

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

August 3, 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, August 11, 2022 at 6:30 p.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 Easements Requests Tab 1
 - C. District Counsel
 - D. Field Operations Manager
 - i. Aquatics Report Tab 2
 - ii. Landscape Inspection Services Report Tab 3
 - iii. Greenview Weekly Reports..... Tab 4
 - iv. Consideration of Landscape Proposals..... Tab 5
 - E. Clubhouse Manager
 - i. Review Monthly Clubhouse Report..... Tab 6
 - F. District Manager Tab 7
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on July 14, 2022..... Tab 8
 - B. Consideration of Operation and Maintenance Expenditures for June 2022 Tab 9
- 5. BUSINESS ITEMS**
 - A. Consideration of Community Garden Policy Tab 10
 - B. Consideration of Community Garden Plan Tab 11
 - C. Consideration of Holiday Lighting Proposals Tab 12
 - D. Consideration of Playground Survey..... Tab 13
 - E. Consideration of Color Palettes for Playground..... Tab 14
 - F. Public Hearing on Adopting FY 2022-2023 Budget
 - i. Consideration of Resolution 2022-02; Adopting Fiscal Year 2022-2023 Budget Tab 15
 - G. Public Hearing on Adopting Levying of Assessments for Fiscal Year 2022-2023
 - i. Consideration of Resolution 2022-03 Levy of Assessments Tab 16
 - H. Consideration of Resolution 2022-04; Setting Fiscal Year 2022-2023 Meeting Schedule..... Tab 17
 - I. Consideration of District Management Addendum..... Tab 17
 - J. Consideration of Rizzetta Amenity Services Addendum Tab 19

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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July 14, 2022 Minutes of Meeting
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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, July 14, 2022 at 10:03 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

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
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

An audience member requested an outlet by the pool area.

An audience member addressed the Board regarding meetings.

An audience member requested more umbrellas for the pool area.

THIRD ORDER OF BUSINESS

Staff Reports

A. Deputy Phillips

Deputy Phillips provided an update to the Board.

B. District Engineer

Mr. Brletic provided an update on the Volleyball Court.

On a Motion by Ms. Ramirez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Easement Application for 4415 Mount Bandon, for the Concord Station Community Development District.

i. Consideration Engineering Costs for Repair/Restoration of Poolside Pergola

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Tampa Bay Contracting proposal in the amount of \$3,500.00 to evaluate the repair/restoration status of the poolside pergola, for the Concord Station Community Development District.

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$600.00 for Michael Speidel to purchase more umbrellas for the pool area, for the Concord Station Community Development District.

Mr. Brletic provided updates on the welcome signs, electricity for pocket park water feature, Stormwater Needs Analysis Report, 3509 Chessington Easement Application that was tabled from the last meeting and the Solar Structure.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Easement Application for 3509 Chessington subject to Solitude confirming they can gain access via 6' gate and resident agreeing to allowing access to CDD vendors through the 6' gate, for the Concord Station Community Development District.

C. District Counsel

No report.

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D. Aquatics Report

Ms. Wallace presented the aquatics report to the Board.

E. Field Inspection Report

The Board reviewed the field inspection report and Greenview Weekly reports.

The Board reviewed the proposed landscape proposals

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved Greenview proposal for Podocarpus at the Volleyball Court in the amount of \$200.00, for the Concord Station Community Development District.

On a Motion by Ms. Ramirez, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved Greenview proposal for fill in seed at Trilby Park Volleyball Court, for the Concord Station Community Development District.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved Greenview proposal for Topchoice for Trilby Park for \$600.00, Buckinghamshire Park \$150.00, and Umberland Park \$150.00 for a total of \$900.00, for the Concord Station Community Development District.

F. Clubhouse Manager

Mr. Speidel presented the monthly Clubhouse Report under separate cover to the Board.

G. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for August 11, 2022 at 6:30 p.m. The Final Budget will be presented.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
June 9, 2022**

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 June 9, 2022, as presented, for the Concord Station Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for May
2022**

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for May 2022 (\$103,039.38), for the Concord Station Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Playground Proposal

ARC, TopLine and Game Time gave a presentation on proposals to the Board.

Audience members asked questions and provided comments.

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the Game Time proposal with a not-to-exceed amount of \$310,000.00, subject to removing the 2 spring chairs and adding monkey bars, for the Concord Station Community Development District.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved at not-to-exceed amount of \$2,500.00 for District Engineer to conduct a survey for the playground, 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 approved a proposal from Site Masters to demo existing playground for \$3,500.00, for the Concord Station Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Revised Policies for
Amenities**

This was tabled to the next meeting.

EIGHTH ORDER OF BUSINESS

**Consideration of Community Garden
Policy**

This was tabled to the next meeting.

