

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

November 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, November 10, 2022 at 6:30 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
 - 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
 - Monument Plants..... Tab 4
 - Quarterly Annual Flowers Tab 5
 - Follow-Up from 10/13/2022 Meeting Tab 6
 - E. Clubhouse Manager
 - i. Review Monthly Clubhouse Report Tab 7
 - ii. Consideration of Soft Wash Proposal for Roof and Pavers Tab 8
 - iii. Consideration of Welcome Signs Proposal Tab 9
 - iv. Consideration of Marquis Proposal Tab 10
 - v. Consideration of Options for Outdoor Fitness Equipment Tab 11
 - F. District Manager Tab 12
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on October 13, 2022 Tab 13
 - B. Consideration of Operation and Maintenance Expenditures for September 2022 (under separate cover)
- 5. BUSINESS ITEMS**
 - A. Consideration of Resolution 2023-01; Amending Fiscal Year 2021/2022 Final Budget..... Tab 14
 - B. Ratification of Revised Game Time Agreement for Playground ... Tab 15
 - C. Ratification of Game Time Custom Merry Musical Instruments Proposal Tab 16

- 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

Tab 13

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
October 13, 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, October 13, 2022 at 10:01 a.m.** at Concord Station Clubhouse located at 18636 Mentmore Boulevard, Land O' Lakes, Florida 34638.

Present and constituting a quorum:

| | |
|-----------------------|--|
| Steven Christie | Board Supervisor, Chairman |
| Fred Berdeguez | Board Supervisor, Vice Chairman |
| 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 |
| Michael Speidel | Clubhouse Mgr., Rizzetta Amenity Services |
| Deputy Phillips | Pasco County Sheriff's Office |

| | |
|----------|----------------|
| Audience | Present |
|----------|----------------|

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

There were no audience comments.

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THIRD ORDER OF BUSINESS

Staff Reports

A. Deputy Phillips

Deputy Phillips has been promoted and today will be his last meeting. A new Deputy will transition into the position.

B District Engineer

Not present. Ms. Wallace presented his report under separate cover. Ms. Wallace discussed a recent complaint about 2 storm drains on Mount Bandon Drive, north of Taviston Drive. Mr. Brletic inspected the drains and discovered that the recovery is in the acceptable range.

C. District Counsel

No report. District Counsel had a call with Keith, Counsel for the HOA. Mr. Christie stated he feels CDD property should not be for sale.

E. Aquatics Report

Ms. Wallace presented the aquatics report to the Board.

F. Field Inspection Report

The Board reviewed the field inspection report. Ms. Wallace will follow up with Greenview on item #5 and Pool 911 on item #8.

i. Consideration of Landscape Proposals

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposal for Podocarpus plants around the solar structure for \$560.00, for the Concord Station Community Development District.

The Board did not approve the new permanent plants proposal. Ms. Wallace will collect a proposal from Greenview for annuals at all entryways and review invoices so far to the District for permanent plants to compare at the next meeting.

The Board reviewed the 10% increase proposal and directed the District Manager to go back to Greenview and ask for a lower increase.

G. Clubhouse Manager

i. Review of Monthly Clubhouse Report

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

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
October 13, 2022 Minutes of Meeting
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On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the Yoga Class Tuesday 7:30 a.m. to 8:30 a.m., subject to District Counsel drafting agreement and collection of the Certificate of Insurance, for the Concord Station Community Development District.

Mr. Speidel will collect a revised proposal for cleaning the pavers and roof.

ii. Consideration of Outdoor Fitness Equipment Proposals

Mr. Speidel will research lower cost alternatives that were discussed at the meeting.

iii. Consideration of Soccer Goals Proposal

On a Motion by Ms. Ramirez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$1,100.00 for two (2) 10 ½" x 6 ½" soccer goals, for the Concord Station Community Development District.

iv. Consideration of Marquee Proposals

This item was tabled.

v. Consideration of Welcome Signs Proposal

This item was tabled.

H. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for November 10, 2022 at 6:30 p.m. Ms. Wallace stated that an amended budget will need to be done for Fiscal Year 2021-2022.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
September 8, 2022**

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on September 8, 2022, as presented, for the Concord Station Community Development District.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
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FIFTH ORDER OF BUSINESS

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

The Board asked Ms. Wallace to check on the Waste Management invoice that had a \$5.00 late fee.

On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for August 2022 (\$91,229.32), for the Concord Station Community Development District.

SIXTH ORDER OF BUSINESS

**Discussion Regarding Clubhouse
Improvements**

The Board requested to add to budget items to discuss at the February meeting.

SEVENTH ORDER OF BUSINESS

Ratification of Pool Pergola Contract

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the Pool Pergola Contract with Tampa Bay Contracting, Co., LLC, for the Concord Station Community Development District.

EIGHTH ORDER OF BUSINESS

Discussion Regarding Policy Rates

Mr. Christie suggesting a change to page 16 (should state "to be dedicated from deposit"), and Ms. Wallace suggested we revisit the Non-Resident User Fee amount. No change to rates.

NINTH ORDER OF BUSINESS

**Ratification of Performance and
Payment Bond**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified the Game Time Performance and Payment Bond for the Playground, for the Concord Station Community Development District.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
October 13, 2022 Minutes of Meeting
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TENTH ORDER OF BUSINESS

Supervisor Requests

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors authorized Jerica Ramirez to work with Staff on two (2) volleyball tournaments between November and May, for the Concord Station Community Development District.

Ms. Matthias-Gorman asked the Board to purchase a clock for the Clubhouse room.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Board of Supervisors adjourned the meeting at 12:13 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 14

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2021/2022 GENERAL FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Concord Station Community Development District (hereinafter 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 Board of Supervisors of the District (hereinafter the “Board”), previously adopted a General Fund Budget for Fiscal Year 2021/2022, and

WHEREAS, the Board desires to reallocate funds budgeted to reflect reappropriated revenues and expenses approved during the fiscal year.

WHEREAS, the District Manager has submitted a proposed amended budget to reflect reappropriated revenues and expenses approved during the fiscal year 2021/2022 (the “Amended Budget”), attached hereto as **Exhibit A** and incorporated as a material part of this Resolution by this reference.

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

1. **Recitals.** The foregoing recitals are hereby incorporated as the findings of fact of the Board.
2. **Amended Budget.** The Board hereby finds and determines as follows:
 - a. That the Board has reviewed the Amended Budget, a copy of which is on the District’s website, on file with the office of the District Manager, and at the District’s Records Office.
 - b. The Amended Budget is hereby adopted and shall accordingly amend the previously adopted budget for fiscal year 2021/2022.
 - c. That the Amended Budget shall be maintained in the office of the District Manager and at the District’s Records Office and identified as the “Amended Budget for the Concord Station Community Development District for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022”.
 - d. The Amended Budget shall be posted by the District Manager on the District’s official website within five (5) days after adoption and remain on the website for at least two (2) years.

3. **Severability.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.
4. **Conflicts.** This Resolution is intended to supplement the original resolution adopting the budget for fiscal year 2021/2022, which remain in full force and effect. This Resolution and the original resolution shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
5. **Effective Date.** This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED THIS 10th DAY OF NOVEMBER, 2022.

ATTEST:

**CONCORD STATION COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Secretary/Assistant Secretary

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

Exhibit A

Amended Fiscal Year 2021/2022 General Fund Budget



Rizzetta & Company

Concord Station Community Development District

www.concordstationcdd.com

Amended Budget Fiscal Year 2021-2022

Presented by: Rizzetta & Company, Inc.

5844 Old Pasco Road
Suite 100
Wesley Chapel, Florida 33544
Phone: 813-994-1001

[**rizzetta.com**](http://rizzetta.com)

