

**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**

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March 31, 2021

**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, April 8, 2021 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. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held on February 23, 2021 ..... Tab 1
  - B. Consideration of the Minutes of the Board of Supervisors' Meeting held on March 11, 2021 ..... Tab 2
  - C. Consideration of Operation and Maintenance Expenditures for February 2021..... Tab 3
- 4. STAFF REPORTS**
  - A. District Engineer
  - B. Clubhouse Manager
    - i. Review Monthly Clubhouse Report ..... Tab 4
  - C. Deputy Update
  - D. District Counsel
  - E. District Manager
  - F. Field Operations Manager
    - i. Aquatics Report ..... Tab 5
    - ii. Field Inspection Report ..... Tab 6
    - iii. Greenview Weekly Reports..... Tab 7
    - iv. Consideration of Landscape Proposal ..... Tab 8
- 5. BUSINESS ITEMS**
  - A. Discussion of Drexel Amenities Plan ..... Tab 9
  - B. Discussion of Opening Clubhouse and Closed Amenities during COVID
  - C. Consideration of Encroachment Easements ..... Tab 10
  - D. Request from Addison at Sunlake, LLC ..... Tab 11
- 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

# Tab 1

**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 **Tuesday, February 23, 2021 at 10:05 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>
Donna Matthias-Gorman	<b>Board Supervisor, Assistant Secretary</b>
Jerica Ramirez	<b>Board Supervisor, Assistant Secretary</b>
Karen Hillis	<b>Board Supervisor, Assistant Secretary</b> <b>(via conference call)</b>

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Co., Inc.</b>
Stephen Brletic	<b>District Engineer, JMT Engineering</b>
Michael Speidel	<b>Clubhouse Mgr., Rizzetta Amenity Services</b>
Deputy Phillips	<b>Pasco County Sheriff's Office</b>

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**

The Board reviewed audience comments that were received by DM from several residents.

The Board opened the meeting to audience comments. Several comments and suggestions were received.

44 **THIRD ORDER OF BUSINESS** **Discussion of Additional Amenity**  
45 **Areas**  
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47 Mr. Christie began by discussing his suggestions and going over the locations for  
48 future amenity areas. The Board members discussed several options. Mr. Brletic  
49 reviewed the proposed amenities and costs for the Board.  
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On a Motion by Mr. Berdeguez, seconded by Mr. Christie, the Board of Supervisors approved a JMT proposal for engineering services for Trinity Cottage Park in the amount of \$16,200.00, for the Concord Station Community Development District.

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52 The Board requested Mr. Brletic to move forward with collecting pricing and  
53 concept designs for two pocket parks.  
54

55 The Board requested Ms. Wallace to contact Greenview to spray for the ant hills.  
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57 The Board requested Ms. Wallace to collect a proposal from Greenview to remove  
58 trees at intersection of Wasbush Terrace and Trinity Cottage Drive and suggestions for  
59 replacement.  
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61 The Board confirmed that the area off Wasbush Terrace (which had a conceptual  
62 plan for a playground in mulched bed) is owned by the HOA. The Board asked that the  
63 HOA maintain the area moving forward.  
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65 **FOURTH ORDER OF BUSINESS** **Staff Reports**  
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67 A. District Counsel  
68 Not present.  
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70 B. District Engineer  
71 Mr. Brletic discussed the process of adding more street lights if the Board  
72 wanted to move forward at a future time. Mr. Brletic discussed options for  
73 drainage issues.  
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75 **FIFTH ORDER OF BUSINESS** **Adjournment**  
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On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, the Board of Supervisors adjourned the meeting at 12:01 p.m., for the Concord Station Community Development District.

