

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.concordstationcdd.com

February 2, 2022

**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, February 10, 2022 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. STAFF REPORTS**
 - A. Deputy Update
 - B. District Engineer
 - i. Consideration of Alexandria Lee Drainage Proposal..... Tab 1
 - ii. Consideration of Solar Structure Proposal Tab 2
 - iii. Consideration of Stormwater Analysis Proposal Tab 3
 - C. District Counsel
 - D. Field Operations Manager
 - i. Aquatics Report Tab 4
 - ii. Field Inspection Report Tab 5
 - iii. Greenview Weekly Reports..... Tab 6
 - iv. Consideration of Landscape Proposals..... Tab 7
 - E. Clubhouse Manager
 - i. Review Monthly Clubhouse Report..... Tab 8
 - F. District Manager Tab 9
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on January 13, 2022 Tab 10
 - B. Consideration of Operation and Maintenance Expenditures for December 2021 Tab 11
- 5. BUSINESS ITEMS**
 - A. Discussion of Enhanced Cash Fund Tab 12
 - B. Consideration of Cypress Trees at Site T2 (under separate cover)
 - C. Consideration of Clubhouse Grout Proposal (under separate cover)
 - D. Consideration of Lake Clearing Proposal Tab 13
 - E. Discussion Regarding the Maintenance of County Median Tab 14
 - F. Consideration of Proposal to Maintain New Pocket Parks Tab 15
 - G. Discussion of Clubhouse Rental Policies Tab 16
 - H. Response from Egis Regarding Age Limit for Fitness Center..... Tab 17
 - I. Discussion and Recommendation for Artwork

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

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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.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Thursday, January 13, 2022 at 10:06 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
Karen Hillis	Board Supervisor, Assistant Secretary (via conference call)
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Jerica Ramirez	Board Supervisor, Assistant Secretary (via conference call)

Also present were:

Debby Wallace	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT Engineering
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Nick Margo	Representative, Solitude
Deputy Phillips	Pasco County Sheriff's Office (arrived at 10:45 p.m.)

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

An audience member addressed the Board regarding the fitness center.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Brletic reviewed applications received under separate cover for easement approvals. The Board asked the District Manager to get more details from resident and/or advise resident to modify paver area to stay out of easement.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the fence easement for 3731 Morgons Castle Court, for the Concord Station Community Development District.

Mr. Brletic presented a proposal from Finn Outdoor for drain maintenance in the amount \$5,800.00; the Board requested a revised proposal.

Mr. Brletic provided an update on the pocket parks. Mr. Brletic will be collecting a proposal for construction of the solar structure by pond W33. Mr. Brletic provided an update on the sand volleyball court and stated he will provide a stormwater analysis proposal at the next meeting.

B. District Counsel

No report.

C. Aquatics Report

Mr. Margo will check the aeration box at pond W18 for a possible crack.

D. Deputy Phillips

Deputy Phillips provided an update to the Board.

E. Field Inspection Report

The Board reviewed the field inspection report, and the Greenview landscaping reports.

The Board directed Ms. Wallace to collect a proposal to replace two magnolia trees at Mentmore and Manassas with shade trees. The Board does not want oak trees as replacements.

F. Clubhouse Manager

Mr. Speidel presented the monthly Clubhouse Report to the Board.

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On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved a playhouse for children's area in the Clubhouse with a not-to-exceed amount of \$1,000.00, for the Concord Station Community Development District.

The Board authorized Ms. Matthias-Gorman to investigate new art for the Clubhouse and report back to the Board at the next CDD meeting.

The Board directed Ms. Wallace to add a discussion about changes to the Clubhouse rental policies to the next CDD meeting agenda.

G. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for February 10, 2022 at 10:00 a.m.