Amended Budget
Concord Station Community Development District
General Fund
Fiscal Year 2021/2022

| Chart of Accounts Classification | Budget for 2021/2022 | Amended Budget for 2021/2022 |
|---|----------------------|------------------------------|
| REVENUES | | |
| Special Assessments | | |
| Tax Roll* | \$ 1,347,371 | \$ 1,347,371 |
| Other Miscellaneous Revenues | | |
| Clubhouse Revenues | \$ - | \$ - |
| Fees for Fence Project | \$ - | \$ - |
| Access Revenue | \$ - | \$ - |
| Interest Earnings | | |
| Interest Earnings | \$ - | \$ - |
| TOTAL REVENUES | \$ 1,347,371 | \$ 1,347,371 |
| Balance Forward from Prior Year | \$ 70,655 | \$ 440,655 |
| TOTAL REVENUES AND BALANCE FORWARD | \$ 1,418,026 | \$ 1,788,026 |
| EXPENDITURES - ADMINISTRATIVE | | |
| Legislative | | |
| Supervisor Fees | \$ 13,000 | \$ 13,000 |
| Financial & Administrative | | |
| Administrative Services | \$ 6,560 | \$ 6,560 |
| District Management | \$ 31,148 | \$ 31,148 |
| District Engineer | \$ 20,000 | \$ 20,000 |
| Disclosure Report | \$ 5,000 | \$ 5,000 |
| Trustees Fees | \$ 8,000 | \$ 8,000 |
| Assessment Roll | \$ 5,408 | \$ 5,408 |
| Financial & Revenue Collections | \$ 5,408 | \$ 5,408 |
| Accounting Services | \$ 22,000 | \$ 22,000 |
| Auditing Services | \$ 4,000 | \$ 4,000 |
| Arbitrage Rebate Calculation | \$ 500 | \$ 500 |
| Miscellaneous Mailings | \$ 500 | \$ 500 |
| Public Officials Liability Insurance | \$ 2,752 | \$ 2,752 |
| Bank Fees | \$ 550 | \$ 550 |
| Dues, Licenses & Fees | \$ 850 | \$ 850 |
| Legal Advertising | \$ 800 | \$ 800 |
| Tax Collector /Property Appraiser Fees | \$ 150 | \$ 150 |
| ADA Website Compliance | \$ 3,500 | \$ 3,500 |
| Website Fees & Maintenance | \$ 2,100 | \$ 2,100 |
| Legal Counsel | | |
| District Counsel | \$ 22,500 | \$ 22,500 |
| Administrative Subtotal | \$ 154,726 | \$ 154,726 |
| EXPENDITURES - FIELD OPERATIONS | | |
| Law Enforcement | | |
| Deputy | \$ 108,929 | \$ 108,929 |
| Electric Utility Services | | |
| Utility Services | \$ 10,000 | \$ 10,000 |

Amended Budget
Concord Station Community Development District
General Fund
Fiscal Year 2021/2022