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 Secretary/Assistant Secretary 

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 Chairman/Vice Chairman

## **Tab 2**

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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 11, 2021 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	<b>Board Supervisor, Chairman</b>
Fred Berdeguez	<b>Board Supervisor, Vice Chairman</b>
Donna Matthias-Gorman	<b>Board Supervisor, Assistant Secretary</b>
Karen Hillis	<b>Board Supervisor, Assistant Secretary (via conference call)</b>
Jerica Ramirez	<b>Board Supervisor, Assistant Secretary (arrived at 10:08 a.m.)</b>

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Co., Inc.</b>
Scott Brizendine	<b>Vice President Operations, 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>
Tim Burdick	<b>Maintenance</b>
Nick Margo	<b>Representative, Solitude</b>
Deputy Phillips	<b>Pasco County Sheriff's Office</b>

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.

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**SECOND ORDER OF BUSINESS** **Audience Comments**

Ms. Wallace presented comments she received from residents concerning possible amenities for the Drexel area.

**THIRD ORDER OF BUSINESS** **Discussion of Investment Options**

Mr. Brizendine discussed investment options with the Board.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors authorized staff to open an FLClass Investment account and invest \$500,000.00 from the general fund, 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 authorized Fred Berdeguez to work with staff on the investment account, for the Concord Station Community Development District.

**FOURTH ORDER OF BUSINESS** **Consideration of Revised District Policies**

Mr. Vericker presented the revised District Amenity Facility Policies to the Board. The Board requested removal of “wading pool” throughout the document and addition of the splash pad to Feces Policies.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the District Amenity Facility Policies with changes, for the Concord Station Community Development District.

**FIFTH ORDER OF BUSINESS** **Consideration of CDD Newsletter**

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved an CDD E-Newsletter using Mailchimp as a platform and authorized Ms. Hillis to work with Mr. Speidel to help edit the monthly newsletters, for the Concord Station Community Development District.

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**SIXTH ORDER OF BUSINESS** **Consideration of Piper Fire Alarm Monitoring Proposal**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Piper Fire Alarm monitoring for \$45.00 per month, for the Concord Station Community Development District.

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**SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2021-02; Re-Designating Assistant Secretaries**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors adopted Resolution 2021-02; Re-Designating Assistant Secretaries, for the Concord Station Community Development District.

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**EIGHTH ORDER OF BUSINESS** **Staff Reports**

**A. District Engineer**

Mr. Brletic presented the District Engineer’s Report to the Board. He also updated the Board on his meeting with Duke Energy about the parking lot lighting and discussed the pocket parks.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved a proposal for JMT in the amount of \$1,815.00 for permitting of Community/Parcel Park on Trinity Cottage Drive, for the Concord Station Community Development District.

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On a Motion by Mr. Berdeguez, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors authorized the District Manager to sign the permits for Community/Parcel Park on Trinity Cottage Drive, for the Concord Station Community Development District.

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The Board discussed possible Drexel amenities. Ms. Wallace opened floor to audience comments regarding Drexel amenities. The Board heard audience comments.

The Board requested a plan from Mr. Brletic for Drexel amenities to be presented at the April 8, 2021 CDD meeting.

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**B. Clubhouse Manager**

Mr. Speidel presented the monthly Clubhouse Report to the Board. The Board requested "Consideration of Opening Clubhouse" be added to the April 8, 2021 agenda.

The Board discussed rubber mulch and authorized Mr. Speidel to move forward with the purchase.

Mr. Christie requested that the CDD-owned areas between the fences in Drexel be added to the landscape maintenance map for Greenview.

**C. Deputy Phillips**

Not present.

**D. District Counsel**

No report. Mr. Vericker reviewed the E-Verify Registration memorandum with the Board.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the E-Verify Registration, for the Concord Station Community Development District.

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**E. District Manager**

Ms. Wallace reminded the Board that the next meeting is scheduled for April 8, 2021 at 10:00 a.m.

Ms. Wallace presented the final insurance claim for lightning strike damage to the Board for a net amount of \$30,456.47.

On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the final insurance claim for lightning strike damage in the amount of \$30,456.47, for the Concord Station Community Development District.

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Ms. Wallace reviewed with the Board the Pasco County Sheriff's office full-time deputy invoices and contract for the current fiscal year.

