

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544

March 31, 2021

**Board of Supervisors
Concord Station Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Concord Station Community Development District will be held on **Thursday, April 8, 2021 at 10:00 a.m., at the Concord Station Clubhouse, 18636 Mentmore Blvd., Land O'Lakes FL 34638**. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on February 23, 2021 Tab 1
 - B. Consideration of the Minutes of the Board of Supervisors' Meeting held on March 11, 2021 Tab 2
 - C. Consideration of Operation and Maintenance Expenditures for February 2021 Tab 3
- 4. STAFF REPORTS**
 - A. District Engineer
 - B. Clubhouse Manager
 - i. Review Monthly Clubhouse Report Tab 4
 - C. Deputy Update
 - D. District Counsel
 - E. District Manager
 - F. Field Operations Manager
 - i. Aquatics Report Tab 5
 - ii. Field Inspection Report Tab 6
 - iii. Greenview Weekly Reports Tab 7
 - iv. Consideration of Landscape Proposal Tab 8
- 5. BUSINESS ITEMS**
 - A. Discussion of Drexel Amenities Plan Tab 9
 - B. Discussion of Opening Clubhouse and Closed Amenities during COVID
 - C. Consideration of Encroachment Easements Tab 10
 - D. Request from Addison at Sunlake, LLC Tab 11
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,
Debby Wallace
Debby Wallace
District Manager

Tab 1

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
February 23, 2021 Minutes of Meeting
Page 1

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.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Tuesday, February 23, 2021 at 10:05 a.m.** at Concord Station Clubhouse located at 18636 Mentmore Boulevard, Land O' Lakes, Florida 34638.

Present and constituting a quorum:

Steven Christie	Board Supervisor, Chairman
Fred Berdeguez	Board Supervisor, Vice Chairman
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Jerica Ramirez	Board Supervisor, Assistant Secretary
Karen Hillis	Board Supervisor, Assistant Secretary (via conference call)

Also present were:

Debby Wallace	District Manager, Rizzetta & Co., Inc.
Matthew Huber	Regional District Manager, Rizzetta & Co., Inc.
Stephen Brletic	District Engineer, JMT Engineering
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Deputy Phillips	Pasco County Sheriff's Office

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Ms. Wallace called the meeting to order and performed the roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

The Board reviewed audience comments that were received by DM from several residents.

The Board opened the meeting to audience comments. Several comments and suggestions were received.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
February 23, 2021 Minutes of Meeting
Page 2

THIRD ORDER OF BUSINESS

Discussion of Additional Amenity Areas

Mr. Christie began by discussing his suggestions and going over the locations for future amenity areas. The Board members discussed several options. Mr. Brletic reviewed the proposed amenities and costs for the Board.

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, the Board of Supervisors approved a JMT proposal for engineering services for Trinity Cottage Park in the amount of \$16,200.00, for the Concord Station Community Development District.

The Board requested Mr. Brletic to move forward with collecting pricing and concept designs for two pocket parks.

The Board requested Ms. Wallace to contact Greenview to spray for the ant hills.

The Board requested Ms. Wallace to collect a proposal from Greenview to remove trees at intersection of Wasbush Terrace and Trinity Cottage Drive and suggestions for replacement.

The Board confirmed that the area off Wasbush Terrace (which had a conceptual plan for a playground in mulched bed) is owned by the HOA. The Board asked that the HOA maintain the area moving forward.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
Not present.

B. District Engineer
Mr. Brletic discussed the process of adding more street lights if the Board wanted to move forward at a future time. Mr. Brletic discussed options for drainage issues.

FIFTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, the Board of Supervisors adjourned the meeting at 12:01 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
March 11, 2021 Minutes of Meeting
Page 1

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.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Thursday, March 11, 2021 at 10:01 a.m.** at Concord Station Clubhouse located at 18636 Mentmore Boulevard, Land O' Lakes, Florida 34638.

Present and constituting a quorum:

Steven Christie	Board Supervisor, Chairman
Fred Berdeguez	Board Supervisor, Vice Chairman
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Karen Hillis	Board Supervisor, Assistant Secretary (via conference call)
Jerica Ramirez	Board Supervisor, Assistant Secretary (arrived at 10:08 a.m.)

