

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

March 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, March 10, 2022 at 10:00 a.m., at the Concord Station Clubhouse, 18636 Mentmore Blvd., Land O'Lakes FL 34638.** The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Deputy Update
 - B. District Engineer
 - i. Consideration of Fountain Proposal Options..... Tab 1
 - C. District Counsel
 - D. Field Operations Manager
 - i. Aquatics Report Tab 2
 - ii. Field Inspection 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 February 10, 2022..... Tab 8
 - B. Consideration of Operation and Maintenance Expenditures for January 2022 Tab 9
- 5. BUSINESS ITEMS**
 - A. Consideration of Sidewalk Repair Proposal Tab 10
 - B. Consideration of Pet Waste Station Replacement Proposal..... Tab 11
 - C. Discussion of Fence Proposal
 - D. Discussion and Recommendation for Artwork
 - E. Discussion of Clubhouse Rental Policies Tab 12
 - F. Response from Egis Regarding Age Limit for Fitness Center..... Tab 13
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

Debby Wallace

Debby Wallace
District Manager

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MINUTES OF MEETING

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

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Thursday, March 10, 2022 at 10:00 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.
Scott Brizendine	V.P. CDD Operations, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT Engineering
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Rodrigo Bettini	Representative, Public Trust Advisors (via conference call)
Brandon McLemore	Representative, Unique Landscaping
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

An audience member asked about maintenance on conservation area.

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THIRD ORDER OF BUSINESS **Discussion of Enhanced Cash Fund**

Mr. Bettini presented the options for the Enhanced Cash Fund to the Board.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved to transfer \$500,000.00 to the Enhanced Cash Fund and authorized the Chairman to sign the documents, for the Concord Station Community Development District.

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FOURTH ORDER OF BUSINESS **Staff Reports**

A. Deputy Phillips

Deputy Phillips discussed updating the fencing around the playground and gazebo due to problems with non-residents loitering and vandalizing the property. The Board directed Mr. Speidel to work with the Chairman and Deputy Phillips to develop fencing types and positioning and collect proposals for discussion at the next CDD meeting.

B. District Engineer

Mr. Brletic discussed the drainage easement problem for 3542 Gerrads Cross Court. Mr. Brletic will send an email with details of drainage issues and corrective measures needed for 3542 Gerrads Cross Court and Mr. Vericker will draft a letter to resident.

Mr. Brletic reviewed the proposals from Site Masters and Finn Outdoor for drainage at Mentmore Boulevard and Alexandria Lee Court.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the drainage proposal for Site Master in the amount of \$3,800.00, for the Concord Station Community Development District.

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Mr. Brletic reviewed the proposal from Construction Management Services, LLC for the Solar Structure.

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the solar structure proposal for Construction Management Services, LLC in the amount of \$16,922.00, for the Concord Station Community Development District.

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77 Mr. Brletic reviewed the proposal from JMT for the Stormwater Analysis
78 proposal.
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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 Stormwater Analysis Report proposal for JMT in the amount of \$12,370.00, for the Concord Station Community Development District.

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81 Mr. Brletic provided an update on the pocket parks. Mr. Brletic reviewed a
82 proposal for Buckinghamshire irrigation with the Board.
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On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved Buckinghamshire irrigation proposal for Site Masters in the amount of \$4,400.00, for the Concord Station Community Development District.

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85 Mr. McLemore with Unique Landscaping presented options for a fountain at
86 the pocket parks. These and other options will be discussed at the next
87 Board meeting.

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89 **C. District Counsel**

90 No report.

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92 **D. Aquatics Report**

93 Ms. Wallace presented the aquatics report to the Board. The Board
94 discussed Site M4.
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On a Motion by Ms. Ramirez, seconded by Ms. Matthias-Gorman, with four in favor, and Ms. Hillis abstaining as she did not receive the proposal, the Board of Supervisors approved the Solitude proposal for Twelve (12) pond cypress trees at T2 in the amount of \$686.00, for the Concord Station Community Development District.

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97 **E. Field Inspection Report**

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

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101 The Board discussed the landscape maintenance services.
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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 Greenview proposal to replace Two (2) trees at Mentmore and Manassas in the amount of \$800.00, for the Concord Station Community Development District.

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F. Clubhouse Manager

Mr. Speidel presented the monthly Clubhouse Report to the Board. Mr. Speidel reviewed several proposals with the Board.

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved project screen flooring for a not-to-exceed amount of \$350.00, 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 the Jayman Enterprises proposal in the amount of \$1,600.00 to assemble purchased benches, for the Concord Station Community Development District.

On a Motion by Mr. Christie, seconded by Mr. Berdequez, with all in favor, the Board of Supervisors approved the Grout Busters proposal in the amount of \$3,775.20 and authorized Ms. Matthias-Gorman to select the grout color, for the Concord Station Community Development District.

Mr. Speidel provided an update on the Egis to-do list and will have two (2) proposals on the next CDD meeting agenda for repair of the sidewalk.

The Board discussed new tables for the clubhouse. Ms. Ramirez will work with Mr. Speidel on options for the next agenda.

G. District Manager

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

Ms. Wallace reviewed her report with the Board.

FIFTH ORDER OF BUSINESS

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

The Board approved the Minutes from the Board of Supervisors' Meeting held on January 13, 2022, with minor changes.

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ELEVENTH ORDER OF BUSINESS **Discussion and Recommendation for Artwork**

Ms. Matthias-Gorman will provide options for the next CDD meeting.

TWELFTH ORDER OF BUSINESS **Consideration of Rust Control Proposal (under separate cover)**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Rust Control proposal in the amount of \$1,085.00, for the Concord Station Community Development District.

THIRTEENTH ORDER OF BUSINESS **Audience Comments**

No audience comments.

FOURTEENTH ORDER OF BUSINESS **Supervisor Requests**

Ms. Matthias-Gorman asked that the Board consider updating the Clubhouse entrance lobby in the next fiscal year. She agreed to be lead on developing options to present to the Board.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Board of Supervisors adjourned the meeting at 12:55 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 9

Concord Station Community Development District

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Operations and Maintenance Expenditures January 2022 For Board Approval

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

The total items being presented: **\$118,143.03**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 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	004218	T516028961	Clubhouse Security Service	\$ 55.63
Budget Blinds of Greater Tampa	004219	8005	Blinds for Clubhouse	\$ 1,759.20
Clean Sweep Supply Co., Inc.	004220	2481	Janitorial Supplies 12/21	\$ 541.01
Concord Station CDD	CD139	CD139	Debit Card Replenishment	\$ 966.18
Concord Station CDD	CD138	CD138	Debit Card Replenishment	\$ 1,066.93
Donna Matthias-Gorman	004248	DM011322	Board Of Supervisors Meeting 01/13/22	\$ 200.00
Duke Energy	004249	9100 8845 0087 12/21	0000 Trinity Cottage Drive Light 12/21	\$ 1,144.32
Duke Energy	004242	Summary Bill 12/21	Summary Bill 12/21	\$ 7,209.57
Florida Department of Revenue	004222	61-8017248652-6 12/21	Sales & Use Tax 12/21	\$ 61.40
Fred Berdeguez	004243	FB011322	Board Of Supervisors Meeting 01/13/22	\$ 200.00
Frontier Communications of Florida	004223	813-909-4569-121718-5 1/22	Account #813-909-4569-121718-5 1/22	\$ 599.64
Greenview Landscaping, Inc.	004245	1CCSANT22	Install 40 Fifty Lb Top Choice Along Roadside Sidewalk 01/22	\$ 4,400.00
Greenview Landscaping, Inc.	004245	1CCSCDD22	Monthly Landscape Maintenance 01/22	\$ 19,000.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Greenview Landscaping, Inc.	004245	1CCSCHOU22	Monthly Maintenance for Clubhouse 01/22	\$ 1,100.00
Greenview Landscaping, Inc.	004245	CCSTFANT21	Treated The Tribly Field for Ants 01/22	\$ 900.00
Illuminations Holiday Lighting	004224	3191221	Holiday Lighting-Balance Due 12/21	\$ 8,900.00
Jani-King of Tampa Bay	004247	1-437703	Monthly Cleaning Service 1/22	\$ 250.00
Jerica Ramirez	004250	JR011322	Board Of Supervisors Meeting 01/13/22	\$ 200.00
Johnson, Mirmiran & Thompson, Inc.	004225	27-184715	Engineer Services 11/21	\$ 3,980.00
Karen Hillis	004246	KH011322	Board Of Supervisors Meeting 01/13/22	\$ 200.00
Karins Engineering Group, Inc.	004226	0213125	Engineering Services 11/21	\$ 2,350.00
Pasco County	004228	01112022	Meter for Irrigation Buckinghamshire & Shallot 01/22	\$ 3,501.00
Pasco County	004237	15993103	18636 Mentmore Blvd 12/21	\$ 748.09
Pasco County	004237	15993104	19322 UMBERLAND PLACE 12/21	\$ 10.14
Pasco County Sheriff	004227	AR001224	Law Enforcement Services #3 12/21	\$ 9,077.42
Piper Fire Protection, Inc.	004238	100596	Repairs for Fire Alarm 12/21	\$ 1,086.85

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	004239	INV0000064570	Management Fees 01/22	\$ 6,301.34
Rizzetta & Company, Inc.	004239	INV0000064753	General Management & Oversight 01/07/22	\$ 8,094.07
Rizzetta Amenity Services	004229	INV0000000009424	Personnel 12/23/21	\$ 5,808.80
Sitex Aquatics LLC	004240	5782B	Quarterly Fountain Maintenance 1st Q 1/22	\$ 375.00
Solitude Lake Management LLC	004230	PI-A00732812	Aeration Installation Pond W18 Balance 12/21	\$ 4,961.00
Solitude Lake Management LLC	004230	PI-A00732829	Pond W8 Pond Aerator Installation Balance Due 12/21	\$ 2,774.00
Solitude Lake Management LLC	004252	PI-A00738468	Lake & Pond Management Services 01/22	\$ 6,247.00
Solitude Lake Management LLC	004252	PI-A00738469	Wetland Management Services 01/22	\$ 513.00
Solitude Lake Management LLC	004252	PI-A00738470	Wetland Management Services 01/22	\$ 2,595.00
Solitude Lake Management LLC	004230	SMOR-546867	Gambusia Stocking 50% Deposit	\$ 812.00
Steven A. Christie	004244	SC011322	Board Of Supervisors Meeting 01/13/22	\$ 200.00
Straley Robin Vericker	004231	20761	Legal Services 12/21	\$ 1,006.50
Suncoast Pool Service	004232	7865	Replacement Life Rings & Throw Ropes 12/21	\$ 250.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Pool Service	004253	7895	Monthly Pool & Splash Pad Service 1/22	\$ 2,000.00
Suncoast Rust Control, Inc.	004233	04111	Rust Control 12/21	\$ 1,035.00
Tampa Poop 911 LLC	004236	CS2021B	Annual Service Payment 11-1-21 thru 10-31-22	\$ 5,446.98
Tropicare Termite & Pest Control Inc.	004234	190063 10/21	Pest Control Service INT/EXT 10/21	\$ 50.00
Tropicare Termite & Pest Control Inc.	004241	190063 12/21	Pest Control Service INT/EXT 12/21	\$ 50.00
Waste Management Inc. of Florida	004235	0711352-1568-0	Waste Disposal Services 1/22	<u>\$ 115.96</u>
Report Total				<u>\$ 118,143.03</u>