

# 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](http://www.concordstationcdd.com)

October 6, 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, October 13, 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. Discussion Regarding Waterford Storm Drain
  - C. District Counsel
  - D. Field Operations Manager
    - i. Aquatics Report ..... Tab 1
    - ii. Landscape Inspection Services Report ..... Tab 2
    - iii. Greenview Weekly Reports..... Tab 3
    - iv. Consideration of Landscape Proposals (under separate cover)
      - Proposal for Podocarpus Plants around the Solar Structure.
      - Proposal for New Permanent Plants
      - 10% Increase Proposal
  - E. Clubhouse Manager
    - i. Review Monthly Clubhouse Report..... Tab 4
    - ii. Consideration of Outdoor Fitness Equipment Proposals.. Tab 5
    - iii. Consideration of Welcome Signs Proposal  
(under separate cover)
    - iv. Consideration of Soccer Goals Proposal ..... Tab 6
    - v. Consideration of Marquee Proposals  
(under separate cover)
  - F. District Manager ..... Tab 7
4. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors'  
Meeting held on September 8, 2022..... Tab 8
  - B. Consideration of Operation and Maintenance Expenditures  
for August 2022 ..... Tab 9
5. **BUSINESS ITEMS**
  - A. Discussion Regarding Clubhouse Improvements
  - B. Ratification of Pool Pergola Contract ..... Tab 10
  - C. Discussion Regarding Policy Rates ..... Tab 11
  - D. Discussion Regarding HOA's Request to Purchase  
CDD Property
  - E. Ratification of Performance & Payment Bond ..... Tab 12
  - F. Ratification of Revised Game Time Contract..... Tab 13

- 6. **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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**September 8, 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, September 8, 2022 at 10:02 a.m.** at Concord Station Clubhouse located at 18636 Mentmore Boulevard, Land O' Lakes, Florida 34638.

Present and constituting a quorum:

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

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel, Straley Robin Vericker</b>
Stephen Brletic	<b>District Engineer, JMT Engineering</b>
Michael Speidel	<b>Clubhouse Mgr., Rizzetta Amenity Services</b>
Larry Ruhm	<b>Representative, Greenview Landscape</b>
Deputy Phillips	<b>Pasco County Sheriff's Office</b>

Audience	<b>Present</b>
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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**

Mr. Ken Chapman, HOA President requested for CDD District Counsel to discuss with HOA the purchase of CDD land with HOA Counsel.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with four in favor, and Ms. Hillis opposed, the Board of Supervisors approved a not-to-exceed one (1) hour of District Counsel time to discuss with HOA Counsel the purchase of CDD land, for the Concord Station Community Development District.

An audience member requested information on a previously submitted Easement Agreement.

### **THIRD ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Deputy Phillips**

Deputy Phillips provided an update to the Board.

#### **B. Field Inspection Reports**

Mr. Ruhm updated the Board and answered questions. Mr. Ruhm provided a proposal for new permanent plants for the next meeting agenda.

A proposal was presented under separate cover for fertilization and herbicide.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposal for \$12,700.00 for fertilization and herbicide, for the Concord Station Community Development District.

#### **C. District Engineer**

Mr. Brletic provide an update on the playground and the pavilion.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Tampa Bay Contracting proposal for a not-to-exceed an additional \$5,000.00 to the \$23,450.00 that was approved at the June 9, 2022 CDD meeting, subject to District Counsel drafting an updated agreement for signature, for the Concord Station Community Development District.

The Board requested a proposal from Greenview for Podocarpus around the solar structure.

#### **i. Consideration of Easement Requests**

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On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Fence Easement Application for 19172 Andrea Lynn Lane, for the Concord Station Community Development District.

**D. District Counsel**

No report.

**E. Aquatics Report**

Ms. Wallace presented the aquatics report to the Board.

**F. Field Inspection Report (Continued)**

The Board reviewed the field inspection report.

**G. Clubhouse Manager**

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

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the outdoor shower repair in the amount of \$3,928.89 subject to including replacement of the concrete pad, for the Concord Station Community Development District.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved staff uniforms at a not-to-exceed amount of \$1,000.00, for the Concord Station Community Development District.

**H. District Manager**

Ms. Wallace reminded the Board that the next meeting is scheduled for October 13, 2022 at 10:00 a.m. Ms. Wallace reviewed email she received from a resident with the Board.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting held on  
August 11, 2022**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on August 11, 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 July  
2022**

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for July 2022 (\$146,430.98), for the Concord Station Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Amenity Policies**

The Board made the following corrections:

- Page 6, #3 – Change time dawn to dusk – same as pool
- Page 12, Remove #12 – this is a duplicate
- Page 16, #5 -Remove 2<sup>nd</sup> to last bullet that references dishwasher since the Clubhouse no longer has a dishwasher

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Amenity Policies, subject to Board's corrections as stated, for the Concord Station Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Campus Suites  
Addendum**

On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Campus Suites Addendum, for the Concord Station Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Suncoast Rust  
Control Addendum**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Suncoast Rust Control Addendum, for the Concord Station Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Deposit for Game Time Playground**

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified agreement and approved deposit payment and progress payments, for the Concord Station Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Playground Change Order**

This was tabled to the next CDD meeting.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Outdoor Equipment**

Mr. Speidel will collect proposals for 2 multi-stations for Wellington, side of pocket park and Drexel pocket park locations, one at each location for the next meeting agenda.