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NINTH ORDER OF BUSINESS

Consideration of Community Garden Plan

This was tabled to the next meeting.

TENTH ORDER OF BUSINESS

Consideration of Holiday Lighting Proposals

Mr. Gray from Blue Wave presented permanent lights for the Clubhouse. This was tabled to the next meeting.

Ms. Ramirez left the meeting

ELEVENTH ORDER OF BUSINESS

Ratification of Pool Works Splash Pad Repair

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified Pool Works Splash Pad repair in the amount of \$9,995.00, for the Concord Station Community Development District.

TWELFTH ORDER OF BUSINESS

Ratification of Pool Works Chair Lift Repair

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified Pool Works Chair Lift repair in the amount of \$4,800.00, for the Concord Station Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Outdoor Fitness Equipment

This item was tabled.

FOURTEENTH ORDER OF BUSINESS

Audience Comments

An audience member addressed the Board regarding tree hanging over property.

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

No supervisor requests

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SIXTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 2:04 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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Concord Station Community Development District

District Office · Wesley Chapel, Florida · (813)-994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

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Operations and Maintenance Expenditures June 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2022 through June 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$129,912.14**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ADT Security Services	004381	922837858	Clubhouse Security Service 06/22	\$ 33.79
Clean Sweep Supply Co., Inc.	004407	4038	Janitorial Supplies 06/22	\$ 561.88
Concord Station CDD	CD155	CD155	Debit Card Replenishment	\$ 1,263.94
Concord Station CDD	CD154	CD154	Debit Card Replenishment	\$ 418.83
DCSI, Inc.	004408	29687	Installed Speaker For Floor Game 06/22	\$ 204.00
Donna Matthias-Gorman	004398	DM060922	Board Of Supervisors Meeting 06/09/22	\$ 200.00
Duke Energy	004401	9100 8845 0087 05/22	0000 Trinity Cottage Drive Light 05/22	\$ 1,165.13
Duke Energy	004389	Summary Bill 05/22	Summary Bill 05/22	\$ 10,898.13
Finn Outdoor, LLC	004382	2665	Drainage Maintenance 06/22	\$ 6,250.00
Fitness Logic	004409	107592	Fitness Equipment 06/22	\$ 56.00
Fitness Logic	004395	107621	QRTLY Maintenance & Cleaning Labor 06/22	\$ 165.00
Florida Department of Health in Pasco County	004396	51-BID-5873502	51-BID-5873502 06/22	\$ 280.00
Florida Department of Health in Pasco County	004396	51-BID-5873638	51-BID-5873638 Splash Pad 06/22	\$ 145.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	004383	61-8017248652-6 05/22	Sales & Use Tax 05/22	\$ 132.15
Fred Berdeguez	004393	FB060922	Board Of Supervisors Meeting 06/09/22	\$ 200.00
Frontier Communications of Florida	20220621-2	813-909-4569-121718-5 06/22	Account #813-909-4569-121718-5 06/22	\$ 599.24
