
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, February 9, 2017 at 5:31 p.m.** at the Carriage Pointe Clubhouse, located at 11796 Ekker Road, Gibsonton, FL 33534.

Present and constituting a quorum:

Carrie Macsuga
Jennifer Murray
Patrick Maher

Board Supervisor, Chairman
Board Supervisors, Vice Chairman
Board Supervisor, Assistant Secretary

Also present were:

Greg Cox
Diana Kronick
Scott Steady
Greg Woodcock
John Crawford
Gregg Gruhl
Bobby Carr
Audience

District Manager, Rizzetta & Co., Inc.
Administrative Assistant, Rizzetta & Co., Inc.
District Counsel, Burr Forman LLP (*via phone*)
District Engineer, Cardo (*via phone*)
Field Services Manager, Rizzetta & Co., Inc.
Amenities Manager, RASI
Clubhouse Manager

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox 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

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held on
December 8, 2016**

There were no changes to the meeting minutes.

<p>On a Motion by Ms. Macsuga, seconded by Mr. Maher, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Regular Meeting held on December 8, 2016 as presented for Panther Trails Community Development District.</p>
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FOURTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for November and December 2016

Mr. Cox presented the operation and maintenance expenditures for November and December 2016. Ms. Macsuga inquired about a finance charge on the advertising invoice and also requested information regarding a reimbursement of a \$400 bill for TDDP testing. Mr. Cox indicated that he and Mr. Crawford will investigate these questions. Ms. Murray requested information regarding additional billings on Rizzetta billings.

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for November 2016 (\$39,270.58) and December 2016 (36,348.75) for Panther Trails Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Candidate for Appointment to Vacant Supervisor Seat #5

There were no resumes received for the open seat. This item was tabled. No formal board action was taken.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2017-07; Designating Officers

Mr. Cox explained they are required to re-designate the officers of the Board and opened the floor for nominations for Chairman and Vice-Chairman. Ms. Murray nominated Ms. Carrie Macsuga as Chairman and Ms. Macsuga nominated Ms. Jennifer Murray as Vice Chairman and no other nominations were made. Mr. Cox noted that the remaining Supervisors as well as Mr. Greg Cox and Mr. Matt Huber would be included on the Resolution as Assistant Secretaries for the District.

On a Motion by Mr. Maher, seconded by Ms. Murray, the Board adopted Resolution 2017-07; Designating Officers as Ms. Carrie Macsuga as Chairman, Ms. Jennifer Murray as Vice Chairman and the remaining Supervisors as well as Mr. Greg Cox and Mr. Matt Huber will serve as Assistant Secretaries for the Panther Trails Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2017-08; Re-designating Treasurer

On a Motion by Ms. Macsuga, seconded by Ms. Murray, the Board adopted Resolution 2017-083; Re-designating Treasurer and appointing Scott Brizendine as Treasurer for the Panther Trails Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2017-09; Adopting Prompt Payment Policies

This item was tabled. No formal board action was taken.

NINTH ORDER OF BUSINESS

**Consideration of Deed for Drainage Ditch
(under separate cover)**

Mr. Steady provided an update of the current status of the pending deed for the drainage ditch. He explained that the work is in progress and asked that this item be placed on the next meeting agenda. Mr. Steady briefly discussed the empty lot status and the Board members discussed possible rezoning or whether the lot should be used as a dog park. Ms. Macsuga requested that everyone try to bring ideas to the next meeting regarding how best to use this CDD owned parcel. Ms. Macsuga requested that a sign be posted that this is not a dog park.

TENTH ORDER OF BUSINESS

**Consideration of Cornerstone's Carriage
Point Proposal**

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved the Cornerstone proposal to remove 4 Sylvester Palms and replace with 4 Ribbon Plans and one (1) round of injections for \$2,200.00 for Panther Trails Community Development District.

ELEVENTH ORDER OF BUSINESS

Presentation of Field Inspection Report

Mr. Crawford presented the November 16, 2016, December 29, 2016 and the January 31, 2017 reports to the Board and answered questions from the Board. Ms. Macsuga discussed the need to fix the fencing around the basketball court and the need to repair some signage on the fencing. The Board also discussed sidewalk repair issues that needed resolution. Ms. Macsuga requested staff to look into the drainage issues at the front where the Palms tend to get flooded.

TWELFTH ORDER OF BUSINESS

Consideration of MES Repair Proposal

Mr. Woodcock reviewed the MES repair proposals from Cardno, Site Masters and Team Development with the Board and explained how he had prioritized the repairs needed. The Board reviewed the current budget status and how the repairs would be funded.