Also present were:

Debby Wallace	District Manager, Rizzetta & Co., Inc.
Matthew Huber	Regional District Manager, Rizzetta & Co., Inc.
Scott Brizendine	Vice President Operations, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT Engineering
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Tim Burdick	Maintenance
Nick Margo	Representative, Solitude
Deputy Phillips	Pasco County Sheriff's Office

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Ms. Wallace called the meeting to order and performed the roll call confirming a quorum for the meeting.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
March 11, 2021 Minutes of Meeting
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SECOND ORDER OF BUSINESS

Audience Comments

Ms. Wallace presented comments she received from residents concerning possible amenities for the Drexel area.

THIRD ORDER OF BUSINESS

Discussion of Investment Options

Mr. Brizendine discussed investment options with the Board.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors authorized staff to open an FLClass Investment account and invest \$500,000.00 from the general fund, for the Concord Station Community Development District.

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors authorized Fred Berdeguez to work with staff on the investment account, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Revised District Policies

Mr. Vericker presented the revised District Amenity Facility Policies to the Board. The Board requested removal of "wading pool" throughout the document and addition of the splash pad to Feces Policies.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the District Amenity Facility Policies with changes, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of CDD Newsletter

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved an CDD E-Newsletter using Mailchimp as a platform and authorized Ms. Hillis to work with Mr. Speidel to help edit the monthly newsletters, for the Concord Station Community Development District.

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March 11, 2021 Minutes of Meeting
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SIXTH ORDER OF BUSINESS

**Consideration of Piper Fire Alarm
Monitoring Proposal**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Piper Fire Alarm monitoring for \$45.00 per month, for the Concord Station Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-02;
Re-Designating Assistant Secretaries**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors adopted Resolution 2021-02; Re-Designating Assistant Secretaries, for the Concord Station Community Development District.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Brletic presented the District Engineer's Report to the Board. He also updated the Board on his meeting with Duke Energy about the parking lot lighting and discussed the pocket parks.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved a proposal for JMT in the amount of \$1,815.00 for permitting of Community/Parcel Park on Trinity Cottage Drive, for the Concord Station Community Development District.

On a Motion by Mr. Berdeguez, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors authorized the District Manager to sign the permits for Community/Parcel Park on Trinity Cottage Drive, for the Concord Station Community Development District.

The Board discussed possible Drexel amenities. Ms. Wallace opened floor to audience comments regarding Drexel amenities. The Board heard audience comments.

The Board requested a plan from Mr. Brletic for Drexel amenities to be presented at the April 8, 2021 CDD meeting.

99
100 **B. Clubhouse Manager**
101

102 Mr. Speidel presented the monthly Clubhouse Report to the Board. The Board
103 requested "Consideration of Opening Clubhouse" be added to the April 8, 2021
104 agenda.

105
106 The Board discussed rubber mulch and authorized Mr. Speidel to move forward
107 with the purchase.

108
109 Mr. Christie requested that the CDD-owned areas between the fences in Drexel be
110 added to the landscape maintenance map for Greenview.

111
112 **C. Deputy Phillips**
113

114 Not present.
115

116 **D. District Counsel**
117

118 No report. Mr. Vericker reviewed the E-Verify Registration memorandum with the
119 Board.
120

<p>On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the E-Verify Registration, for the Concord Station Community Development District.</p>
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121
122 **E. District Manager**
123

124 Ms. Wallace reminded the Board that the next meeting is scheduled for April 8,
125 2021 at 10:00 a.m.

126
127 Ms. Wallace presented the final insurance claim for lightning strike damage to the
128 Board for a net amount of \$30,456.47.
129

<p>On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the final insurance claim for lightning strike damage in the amount of \$30,456.47, for the Concord Station Community Development District.</p>

130
131 Ms. Wallace reviewed with the Board the Pasco County Sheriff's office full-time
132 deputy invoices and contract for the current fiscal year.
133
134

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Pasco County Sheriff's Office invoices for a full-time Deputy in the amount of \$8,713.04 per month for the months of Oct 1, 2020 through March 31, 2021 subject to correcting the "addressed to" portion of the invoices, and a new contract for \$8,880.25 per month for April 2021 through September 2021, for the Concord Station Community Development District.