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On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Pasco County Sheriff's Office invoices for a full-time Deputy in the amount of \$8,713.04 per month for the months of Oct 1, 2020 through March 31, 2021 subject to correcting the "addressed to" portion of the invoices, and a new contract for \$8,880.25 per month for April 2021 through September 2021, for the Concord Station Community Development District.

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**F. Field Operations Manager**

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**i. Aquatics Report**

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Mr. Margo presented the aquatic report to the Board. The board requested that Solitude move forward with a midge fly survey assessment that was approved last year (but was delayed because of COVID) for \$1,200.00.

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**ii. Field Inspection Report**

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Ms. Wallace presented the field inspection report to the Board.

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**iii. Greenview weekly reports**

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The Board reviewed the weekly reports from Greenview. Mr. Berdeguez requested Greenview check the sprinklers on the north side of Sunlake Boulevard.

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**iv. Consideration of Landscape Proposals**

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On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposals for Fertilization of St. Augustine turf for \$1,200.00, removal of leaning tree for \$100.00 and removal of trees on Tuckerton Center Row for \$450.00, for the Concord Station Community Development District.

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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 for Fertilization per contract for ornamentals, palm trees and Bahia turf for \$7,820.00, for the Concord Station Community Development District.

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164 **NINTH ORDER OF BUSINESS** **Consideration of the Minutes of the**  
165 **Board of Supervisors' Meeting held on**  
166 **February 11, 2021**  
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168 The Board approved the Minutes from the Board of Supervisors' Meeting held on  
169 February 11, 2021 with a minor change.  
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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 February 11, 2021, as amended, for the Concord Station Community Development District.

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172 **TENTH ORDER OF BUSINESS** **Consideration of Operation and**  
173 **Maintenance Expenditures for January**  
174 **2021**  
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176 Ms. Wallace presented the Operation & Maintenance expenditures for December  
177 2020. Mr. Berdeguez asked about the note on Greenview invoice 12CCOLM20 stating  
178 that Junipers will struggle in that area during the rainy season, and the Board asked for  
179 Greenview to recommend alternatives for plantings that will survive.  
180

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for January 2021 (\$104,628.85), for the Concord Station Community Development District.

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182 **ELEVENTH ORDER OF BUSINESS** **Audience Comments**  
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184 Ms. Ray at 18475 Milton Keynes had questions about the process to obtain CDD  
185 permission to construct a gazebo on her property.  
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On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with four in favor, and Ms. Hillis opposed, the Board of Supervisors approved the request for 18475 Milton Keynes to construct a gazebo subject to District Engineer and District Counsel review and approval, for the Concord Station Community Development District.

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188 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**  
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190 Mr. Christie stated one (1) Trilby and two (2) Longwood monuments need repair  
191 and that he would like new proposals as he felt that IGD overcharged for the Drexel  
192 monument repairs. He also asked that the lights for the Waterford monument be  
193 evaluated. Mr. Speidel will look at these.  
194



## **Tab 3**

# Concord Station Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operations and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$89,685.86**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ashley Furniture HomeStore	003831	711339490	Furniture Replacement 02/21	\$ 5,652.77
Clean Sweep Supply Co., Inc.	003832	00212198	Janitorial Supplies 02/21	\$ 178.90
Concord Station CDD	CD109	CD109	Debit Card Replenishment	\$ 399.35
Donna Matthias-Gorman	003826	DM021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Duke Energy	003837	55585 50570 01/21	0000 Trinity Cottage Drive Light 01/21	\$ 952.97
Duke Energy	003827	Summary Bill 01/21	Summary Bill 01/21	\$ 8,521.35
Florida Department of Revenue	003816	61-8017248652-6 01/21	Sales & Use Tax 01/21	\$ 39.91
Fred Berdeguéz	003822	FB021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Frontier Communications of Florida	003836	813-909-4569-121718-5 02/21	Account #813-909-4569-121718- 5 02/21	\$ 646.30
Greenview Landscaping, Inc.	003817	12DUNSDMG20	Repaired SOD AND Pond Bank 01/21	\$ 550.00
Greenview Landscaping, Inc.	003824	1CCSCHOU21	Monthly Maintenance for Clubhouse 01/21	\$ 1,100.00