On a Motion by Ms. Murray, seconded by Mr. Maher, with all in favor, the Board of Supervisors approved the proposals from Site Masters to perform priority one MES repairs with a not to exceed amount of \$5,500 for Panther Trails Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Pest Control Services
Proposal**

Mr. Cox reviewed the proposal from Terminex for pest control services at the Clubhouse with the Board. The Board elected to have the proposal updated and approved with a not to exceed amount of \$2,100.00.

On a Motion by Ms. Murray, seconded by Mr. Maher, with all in favor, the Board of Supervisors approved the Pest Control Services proposal for service at the Clubhouse with a not to exceed amount of \$2,100.00 for Panther Trails Community Development District.

FOURTEENTH ORDER OF BUSINESS

Consideration of Aquatic Systems Pond Planting Proposals

On a Motion by Ms. Macsuga, seconded by Ms. Murray, with all in favor, the Board of Supervisors approved the Aquatic Systems proposals for pond planting in ponds 7, 8, and 9 in the amount of \$1,153.00 and ponds 6, 10, and 11 in the amount of \$2,200.00 for Panther Trails Community Development District.

FIFTEENTH ORDER OF BUSINESS

Establishment of Audit Committee

This item was tabled. No formal board action was taken.

SIXTEENTH ORDER OF BUSINESS

Discussion of Empty Lot

This item was tabled to the next meeting.

SEVENTEETH ORDER OF BUSINESS

Presentation of Unaudited Financial Statement

Mr. Cox reviewed the recent financial statement with the Board.

EIGHTEENTH ORDER OF BUSINESS

Staff Reports

A. Presentation of Monthly Maintenance Reports

1. Pond Report – Josh McGarry

Mr. McGarry was not present. The Pond Maintenance Reports dated November 17, 2016, December 28, 2016 and January 25, 2017 was included in the meeting agenda for the Board's review. The Board requested that the contractor be reminded about their contractual duty to remove trash while on site.

B. District Counsel

No report.

C. District Engineer

No report.

D. Clubhouse Manager

Mr. Carr presented his Clubhouse Reports for January 2017. (Exhibit)

E. District Manager

Mr. Cox reminded the Board that their next meeting was scheduled for March 9, 2017 at 5:30 p.m. The Board requested that District Management cancel this meeting as they didn't feel it was necessary to hold it. Therefore, the next scheduled meeting will be held on April 13, 2017 at 5:30 p.m.

NINETEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Macsuga requested staff to check on the Frontier reimbursement.

Ms. Macsuga requested staff to get a proposal from Blue crew along with other

contractors to pressure clean the fence.

Ms. Macsuga requested staff to advertise that the clubhouse is available for rent.

Ms. Murray requested staff remind contractors to pick up their trash.

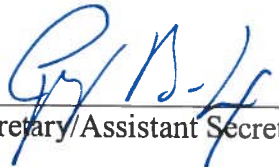
Ms. Macsuga requested that staff begin developing its plan for programming.


TWENTIETH ORDER OF BUSINESS

Adjournment

Mr. Cox 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. Murray, with all in favor, the Board of Supervisors adjourned the meeting at 6:58 p.m. for the Panther Trails Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman

Panther Trails Community Development District (CDD)

Carriage Pointe Clubhouse

11796 Ekker Road • Gibsonton, FL • 33534

Phone: 813-644-7095 • Fax: 813-644-7096

Jan, 2017 Clubhouse Operations/Maintenance Updates:

- **Rearranged the office and the living area to create a more welcoming/professional environment.**
 - **Informed our vendors of our manager change and acquainted myself with them.**
 - **Rearranged the computer files in a more simple and organized folder.**
 - **Purged old and outdated files from managers prior.**
 - **Got the new pool pump installed, as well as getting it deep-cleaned to prepare for busy pool season.**
 - **Installed a higher standard for the trash pick-up around the neighborhood.**
 - **Brought in \$200 in event revenue from new residents. (Baby shower, Get together)**
 - **Changed alarm codes/computer passwords/combinations.**
 - **Got acquainted with the operations aspect of the job, as well as the reporting structure within Carriage Pointe and Rizzetta.**
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Event / Program Updates:

- **Sent out email blast informing the residents of the manager change**
- **Reorganized the storage areas and did an inventory of the Easter decorations**
- **Spoke with numerous residents (older and younger) about events and things that he or she may be interested in.**
 - **Many of the adults are interested in a cocktail hour, or networking event.**
 - **Many of the teens are interested in a basketball and billiard tourney.**