

# PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

May 22, 2007 Minutes of Meeting

## *Minutes of the Regular Meeting*

The Regular Meeting of the Board of Supervisors for Panther Trace Community Development District was held on Tuesday, May 22, 2007 at 6:00 p.m. at The Panther Trace Clubhouse, located at 12515 Bramfield Avenue, Riverview, Florida 33569.

### **1. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Regular Meeting of the Board of Supervisors of the Panther Trace Community Development District to order on Tuesday, May 22, 2007 at 6:05 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman
Kenneth Roberts	Supervisor
Andrea Berberat	Supervisor

Staff Members Present:

Brian Lamb	District Manager, District Management Services, LLC
Allison Martin	District Management Services, LLC

*Mr. Lamb noted that District Counsel and the District Engineer were advised that their attendance was not necessary due to business items scheduled.*

Audience Members Present:

Various residents in attendance

### **2. BUSINESS ADMINISTRATION**

#### A. Consideration of the Minutes of the Board of Supervisors Meeting held on April 24, 2007

Mr. Lamb noted that the minutes from the meeting held on April 24, 2007 were located behind Tab 1. He asked if there any additions, deletions or corrections to the minutes as presented. Mr. Roberts noted that the meeting was continued until April 30, 2007, as opposed to being adjourned as reflected in the minutes. The continued meeting was an open forum workshop, for which no minutes were produced.

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting held on April 24, 2007, as amended.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

B. Consideration of Operation and Maintenance Expenditures- May 2007

Mr. Lamb stated that the monthly operational expenses have been presented behind Tab 2. He asked if there were any questions. There were several items identified by the Chairman, which are pending final review and verification by Staff. Ms. Burke identified the following items for review:

<u>VENDOR</u>	<u>INVOICE</u>	<u>AMOUNT</u>
B.O.C.C.	217-3834.300032807	\$16.99
Brandon Lock & Safe	14677	\$154.50
Central Florida Landscaping	8200	\$1,311.00
Central Florida Landscaping	8201	\$3,125.00
Central Florida Landscaping	8213	\$615.97
Creative Mailbox & Sign	157144-IN	\$158.00
TECO	14760957900040307	\$50.00
TECO	14760957900042307	\$45.74
TECO	14760958040040307	\$50.00
TECO	14760958040042307	\$47.10
TECO	14760961340041307	\$50.00
TECO	14760961340042407	\$38.00
TECO	14760961850041807	\$50.00
TECO	14760961850042407	\$38.00
TECO	16980002080032607	\$9,270.09
TECO	16980002080042507	\$9,482.89

After a brief discussion, it was noted that all Board members should receive full copies of the monthly expense disbursements in their circulated agenda packets. Mr. Lamb stated that prior to expenses being approved for payment, the Director of Operations will review all invoices to ensure that they are paid by the correct District and are services received as requested.

MOTION TO:	Approve the Operation and Maintenance Expenditures- May 2007, pending final review by Staff of items identified by the Chairman.
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

**3. SUPERVISORS REQUESTS AND AUDIENCE COMMENTS**

Mr. Lamb stated that the next item on the agenda was Supervisor requests and audience comments. He noted that there were several audience members in attendance.

Ms. Burke briefly reviewed details of the Capital Improvement project particularly as it relates to the ball field upgrades. She noted that residents can view the basic plan on the community website, [www.panthertraceodd.org](http://www.panthertraceodd.org). She noted that, once complete, a community wide event is planned to open the newly upgraded field.

A resident questioned the process for reporting street light outages. Mr. Lamb noted that the street lighting is handled by TECO and reports should be made directly to the either via their website or telephone. He noted that each pole has a tag identifying the pole number. This number helps expedite the repair request.

#### 4. BUSINESS ITEMS

##### A. Consider Proposed Annual Budget for Fiscal year 2008 & Set Public Hearing- Resolution 2007-05

Mr. Lamb stated that the proposed budget for the upcoming fiscal year has been provided behind Tab 3. He noted that the approval of the proposed budget simply begins the budgeting process. The District is required to forward a copy of the proposed budget to Hillsborough County at least 60 days prior to the holding of the required public hearing. At the public hearing, the Board will receive comment on the budget, and make its final determination for the annual budget for the fiscal year 2008 (October 1, 2007 through September 30, 2008). Based on the final adopted budget, information will be provided to the Hillsborough County Tax Collector for collection of assessments via the tax roll.

Mr. Lamb recommended that the Board hold a community workshop to discuss the budget and suggestions for the upcoming year's consideration by the Board.

After a brief discussion, the Board approved the proposed budget totaling \$767,258.96 and set the public hearing for July 24, 2007, in conjunction with the regularly scheduled meeting.