F. Field Operations Manager

i. Aquatics Report

Mr. Margo presented the aquatic report to the Board. The board requested that Solitude move forward with a midge fly survey assessment that was approved last year (but was delayed because of COVID) for \$1,200.00.

ii. Field Inspection Report

Ms. Wallace presented the field inspection report to the Board.

iii. Greenview weekly reports

The Board reviewed the weekly reports from Greenview. Mr. Berdeguez requested Greenview check the sprinklers on the north side of Sunlake Boulevard.

iv. Consideration of Landscape Proposals

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposals for Fertilization of St. Augustine turf for \$1,200.00, removal of leaning tree for \$100.00 and removal of trees on Tuckerton Center Row for \$450.00, for the Concord Station Community Development District.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Greenview proposal for Fertilization per contract for ornamentals, palm trees and Bahia turf for \$7,820.00, for the Concord Station Community Development District.

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March 11, 2021 Minutes of Meeting
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NINTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
February 11, 2021**

The Board approved the Minutes from the Board of Supervisors' Meeting held on February 11, 2021 with a minor change.

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on February 11, 2021, as amended, for the Concord Station Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for January
2021**

Ms. Wallace presented the Operation & Maintenance expenditures for December 2020. Mr. Berdeguez asked about the note on Greenview invoice 12CCOLM20 stating that Junipers will struggle in that area during the rainy season, and the Board asked for Greenview to recommend alternatives for plantings that will survive.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for January 2021 (\$104,628.85), for the Concord Station Community Development District.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Ms. Ray at 18475 Milton Keynes had questions about the process to obtain CDD permission to construct a gazebo on her property.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with four in favor, and Ms. Hillis opposed, the Board of Supervisors approved the request for 18475 Milton Keynes to construct a gazebo subject to District Engineer and District Counsel review and approval, for the Concord Station Community Development District.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Mr. Christie stated one (1) Trilby and two (2) Longwood monuments need repair and that he would like new proposals as he felt that IGD overcharged for the Drexel monument repairs. He also asked that the lights for the Waterford monument be evaluated. Mr. Speidel will look at these.

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March 11, 2021 Minutes of Meeting
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195
196 Mr. Christie requested that Mr. Speidel obtain a proposal for four (4) "Welcome to
197 Concord Station" signs to be posted on main roads into Concord Station.

198
199 Ms. Ramirez inquired about Zoom participation for audience members and evening
200 meetings.

201
202 **THIRTEENTH ORDER OF BUSINESS Adjournment**

203

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, the Board of Supervisors
adjourned the meeting at 12:51 p.m., for the Concord Station Community Development
District.

204
205
206
207
208 _____
209 Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 3

Concord Station Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$89,685.86**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ashley Furniture HomeStore	003831	711339490	Furniture Replacement 02/21	\$ 5,652.77
Clean Sweep Supply Co., Inc.	003832	00212198	Janitorial Supplies 02/21	\$ 178.90
Concord Station CDD	CD109	CD109	Debit Card Replenishment	\$ 399.35
Donna Matthias-Gorman	003826	DM021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Duke Energy	003837	55585 50570 01/21	0000 Trinity Cottage Drive Light 01/21	\$ 952.97
Duke Energy	003827	Summary Bill 01/21	Summary Bill 01/21	\$ 8,521.35
Florida Department of Revenue	003816	61-8017248652-6 01/21	Sales & Use Tax 01/21	\$ 39.91
Fred Berdeguez	003822	FB021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Frontier Communications of Florida	003836	813-909-4569-121718-5 02/21	Account #813-909-4569-121718-5 02/21	\$ 646.30
Greenview Landscaping, Inc.	003817	12DUNSDMG20	Repaired SOD AND Pond Bank 01/21	\$ 550.00
Greenview Landscaping, Inc.	003824	1CCSCHOU21	Monthly Maintenance for Clubhouse 01/21	\$ 1,100.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Greenview Landscaping, Inc.	003833	2CCCHOU21	Monthly Maintenance for Clubhouse 02/21	\$ 1,100.00
Greenview Landscaping, Inc.	003833	2CCSMO21	Monthly Landscape Maintenance 02/21	\$ 19,000.00
Greenview Landscaping, Inc.	003824	2ccvar21	Replace Solenoid/Electric Valve 02/21	\$ 280.00
Jerica Ramirez	003828	JR021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Johnson, Mirmiran & Thompson, Inc.	003818	16-168907	Engineer Services 12/20	\$ 9,266.06
Karen Hillis	003825	KH021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Pasco County	003819	14517736	18636 Mentmore Blvd 01/21	\$ 752.49
Pasco County	003819	14517737	19322 Umberland Place 01/21	\$ 191.89
Piper Fire Protection, Inc.	003834	80654	Annual Sprinkler Inspection 01/21	\$ 185.00
Rizzetta & Company, Inc.	003811	INV0000056018	District Management Fees 02/21	\$ 6,126.34
Rizzetta Amenity Services	003812	INV00000000008464	Amenity Management Services 01/21	\$ 6,535.69