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Greenview Landscaping, Inc.	003833	2CCCHOU21	Monthly Maintenance for Clubhouse 02/21	\$ 1,100.00
Greenview Landscaping, Inc.	003833	2CCSMO21	Monthly Landscape Maintenance 02/21	\$ 19,000.00
Greenview Landscaping, Inc.	003824	2ccvar21	Replace Solenoid/Electric Valve 02/21	\$ 280.00
Jerica Ramirez	003828	JR021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Johnson, Mirmiran & Thompson, Inc.	003818	16-168907	Engineer Services 12/20	\$ 9,266.06
Karen Hillis	003825	KH021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Pasco County	003819	14517736	18636 Mentmore Blvd 01/21	\$ 752.49
Pasco County	003819	14517737	19322 Umlerland Place 01/21	\$ 191.89
Piper Fire Protection, Inc.	003834	80654	Annual Sprinkler Inspection 01/21	\$ 185.00
Rizzetta & Company, Inc.	003811	INV0000056018	District Management Fees 02/21	\$ 6,126.34
Rizzetta Amenity Services	003812	INV00000000008464	Amenity Management Services 01/21	\$ 6,535.69

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services	003829	INV00000000008492	Amenity Management Services 02/21	\$ 7,314.95
Rizzetta Amenity Services	003829	INV00000000008542	Out of Pocket Expenses 01/21	\$ 67.34
Rizzetta Technology Services, LLC	003813	INV0000006815	Email Accounts, Admin & Maintenance 02/21	\$ 175.00
Solitude Lake Management LLC	003835	PI-A00547687	Monthly Mitigation Services 02/21	\$ 2,595.00
Solitude Lake Management LLC	003835	PI-A00547688	Monthly Mitigation Services Spot Spraying 02/21	\$ 513.00
Solitude Lake Management LLC	003835	PI-A00547689	Monthly Lake & Wetland Service 02/21	\$ 6,247.00
Solitude Lake Management LLC	003835	SMOR-434255	Deposit For Solar Aeration Installation 02/21	\$ 3,719.00
Steven A. Christie	003823	SC021121	Board Of Supervisors Meeting 02/11/21	\$ 200.00
Straley Robin Vericker	003814	19302	Monthly Legal Services 01/21	\$ 2,683.00
Straley Robin Vericker	003814	19303	Legal Services - Easement Encroachment 12/20	\$ 695.55
Suncoast Pool Service	003820	6934	Monthly Pool Service 02/21	\$ 2,000.00

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Rust Control, Inc.	003821	03160	Rust Control 01/21	\$ 1,035.00
Tropicare Termite & Pest Control Inc.	003815	98675	Pest Control Service INT/EXT - 01/21	\$ 50.00
Tropicare Termite & Pest Control Inc.	003815	99302	Set Rodent Traps - 01/21	\$ 60.00
Waste Management Inc. of Florida	003830	0616676-1568-8	Waste Disposal Services 02/21	\$ 52.00
<b>Report Total</b>				<b><u>\$ 89,685.86</u></b>

# Tab 9



CHESSINGTON DR

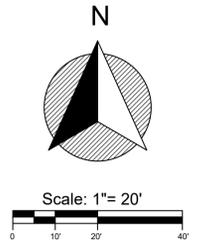
GA-GA BALL COURT  
22' DIAMETER

50' BUFFER ZONE

CDD OWNED PARCEL  
(1.17 ACRES)

MANASSAS DRIVE

MENTMORE BLVD



Stephen D. Brink, P.E.  
Florida P.E. NO. 81281



ORIGINAL: 3/18/2021

PRINT DATE: 3/18/2021

REVISIONS:	DATE	DESCRIPTION
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CONCORD STATION CDD  
MANASSAS POCKET PARK CONCEPT

CONCORD STATION CDD

JOB NO.	19-02877-001
DRAWN	AS
DESIGNED	AS
CHECKED	SDB
QC	SDB
SHEET	

**PRELIMINARY  
CONSTRUCTION SET**

