

# PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

---

August 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, August 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, August 26, 2008, at 6:40 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman
Megan Jones	Vice Chairman ( <i>joined meeting in progress</i> )
Anthony Trask	Supervisor
Ken Roberts	Supervisor
Andrea Berberat	Supervisor

Staff Members Present:

Brian Lamb	District Manager, District Management Services, LLC
Pete Altman	District Management Services, LLC
John Vericker	District Counsel, Straley & Robin, P.A.
Monica Vitale	Recreation Manager

Audience Members Present:

Residents

### **2. BUSINESS ADMINISTRATION**

A. Consideration of the Minutes of the Board of Supervisors Meetings held on July 22, 2008 (Tab 1)

Ms. Berberat stated that on page two in the first paragraph it should reflect that "Ms. Burke stated that they do not want any marigolds."

Mr. Trask and Mr. Roberts did not have any comments.

Ms. Burke stated that on page two under section 4B the word "Insufficient" should be removed from the second bullet point.

Ms. Burke stated that she had several other administrative matters to address on the minutes and will discuss them with Mr. Lamb.

<b>MOTION TO:</b>	Approve the Minutes of the Board of Supervisors Meeting held on July 22, 2008 (as amended).
<b>MADE BY:</b>	Supervisor Berberat
<b>SECONDED BY:</b>	Supervisor Roberts
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

B. Consideration of Operations and Maintenance Expenditures August 2008 (Tab 2)

Items of discussion were:

- Explanation of new client set up fee from First Advantage SBS
- Ability to recover fee for Luke Brothers, Inc. for vandalism from offender
- Explanation of item invoiced for from Pool Time and tracking of services calls
- When the motor on the mushroom fountain will be replaced
- Explanation of the services that Keri Systems from MHD Communications provides for the District and possible alternative solutions.
- Understanding the billing from DecisionHR, Inc.
- Lack of date stamp or indication that the invoice from Hillsborough County Sheriff's Office has been paid
- Work done on invoice 1007713 from Luke Brothers, Inc. was not authorized by Ms. Vitale and should have been processed as a change order
- Personal information to be removed from invoices or funding requests

<b>MOTION TO:</b>	Approve the Operations and Maintenance Expenditures – August 2008 totaling \$66,408.69.
<b>MADE BY:</b>	Supervisor Trask
<b>SECONDED BY:</b>	Supervisor Berberat
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

**3. SUPERVISOR REQUEST AND AUDIENCE COMMENTS**

Ms. Burke asked if there were any audience comments.

Items of discussion included:

- Large oak tree located behind 12227 Adventure needs to be maintained if on CDD property
- Row of bushes on Panther Trace Boulevard not healthy. Request to improve drainage and regulate irrigation. Plant replacement was requested for damaged bushes.
- Question regarding the process of responding to emails sent through District website

1. Discussion Regarding Petty Cash Balance & Limitations (Tab 3)

Ms. Burke stated that she requested that the Petty Cash Balance be increased within 30 days of a community event to allow for Clubhouse Staff to purchase the supplies needed for the event without having to use their own personal funds. It was stated that currently the maximum petty cash balance is \$300. Discussion ensued.

MOTION TO:	Increase the petty cash amount 30 days prior to a community event to \$500.
MADE BY:	Supervisor Berberat
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

2. Review of Field Services (Tab 4)

Ms. Burke stated that at a previous meeting Ms. Jones requested detailed explanation of the Field Services provided by District Management Services, LLC. She stated that Ms. Jones was unable to attend the meeting and recommended that they table this item.

3. Consideration of Resident Request (Tab 5)

Ms. Burke stated that they received a resident request for authorization to utilize the clubhouse on August 22<sup>nd</sup> from 1:00 to 7:00 p.m. and to have a pony ride and cotton candy machine. Advisability of allowing ponies was questioned. Mr. Lamb stated that the request for the pony ride was denied. Discussion ensued regarding the impact and liability of the cotton candy machine as they would be plugging an electronic device into District services. Mr. Altman recommended that they come up with a reasonable use policy for the clubhouse and bring back before the Board at the next meeting for future use. Mr. Roberts requested that they find out what the maximum amps able to be plugged into the outlet.

