

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

July 22, 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, July 22, 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, July 22, 2008, at 6:40 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman
Ken Roberts	Supervisor
Andrea Berberat	Supervisor

Staff Members Present:

Brian Lamb	District Manager, District Management Services, LLC
Jeri Connor	Assistant District Manager, District Management Services, LLC
Monica Vitale	Recreation Manager

Audience Members Present:

Pete Lucadano	Representative, Luke Brothers
Chelya Seymour	Representative, Luke Brothers
Residents	

2. BUSINESS ITEMS

A. Landscape Discussion with Luke Brothers

Ms. Burke stated that they asked representatives of Luke Brothers to attend the meeting today to address the Board's concerns with the landscaping in the District.

Items of discussion included:

- Lack of consistent mowing on Highway 301.
- Amended contract previously to include the clear out the overgrowth and maintain the area on Highway 301. Overgrowth is not being maintained.
- Issues with the annual rotation. New plants are dying and the plant areas are getting smaller.
- Mowing the passive parks every one and a half week to two weeks is not sufficient. Should be getting mowed on a weekly basis.
- Multi purpose field is not being mowed on a consistent basis and last time it was mowed there were piles of dead grass left on the field that should have been raked out.
- Dead sod in areas where new sod was just installed.
- Grass left around the retention ponds.
- Timing of sprinkler heads out of compliance with Hillsborough County water restrictions.
- Landscapers trimming the annuals with hedge clippers then using them on the thyrallis.
- Ligustrum being pruned as hedges when they are intended to be trees.

- Weed trimming along the black chain link fence is only being done on one side. Weeds are growing through the fence.
- Playground area is not being maintained. Last time maintenance was done was in March. No mulch under the playground.
- Weeds around the trash cans.
- There are weeds, trash, and dying plants in the butterfly garden.
- Irrigation system
- Need for curb appeal at the entrance way.
- Lines of communication
- When medians are being maintained the grass is not being mowed to the curb.
- Pesticide flags are being mowed over.
- Pine needles being left in piles.
- Weeds in the volleyball court.

Mr. Lucadano addressed the Board's concerns and stated that Luke Brothers will continue to increase and improve their efforts for the District. Ms. Seymour stated that if the Board members had any suggestions for alternative plants or flowers they are open to ideas. Ms. Burke stated that they do not want any marigolds.

3. AUDIENCE COMMENTS

Item of discussion included:

- Complaint about dog owners not cleaning up their dog feces on CDD property. Limitations of the CDD enforcing the offense. Different ways of communicating to the residents about the need to clean up their dogs feces.

4. BUSINESS ADMINISTRATION

A. Consideration of the Minutes of the Board of Supervisors Meetings held on June 24, 2008 (Tab 1)

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting held on June 24, 2008.
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 Operations and Maintenance Expenditures, July, 2008 (Tab 2)

Items of discussion were:

- Request to white out Mr. Kennedy's credit card number on the invoice from AAA prior to posting on District website.
- Cleaning services being provided by Suzanna Kimball. Possibly change cleaning schedule to accommodate busier times at the clubhouse.

- Being billed for work done in February by Alpaugh Plumbing and Supply, Inc. Mr. Lamb to ensure that the District is not being billed twice for the same work.
- Need for sand replacement at the volleyball courts. Possible solutions to prevent the loss of the sand due to the rain.

MOTION TO:	Approve the Operations and Maintenance Expenditures - July 2008 totaling \$56,292.65 (subject to the research of invoice S-87925 from Alpaugh Plumbing and Supply, Inc.)
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: Motion Passed 3/0 - Motion passed unanimously

5. BUSINESS ITEMS CONTINUED

A. Review of Arbitrage Report Series 2002A & B (Tab 3)

Mr. Lamb stated that the reports are done to ensure that the District doesn't earn more money on the bond money that it is holding than it owes on the debt. Mr. Lamb stated that the report is stating that there is no problem and that the required annual review by an outside agent has been completed. General discussion ensued.