MOTION TO:	Approve Resolution 2007-05, Approving the Fiscal Year 2008 Proposed Budget and Setting the Public Hearing for August 28, 2007 at 6:00 p.m. at the Panther Trace Clubhouse, located at 12515 Bramfield Avenue, Riverview, Florida 33569.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

##### B. Public Hearing on Rules of Procedure

Mr. Lamb noted that a public hearing on the Rules and Procedures was advertised as required statutorily. He asked for a motion to open the public hearing. Mr. Lamb noted that rules relate to all operating policies and procedures of the District.

MOTION TO:	Open the public hearing on the Rules of Procedure
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

Mr. Lamb stated that the focus of the public hearing is the policies and rules that are specific to the nature areas, holiday lighting, entry signage, parking, recreation facility usage, and encroachment policy (distributed under separate cover to the Board).

There were comments from the audience. He noted that the Board may close the public hearing. He noted that the Board may open the floor for comments from the audience at any time they chose even once the public hearing has been formally closed.

MOTION TO:	Close the public hearing on the Rules of Procedure
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

Mr. Lamb noted that the consideration of Resolution 2007-06, adopting the Rules of Procedure will be tabled until the next meeting in order to provide additional review of the rules by the Board.

#### C. Bond Analysis Discussion

Mr. Lamb noted that a bond analysis has been provided by the District's Investment Banker, Prager, Sealy & Co., LLC (behind Tab 5). This relates to possible refunding opportunities for the existing bonds. The original bonds were tax exempt, non-rated instruments based on the new formation of the District. Now the District has reached levels that provide for the availability for rated bonds and provisions to eliminate a portion of the reserve fund requirements. This will provide a substantial interest savings. He asked if there were any questions from the Board. The Board requested a representative from Prager, Sealy & Co. to attend the next meeting to address and questions and/or concerns.

#### D. Re-Designation of Certain Officers- Resolution 2007-07

Mr. Lamb noted that the offices of Treasurer and Assistant Treasure are filled by members of the management firm. Due to internal personnel changes, Staff requests that the officers be re-designated. It is recommended that Steve Connolly be named as Treasurer and Jeff Moore be named as Assistant Treasurer.

MOTION TO:	Approve Resolution 2007-07, Re-designating Steve Connolly as Treasurer and Jeff Moore as Assistant Treasurer.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

#### E. General Matters of the District

Mr. Lamb stated that there were no items to present to the Board.

## 5. STAFF REPORTS

### A. District Counsel

Not present.

### B. District Engineer

Not present.

### C. District Manager

1. Financial Statement- Month Ended March 31, 2007 (Behind Tab 6)
2. Electoral Voter Count

Mr. Lamb noted that the District is required to disclose the number of registered voters residing within the District as April 15<sup>th</sup> each year. He stated that verification has been received from the Supervisor of Elections stating that 1,052 voters reside within Panther Trace CDD as of April 15, 2007. The Board requested that the actual voter demographics be requested from the Supervisor of Elections.

### D. Field Manger

1. Report

Ms. Martin gave a brief summary of the operational items she has been working on since the last meeting (circulated behind Tab 8). Ms. Martin reviewed the staffing schedule for the District. She noted the new clubhouse, which along with assistance by the pool monitors (currently being hired), will have staff at the clubhouse for limited hours each day.

Ms. Martin reviewed the upgrade community patrol being completed by the Sheriff's office.

Ms. Martin noted that a community summer bash is currently being scheduled for July 21, 2007.

## 6. ADJOURNMENT

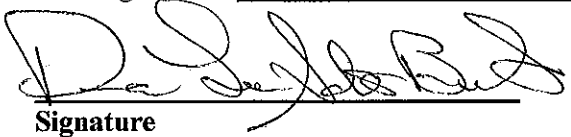
Mr. Lamb asked for a motion to adjourn the meeting.

MOTION TO:	Adjourn the Regular Meeting of the Panther Trace Community Development District at approximately 7:38 p.m.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

*\*These minutes were done in summary format.*

*\*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.*

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

  
Signature

Donna Lee Adams Burke  
Printed Name

Title:

- Chairman
- Vice Chairman

  
Signature

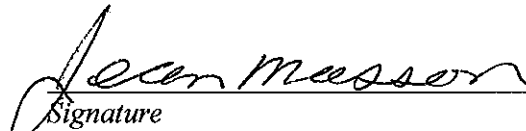
Z. L. L.  
Printed Name

Title:

- Secretary
- Assistant Secretary



Recorded by Records Administrator

  
Signature

6/28/07  
Date