**TWELFTH ORDER OF BUSINESS**

**Discussion Regarding Clubhouse Improvements**

This was tabled to the next CDD meeting.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of EGIS Insurance Proposal (under separate cover)**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the EGIS Insurance Proposal for Fiscal Year 2022-2023, for the Concord Station Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Christie stated the white fence be repaired on Sunlake by Retreat.

Mr. Christie mentioned the Retreat monument needs to be cleaned.

**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments**

A resident addressed the Board on the HOA's request regarding the purchase of CDD land.



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**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Board of Supervisors adjourned the meeting at 12:37 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 August 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$91,229.32**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADT Security Services, Inc.	100000	934736649	Clubhouse Security Service 08/22	\$ 51.99
Clean Sweep Supply Co., Inc.	100020	4569	Janitorial Supplies 08/22	\$ 621.26
Concord Station CDD	CDJ16	CDJ16	Debit Card Replenishment 08/22	\$ 443.49
Concord Station CDD	CDJ100	CDJ100	Debit Card Replenishment 08/22	\$ 1,167.96
Concord Station CDD	CDJ1153	CDJ1153	Debit Card Replenishment 08/22	\$ 1,368.72
Donna Matthias-Gorman	100012	DM081122	Board of Supervisors Meeting 08/11/22	\$ 200.00
Duke Energy	100013	9100 8845 0087 07/22	0000 Trinity Cottage Drive Light 07/22	\$ 1,165.13
Duke Energy	100001	Summary Bill 07/22	Summary Bill 07/22	\$ 11,167.04
Florida Department of Revenue	100002	61-8017248652-6 07/22	Sales & Use Tax 07/22	\$ 71.31
Fred Berdeguez	100014	FB081122	Board of Supervisors Meeting 08/11/22	\$ 200.00
Frontier Florida, LLC	EFT	813-909-4569-121718-5 08/22	Account #813-909-4569-121718-5 08/22	\$ 606.91
Greenview Landscaping, Inc.	100021	8CCLUHMO22	Monthly Maintenance for Clubhouse 08/22	\$ 1,100.00
Greenview Landscaping, Inc.	100021	8CCSCDD22	Monthly Landscape Maintenance 08/22	\$ 19,000.00

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Greenview Landscaping, Inc.	100021	8CCSDRAIN22	Cleaned Out Storm Drain 08/22	\$ 200.00
Greenview Landscaping, Inc.	100021	8CCSDTREE22	Cut And Removed A Dead Tree 08/22	\$ 100.00
Jerica Ramirez	100015	JR081122	Board of Supervisors Meeting 08/11/22	\$ 200.00
Johnson Mirmiran & Thompson, Inc.	100003	35-196074	Engineer Services 07/22	\$ 2,100.00
Karen Hillis	100016	KH081122	Board of Supervisors Meeting 08/11/22	\$ 200.00
Pasco County Sheriff's Office	100004	AR001537	Law Enforcement Services #10 07/22	\$ 9,077.42
Pasco County Utilities	100008	17003337	18636 Mentmore Blvd 07/22	\$ 621.59
Pasco County Utilities	100008	17004957	19322 Umlerland Place 07/22	\$ 10.14
PC Consultants	100017	107827	Install Software to PC 06/22	\$ 88.00
Rizzetta & Company, Inc.	100005	INV0000070157	Management Fees 08/22	\$ 6,301.34
Rizzetta & Company, Inc.	100009	INV0000070304	Amenity Management & Oversight/Personnel Reimbursement 08/05/22	\$ 9,171.10
Rizzetta & Company, Inc.	100010	INV0000070326	Out of Pocket Expenses 07/22	\$ 131.25
Rizzetta & Company, Inc.	100018	INV0000070755	Personnel Reimbursement 08/19/22	\$ 8,221.53

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Site Masters of Florida, LLC	100011	081022-1	Remove All Playground Equipment, Including Buried Concrete Bases	\$ 3,500.00
Solitude Lake Management, LLC	100022	PI-A00865975	Lake & Pond Management Services 08/22	\$ 6,247.00
Solitude Lake Management, LLC	100022	PI-A00865976	Wetland Management Services 08/22	\$ 513.00
Solitude Lake Management, LLC	100022	PI-A00865977	Wetland Management Services 08/22	\$ 2,595.00
Steven A. Christie	100019	SC081122	Board of Supervisors Meeting 08/11/22	\$ 200.00
Suncoast Pool Service, Inc.	100006	8470	Replacement Impeller/Replacement Diffuser For 15 HP EQ Series Pump 07/22	\$ 1,220.00
Suncoast Pool Service, Inc.	100023	8495	Monthly Pool & Splash Pad Service 08/22	\$ 2,000.00
Suncoast Rust Control, Inc.	100007	0476	Rust Control 07/22	\$ 1,085.00
Waste Management Inc. of Florida	EFT	0762968-1568-1	Waste Disposal Services 07/22	\$ 219.18
Waste Management Inc. of Florida	EFT	0769757-1568-1	Waste Disposal Services 08/22	<u>\$ 63.96</u>
<b>Report Total</b>				<u><u>\$ 91,229.32</u></u>