

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.

**PANTHER TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Panther Trails Community Development District was held on **Thursday, August 13, 2015 at 5:30 p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534.

Present and constituting a quorum:

Carrie Macsuga	Board Supervisor, Chairman
Jennifer Murray	Board Supervisors, Vice Chairman
Patrick Maher	Board Supervisor, Assistant Secretary
Judy Mitchell	Board Supervisor, Assistant Secretary
Dean Grable	Board Supervisor, Assistant Secretary

Also present were:

Sandy Oram	District Manager, Rizzetta & Co., Inc.
John Toborg	Rizzetta & Co, Inc.
Joe Eden	Clubhouse Manager
Jon Souers	Austin Outdoor
Chad Raymond	Austin Outdoor
Jim Potantus	Sunrise Landscaping
Ed Andrews	Terra Management
Lori Smyth	Real Manage
Barbara Zellmer	Ryan Homes

FIRST ORDER OF BUSINESS

Call to Order

Ms. Oram called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

No Audience Comments

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Regular
Board of Supervisors' Meeting held on
June 11, 2015**

Fifth order of business, April expenditures-fix the amount \$34,033.77

Approved with correction on Fifth order of business with the change in the amount for April expenditures.

Approved with change on Eighth order of business-it should say 5:30 p.m.

On a Motion by Ms. Macsuga, seconded by Mr. Grable, with all in favor, the Board of Supervisors approved the amended minutes of the Special Board of Supervisors' Meeting held June 11, 2015 for Panther Trails Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation & Maintenance
Expenditures for May - June 2015**

May 2015-\$22,381.18- Ms. Oram will check on \$100.00 watering violation.

On a Motion by Ms. Macsuga, seconded by Mr. Maher, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for May 2015 \$22,381.18 for Panther Trails Community Development District.

June 2015 -\$37,064.65 – ABM service charge

Ms. Macsuga is unhappy that we are paying a service call because the front office temperature was not being controlled correctly. If the system is not balanced correctly, that is their problem, they service this every month. The Board should not have to pay for this service call. Ms. Oram will check with ABM. ABM stated that the settings were off and a code was needed for all seven thermostats. Setting these is okay maybe a half hour's work.

On a Motion by Ms. Mitchell, seconded by Mr. Maher, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for June 2015 \$37,064.65 for Panther Trails Community Development District.

FIFTH ORDER OF BUSINESS

A. Consideration of Series 2015 Construction

REQUISITION NO.	PAYEE	AMOUNT
6	Burr & Forman LLP	\$300.00
7	Clearview Land Design, P.L.	\$6,290.00
8	Burr & Forman LLP	\$19,739.42
9	Clearview Land Design, P.L.	\$1,560.00
10	GeoPoint Surveying, Inc.	\$16,250.00
11	QGS Development, Inc.	\$471,628.26
12	P.L. Atlantic TNG, LLC	\$64,546.00
13	Burr & Forman LLP	\$483.20
14	HD Supply Waterworks, LTD	\$25,294.75
15	Pro Way Construction Group, LLC	\$524.42
16	Clearview Land Design P.L.	\$3,202.89
17	GeoPoint Surveying, Inc.	\$22,440.00
18	Hanson Pipe and Precast	\$69,637.52
19	Pro Way Construction Group, LLC	\$66,272.31
20	Atlantic TNG	\$36,967.00
21	Hanson Pipe and Precast	\$5,486.64
22	Hanson Pipe and Precast	\$78,523.76
23	HD Supply Waterworks, LTD	\$108,807.42
24	HD Supply Waterworks, LTD	\$282.89
25	Panther Trails CDD	\$4,646.50
26	Pro Way Construction Group, LLC	\$24,485.63
27	QGS Development, Inc.	\$242,564.30

Chairman Macsuga explained that because we are a government entity, we pay the suppliers directly to save money and we then in turn, create a change order to collect from the contractors.

On a Motion by Ms. Macsuga, seconded by Ms. Mitchell, with all in favor, the Board of Supervisors approved the Series 2015 Construction Requisitions #6-#27 for Panther Trails Community Development District.

