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**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 **special** meeting of the Board of Supervisors of the Panther Trails Community Development District was held on **Thursday, July 14, 2016 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	<b>Board Supervisor, Chairman</b>
Jennifer Murray	<b>Board Supervisors, Vice Chairman</b>
Patrick Maher	<b>Board Supervisor, Assistant Secretary</b>
Judy Mitchell	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Sandy Oram	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Crawford	<b>Field Services Manager, Rizzetta &amp; Co., Inc.</b>
Joe Eden	<b>Clubhouse Manager</b>
Gregg Gruhl	<b>Amenity Services Manager</b>
Jeff Hills	<b>Developer, Hills Engineering</b>
Ryan Motko	<b>Representative, Hills Engineering</b>

Audience

**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**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Update Regarding Bond Refinancing**

Ms. Macsuga updated the Board on her meeting with Mr. Cox, Mr. Brizendine and Ms. Oram regarding the bond refinancing for the District. She stated that Mr. Cox with MBS Capital Services hopes to have a proposal for the refinancing to present to the Board at their next meeting. There were no other updates available at this time.

**FOURTH ORDER OF BUSINESS**

**Discussion Regarding Scope of Services for  
Amenity Center Management**

Ms. Oram presented the Scope of Services for the Amenity Center Management. The Board discussed the Scope and their expectations for the Amenity Manager position with Mr. Gruhl.

The below items were suggested by the Board for the Scope and Duties:

1. Under Scope of Service, add the HCSO rotation schedule as one of the duties of the Amenity Manager.
2. Make sure that the Amenity Manager checks with the HOA to see if this is a Lessee and if so, if there is an Assignment of Rights on file before issuing fobs.
3. Community announcement signage to be removed within 24 hours after an event or meeting.
4. Flag in front of the Amenity Center to be taken down before sundown.
5. Ensure there is an ample supply of water/beverages on hand for meetings, etc. at all times.
6. Ensure there is an ample supply of office supplies on hand at all times.
7. Create a Procedures Manual for the Amenity Manager to include ALL duties performed.
8. Backup computer system once per week, keep backup copy offsite, other external backup will be at the Amenity Center.
9. Amenity Manager can spend no more than \$100.00 at any given time on the Debit Card without prior approval from District Manager.
10. Design and implement a script to be used when meeting with prospective buyers to explain and show them around the Amenity Center.
11. Handle himself/herself professionally at all times. (Be aware of your audience when on the phone or having personal conversations.)

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**  
Not present.

**B. District Engineer**  
Not present.

**C. Clubhouse Manager**  
No report.

**D. District Manager**  
Ms. Oram reminded the Board that their next meeting was scheduled for August 11, 2016 at 5:30 p.m. and the Board would be holding their public hearing on the fiscal year 2016/2017 final budget.

Ms. Oram presented the audit for year ended September 30, 2016.

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors accepted the audit for the year ended September 30, 2015 and ratified sending it to the Auditor General of the State of Florida for the Panther Trails Community Development District.

#### SIXTH ORDER OF BUSINESS

#### Supervisor Requests

Ms. Oram asked if there were any Supervisor requests. Ms. Macsuga requested a proposal for a PVC shed and requested that Ms. Oram find out what is needed as far as a pad, electrical, etc. Ms. Macsuga asked Ms. Oram to find out if a leased golf car can be purchased at the end of the lease, obtain the cost of magnetic signs for the golf car, and find out the insurance cost. Ms. Macsuga also asked Ms. Oram to obtain pictures of the recommended golf car.

Ms. Macsuga asked if the round-a-bout can be removed and if so what the cost would be to remove it and repave the area. Ms. Oram will follow-up on this item.

Ms. Macsuga also requested that the TECO invoices be pulled and prices compared. She would like to see the total for the budget discussion at next month's meeting.

Discussion ensued regarding the ditches on Phase 1 and Phase 2. It was agreed with Mr. Hills that the District will deed the ditches over to his LLC to be held by said LLC in perpetuity. As a result of this agreement, Ms. Macsuga will sign the plats for Phase 2.

Mr. Hills brought the final plan for the mail kiosk for the Board's review. The final plan is what the County has agreed to and the Board was in agreement. Ms. Macsuga will sign the submittal paperwork needed as soon as Mr. Hills sends it to her.

#### SEVENTH ORDER OF BUSINESS

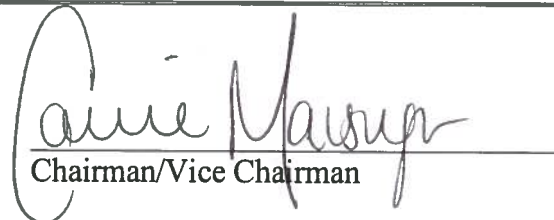
#### Adjournment

Ms. Oram stated that if there was no further business to come before the Board then a motion to adjourn would be in order.

On a Motion by Ms. Macsuga, seconded by Ms. Mitchell, with all in favor, the Board of Supervisors adjourned the meeting at 7:14 p.m. for the Panther Trails Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman