

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

January 4, 2023

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, January 12, 2023 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. District Financial Services Manager
 - i. Discussion of Series 2016 Revenue Account Balance
 - B. Deputy Update
 - C. District Engineer
 - i. Consideration of Parking Lot Repairs Proposal Tab 1
 - ii. Consideration of Proposal for Pond R9 Tab 2
 - D. District Counsel
 - E. Field Operations Manager
 - i. Aquatics Report Tab 3
 - ii. Landscape Inspection Services Report Tab 4
 - iii. Greenview Weekly Reports..... Tab 5
 - iv. Consideration of Landscape Proposals..... Tab 6
 - F. Clubhouse Manager
 - i. Review Monthly Clubhouse Report..... Tab 7
 - ii. Consideration of JNS Pressure Washing Proposal Tab 8
 - iii. Consideration of Marquis Proposal Tab 9
 - G. District Manager Tab 10
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on November 28, 2022 Tab 11
 - B. Consideration of Operation and Maintenance Expenditures for October 2022 Tab 12
- 5. BUSINESS ITEMS**
 - A. Establish Audit Committee
 - B. Consideration of Tri-Party Agreement Tab 13
 - C. Consideration of Audit Engagement Letter for FY 2022 Tab 14
- 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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MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Monday, November 28, 2022 at 10:10 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
Jim Steele	Board Supervisor, Assistant Secretary
Donna Matthias-Gorman	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
Michael Speidel	Clubhouse Mgr., Rizzetta & Co., Inc.
Kayla Connell	District Financial Services, Rizzetta & Co., Inc.

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. Ms. Wallace administered Oath of Office to Steven Christie, Fred Berdeguez and Jim Steele prior to the meeting. All elected to receive compensation for CDD meetings.

SECOND ORDER OF BUSINESS

Audience Comments

An audience member commented about trees behind his lot. The Board directed Ms. Wallace to contact Greenview to perform a one-time clean-up on CDD property.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Financial Services Manager

Ms. Connell updated the Board on excess funds and will follow up at the January CDD meeting.

B. Deputy Brown

Not present.

C District Engineer

Mr. Brletic stated he is collecting a proposal for repair at Pond R9. He also stated that staff has provided everything to vendors for permitting for the Pavilion and Playground projects.

D. District Counsel

No report. Mr. Vericker mailed a new Board Package to Mr. Steele and reviewed Chapter 190, Sunshine Laws and filing form with Mr. Steele.

E. Aquatics Report

Ms. Wallace presented the aquatics report to the Board.

F. Field Inspection Report

The Board reviewed the field inspection report. Mr. Christie requested Jason to include pocket parks in his inspections. Mr. Berdeguez said there were weeds and not enough mulch at the pocket parks.

i. Consideration of Landscape Proposals

The Board did not approve the monument plants proposal.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias--Gorman, with all in favor, the Board of Supervisors approved the Greenview proposal for quarterly annual flowers subject to adding poinsettias by the Clock Tower, for the Concord Station Community Development District.

On a Motion by Mr. Christie, seconded by Mr. Steele, with all in favor, the Board of Supervisors approved the Greenview 10% increase to the contract for the landscape maintenance, for the Concord Station Community Development District.

G. Clubhouse Manager

i. Review of Monthly Clubhouse Report

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

ii. Consideration of Soft Wash Proposal for Roof and Pavers

This item was tabled. Mr. Speidel will ask JNS to provide more details in their proposal and add front entry.

iii. Consideration of Welcome Signs Proposal

This item was tabled.

iv. Consideration of Marquee Proposals

This item was tabled. Mr. Speidel to collect updated proposal.

v. Consideration of Options for Outdoor Fitness Equipment

On a Motion by Mr. Christie, seconded by Mr. Steele, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$1,400.00 for 2 pieces of equipment, subject to adding signage at an additional cost, authorizing Ms. Matthias-Gorman to choose locations, and using 6" reinforced concrete slabs, 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 a not-to-exceed amount of \$200.00 for a Dip, for the Concord Station Community Development District.

H. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for December 8, 2022, at 10:00 a.m. The Board requested to cancel this meeting. The next meeting will be January 12, 2023, at 10:00 a.m.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
October 13, 2022**

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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 Minutes of the Board of Supervisors' Meeting held on October 13, 2022, as amended, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

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

The Board approved going forward only the summary will be presented.

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 September 2022 (\$128,251.19), for the Concord Station Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-01;
Amending Fiscal Year 2021/2022
Budget**

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved Resolution 2023-01; Amending Fiscal Year 2021/2022 Budget, for the Concord Station Community Development District.

SEVENTH ORDER OF BUSINESS

**Ratification of Revised Game Time
Agreement for Playground**

Ms. Wallace stated there was a name change from Dominica Recreation Products to Playcore Wisconsin, Inc., to match the performance and payment bond and certificate of insurance.

On a Motion by Mr. Berdeguez, seconded by Mr. Stelle, with all in favor, the Board of Supervisors ratified the revised Game Time agreement, for the Concord Station Community Development District.

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EIGHTH ORDER OF BUSINESS

**Ratification of Game Time Merry
Musical Instructions Proposal**

On a Motion by Mr. Berdeguez, seconded by Mr. Stelle, with all in favor, the Board of Supervisors ratified the Game Time Merry Musical Instructions Proposal in the amount of \$3,547.86, for the Concord Station Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2023-02;
Designating Officers**

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved Resolution 2023-02; Designating Officers, Steven Christie as Chairman, Fred Berdeguez as Vice-Chairman, all remaining Board Supervisors along with Debby Wallace and Jayna Cooper as Assistant Secretaries, for the Playground, for the Concord Station Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Christie requested that Mr. Speidel collect a quote for tennis court lights for the February meeting.

Mr. Christie requested Mr. Brletic to collect proposals to re-seal and re-stripe and fill in cracked areas for the February meeting.

Mr. Christie requested proposals to install Podocarpus plants along Trinity Cottage.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, the Board of Supervisors adjourned the meeting at 12:07 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

October 2022

For Board Approval

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

The total items being presented: **\$257,133.30**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ADT Security Services, Inc.	100060	946498711	Clubhouse Security Services 10/22	\$ 51.99
City Wide Facility Solutions	100061	32019011727	Monthly Cleaning Service 08/22	\$ 800.00
City Wide Facility Solutions	100084	32019012832	Monthly Cleaning Services 10/22	\$ 800.00
Clean Sweep Supply Co., Inc.	100062	5018	Janitorial Supplies 10/22	\$ 881.00
DCSI, Inc.	100063	29993	Access Key Fobs 09/22	\$ 393.75
Donna Matthias-Gorman	100064	DM101322	Board of Supervisors Meeting 10/13/2022	\$ 200.00
Duke Energy	100085	9100 88450087 09/2 0000	Trinity Cottage Drive Light 09/22	\$ 1,165.23
Duke Energy		Summary Bill 09/22	Summary Bill 09/22	\$ 10,904.84
Egis Insurance Advisors, LLC	100065	17134	Renew Period 10/01/22-10/01/23	\$ 24,870.00
Florida Department of Revenue	100055	61-8017248652-6	Sales & Use Tax 09/22	\$ 102.06
Fred Berdeguez	100066	FB101322	Board of Supervisors Meeting 10/13/2022	\$ 200.00
Frontier Florida, LLC		813-909-4569-12171	Account #813-909-4569-121718-5 10/22	\$ 622.56
GameTime	100054	090822-GameTime	40% Deposit on Playground 10/22	\$ 118,459.90
Greenview Landscaping, Inc.	100086	10CCLUBH22	Monthly Maintenance for Clubhouse 10/22	\$ 1,100.00
Greenview Landscaping, Inc.	100086	10CCSMO22	Monthly Landscape Maintenance 10/22	\$ 19,000.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Greenview Landscaping, Inc.	100086	10CCSSTORM	Storm Debris Clean Up 10/22	\$ 600.00
Hughes Exterminators	100068	47922941	Pest Control Service INT/EXT 07/22	\$ 20.00
Hughes Exterminators	100067	48669854	Pest Control Service INT/EXT 09/22	\$ 50.00
Hughes Exterminators	100067	49052413	Pest Control Service INT/EXT 10/22	\$ 50.00
Innersync Studio, Ltd	100069	20697	Annual Website Fees & Maintenance FY22/23	\$ 1,515.00
Jerica Ramirez	100070	JR101322	Board of Supervisors Meeting 10/13/2022	\$ 200.00
Johnson Mirmiran & Thompson, Ir	100071	32-191689	Engineer Services 04/22	\$ 3,895.00
Johnson Mirmiran & Thompson, Ir	100087	37-199179	Engineer Services 09/22	\$ 3,250.00
Karen Hillis	100072	KH101322	Board of Supervisors Meeting 10/13/2022	\$ 200.00
Let's Plan A Party	100059	101722 Let's Plan	Entertainment for Halloween Family Event 10/22	\$ 2,200.00
MRIC Spatial LLC	100073	1880	Topographic Survey Playground 09/22	\$ 3,000.00
Pasco County Utilities	100074	17301511	18636 Mentmore Blvd 09/22	\$ 393.73
Pasco County Utilities	100075	17303131	19322 Unberland Place 09/22	\$ 11.15
Rizzetta & Company, Inc.	100057	INV0000071766	District Management Fees 10/22	\$ 6,518.38
Rizzetta & Company, Inc.	100058	INV0000071856	Personnel Reimbursement 09/22	\$ 8,287.71

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100056	INV0000071914	Assessment Roll FY22/23	\$ 5,624.32
Rizzetta & Company, Inc.	100076	INV0000072071	Out of Pocket Expenses 09/22	\$ 96.25
Rizzetta & Company, Inc.	100077	INV0000072121	Amenity Mgmt & Oversight/Personnel 10/14/22	\$ 9,432.65
Sitex Aquatics, LLC	100078	6698B	Quarterly Fountain Maintenance 3RD Q 10/22	\$ 375.00
Solitude Lake Management, LLC	100079	PSI-08007	Lake & Pond Management Services 09/22	\$ 6,247.00
Solitude Lake Management, LLC	100079	PSI-09757	Wetland Management Services 09/22	\$ 513.00
Solitude Lake Management, LLC	100079	PSI-09851	Wetland Management Services 09/22	\$ 2,595.00
Solitude Lake Management, LLC	100088	PSI-18640	Lake & Pond Management Services 10/22	\$ 6,247.00
Solitude Lake Management, LLC	100088	PSI-20611	Wetland Management Services 10/22	\$ 513.00
Solitude Lake Management, LLC	100088	PSI-20676	Wetland Management Services 10/22	\$ 2,595.00
Steven A. Christie	100080	SC101322	Board of Supervisors Meeting 10/13/2022	\$ 200.00
Straley Robin Vericker	100081	22047	Legal Services 09/22	\$ 4,120.00
Straley Robin Vericker	100081	22048	Legal Services - Easement Encroachment 09/22	\$ 289.50
Suncoast Pool Service, Inc.	100089	8664	Monthly Pool & Splash Pad Service 10/22	\$ 2,000.00
Suncoast Rust Control, Inc.	100082	4966	Rust Control 09/22	\$ 1,085.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
U.S. Bank	100083	6675194	Trustee Fees Account #266820000 09/01/22 - 08/31/22	\$ 5,387.50
Waste Management Inc. of Florida		0788226-1568-4	Waste Disposal Services 10/22	\$ 70.78
TOTAL				<u>\$ 257,133.30</u>