SIXTH ORDER OF BUSINESS

**Public Hearing on FY 2015/2016,
Consideration of Resolution 2015-10
Approving Final Budget**

Budget was discussed. Increases were explained-most due to the addition of Phase II. Phase I assessments are done for Fiscal Year 2015-2016.

Phase II assessments will contribute to the overall budget for the upcoming fiscal year. \$25,000.00 was budgeted for the Reserve Fund which is more in line with what was recommended by recent Reserve Study.

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved Resolution 2015-10, Approving the Final Budget for Panther Trails Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2015-11,
Imposing Special Assessments**

On a Motion by Ms. Macsuga, seconded by Mr. Grable, with all in favor, the Board of Supervisors accepted Resolution 2015-11, Imposing Special Assessments for Panther Trails Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2015-09,
Adopting Meeting Schedule for Fiscal
Year 2015/2016**

On a Motion by Ms. Macsuga, seconded by Ms. Mitchell, with all in favor, the Board of Supervisors approved Resolution 2015-09, Adopting Meeting Schedule for FY 2015/2016 for Panther Trails Community Development District.

On a Motion by Ms. Macsuga, seconded by Mr. Maher, with all in favor, the Board of Supervisors approved the closing of the Public Hearing for Panther Trails Community Development District.

NINTH ORDER OF BUSINESS

**Presentation of Audit for Year Ending
September 30, 2014**

Ms. Oram presented the Audit for year ending September 30, 2014.

On a Motion by Ms. Macsuga, seconded by Mr. Maher, with all in favor, the Board of Supervisors accepted and ratified the Audit for year ending September 30, 2014 for Panther Trails Community Development District.

TENTH ORDER OF BUSINESS

Developer Update- Ed Andrews Terra Management

Mr. Andrews gave an update on the status of the construction schedule of the road work and entryway signage. Due to the rain, they were set back but we anticipate completion by September 3rd.

New irrigation and new landscaping for entryway should also be completed.

Ekker Road construction should be completed by the third week in November. We should also, at the same time as the front entry way, be finishing the entry way for Ryan Homes.

There will be five sections in Phase II, we will be building three of the five entry ways now, and build all five entryways and landscaping all of Ekker Road in the coming months.

Board Supervisor Murray asked Mr. Andrews how the area would be secured as the entrance is the area where the school buses pick up the children of the community.

Mr. Andrews stated that they have traffic coordinators on site and if needed, they can add more. He said that he would make sure his people are aware of this issue. If anyone has any concerns, please contact Sandy Oram and she will get with me and we will make any necessary adjustments in schedule.

Mr. Andrews requested the contact information of the Sheriff coordinator for the off duty officers that are on site so that he can coordinate with them.

Mr. Andrews stated that he had anticipated having completed this area prior to school starting, but due to the copious amount of rain, they are running behind schedule and will need to adjust their schedule/work accordingly.

In regard to a question by Chairman Macsuga regarding the entries for Phase II, Jeff and Tonja have been trying to get in touch with the owner(s) of the properties, but as of now, they are proceeding as if they don't have them and won't get them.

Chairman Macsuga also brought up the issue that there should be no contact between workers and the children waiting for the bus. We need to make sure that this is related to the workers and that they understand the rules. Mr. Andrews assured her that this would be relayed to the workers.

STAFF REPORTS

A. Presentation by Barbara Zellmer, Land Manager-Ryan Homes

1. Home Builder

Ms. Zellmer provided the Board with an update-The model is completed and decorated but they do not have water as of yet. Plat has been recorded. Two individuals will be working at the model and they are very excited to be there. Ryland Homes will also be building in Phase II. They will be building good, affordable housing.

Sales Consultants may use the clubhouse temporarily until the model is open to the public. Potential buyers will be accompanied by a sales consultant at all times.

Mr. Mitchell stated that the alarm at the model center is going off at all times of the day and night. Ms. Zellmer said that she would check on the alarm and correct any issues they may be having with the alarm.

B. Field Services Update

No report.

C. Landscape Maintenance Invitation to Bid

Mr. Toborg explained the bidding process and presented the board with a price/scope of service comparison.

The total proposal cost for both Phases are as follows:

Austin Outdoor came in at \$93,685.00.