MOTION TO:	Approve the Series 2002A & B Arbitrage Report prepared June 19, 2008.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: Motion Passed 3/0 - Motion passed unanimously

B. Review of Operations

Mr. Lamb distributed copies of a memo dated December 2005 outlining the responsibilities of the District Manager, Field Manager, and Recreational Manager. He stated that at that point they looked at the loss of a full time Operations Manager who compensated approximately \$50,000 per year. Mr. Lamb stated that when that individual resigned Staff proposed a solution divvying up the responsibilities between several parties including the creation of a Recreational Manager. He stated that at the time of the contract Field Management services were not included with the acknowledgement that there was a full time staff member on site providing the services. Mr. Lamb stated that the Board has requested an explanation of what each Staff member is responsible for.

Mr. Lamb briefly reviewed the services of the District Manager, Field Manager/Assistant District Manager as well as the Recreational Manager.

Ms. Burke recommended that they table any discussion on how the new delineation best works for the District until such time as all Board members are in attendance and to provide more time to review the outline of services.

C. Budget Workshop

Mr. Lamb presented the proposed Fiscal Year 2009 Budget for the Board.

D. General Matters of the District

Mr. Lamb clarified the seats up for election in November. He stated that Mr. Roberts's seat will be up for election at a Landowner Election and the candidate with the highest number of votes will receive a four year term. Mr. Lamb stated that Mr. Trask and Ms. Berberat's seats will be up for election at the General Election on November 4, 2008. He stated that Mr. Roberts and Dennis Stevens are the only qualified candidates for the two seats up at the General Election. Mr. Lamb stated that sample proxies and ballots were available at the last meeting. He stated that the proxies and ballots will be available on the District website for the residents. Ms. Burke recommended that they include information about the elections in the upcoming community newsletter.

Mr. Lamb stated that the contract with Luke Brothers, Inc. is at a point where the Board should make a decision on whether to continue utilizing their services. He stated that there is a 30 day provision in order for the District to effectuate entering the public bidding process. Mr. Lamb stated that it will take approximately 60-75 days to complete the bidding process. He stated that if the Board makes a determination that they would like to maintain and keep the service provider in place they would send a memorandum to Luke Brothers, Inc. letting them know that the District would like to engage them through the 2nd year of the contract. Mr. Lamb stated that if the Board is not going to continue with Luke Brothers, Inc. they need to make the decision tonight or at the next meeting so that they can start the appropriate procedures for the public bidding process. It was stated that the current contract with Luke Brothers, Inc. was through September 15, 2008. General discussion ensued regarding utilizing a third party service to review the performance of the landscape maintenance company. The Board decided to obtain proposals from other landscape maintenance vendors as well as a third party company.

6. STAFF REPORTS

A. District Counsel

Not present.

B. District Engineer

Not present.

C. District Manager

1. Financial Statements, Month Ended May 31, 2008 (Tab 4)

2. Operation Manager Report (Tab 5)

Ms. Berberat stated that they had previously discussed fencing off the children's pool play area from the main pool area as well as designating a specific area for smoking and asked for an update.

Ms. Berberat stated in the Operations Report it mentions the issue they are having with residents completing the clubhouse rental agreement and not attending the event. She stated that she supports the recommendation of changing the rental agreement to reflect that the resident must attend the event or the non-resident fee will be charged but stated that it should reflect that they have to attend the "entire" event.

Mr. Lamb stated that it is the recommendation of District Staff that they amend the leasing agreement to include language which mandates that they use the approved or appropriate parking spaces and highlight the provision that parking in the round about is not appropriate.

MOTION TO:	Authorize District Management to modify the form of the leasing agreement to include the language as outlined.
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 – Motion

Ms. Vitale provided an update on the upcoming Fun in the Sun event.

Mr. Lamb provided an update on the Panther Trace II CDD.


7. ADJOURNMENT

MOTION TO:	Adjourn the regular Panther Trace Community Development District meeting at 8:55 p.m.
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
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 Aug 28, 2008.



Signature

Donnahee Adams
Printed Name

Title:

- Chairman
 Vice Chairman

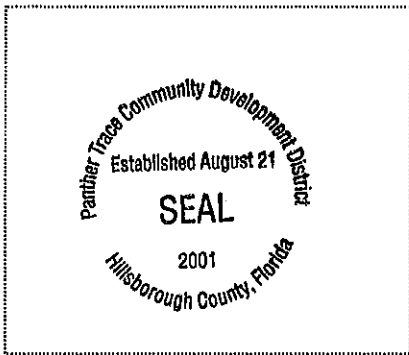


Signature

Printed Name

Title:

- Secretary
 Assistant Secretary



Recorded by Records Administrator



Signature

10/7/08
Date