Greenview Landscaping, Inc.	004410	6CCSCDD22	Monthly Landscape Maintenance 06/22	\$ 19,000.00
Greenview Landscaping, Inc.	004410	6CCSCH22	Monthly Maintenance for Clubhouse 06/22	\$ 1,100.00
Greenview Landscaping, Inc.	004410	6CCSDRAIN22	Cleaned Out Storm Drain 06/22	\$ 200.00
Greenview Landscaping, Inc.	004410	6CCSIRR22	Irrigation Repairs 06/22	\$ 578.00
Hughes Exterminators	004378	47156874	Pest Control Service INT/EXT 05/22	\$ 50.00
Hughes Exterminators	004411	47535086	Pest Control Service INT/EXT 06/22	\$ 50.00
Jerica Ramirez	004405	JR060922	Board Of Supervisors Meeting 06/09/22	\$ 200.00
Johnson, Mirmiran & Thompson, Inc.	004384	33-193048	Engineer Services 05/22	\$ 6,290.00
Karen Hillis	004397	KH060922	Board Of Supervisors Meeting 06/09/22	\$ 200.00
Outdoor Furniture Connection	004412	36222	Chaise Lounges Full Straps 03/22	\$ 2,275.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Pasco County	004386	16671209	18636 Mentmore Blvd 05/22	\$ 561.54
Pasco County	004399	16673181	19322 Umlerland Place 05/22	\$ 35.66
Pasco County Sheriff	004385	AR001499	Law Enforcement Services #9 06/22	\$ 9,077.42
PC Consultants	004400	107813	Service Call For Thinked Pad 06/22	\$ 97.50
PC Consultants	004387	107817	Lenovo Laptop 06/22	\$ 2,073.98
Piper Fire Protection, Inc.	004388	105736	CLW Fire Alarm Monitoring 03/22	\$ 540.00
Rizzetta & Company, Inc.	004402	INV0000068703	Management Fees 06/22	\$ 6,301.34
Rizzetta & Company, Inc.	004403	INV0000068923	Personnel Reimbursement 05/27/22	\$ 7,602.69
Rizzetta & Company, Inc.	004390	INV0000068985	Out of Pocket Expenses 05/22	\$ 123.38
Rizzetta & Company, Inc.	004404	INV0000069011	Amenity Management & Oversight 06/10/22	\$ 8,582.26
Solitude Lake Management LLC	004413	PI-A00826249	Lake & Pond Management Services 06/22	\$ 6,247.00
Solitude Lake Management LLC	004413	PI-A00826250	Wetland Management Services 06/22	\$ 513.00
Solitude Lake Management LLC	004413	PI-A00826251	Wetland Management Services 06/22	\$ 2,595.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Steven A. Christie	004394	SC060922	Board Of Supervisors Meeting 06/09/22	\$ 200.00
Suncoast Pool Service	004414	8302	Replacement Filter Elements 05/22	\$ 728.00
Suncoast Pool Service	004414	8319	Monthly Pool & Splash Pad Service 06/22	\$ 2,000.00
Suncoast Rust Control, Inc.	004391	04579	Rust Control 05/22	\$ 1,085.00
Tampa Poop 911 LLC	004392	CS022022	Waste Station Install 02/22	\$ 3,950.00
The Pool Works of Florida, Inc	004406	1731	Chair Lift/Splash Pad Repair 06/22	\$ 14,795.00
The Pool Works of Florida, Inc	004415	1754	Splash Pad UV Repairs 06/22	\$ 9,995.00
Times Publishing Company	004380	0000225346 05/25/22	Account #121715 Legal Advertising 05/22	\$ 90.40
Waste Management Inc. of Florida	20220608-1	0729677-1568-0	Waste Disposal Services 03/22	\$ 63.96
Waste Management Inc. of Florida	20220608-2	0745495-1568-7	Waste Disposal Services 05/22	\$ 68.96
Waste Management Inc. of Florida	20220608-3	0756968-1568-9	Waste Disposal Services 06/22	<u>\$ 68.96</u>
Report Total				<u>\$ 129,912.14</u>