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services	003829	INV00000000008492	Amenity Management Services 02/21	\$ 7,314.95
Rizzetta Amenity Services	003829	INV00000000008542	Out of Pocket Expenses 01/21	\$ 67.34
Rizzetta Technology Services, LLC	003813	INV0000006815	Email Accounts, Admin & Maintenance 02/21	\$ 175.00
Solitude Lake Management LLC	003835	PI-A00547687	Monthly Mitigation Services 02/21	\$ 2,595.00
Solitude Lake Management LLC	003835	PI-A00547688	Monthly Mitigation Services Spot Spraying 02/21	\$ 513.00
Solitude Lake Management LLC	003835	PI-A00547689	Monthly Lake & Wetland Service 02/21	\$ 6,247.00
Solitude Lake Management LLC	003835	SMOR-434255	Deposit For Solar Aeration Installation 02/21	\$ 3,719.00
Steven A. Christie	003823	SC021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Straley Robin Vericker	003814	19302	Monthly Legal Services 01/21	\$ 2,683.00
Straley Robin Vericker	003814	19303	Legal Services - Easement Encroachment 12/20	\$ 695.55
Suncoast Pool Service	003820	6934	Monthly Pool Service 02/21	\$ 2,000.00

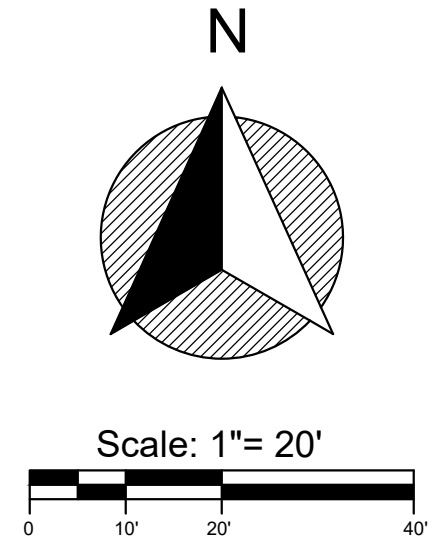
Concord Station Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Rust Control, Inc.	003821	03160	Rust Control 01/21	\$ 1,035.00
Tropicare Termite & Pest Control Inc.	003815	98675	Pest Control Service INT/EXT - 01/21	\$ 50.00
Tropicare Termite & Pest Control Inc.	003815	99302	Set Rodent Traps - 01/21	\$ 60.00
Waste Management Inc. of Florida	003830	0616676-1568-8	Waste Disposal Services 02/21	<u>\$ 52.00</u>
Report Total				<u>\$ 89,685.86</u>

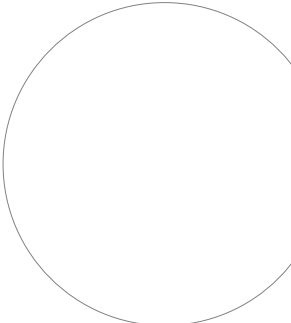
Tab 9



**PRELIMINARY
CONSTRUCTION SET**



Stephen D. Bello, P.E.
Florida P.E. NO. 81281



PRINT DATE:	3/18/2021
ORIGINAL:	3/18/2021
REVISIONS:	
1	
2	
3	
4	
5	
6	

**CONCORD STATION CDD
MANASSAS POCKET PARK CONCEPT**

CONCORD STATION CDD

JOB NO. 19-02877-001
DRAWN AS
DESIGNED AS
CHECKED SDB
QC SDB
SHEET