Mr. Lamb stated that there is also a request from the pastor of the church to be able to advertise in the community newsletter. Mr. Vericker stated that they needed to use a uniform policy for all advertising. Discussion ensued regarding the District's limitations on allowing private advertising in the newsletter. Ms. Burke stated that it was the consensus of the three Board members to direct DMS to keep the advertising policy as stands.

**4. BUSINESS ITEMS**

- A. Public Hearing on Fiscal Year 2009 Budget
  - 1. Open Public Hearing

Mr. Lamb asked for a motion to open the public hearing.

<b>MOTION TO:</b>	Open the public hearing on Fiscal Year 2009 Budget.
<b>MADE BY:</b>	Supervisor Berberat
<b>SECONDED BY:</b>	Supervisor Trask
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

Mr. Lamb reviewed the proposed Fiscal Year 2009 Budget for the Board and audience. He stated that the Fiscal Year 2008 budget totaled \$767,387 and the proposed Fiscal Year 2009 Budget totals \$739,189 which is a reduction of \$28,198. Mr. Lamb provided an overview of the changes to the operating budget and the process for the collection of the assessments. The Board members voiced their concerns regarding the Security/Off Duty Sheriff and Uninsurable Assets line items. Mr. Altman further reviewed the budget for the Board.

## 2. Public Comment & Testimony

Mr. Lamb asked if there was any public comment or testimony.

- Necessity of Courtesy Patrol – Mr. Lamb stated that this item could be addressed at a future meeting and a policy could be adopted.
- Whether there is sufficient funding for club facility maintenance

## 3. Consideration of Resolution 2008-02, Adopting Fiscal Year 2009 Budget (Tab 6)

<b>MOTION TO:</b>	Approve Resolution 2008-02, Adopting Fiscal Year 2009 Budget.
<b>MADE BY:</b>	Supervisor Trask
<b>SECONDED BY:</b>	Supervisor Berberat
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

## 4. Consideration of Resolution 2008-04, Imposing Special Assessments and Certify Assessment Roll

Mr. Lamb and Mr. Vericker reviewed the resolution for the Board. Ms. Burke asked if there were any questions. There were none.

<b>MOTION TO:</b>	Approve Resolution 2008-04, Imposing Special Assessments and Certify Assessment Roll.
<b>MADE BY:</b>	Supervisor Berberat
<b>SECONDED BY:</b>	Supervisor Trask
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

5. Close Public Hearing

Mr. Lamb asked for a motion to close the public hearing.

<b>MOTION TO:</b>	Close the public hearing on the Fiscal Year 2009 Budget.
<b>MADE BY:</b>	Supervisor Trask
<b>SECONDED BY:</b>	Supervisor Roberts
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

B. Consideration of Resolution 2008-03, Adopting Fiscal Year 2009 Meeting Schedule (Tab 7)

Mr. Lamb stated that currently the Board meets on the 4<sup>th</sup> Tuesday of the month. General discussion ensued regarding possibly changing from meeting every month to every other month. The Board decided to keep the meeting schedule the same. Mr. Lamb stated that the Board could schedule monthly meetings and cancel meetings if there are no business items to discuss.

<b>MOTION TO:</b>	Approve Resolution 2008-03, Adopting Fiscal Year 2009 Meeting Schedule as 4 <sup>th</sup> Tuesday of the month (with the exception of December) at 6:30 p.m. at the Panther Trace Clubhouse located at 12515 Bramfield Avenue, Riverview, FL 33579.
<b>MADE BY:</b>	Supervisor Berberat
<b>SECONDED BY:</b>	Supervisor Trask
<b>DISCUSSION:</b>	Ms. Burke stated that the zip code listed is incorrect. She stated that it should be 33579.
<b>RESULT:</b>	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

C. Operation Services Review

This item was not discussed.

D. Discussion Regarding Request for Gate of Heaven Church Advertisement in Newsletter (Tab 8)

Discussed earlier in meeting.