Tab 15

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager submitted, prior to June 15th, to the Board of Supervisors (“**Board**”) of the Concord Station Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

WHEREAS, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

WHEREAS, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

WHEREAS, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. Budget

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2021-2022 and/or revised projections for fiscal year 2022-2023.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the

Concord Station Community Development District for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023.”

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

Section 2. Appropriations. There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2022, and ending September 30, 2023, the sum of \$_____, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$_____
<i>Total Reserve Fund [if Applicable]</i>	\$_____
Total Debt Service Funds	\$_____
Total All Funds*	\$_____

*Not inclusive of any collection costs or early payment discounts.

Section 3. Budget Amendments. Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

Section 4. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 11, 2022.

Attested By:

**Concord Station
Community Development District**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: FY 2022-2023 Adopted Budget



Rizzetta & Company

Concord Station Community Development District

www.concordstationcdd.com

Proposed Budget for Fiscal Year 2022-2023

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Rizzetta & Company

Proposed Budget
Concord Station Community Development District
General Fund
Fiscal Year 2022/2023

	Chart of Accounts Classification	Actual YTD through 06/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1								
2	REVENUES							
3	Special Assessments							
4	Tax Roll*	\$ 1,354,032	\$ 1,354,032	\$ 1,347,371	\$ 6,661	\$ 1,547,240	\$ 199,869	
5	Other Miscellaneous Revenues							
6	Clubhouse Revenues	\$ 7,933	\$ 10,577	\$ -	\$ 10,577	\$ -	\$ -	
7	Fees for Fence Project	\$ 650	\$ 867	\$ -	\$ 867	\$ -	\$ -	
8	Access Revenue	\$ 5,262	\$ 7,016	\$ -	\$ 7,016	\$ -	\$ -	
9	Interest Earnings		\$ -	\$ -	\$ -		\$ -	
10	Interest Earnings	\$ 1,531	\$ 2,041	\$ -	\$ 2,041	\$ -	\$ -	
11								
12	TOTAL REVENUES	\$ 1,369,408	\$ 1,374,533	\$ 1,347,371	\$ 27,162	\$ 1,547,240	\$ 199,869	
13								
14	Balance Forward from Prior Year	\$ -	\$ 70,655	\$ 70,655	\$ -	\$ -	\$ (70,655)	Used to offset an increase in assessments
15								
16	TOTAL REVENUES AND BALANCE FORWARD	\$ 1,369,408	\$ 1,445,188	\$ 1,418,026	\$ 27,162	\$ 1,547,240	\$ 129,214	
17								
18	EXPENDITURES - ADMINISTRATIVE							
19								
20	Legislative							
21	Supervisor Fees	\$ 8,800	\$ 12,000	\$ 13,000	\$ 1,000	\$ 13,000	\$ -	
22	Financial & Administrative							
23	Administrative Services	\$ 4,920	\$ 6,560	\$ 6,560	\$ -	\$ 6,822	\$ 262	
24	District Management	\$ 23,361	\$ 31,148	\$ 31,148	\$ -	\$ 32,394	\$ 1,246	
25	District Engineer	\$ 36,140	\$ 48,187	\$ 20,000	\$ (28,187)	\$ 30,000	\$ 10,000	Projected based on current f/y capital improvements
26	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
27	Trustees Fees	\$ 4,939	\$ 8,000	\$ 8,000	\$ -	\$ 6,000	\$ (2,000)	
28	Assessment Roll	\$ 5,408	\$ 5,408	\$ 5,408	\$ -	\$ 5,624	\$ 216	
29	Financial & Revenue Collections	\$ 4,056	\$ 5,408	\$ 5,408	\$ -	\$ 5,624	\$ 216	
30	Accounting Services	\$ 16,500	\$ 22,000	\$ 22,000	\$ -	\$ 22,880	\$ 880	
31	Auditing Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	Contract with McDermit Davis
32	Arbitrage Rebate Calculation	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
33	Miscellaneous Mailings	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
34	Public Officials Liability Insurance	\$ 2,627	\$ 2,627	\$ 2,752	\$ 125	\$ 3,152	\$ 400	Egis estimate
35	Bank Fees	\$ 391	\$ 521	\$ 550	\$ 29	\$ 550	\$ -	
36	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 850	\$ 675	\$ 175	\$ (675)	
37	Legal Advertising	\$ 90	\$ 800	\$ 800	\$ -	\$ 800	\$ -	
38	Tax Collector /Property Appraiser Fees	\$ -	\$ 150	\$ 150	\$ -	\$ 150	\$ -	
39	ADA Website Compliance	\$ 1,538	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	
40	Website Fees & Maintenance	\$ 1,575	\$ 2,100	\$ 2,100	\$ -	\$ 2,600	\$ 500	
41	Legal Counsel							
42	District Counsel	\$ 27,424	\$ 36,565	\$ 22,500	\$ (14,065)	\$ 22,500	\$ -	
43								
44	Administrative Subtotal	\$ 146,944	\$ 195,149	\$ 154,726	\$ (40,423)	\$ 165,771	\$ 11,045	
45								
46	EXPENDITURES - FIELD OPERATIONS							

Proposed Budget
Concord Station Community Development District
General Fund
Fiscal Year 2022/2023

