILY INJURY (Per person) \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

Panther Trace CDD II  11518 Newgate Crest Dr Riverview FL 33569
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## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 

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