

Panther Trace Villas Association, Inc.  
c/o P.O. Box 6235  
Brandon, FL 33508-6004

OWNER'S NAME  
ADDRESS  
CITY, ST ZIP

**August 6, 2021**

Re: Landscaping Workshop and Owner Maintenance Items

Dear OWNER'S NAME:

**Landscape Workshop**

A Landscape Workshop was held on August 2<sup>nd</sup> at the Panther Trace II CDD Clubhouse to discuss goals and provide clarity regarding responsibilities for landscape maintenance. The workshop attendees included the HOA Board members, McNeil Management Services and several owners of Cambray Villas. The following key items were covered:

- **Responsibility:** Article II, Section 12 of the Association's Declaration informs owners that the Association is responsible for grounds maintenance (mowing, blowing, edging, fertilization, insect/weed/disease control, irrigation, trimming and replacement of trees, shrubs and landscape areas). In other words, the Association is responsible for all landscaping. Attendees were reminded of the notice mailed on December 3, 2018 which stated that owners are not to plant in any area, including the garden area; however, a potted plant or two may be placed, as long as it looks well-kept and uncluttered.
- **Landscape Request Form:** Attendees were encouraged to utilize the online form located at <https://cambrayvillashoa.com/> under the Landscape & Irrigation icon (the tree icon) to submit concerns to the Association.
- **Monthly Meetings with Landscaper:** Designated board members meet with the landscaper approximately once a month to review owners concerns and discuss corrective measures to be taken by the landscaping team.
- **Detailing of Sections:** The community is divided into four sections and the landscaping crew details each section once per month, weather permitting. Detailing includes spraying for weeds in rocks and in between concrete expansion joints, hand pulling weeds between shrubs, fertilization, pesticide control and trimming of shrubs. Removal of palm fronds are done less often, about once every 3 months. Mulching will occur at least annually (under the current landscaping contract, mulching occurs twice per year).
- **Landscape Workshop Form NEEDS Your Attention!** Owners were directed to please visit the Association's website at <https://cambrayvillashoa.com/> and complete the Landscape Workshop Form (look for the tablet icon: Landscape Workshop). Kindly complete the online form on or before August 31, 2021; otherwise, the Association's standard will be implemented. Owners not in attendance are encouraged to complete the Landscape Workshop form on the website. If owners do not have access to a computer, please call McNeil Management at (813) 571-7100 for assistance.
- **Phases:** Landscape improvement phases were discussed, as follows:
  - Phase 1-A: Removal of Crown of Thorns. Only a few exist and will be removed next week, so if you wish to keep the plant, you will need to transplant it to a pot.
  - Phase 1-B: Selections in front of Pineapple Columns. Owners must communicate their intentions by utilizing the Landscape Workshop Form on the Association's website.

**Panther Trace Villas Association, Inc.**

Phone (813) 571-7100 • Fax (813) 689-2747 • [management@mcneilmsi.com](mailto:management@mcneilmsi.com)  
[www.cambrayvillashoa.com](http://www.cambrayvillashoa.com)

- Phase 1-C: Half Wall aka Pony Wall. Owners must communicate their intentions by completing the Landscape Workshop Form on the Association's website.
- Phase 1-D: The reserve study will be updated to include landscape improvements and enhancements.
- Phase 2: Trim magnolia and bottle brush trees – Completed!
- Phase 3: Most of the black temporary edging will be removed soon. Edging that was installed properly will remain in place.
- Phase 4: Install new plantings in small center island – Completed!
- Phase 5: Evaluate walkway shrubs – install missing shrubs and replace twiggy shrubs.
- Phase 6: Evaluate garden area – located behind column to front of AC unit.
- Phase 7: Renovate the large center island at the entry of the community.
- Phase 8: Sod replacement on a large scale.
- Phase 9: Evaluate center driveway shrubs.

### **Roofs**

If your roof has not been replaced and repairs are needed, please engage a roofing contractor to repair. Owners are responsible for roof repairs, and the Association is responsible for complete roof replacement. Also, if you have your roof repaired, please send an email to [management@mcneilmsi.com](mailto:management@mcneilmsi.com), so that the repair can be added to a tracking spreadsheet. If your roof was replaced a couple of years ago, then your roof is under warranty! Please refer to the roof replacement conclusion packet which was mailed to you upon completion.

### **Gutters**

Owners are encouraged to check gutters at least annually for debris. If you need assistance with gutter cleaning, please contact a handyman. You may also contact Handyman Kevin Johnson at (813) 830-1528. Please remember that owners are responsible for gutter maintenance and payment to the vendor who assists.

### **Underground Drains**

Some owners have underground drains which are connected to your rain gutter on the side of your home. If your underground drain is not operating properly, then it may be time to clean the drain. If you need assistance, please contact a handyman. You may also contact Handyman Kevin Johnson at (813) 830-1528. Please remember that owners are responsible for this event and payment to anyone who assists.

### **Cleaning of Lanais**

Please ensure that your lanai area is clean and tidy, to help keep up the appearance of the neighborhood. Also, many lanai kickplates have been observed with dirt and mildew; please take the necessary measures to clean these areas.

### **Subscribe to receive Community News via E-Mail**

If you wish to receive e-mail updates from the Association regarding Community News, please visit the Association's website at <https://cambrayvillashoa.com/> and scroll towards the bottom of the page, place your email address in the field and select subscribe.

Sincerely,

McNeil Management Services, Inc.  
On Behalf of your Board of Directors

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