Ms. Wallace reviewed her report with the Board. The Board directed Ms. Wallace to get a proposal from Greenview of the amount the District would save if they stopped maintaining the median in front of the Bainbridge apartments on Mentmore.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
December 9, 2021**

The Board approved the Minutes from the Board of Supervisors' Meeting held on December 9, 2021, with minor changes.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on December 9, 2021, as amended, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

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

On a Motion by Ms. Hillis, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for November 2021 (\$117,386.98), for the Concord Station Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of Options to Reduce
Noise Level for Aeration System
(under separate cover)**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposal for bushes around the electrical boxes in the amount of \$160.00, for the Concord Station Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Janitorial Proposals

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Golden Broom proposal for janitorial services agreement for \$300.00 per month, for the Concord Station Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of As-Needed
Maintenance Contract**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Jaymen Enterprises Maintenance Services, for the Concord Station Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Playground
Inspection Proposal**

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the Guardian Playground inspection proposal for \$750.00, for the Concord Station Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Quarterly Mows
along 10' Easement behind Herne Bay
Court**

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Greenview proposal in the amount of \$700.00, for the Concord Station Community Development District.

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ELEVENTH ORDER OF BUSINESS

Consideration of Pool Furniture Re-Strapping Proposal

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Outdoor Furniture proposal to re-strap 20 chairs in the amount of \$2,400.00, for the Concord Station Community Development District.

TWELFTH ORDER OF BUSINESS

Consideration of Moving Funds into an Enhanced Cash Fund

Ms. Wallace was asked to bring this to the Board's attention. She noted that she and Rizzetta & Company are not financial advisors. The Board requested Scott Brizendine to attend the next meeting to answer questions regarding the Enhanced Cash Fund.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

No audience comments.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Matthias-Gorman requested that staff begin collecting holiday decoration proposals for 2022.

Mr. Christie brought up, and the Board discussed, "residents only" signs for the volleyball and gaga courts.

Ms. Ramirez suggested relocating some "no parking" signs to Trilby.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Christie, seconded by Ms. Ramirez, the Board of Supervisors adjourned the meeting at 12:36 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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Concord Station Community Development District

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Operations and Maintenance Expenditures December 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$165,480.65**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADT Security Services Amelia Island Catering, Inc.	004194	T515888025	Clubhouse Security Service 12/21 Food Catered For Holiday Event 12/21	\$ 55.63
Beatty Construction of Florida, Inc	004195	38224	Shallot CT/ Buckinghamshire Pocket Park Permitting 10/21	\$ 1,541.40
Concord Station CDD	004174	1047	Debit Card Replenishment	\$ 1,000.00
Concord Station CDD	CD136	CD136	Debit Card Replenishment	\$ 1,116.20
Concord Station CDD	CD137	CD137	Debit Card Replenishment	\$ 692.87
DCSI, Inc.	004175	29176	Monthly Monitoring 11/21	\$ 49.99
DCSI, Inc.	004175	29206	Service Call/ Access Gate 11/21	\$ 121.00
DCSI, Inc.	004187	29210	Service Call/ TV Mount 11/21	\$ 199.00
Dean's Electrical Service Group, Inc.	004196	11103	Control Box and Repair GFI 12/21 Board Of Supervisors Meeting 12/09/21	\$ 694.00
Donna Matthias-Gorman	004213	DM120921		\$ 200.00
Duke Energy Egis Insurance Advisors LLC	004214	Summary Bill 11/21	Summary Bill 11/21 Policy#100117607 Policy Change 10/01/21-10/01/22	\$ 4,826.93
Egis Insurance Advisors LLC	004188	15084	Policy #100121607 Policy Change 10/01/21-10/01/22	\$ 196.00
	004197	15097		\$ 1,006.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Pinoy Inc	004176	978	Repair A/C Heating 11/21	\$ 215.00
FitRev, Inc.	004198	101821	50% Deposit on Fitness Center Equipment 10/21	\$ 10,428.74
Florida Department of Revenue	004207	61-8017248652-6	Sales & Use Tax 11/21	\$ 73.93
Fred Berdeguez	004210	FB120921	Board Of Supervisors Meeting 12/09/21	\$ 200.00
Frontier Communications of Florida	004189	813-909-4569-121718-5 12/21	Account #813-909-4569-121718-5 12/21	\$ 599.64
Greenview Landscaping, Inc.	004177	11CCSCDD21	Monthly Landscape Maintenance 11/21	\$ 19,000.00
Greenview Landscaping, Inc.	004177	11CCSCH21	Monthly Maintenance for Clubhouse 11/21	\$ 1,100.00
Greenview Landscaping, Inc.	004199	12CCSCDD21	Monthly Landscape Maintenance 12/21	\$ 19,000.00
Greenview Landscaping, Inc.	004199	12CCSCH21	Monthly Maintenance for Clubhouse 12/21	\$ 1,100.00
Greenview Landscaping, Inc.	004177	9CCSFER21	Fertilized St. Augustine & Palms 10/21	\$ 5,900.00
Greenview Landscaping, Inc.	004177	CCS3043PT21	Cut & Removed Pine Tree 11/21	\$ 1,200.00
Jani-King of Tampa Bay	004200	1-436569	Monthly Cleaning Service 12/21	\$ 250.00
Jerica Ramirez	004215	JR120921	Board Of Supervisors Meeting 12/09/21	\$ 200.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Johnson, Mirmiran & Thompson, Inc.	004190	26-182911	Engineer Services 10/21	\$ 5,390.00
Karen Hillis	004212	KH120921	Board Of Supervisors Meeting 12/09/21	\$ 200.00
Kimberly Lauren Odom	004208	121821	Singer for Christmas Party 12/21	\$ 750.00
Let's Plan A Party	004191	112921 Let's Plan	Event Entertainment for Christmas Kids Event 12/21	\$ 1,900.00
Pasco County	004201	15850759	18636 Mentmore Blvd 11/21	\$ 485.94
Pasco County	004201	15850760	19322 Umberland Place 11/21	\$ 10.14
Pasco County Sheriff	004192	AR001118	Law Enforcement Services #12 09/21	\$ 8,880.25
Pasco County Sheriff	004178	AR001210	Law Enforcement Services #2 11/21	\$ 9,077.42
PC Consultants	004179	107615	3 Year Domain Name Renewal 11/21	\$ 90.00
Piper Fire Protection, Inc.	004180	97651	Annual Extinguish Inspection 11/21	\$ 157.90
Rizzetta & Company, Inc.	4181	INV00000063125	District Management Fees 12/21	\$ 6,126.34
Rizzetta Amenity Services	004193	INV00000000009351	Personnel 11/26/21	\$ 5,881.34
Rizzetta Amenity Services	004216	INV00000000009371	Out of Pocket Expenses 11/21	\$ 127.28