| Chart of Accounts Classification | Budget for 2021/2022 | Amended Budget for 2021/2022 |
|---|----------------------|------------------------------|
| Street Lights | \$ 86,300 | \$ 86,300 |
| Utility - Recreation Facilities | \$ 27,000 | \$ 27,000 |
| Garbage/Solid Waste Control Services | | |
| Garbage - Recreation Facility | \$ 650 | \$ 650 |
| Solid Waste Assessment | \$ 800 | \$ 800 |
| Water-Sewer Combination Services | | |
| Utility Services- Recreation Facilities | \$ 15,000 | \$ 15,000 |
| Stormwater Control | | |
| Stormwater Assessment | \$ 2,207 | \$ 2,207 |
| Aquatic Maintenance | \$ 75,464 | \$ 75,464 |
| Fountain Service Repairs & Maintenance | \$ 2,500 | \$ 2,500 |
| Lake/Pond Bank Maintenance | \$ 15,000 | \$ 15,000 |
| Wetland Monitoring & Maintenance | \$ 40,775 | \$ 40,775 |
| Aquatic Plant Replacement | \$ 10,000 | \$ 10,000 |
| Stormwater System Maintenance | \$ 5,000 | \$ 5,000 |
| Aquatic Pest Control | \$ 12,000 | \$ 12,000 |
| Wetland Buffer Maintenance | \$ 5,000 | \$ 5,000 |
| Other Physical Environment | | |
| General Liability Insurance | \$ 3,078 | \$ 3,078 |
| Property Insurance | \$ 14,587 | \$ 14,587 |
| Rust Prevention | \$ 12,420 | \$ 12,420 |
| Entry & Walls Maintenance | \$ 3,000 | \$ 3,000 |
| Landscape- General Maintenance | \$ 252,000 | \$ 252,000 |
| Landscape- Fertilization | \$ 31,900 | \$ 31,900 |
| Landscape- Pest Control | \$ 40,000 | \$ 40,000 |
| Landscape- OTC Injections | \$ 29,760 | \$ 29,760 |
| Landscape- Mulch | \$ 32,000 | \$ 32,000 |
| Holiday Decorations | \$ 18,000 | \$ 18,000 |
| Irrigation Repairs | \$ 5,000 | \$ 5,000 |
| Well Maintenance | \$ 500 | \$ 500 |
| Landscape Replacement Plants, Shrubs, Trees | \$ 15,000 | \$ 15,000 |
| Field Services Management | \$ 8,400 | \$ 8,400 |
| Fire Ant Treatment | \$ 6,000 | \$ 6,000 |
| Road & Street Facilities | | |
| Roadway Repair & Maintenance | \$ 1,000 | \$ 1,000 |
| Parks & Recreation | | |
| Employee Salaries | \$ 199,855 | \$ 199,855 |
| Management Contract | \$ 13,200 | \$ 13,200 |
| Operations Maintenance & Repair | \$ 15,000 | \$ 15,000 |
| Gate Maintenance & Repairs | \$ 1,000 | \$ 1,000 |
| Computer Support, Maintenance & Repair | \$ 2,000 | \$ 2,000 |
| Fitness Equipment Maintenance & Repairs | \$ 2,000 | \$ 2,000 |
| Clubhouse - Facility Janitorial Service | \$ 3,000 | \$ 3,000 |
| Clubhouse - Facility Janitorial Supplies | \$ 15,000 | \$ 15,000 |
| Pool Service Contract | \$ 24,000 | \$ 24,000 |
| Security System Monitoring & Maintenance | \$ 6,000 | \$ 6,000 |
| Facility A/C & Heating Maintenance & Repair | \$ 5,000 | \$ 5,000 |
| Clubhouse Landscape Maintenance | \$ 13,200 | \$ 13,200 |
| Furniture Repair/Replacement | \$ 10,000 | \$ 10,000 |
| Pool Permits | \$ 425 | \$ 425 |
| Playground Equipment and Maintenance | \$ 2,500 | \$ 2,500 |

Amended Budget
Concord Station Community Development District
General Fund
Fiscal Year 2021/2022

| Chart of Accounts Classification | Budget for 2021/2022 | Amended Budget for 2021/2022 |
|---|----------------------|------------------------------|
| Vehicle Maintenance | \$ 750 | \$ 750 |
| Telephone, Fax, Internet | \$ 7,300 | \$ 7,300 |
| Athletic/Park Court/Field Repairs | \$ 6,500 | \$ 6,500 |
| Pool/Water Park/Fountain Maintenance | \$ 3,000 | \$ 3,000 |
| Pest Control & Termite Bond | \$ 1,300 | \$ 1,300 |
| Office Supplies | \$ 3,500 | \$ 3,500 |
| Wildlife Management Services | \$ 2,500 | \$ 2,500 |
| Dog Waste Station Supplies | \$ 6,000 | \$ 6,000 |
| Special Events | | |
| Clubhouse- Special Events | \$ 11,000 | \$ 11,000 |
| Contingency | | |
| Miscellaneous Contingency | \$ 10,000 | \$ 380,000 |
| Capital Outlay | \$ 10,000 | \$ 10,000 |
| | | |
| Field Operations Subtotal | \$ 1,263,300 | \$ 1,633,300 |
| | | |
| | | |
| TOTAL EXPENDITURES | \$ 1,418,026 | \$ 1,788,026 |
| | | |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ - | \$ - |
| | | |

**Amended Budget
Concord Station Community Development District
Reserve Fund Budget
Fiscal Year 2021/2022**

| | Chart of Accounts Classification | Budget for 2021/2022 |
|----|---|---------------------------------|
| | | |
| 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 | \$ - |
| | | |

* Please note that the Reserve Fund Budget amount has not changed from the FY21/22 Adopted Reserve Fund budget.