	Chart of Accounts Classification	Actual YTD through 06/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
47								
48	Law Enforcement							
49	Deputy	\$ 81,697	\$ 108,929	\$ 108,929	\$ -	\$ 118,015	\$ 9,086	As per FY22/23 proposal.
50	Electric Utility Services							
51	Utility Services	\$ 9,210	\$ 12,000	\$ 10,000	\$ (2,000)	\$ 12,000	\$ 2,000	
52	Street Lights	\$ 73,018	\$ 89,000	\$ 86,300	\$ (2,700)	\$ 89,300	\$ 3,000	
53	Utility - Recreation Facilities	\$ 19,131	\$ 25,508	\$ 27,000	\$ 1,492	\$ 27,000	\$ -	
54	Garbage/Solid Waste Control Services							
55	Garbage - Recreation Facility	\$ 555	\$ 650	\$ 650	\$ -	\$ 650	\$ -	
56	Solid Waste Assessment	\$ 824	\$ 824	\$ 800	\$ (24)	\$ 850	\$ 50	
57	Water-Sewer Combination Services				\$ -			
58	Utility Services- Recreation Facilities	\$ 5,121	\$ 6,828	\$ 15,000	\$ 8,172	\$ 12,000	\$ (3,000)	
59	Stormwater Control							
60	Stormwater Assessment	\$ 1,851	\$ 1,851	\$ 2,207	\$ 356	\$ 2,207	\$ -	
61	Aquatic Maintenance	\$ 62,470	\$ 74,464	\$ 75,464	\$ 1,000	\$ 80,212	\$ 4,748	Solitude \$6247/mos = \$74,964 + 7%
62	Fountain Service Repairs & Maintenance	\$ 8,356	\$ 11,141	\$ 2,500	\$ (8,641)	\$ 4,500	\$ 2,000	No cap improvements anticipated, just maintenance.
63	Lake/Pond Bank Maintenance	\$ 7,350	\$ 9,800	\$ 15,000	\$ 5,200	\$ 15,000	\$ -	Pond bank repairs
64	Wetland Monitoring & Maintenance	\$ 34,214	\$ 40,775	\$ 40,775	\$ -	\$ 43,630	\$ 2,855	Solitude \$2595/mos + \$3479 ann + \$513/mos + 7%
65	Aquatic Plant Replacement	\$ -	\$ 5,000	\$ 10,000	\$ 5,000	\$ 10,000	\$ -	
66	Stormwater System Maintenance	\$ 200	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
67	Aquatic Pest Control	\$ -	\$ 3,000	\$ 12,000	\$ 9,000	\$ 7,000	\$ (5,000)	Midge fly treatments
68	Wetland Buffer Maintenance	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
69	Other Physical Environment							
70	General Liability Insurance	\$ 2,938	\$ 2,938	\$ 3,078	\$ 140	\$ 3,526	\$ 448	Per EGIS estimate
71	Property Insurance	\$ 15,704	\$ 15,704	\$ 14,587	\$ (1,117)	\$ 19,326	\$ 4,739	Per EGIS estimate
72	Rust Prevention	\$ 9,565	\$ 13,020	\$ 12,420	\$ (600)	\$ 15,000	\$ 2,580	Suncoast Rust Control \$1085/monthly + add'l areas
73	Entry & Walls Maintenance	\$ 8,200	\$ 10,000	\$ 3,000	\$ (7,000)	\$ 10,000	\$ 7,000	
74	Landscape- General Maintenance	\$ 171,000	\$ 228,000	\$ 252,000	\$ 24,000	\$ 252,000	\$ -	Greenview \$19k /month + add'ns/increases
75	Landscape- Fertilization	\$ 19,000	\$ 31,900	\$ 31,900	\$ -	\$ 31,900	\$ -	
76	Landscape- Pest Control	\$ 900	\$ 5,000	\$ 40,000	\$ 35,000	\$ 40,000	\$ -	
77	Landscape- OTC Injections	\$ -	\$ 5,000	\$ 29,760	\$ 24,760	\$ 29,760	\$ -	
78	Landscape- Mulch	\$ -	\$ 32,000	\$ 32,000	\$ -	\$ 32,000	\$ -	
79	Holiday Decorations	\$ 17,800	\$ 17,800	\$ 18,000	\$ 200	\$ 18,000	\$ -	
80	Irrigation Repairs	\$ 1,778	\$ 2,371	\$ 5,000	\$ 2,629	\$ 5,000	\$ -	
81	Well Maintenance	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
82	Landscape Replacement Plants, Shrubs, Trees	\$ 5,816	\$ 7,755	\$ 15,000	\$ 7,245	\$ 15,000	\$ -	
83	Field Services Management	\$ 6,300	\$ 8,400	\$ 8,400	\$ -	\$ 8,400	\$ -	
84	Fire Ant Treatment	\$ -	\$ 2,000	\$ 6,000	\$ 4,000	\$ 6,000	\$ -	
85	Road & Street Facilities							
86	Roadway Repair & Maintenance	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	Vehicle Use Areas - clubhouse and common areas
87	Parks & Recreation							
88	Employee Salaries	\$ 143,908	\$ 196,150	\$ 199,855	\$ 3,705	\$ 248,818	\$ 48,963	Add 32 hrs/wk for full time attendant.
89	Management Contract	\$ 9,889	\$ 13,200	\$ 13,200	\$ -	\$ 13,200	\$ -	
90	Operations Maintenance & Repair	\$ 22,900	\$ 30,533	\$ 15,000	\$ (15,533)	\$ 15,000	\$ -	
91	Gate Maintenance & Repairs	\$ 240	\$ 320	\$ 1,000	\$ 680	\$ 1,000	\$ -	Pool/Amenity Gates
92	Computer Support, Maintenance & Repair	\$ 2,288	\$ 2,500	\$ 2,000	\$ (500)	\$ 2,000	\$ -	

Proposed Budget
Concord Station Community Development District
General Fund
Fiscal Year 2022/2023