LMC \$102,392.00

Luke Brothers \$151,122.00.

Sunrise \$85,981.50

and Valley Crest who only bid on Phase I, was at \$73,399.00. Mr. Toborg recommended rejecting Valley Crest bid because they did not adhere to the requested bidding process. There is a slight discrepancy in annual quantities; Mr. Toborg stated that he and Ms. Oram checked and the quantities came up with 275, but the difference would be a minimal cost.

Mr. Souers and Mr. Raymond from Austin Outdoor addressed the board regarding their proposal. Mr. Potantus from Sunrise Landscaping also addressed the board.

After discussion by the board, the decision was made to contract Sunrise Landscaping to perform the landscaping and irrigation maintenance for a one year period with the option to renew.

<p>On a Motion by Ms. Murray, seconded by Ms. Mitchell, with all in favor, the Board of Supervisors approved Sunrise Landscaping to perform landscaping and irrigation maintenance for Panther Trails Community Development District.</p>

D. District Counsel
Not Present

E. District Engineer
Not Present

F. Clubhouse Manager
Consideration of Changes to the Pool/Clubhouse Rules

In regard to the Pool/Clubhouse Rules, Ms. Macsuga suggested that she send her comments to Ms. Oram and then Ms. Oram will send out to all board members, this way every board member can review and send their changes/corrections/comments to Ms. Oram to incorporate into the document for review and approval at the next board meeting.

Joe stated that he and Lori are working on updating the prepaid applications and registration forms and will get them filed electronically, therefore getting rid of duplicates or people that have moved out. Number of registrations went from 283-264.

- DCSI completed the installation of the new panel outside, so the fob system and sensor gates are now working correctly.
- Fitness Logic fixed the stationary bike.
- MHD installed a new computer.
- DCSI replaced the pool gate line that was shorting out, and helped install the new Skynet.
- Ordered two external backup systems today so that if anything shorts out we have a backup record.
- Extra terabytes will be installed in the DVR so that we can store information for a longer time and the image/sound will be clearer.

Kelly Evans with Rizzetta will be working with Joe to set up new electronic systems to be utilized by the Amenity Manager.

Ms. Macsuga asked that Lori and Joe come up with a system to include the letter from the homeowner's signing over their rights as a separate attachment to the HOA package so that it's not overlooked. This is a new policy and the kinks need to be worked out.

Joe was instructed by the board to purchase chains to chain up the CDD announcement signs so that they are not stolen.

G. District Manager

1. Presentation of Unaudited Financial Summary and Financial Statement

Unaudited Financial Summary and Monthly Financial Summary were reviewed by Ms. Oram with the Board. There were no comments or questions.

2. Consideration of Proposal for Recreation Room Chairs

Pool chairs were discussed, the Board selected a design, and Ms. Oram will seek a better price than what was presented and also see if she can get chairs with attached rather than removable cushions. The Board will be purchasing 6 chairs for the clubhouse.

SUPERVISOR REQUESTS

Ms. Macsuga requested an update on the playground equipment. Ms. Oram stated that two posts were ordered and once they are received and installed they should be complete.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Macsuga, seconded by Ms. Mitchell, with all in favor, the Board adjourned the meeting at 7:45 p.m. for the Panther Trails Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman

ACTION ITEMS

- Ms. Macsuga requested that Mr. Andrews check with Jeff Hills regarding the school bus issue. Mr. Hills was supposed to get in touch with the County School Board and see if the bus stop could be moved to the Eastern Entrance or what they may need and other items. Mr. Hills also stated that he would put a bench at the bus stop for the children- Follow up with Mr. Andrews and Ms. Oram
- Ms. Macsuga will provide a list of items to Ms. Oram to relay to Mr. Andrews to discuss with Mr. Hills.
- May 2015 \$22,381.18 – check on \$100.00 watering violation by Ms. Oram. Watering on restricted day. Find out exact address of violation.
- Ms. Macsuga, Joe and Lori are to work together to come up with a plan on how to get the letter signed and to Joe for the CDD files.
- Ms. Oram to put audit preparation out for bid for next fiscal year.
- Ms. Oram to find out if the clubhouse is covered for termite damage.