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services	004216	INV00000000009395	General Management & Oversight 12/21	\$ 6,714.51
Rizzetta Technology Services, LLC	004182	INV00000008264	Email Accounts, Admin & Maintenance 12/21	\$ 175.00
Sitex Aquatics LLC	004183	5464B	Final Payment on Fountain Pump 11/21	\$ 7,606.00
Solitude Lake Management LLC	004184	PI-A00704266	Monthly Lake & Wetland Service 11/21	\$ 6,247.00
Solitude Lake Management LLC	004184	PI-A00704267	Lake & Pond Maintenance 11/21	\$ 513.00
Solitude Lake Management LLC	004184	PI-A00704268	Monthly Lake & Wetland Service 11/21	\$ 2,595.00
Solitude Lake Management LLC	004202	PI-A00722647	Lake & Pond Management Services 12/21	\$ 6,247.00
Solitude Lake Management LLC	004202	PI-A00722648	Wetland Management Services 12/21	\$ 513.00
Solitude Lake Management LLC	004202	PI-A00722649	Wetland Management Services 12/21	\$ 2,595.00
Sports Surfaces LLC	004217	12697	1/3 Deposit on Volleyball Court Construction 12/21	\$ 11,385.00
Steven A. Christie	004211	SC120921	Board Of Supervisors Meeting 12/09/21	\$ 200.00
Straley Robin Vericker	004185	20568	Legal Services 10/21	\$ 2,590.00
Straley Robin Vericker	004203	20662	Legal Services 11/21	\$ 2,594.90

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	004203	20663	Legal Services - Easement Encroachment 10/21	\$ 375.30
Suncoast Pool Service	004186	7715	Monthly Pool Service 11/21	\$ 2,000.00
Suncoast Pool Service	004204	7797	Monthly Pool & Splash Pad Service 12/21	\$ 2,000.00
Suncoast Rust Control, Inc.	004205	40420	Rust Control 11/21	\$ 1,035.00
Waste Management Inc. of Florida	004206	0704536-1568-7	Waste Disposal Services 12/21	\$ 52.00

Report Total

\$ 165,480.65