	Chart of Accounts Classification	Actual YTD through 06/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
93	Fitness Equipment Maintenance & Repairs	\$ 3,575	\$ 4,000	\$ 2,000	\$ (2,000)	\$ 2,000	\$ -	Qtly Fitness Maintenance \$165x4 = \$660 + repairs
94	Clubhouse - Facility Janitorial Service	\$ 5,289	\$ 7,900	\$ 3,000	\$ (4,900)	\$ 9,600	\$ 6,600	City Wide \$800/month
95	Clubhouse - Facility Janitorial Supplies	\$ 6,141	\$ 8,188	\$ 15,000	\$ 6,812	\$ 10,000	\$ (5,000)	Clean Sweep Supply Co.
96	Pool Service Contract	\$ 18,000	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	\$ -	\$350/month (splashpad) + \$1650/month (pool)
97	Security System Monitoring & Maintenance	\$ 1,890	\$ 2,520	\$ 6,000	\$ 3,480	\$ 6,000	\$ -	
98	Facility A/C & Heating Maintenance & Repair	\$ 2,335	\$ 3,113	\$ 5,000	\$ 1,887	\$ 5,000	\$ -	
99	Clubhouse Landscape Maintenance	\$ 9,900	\$ 13,200	\$ 13,200	\$ -	\$ 13,200	\$ -	Greenview - \$1100/month
100	Furniture Repair/Replacement	\$ 6,777	\$ 9,036	\$ 10,000	\$ 964	\$ 10,000	\$ -	Indoor and Outdoor Furniture
101	Pool Permits	\$ 425	\$ 425	\$ 425	\$ -	\$ 425	\$ -	Pool \$280 + Splash Pad \$145
102	Playground Equipment and Maintenance	\$ 1,081	\$ 1,441	\$ 2,500	\$ 1,059	\$ 2,500	\$ -	Includes annual inspections.
103	Vehicle Maintenance	\$ 780	\$ 750	\$ 750	\$ -	\$ 750	\$ -	
104	Telephone, Fax, Internet	\$ 5,388	\$ 7,380	\$ 7,300	\$ (80)	\$ 7,400	\$ 100	
105	Athletic/Park Court/Field Repairs	\$ 1,347	\$ 2,000	\$ 6,500	\$ 4,500	\$ 6,500	\$ -	
106	Pool/Water Park/Fountain Maintenance	\$ 978	\$ 1,500	\$ 3,000	\$ 1,500	\$ 3,000	\$ -	
107	Pest Control & Termite Bond	\$ 280	\$ 1,300	\$ 1,300	\$ -	\$ 1,300	\$ -	
108	Office Supplies	\$ 1,381	\$ 1,841	\$ 3,500	\$ 1,659	\$ 3,500	\$ -	
109	Wildlife Management Services	\$ 1,650	\$ 1,650	\$ 2,500	\$ 850	\$ 2,500	\$ -	Swine Solutions
110	Dog Waste Station Supplies	\$ 9,397	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	Contract \$5150.16 + add'l bags
111	Special Events							
112	Clubhouse- Special Events	\$ 14,118	\$ 18,000	\$ 11,000	\$ (7,000)	\$ 18,000	\$ 7,000	
113	Contingency							
114	Miscellaneous Contingency	\$ 11,850	\$ 15,800	\$ 10,000	\$ (5,800)	\$ 25,000	\$ 15,000	Unanticipated increases/incidentals.
115	Capital Outlay	\$ 203,450	\$ 300,000	\$ 10,000	\$ (290,000)	\$ 25,000	\$ 15,000	Outdoor equipment, entryway lighting, other.
116								
117	Field Operations Subtotal	\$ 1,048,255	\$ 1,455,906	\$ 1,263,300	\$ (192,606)	\$ 1,381,469	\$ 118,169	
118								
119								
120	TOTAL EXPENDITURES	\$ 1,195,199	\$ 1,651,055	\$ 1,418,026	\$ (233,029)	\$ 1,547,240	\$ 129,214	
121								
122	EXCESS OF REVENUES OVER EXPENDITURES	\$ 174,209	\$ (205,867)	\$ -	\$ (205,867)	\$ -	\$ -	
123								

Proposed Budget
Concord Station Community Development District
Reserve Fund
Fiscal Year 2022/2023

	Chart of Accounts Classification	Budget for 2022/2023
1	REVENUES	
2		
3	Special Assessments	
4	Tax Roll*	\$ 20,000
5		
6	TOTAL REVENUES	\$ 20,000
7		
8	TOTAL REVENUES AND BALANCE FORWARD	\$ 20,000
9		
10		
11	EXPENDITURES	
12		
13	Contingency	
14	Capital Reserves	\$ 20,000
15		
16	TOTAL EXPENDITURES	\$ 20,000
17		
18	EXCESS OF REVENUES OVER EXPENDITURES	\$ -

Concord Station Community Development District
Debt Service
Fiscal Year 2022/2023

Chart of Accounts Classification	Series 2016	Budget for 2022/2023
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$1,834,649.50	\$1,834,649.50
TOTAL REVENUES	\$1,834,649.50	\$1,834,649.50
EXPENDITURES		
Administrative		
Financial & Administrative		
Debt Service Obligation	\$1,834,649.50	\$1,834,649.50
Administrative Subtotal	\$1,834,649.50	\$1,834,649.50
TOTAL EXPENDITURES	\$1,834,649.50	\$1,834,649.50
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

