

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

5 The Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development  
6 District was held on Tuesday, March 27, 2018, at 7:00 p.m. at the Panther Trace I Clubhouse, 12515  
7 Bramfield Drive, Riverview, Florida.

8 **FIRST ORDER OF BUSINESS - Roll Call**

9 Ms. Jones called the meeting to order.

10 Present and constituting a quorum were:

11 Megan Jones	Board Supervisor, Chairwoman
12 Mike Staubitz	Board Supervisor, Vice Chairman
13 Dan O'Neill	Board Supervisor, Assistant Secretary
14 Michael Themar	Board Supervisor, Assistant Secretary

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16 Also present were:

17 Rebecca Rivas	District Manager
18 Monica Vitale	Facilities Director

19  
20 *The following is a summary of the discussions and actions taken in the Supervisors meeting.*  
21

22 **SECOND ORDER OF BUSINESS - Pledge of Allegiance**

23 Recited the Pledge of Allegiance.

24 **THIRD ORDER OF BUSINESS – Audience Comments**

25 There being none, next item followed.

26 **FOURTH ORDER OF BUSINESS – Administrative Matters**

27 **A. Consideration and Approval of Minutes of the February 27, 2018 Meeting**

28 Ms. Jones presented the Consideration and Approval of Minutes of the February 27, 2018 Meeting and  
29 asked for any comments, questions or corrections.

30 On a MOTION by Mr. O'Neill, SECONDED by Mr. Staubitz, WITH ALL IN FAVOR, the Board accepted  
31 the February 27, 2018 Minutes for the Panther Trace I Community Development District.  
32

33 **B. Acceptance of the Operations & Maintenance Expenditure February 2018**

34 Ms. Jones introduced the Operations & Maintenance Expenditure for February 2018. Ms. Rivas discussed  
35 the County's requirements on street lights. Ms. Jones requested information on creating a Lighting  
36 District and possible costs for set-up as well as having Ms. Rivas bring a three year cost comparison for  
37 all street light options to the following meeting.

38 Ms. Jones requested to find out what we can do to solve TECO issue. Ms. Vitale stated she could  
39 investigate the sales tax on the TECO Bill.

40 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved  
41 the Operations & Maintenance Expenditures for November and December 2017, for the Panther Trace I  
42 Community Development District.

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44 **C. Acceptance of the Unaudited February 2018 Financial Statements**

45 Ms. Rivas presented the Unaudited February 2018 Financial Statements and asked for any comments, and  
46 questions.

47 Ms. Jones asked about the classification of expenses in the Capital Improvements. Ms. Rivas answered

48 Ms. Jones and explained why funds were placed under Capital Improvements. The Board requested to use  
49 the Reserve Fund to remodel the bathroom and to install solar heat pumps.

50 On a MOTION by Mr. O'Neil, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved  
51 to have staff use the Reserve Fund to remodel the bathroom and to install solar lights, for the Panther Trace  
52 I Community Development District.

53

54 Ms. Jones asked about the miscellaneous line items in the Financial Statements.

55 It was stated by Ms. Jones that Management must seek Board approval for any additional line items. Ms.  
56 Jones directed management to categorize Water Permits under Landscape Miscellaneous. Discussion  
57 ensued.

58 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved  
59 the Unaudited February 2018 Financial Statements, as amended, for the Panther Trace I Community  
60 Development District.

61

62 **FIFTH ORDER OF BUSINESS – Staff Reports**

63 **A. District Manager**

64 Ms. Rivas presented and discussed the FY 2019 Proposed Budget and included a discussion on the fund  
65 balance. Ms. Rivas suggested that the Board should start looking into spending on Capital Assets for  
66 reassurance.

67 Discussion ensued.

68 **B. District Counsel**

69 There being none, next item followed.

70 **C. District Engineer**

71 There being none, next item followed.

72 **D. Facilities Director's Report**

73 Ms. Vitale presented the Facilities Report and discussed the solar panel and heat pump update.

74 Ms. Vitale discussed another proposal regarding the pool coping and requested to have the project done  
75 while the pool is closed from construction.

76 On a MOTION by Mr. Jones, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board approved  
77 to direct staff on the pool coping, not to exceed \$3,000, that will include Material and labor based off better  
78 pricing and warranty in order to meet time commitments, for the Panther Trace I Community Development  
79 District.

80

81 **1. Review of the OLM Inspection Report & Grade Sheet**

82 Ms. Vitale presented the review of the OLM Inspection Report & Grade Sheet.

83 Discussion ensued.

84 **2. LMP Landscape Weekly Summary Report**

85 Ms. Vitale presented the LMP Landscape Weekly Summary Report.

86 Discussion ensued.

87 **3. Review of Remson Aquatics Pond Maintenance Report**

88 Ms. Vitale presented the review of Remson Aquatics Pond Maintenance Report.

89 Discussion ensued.

90 **SIXTH ORDER OF BUSINESS – Public Comments**

91 There being none, next item followed.

92 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

93 Mr. O’Neill inquired about the District’s plan discussed in Fall 2017 to have cars towed that are parked on  
94 the grassy area near the school during pick up and drop off despite the signage indicating it is forbidden.

95 The Board agreed to ask the school principal to make an announcement about towing and to advertise  
96 through flyers for one week.

97 Mr. Themar mentioned a fence that is knocked down. Ms. Vitale stated she would check with fire  
98 department to see if the entry requires them to enter for emergency reasons and find out if a gate can be  
99 installed.

100 **EIGHTH ORDER OF BUSINESS – Adjournment**

101 On a MOTION by Mr. O’Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adjourned  
102 the meeting for the Panther Trace I Community Development District.

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

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

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\_\_\_\_\_  
Signature

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

Title:  Secretary  Assistant Secretary

*Megan Jones*  
\_\_\_\_\_  
Signature

*Megan Jones*  
\_\_\_\_\_  
Printed Name

Title:  Chairman  Vice Chairman