

PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT

October 27, 2009 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, October 27, 2009, 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, October 27, 2009, at 6:30 p.m.

Board Members Present and Constituting a Quorum:

Donna Lee Burke	Chairman (<i>joined meeting in progress</i>)
Megan Jones	Vice Chairman (<i>joined meeting in progress</i>)
Michael Staubitz	Supervisor
Kenneth Roberts	Supervisor
Dennis Stevens	Supervisor

Staff Members Present:

Brian Lamb	District Manager, District Management Services, LLC
Peter Altman	District Manager, District Management Services, LLC
Tony Canorro	Assistant District Manager, District Management Services, LLC
Monica Vitale	Recreation Manager

Audience Present:

Lance Wood	Representative, Pool Time
Residents	

2. PLEDGE OF ALLEGIANCE

Mr. Lamb led the Board in reciting the Pledge of Allegiance.

3. BUSINESS ADMINISTRATION

A. Consideration of Minutes of Board of Supervisors' Meeting on August 25, 2009 (Tab 1)

MOTION TO:	Approve the Minutes of the Board of Supervisors Meeting on August 25, 2009.
MADE BY:	Supervisor Roberts
SECONDED BY:	Supervisor Staubitz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

(Ms. Burke and Ms. Jones joined the meeting in progress.)

B. Consideration of Operation and Maintenance Expenditures September 2009 (Tab 2) and October 2009 (Tab 3)

Items of discussion included:

- Express 1 invoice to be removed – incorrect District
- Pool Time invoice for palm tree repair to be removed – incorrect District
- Auto insurance needs to be renegotiated – should have maximum deductible for PIP and low mileage discount.
- Need to send demand letter to Estates del Sol neighbor for trash cleanup
- Pool Time to provide recommendations for pool improvements at the next meeting

MOTION TO:	Approve the Operation and Maintenance Expenditures for September and October 2009 (with removal of Express 1 invoice and Pool Time invoice for palm tree repair).
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Roberts
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion passed unanimously

4. STAFF REPORTS

A. District Counsel

Not present.

B. District Engineer

Not present.

C. District Manager

1. Financial Statements July 31, 2009 (Tab 4)
2. Financial Statements August 31, 2009 (Tab 5)
3. Fiscal Year 2010 Budget Review (Tab 6)
4. Managers Report (Tab 6i)

Mr. Canorro reviewed the Manager's Report for the Board. General discussion ensued.

Ms. Burke stated that she is going to have a power point presentation made of the pictures from the Fall Festival and then they can be uploaded to the community website.

5. Recreation Facility Managers Report (Tab 6ii)

Ms. Vitale presented the Recreation Facility Managers report for the Board.

5. AUDIENCE COMMENTS & SUPERVISOR REQUESTS

Mr. Roberts stated that he has been looking at the \$9,100 they spend per year on janitorial services. He stated that he looked at other janitorial service providers to compare possible cost savings. After a discussion, Mr. Canorro stated that he would work with Ms. Vitale to develop a janitorial scope of services.

Mr. Roberts stated that he has some concerns with what gets posted on the sign at the entryway to the community. It was stated that what gets posted on the sign is at the discretion of the District Manager. Mr. Roberts stated that there should be a policy for what gets posted so that it is fair to all residents. Mr. Lamb stated that they will work on revising the bulletin board policy as well as the rest of the Districts policies and bring it back to the Board for the March meeting.

(Mr. Roberts left the meeting in progress.)

6. BUSINESS ITEMS

A. Review of Fiscal Year 2008 Financial Audit

Mr. Lamb reviewed the financial audit for the Board. General discussion ensued.

MOTION TO:	Accept the Fiscal Year 2008 Financial Audit.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Stevens
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion passed unanimously

B. Review of Revised Employee Manual (Tab 7)

Mr. Canorro reviewed the revisions to the Employee Manual for the Board. After a discussion, Ms. Burke recommended that the Board review the manual, send their comments to DMS, and bring the final revised manual to the March meeting for approval. Mr. Canorro stated that he will email the Board a copy of the current policy with the redline changes on it.

(Mr. Roberts returned to the meeting.)

C. Discussion of Paperless Meeting Books and Visual Display Meetings (Tab 8)

Discussion ensued regarding the cost associated with printing extra copies of the agenda for the public at the meeting and the meeting books for the Supervisors as well as postage costs. Mr. Altman stated that sometimes there is an agenda item listed as "under separate cover" and they typically bring copies of that item for the Board to the meeting. The Board decided that hard copies will no longer be printed, an electronic copy of the meeting book will be sent to the Board and Staff, a power point presentation will be done at the meeting, and the District Engineer and District Counsel will not be permitted to print out copies of the books.

D. Discussion of Staffing and Security Projections for Fiscal Year 2010 (Tab 9)

Mr. Canorro reviewed the current staffing and security scheduling and reviewed their recommendations to ensure that the needs of the community are met and the budget is not exceeded. Discussion ensued regarding changes to the security patrol scheduling on Friday and Saturday night, changes to the job responsibilities of Howard, and his annual review.

E. Consideration of East Bay High School Poinsettias Proposal (Tab 10)

Mr. Canorro reviewed the proposal from East Bay High School for poinsettias. Ms. Jones recommended that they see if Raymow will donate the labor to plant the poinsettias. Discussion ensued regarding warranty implications with having Raymow install plant material that was not purchased or provided by them.

F. Consideration of Holiday Party Band Proposal (Tab 11)

Mr. Canorro reviewed the proposal from East Bay High School to play during the Holiday Party.

MOTION TO:	Approve the proposal from East Bay High School to play during the Holiday Party for a donation of \$400 and to authorize Staff to work with VPN for appropriate promotion of their fundraising.
MADE BY:	Supervisor Jones
SECONDED BY:	Supervisor Stevens
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0/1 - Motion passed (Supervisor Roberts abstained)

7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS

Ms. Burke stated that she had a discussion with a member of the Panther Trace II CDD Board of Supervisors with regards to the temporary sign issue. She stated that the Board member stated that they have an issue with the temporary sign issue and are working with the builders to get that issue resolved.

8. ADJOURNMENT

MOTION TO:	Adjourn the regular Panther Trace Community Development District meeting at 7:35 P.M.
MADE BY:	Supervisor Stevens
SECONDED BY:	Supervisor Staubitz
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 _____.

Signature

Printed Name

Title:

- Chairman**
- Vice Chairman**

Signature

Printed Name

Title:

- Secretary**
- Assistant Secretary**

Recorded by Records Administrator

Signature

Date