

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

February 26, 2008 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, February 26, 2008, at 6:30 p.m. at The Panther Trace Clubhouse, located at 12515 Bramfield Avenue, Riverview, Florida 33579.

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, February 26, 2007, at 6:40 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman
Megan Jones	Vice Chairman
Andrea Berberat	Supervisor
Kenneth Roberts	Supervisor

Staff Members Present:

Brian Lamb	District Manager, District Management Services, LLC
John Vericker	District Counsel, Straley & Robin

Audience Members Present:

Richard Leahman
Curt Vercruysse

2. BUSINESS ADMINISTRATION

- A. Consideration of the Minutes of the Board of Supervisors Meetings held on January 22, 2008
Chairman Burke presented the minutes of January 22, 2008. Page 2 item c between January 2008 typo graphical error, page 3 item d confusion on motion on natural resource policy, continued to page 4 as well as a couple typographical errors.

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting held on January 22, 2008 with corrections as stated.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: motion Passed 4/0 - Motion passed unanimously

B. Consideration of Operations and Maintenance Expenditures, February, 2008

Clarification was requested on several invoices. It was pointed out that invoice number 400 from Cornerstone Hardscape was for Weston in Phase II. Concern was expressed over the process and timeliness of paying the off duty sheriff officers. The log sheets requested were not provided. Request that MHD Communications adjust the bill for the door locks as they should have done the job correctly on the first visit. Mr. Lamb stated he would check with MHD for the details.

MOTION TO:	Approve the Operations and Maintenance Expenditures, February, 2008 as presented with DMS exploring the concerns of the Board as presented.
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: motion Passed 4/0 - Motion passed unanimously

3. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

Chairman Burke asked if there were any Audience comments.

A resident stated he is trying to learn about the community. He stated he noticed on the main road coming in that when watering it is shooting across the road, Chairman Burke stated this is being addressed with the landscapers. A resident spoke of a problem with a dog and his neighbor. Chairman Burke explained that the problem is between the neighbor and the resident and he should contact the Home Owners Association and Supervisor Berberat advised the resident of the next meeting. There were no further questions.

4. BUSINESS ITEMS

A. Employee Bonus / Yearly Increase Policy

Mr. Lamb stated that a memorandum was prepared and he reviewed the recommendation with the Board. Discussion held on percentages of increases and guidelines for awarding those increases or bonuses. Discussion was held regarding the timeline and existing evaluations and potential increased scheduled for hiring anniversaries and how best to incorporate this policy.

MOTION TO:	Approve the Employee Bonus / Yearly Increase Policy as amended by District Management Services with the correction from second yearly bonus to salary adjustments with the salary adjustment being a cost of living based on the CPI index and the above and beyond portion being based on the CPI index with increases up to 3% over the CPI using December 1 st as initiation and staff will coordinate with a Board member to develop performance evaluations.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: motion 4/0 - Motion passed unanimously

- B. Approval of Court and Multipurpose field rules and policy Mr. Lamb reviewed the memorandum with the Board and discussion was held regarding the age limitation and concerns of lack of supervision of children. Issues that need further review and discussion are verbiage on item # 10, smoking rule of ten feet, age issues, typo on # 15, # 17 foods and drink on court strike out # 14. Mr. Lamb indicated this is a draft and feedback from staff on what is working and what is not working is important, Mr. Lamb stated age 14 is his preference professionally, that smoking within 5 feet of the edges of the court is reasonable. Mr. Lamb recommended that these changes be made and it brought back for a motion. Chairman suggested that the age be 13 which would be in the middle of the District Managers recommendation and the age suggested by one of the Supervisors. The Board agreed upon age 13, no food on the courts, no smoking within 5 (five) feet of the courts; strike the initial verbiage to use courtesies on # 10. #9 take out the first sentence, # 15 pet owners are responsible for adhering to all Hillsborough County Pet Ordinances. Chairman Burke asked for a motion to adopt the rules as amended.

MOTION TO:	Approved the Court / Multipurpose Field Rules and Policy as amended.
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: motion Passed 4/0 - Motion passed unanimously

C. General Matters of the District

Mr. Lamb stated he had received the contract from Grau and Associates for the 2007 audit services and have reviewed the proposed contract and recommended awarding it to Grau. There is a \$300 increase in the fees. Discussion held that the increase is what was called for in the prior agreement should the CDD choose to renew the contract for services and that the prior contract was awarded through the proposal and hearing process.

MOTION TO:	Approve the audit agreement with Grau and Associates for 2007 audit services.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Jones
DISCUSSION:	None further
RESULT:	Called to Vote: motion Passed 4/0 - Motion passed unanimously

5. STAFF REPORTS

A. District Counsel

District Counsel reviewed the election process and the dates with the Board. Discussion held with questions from the Board.

District Counsel reviewed legislation on public records and e-mail communication.

District Counsel inquired to the Board about the car accidents, Chairman Burke stated the Board wanted to determine if the damages caused to landscaping and lighting were sufficient to justify pursuing restitution from the at fault driver and owner. District Counsel stated they could review and speak more about it at the next meeting.

B. District Engineer
Not Present

C. District Manager

1. Financial Statements, Month Ended December 31, 2008
2. Re-Cap Bond Refinancing
Mr. Lamb spoke about final refinancing numbers.
3. E-Mail Policy

Mr. Lamb spoke regarding e-mail menu and set up of CDD mailing address to insure backup and records retention requirements are being met. Discussion held with questions from the Board.

MOTION TO:	Approve the e-mail policy with associated fees.
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Jones
DISCUSSION:	None further
RESULT:	Called to Vote: motion Passed 4/0 - Motion passed unanimously

4. Managers Report

Board reviewed report.

Some discussion regarding landscaping issues, Chairman Burke asked when was the last time Luke Brothers did a blanket pesticide application. It was noted in the landscape evaluation the pond vendor Remson Aquatics was cited for debris floating in the ponds. Concerning pruning of the Crepe Myrtles, Chairman Burke stated that in her experience pruning is usually done in November or February but it is the end of February and our Crepe Myrtles still are not done and wants a more proactive approach in the pruning. The Board asked Mr. Lamb how to address these needs and he said he would send out an e-mail communication to Luke Brothers explaining they are under a contract to provide these services. The Board had a question about a wireless modem and Mr. Lamb explained it was set up and it is available for use the system included a firewall and offers no risk. Supervisor Jones stated the newsletter was well done.

Earth day: the Board has questions as to the timeline, costs and the possibilities of the residents volunteering to assist.

Supervisor Kenneth Roberts exits at 8:10 p.m.

MOTION TO	Approve and support the Earth Day project and authorize staff to get the appropriate insurance and take steps necessary.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: motion Passed 3/0 - Motion passed unanimously

6. ADJOURNMENT

MOTION TO:	Adjourn the meeting at approximately 8:56 p.m.
MADE BY:	Supervisor Jones
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 March 25, 2008.

[Signature]
Signature

Donna Lee Adams Burks
Printed Name

Title:
 Chairman
 Vice Chairman

[Signature]
Signature

[Signature]
Printed Name

Title:
 Secretary
 Assistant Secretary



Recorded by Records Administrator

[Signature]
Signature

3/27/08
Date