E. Consideration of OLM Landscape Maintenance Agreement (Tab 9)

Mr. Lamb stated that the landscaping services are out for bid and he would recommend the assistance of OLM, Inc. in the bid process. Mr. Lamb stated that a form of a landscape maintenance or overview of the landscape maintenance agreement with OLM, Inc. is included in the meeting book. He stated that OLM would do a monthly drive through with the vendor with write ups, recommendations, and deficiencies. Mr. Lamb stated that the proposed fee is \$15,000 for bid assistance or 75% of the first year's savings from the current contract and \$1,200 per month for monitoring of the landscape maintenance. Ms. Burke stated that her opinion is that you should reward performance so she would be inclined to agree to a 75% of the first year's savings. Ms. Burke asked Mr. Roberts for his opinion concerning the OLM contract as Mr. Roberts has a significant level of experience dealing with labor contracts. Mr. Roberts expressed no concerns with the contract for OLM. Mr. Roberts asked Mr. Lamb if he had utilized companies similar to this in other Districts. Mr. Lamb replied affirmatively. Mr. Roberts asked what the percentage of savings typically was. Mr. Lamb stated that it depends on the project. He stated that for their particular project he would think that they wouldn't receive substantial savings because of the exercise last year. Mr. Roberts stated that he also wasn't sure that the savings would be there so he recommended going with the 75% option. Mr. Lamb advised the Board to approve the monthly maintenance inspections at the proposed contract amount and select the alternative method for the bid process of 75% of the first year's savings of the current landscape maintenance contract.

MOTION TO:	Authorize Staff to enter into negotiations with OLM, Inc. for an agreement for landscape maintenance inspection services limiting the monthly fee for trips to no more than \$1,200 and utilizing the 75% of the first year's savings of the current landscape maintenance contract for landscape maintenance bid package and authorize the Chairman to execute the agreement.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

*(Ms. Jones joined the meeting in progress.)*

F. General Matters of the District

No further matters were presented.

## 5. STAFF REPORTS

### A. District Counsel

Mr. Vericker stated that there is one lot in Smith Homes that filed for bankruptcy. He stated that he is in the process of finding out the amount owed and is securing the CDD's assessments.

### B. District Engineer

Not present.

### C. District Manager

#### 1. Financial Statements, Month Ended June 30, 2008 (Tab 10)

#### 2. Operation Manager Report (Tab 11)

Mr. Lamb reviewed the Operation Manager Report for the Board. He stated that the new motor on the mushroom fountain should have been installed today. Ms. Vitale stated that the motor has not installed. Mr. Lamb stated that he will contact the vendor to ensure that it gets completed. General discussion ensued.

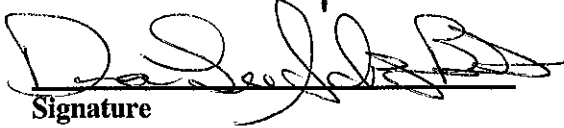
## 6. ADJOURNMENT

MOTION TO:	Adjourn the regular Panther Trace Community Development District meeting.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Berberat
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - 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.*

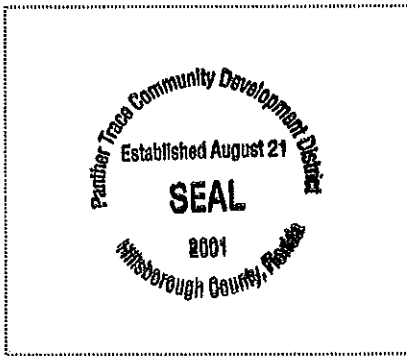
Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on Sept. 23, 2008.

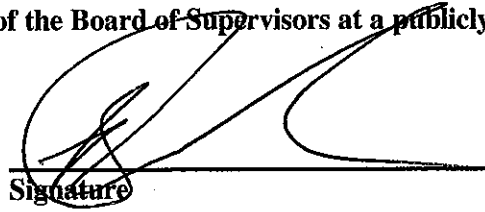
  
Signature

Donna Lee Burke  
Printed Name

Title:

- Chairman
- Vice Chairman

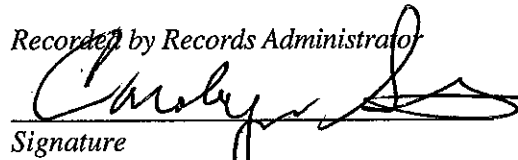


  
Signature

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

Title:

- Secretary
- Assistant Secretary

Recorded by Records Administrator  


Signature

10.3.08  
Date