Gross assessments

\$1,950,095.13

Notes:

Tax Roll Collection Costs and Early Payment Discounts are 6% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2022/2023 O&M Budget		\$1,567,240.00
Pasco County Collection Costs @	2%	\$33,345.53
Early Payment Discount @	4%	\$66,691.06
2022/2023 Total		<u>\$1,667,276.60</u>

2021/2022 O&M Budget	\$1,367,371.00
2022/2023 O&M Budget	\$1,567,240.00

Total Difference	<u><u>\$199,869.00</u></u>
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	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2021/2022	2022/2023	\$	%
Debt Service - Single Family 40'	\$1,129.65	\$1,129.65	\$0.00	0.00%
Operations/Maintenance - Single Family 40'	\$959.53	\$1,099.79	\$140.26	14.62%
Total	\$2,089.18	\$2,229.44	\$140.26	6.71%
Debt Service - Single Family 50'	\$1,286.97	\$1,286.97	\$0.00	0.00%
Operations/Maintenance - Single Family 50'	\$959.53	\$1,099.79	\$140.26	14.62%
Total	\$2,246.50	\$2,386.76	\$140.26	6.24%
Debt Service - Single Family 50' Prepaid	\$501.23	\$501.23	\$0.00	0.00%
Operations/Maintenance - Single Family 50' Prepaid	\$959.53	\$1,099.79	\$140.26	14.62%
Total	\$1,460.76	\$1,601.02	\$140.26	9.60%
Debt Service - Single Family 65'	\$1,402.57	\$1,402.57	\$0.00	0.00%
Operations/Maintenance - Single Family 65'	\$959.53	\$1,099.79	\$140.26	14.62%
Total	\$2,362.10	\$2,502.36	\$140.26	5.94%

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$1,567,240.00
COLLECTION COSTS @	2.0%	\$33,345.53
EARLY PAYMENT DISCOUNT @	4.0%	\$66,691.06
TOTAL O&M ASSESSMENT		<u>\$1,667,276.60</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&M ASSESSMENT</u>				<u>PER LOT ANNUAL ASSESSMENT</u>		
	<u>O&M</u>	<u>SERIES 2016 DEBT SERVICE</u> ^{(1) (2)}	<u>EAU FACTOR</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&M BUDGET</u>	<u>O&M</u>	<u>SERIES 2016 DEBT SERVICE</u> ⁽³⁾	<u>TOTAL</u> ⁽⁴⁾
<u>Platted Parcels</u>									
Single Family 40'	289	289	1.00	289.00	19.06%	\$317,838.35	\$1,099.79	\$1,129.65	\$2,229.44
Single Family 50'	822	822	1.00	822.00	54.22%	\$904,024.64	\$1,099.79	\$1,286.97	\$2,386.76
Single Family 50' Prepaid	1	1	1.00	1.00	0.07%	\$1,099.79	\$1,099.79	\$501.23	\$1,601.02
Single Family 65'	404	403	1.00	404.00	26.65%	\$444,313.82	\$1,099.79	\$1,402.57	\$2,502.36
Total Community	1516	1515		1516.00	100.00%	\$1,667,276.60			

LESS: Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

(\$100,036.60)

Net Revenue to be Collected:

\$1,567,240.00

⁽¹⁾ Reflects the number of total lots with Series 2016 debt outstanding.

⁽²⁾ Reflects one Series 2016 prepayment and one lot that prepaid the previous Series 2005 bond debt and therefore has a reduced Series 2016 assessment.

⁽³⁾ Annual debt service assessment per lot adopted in connection with the Series 2016 bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

⁽⁴⁾ Annual assessment that will appear on November 2022 Pasco County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Clubhouse Revenue: The District may receive monies for event rentals and other clubhouse revenue.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles, and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for the management and administration of the District's day-to-day needs. These services include the conducting of board meetings, workshops, the overall administration of District functions, all required state, and local filings, preparation of the annual budget, purchasing, risk management, preparing various resolutions, and all other secretarial duties requested by the District throughout the year is also reflected in this amount.



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District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on the property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.



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Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Law Enforcement: The District may wish to contract to provide security for the District.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs



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Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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Tab 16

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Concord Station Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

WHEREAS, the District is located in Pasco County, Florida (“**County**”);

WHEREAS, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2022-2023 attached hereto as **Exhibit A** (“**FY 2022-2023 Budget**”) and incorporated as a material part of this Resolution by this reference;

WHEREAS, the District must obtain sufficient funds to provide for the activities described in the FY 2022-2023 Budget;

WHEREAS, the provision of the activities described in the FY 2022-2023 Budget is a benefit to lands within the District;

WHEREAS, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

WHEREAS, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

WHEREAS, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

WHEREAS, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

WHEREAS, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel’s portion of the FY 2022-2023 Budget (“**O&M Assessments**”);

WHEREAS, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments (“**Debt Assessments**”) in the amounts shown in the FY 2022-2023 Budget;

WHEREAS, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (“**Assessment Roll**”);

WHEREAS, it is in the best interests of the District to certify the Assessment Roll to the Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. Benefit from Activities and O&M Assessments. The provision of the activities described in the FY 2022-2023 Budget confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2022-2023 Budget and in the Assessment Roll.

Section 2. O&M Assessments Imposition. Pursuant to Chapter 190, Florida Statutes and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2022-2023 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

Section 3. Collection and Enforcement of District Assessments.

- a. **Uniform Method for all Debt Assessments and all O&M Assessments.** The collection of all Debt Assessments and all O&M Assessments for all lands within the District, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in the Assessment Roll. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.
- b. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

Section 4. Certification of Assessment Roll. The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

Section 5. Assessment Roll Amendment. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

Section 6. Assessment Challenges. The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

Section 7. Procedural Irregularities. Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

Section 8. Severability. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

Section 9. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 11, 2022.

Attested By:

**Concord Station
Community Development District**

Print Name: _____
Secretary/Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: FY 2022-2023 Budget

Tab 17

RESOLUTION 2022-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND
LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS
OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Concord Station Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the District’s Board of Supervisors (the “**Board**”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as **Exhibit “A”**.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Pasco County and the Department of Economic Opportunity, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 11TH DAY OF AUGUST 2022.

ATTEST:

**CONCORD STATION COMMUNITY
DEVELOPMENT DISTRICT**

Name: _____
Secretary/Assistant Secretary

Name: _____
Chair / Vice Chair of the Board of Supervisors

EXHIBIT “A”
BOARD OF SUPERVISORS MEETING DATES
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023

October 13, 2022

November 10, 2022

December 8, 2022 * 6:30 p.m.

January 12, 2023

February 9, 2023

March 9, 2023

April 13, 2023 * 6:30 p.m.

May 11, 2023

June 8, 2023 * 6:30 p.m.

July 13, 2023

August 10, 2023 * 6:30 p.m.

September 14, 2023

The meetings will convene at 10:00 a.m. (*with the exceptions of the months of December, April, June and August) when they will convene at 6:30 p.m.). at** the Concord Station Clubhouse, located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638.

Tab 18

SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

This Second Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1st day of October, 2022 (the “**Effective Date**”), by and between **Concord Station Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Hillsborough County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2018 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.

(Remainder of this page is left blank intentionally)

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST:

Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name

Exhibit B – Schedule of Fees

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	MONTHLY	ANNUALLY
Management:	\$2,699.50	\$32,394
Administrative:	\$568.50	\$6,822
Accounting:	\$1,906.67	\$22,880
Financial & Revenue Collections:	\$468.67	\$5,624
Assessment Roll ⁽¹⁾		\$5,624
Total Standard On-Going Services:	\$5,643.33	\$73,344

(1) Assessment Roll is paid in one lump-sum after the roll is completed (October)

ADDITIONAL SERVICES:	FREQUENCY	RATE
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

Tab 19

SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL AMENITY SERVICES

This Second Addendum to the Contract for Professional Amenity Services (this “**Second Addendum**”), is made and entered into as of the 2022 day of October 1st (the “**Effective Date**”), by and between Concord Station Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Pasco County, Florida (the “**District**”), and Rizzetta & Company, Inc., a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional Amenity Services dated December 1, 2018 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend Exhibit B of the Fees and Expenses section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit B attached.

The amended Exhibit B is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Second Addendum as of the Effective Date.

Rizzetta & Company, Inc.

By: _____
William J. Rizzetta, President

**Concord Station
Community Development District**

By: _____
Chairman of the Board of Supervisors



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED

**EXHIBIT B
SCHEDULE OF FEES**

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2022 to September 30, 2023**.

PERSONNEL:

Full Time Personnel (40 hours per week)

- Clubhouse Manager
- Assistant Clubhouse Manager
- Maintenance
- Clubhouse Attendant

Part Time Personnel (25 hours per week)

- Clubhouse Attendant

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 248,818.
General Management and Oversight ⁽²⁾	\$ 13,200.
Total Services Cost:	\$ 262,018.

One-Time Payroll Deposit ⁽³⁾	\$ \$4,057.
- Revised payroll deposit \$19,300, minus current deposit \$15,243.	

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta & Company, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

(3). Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



Rizzetta & Company

Rev. 2017-03-13 – WJR/ED