

ADVANCED MEETING PACKAGE

REGULAR MEETING

DATE / TIME:	LOCATION:
Thursday, November 13, 2025	Concord Station Clubhouse
6:30 P.M.	18636 Mentmore Blvd.
	Land O' Lakes, FL 34638

Anchor Stone MANAGEMENT

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval, or adoption.

CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

c/o Anchor Stone
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746

Board of Supervisors
Concord Station Community Development District.

Dear Supervisors:

A Meeting of the Board of Supervisors of the Concord Station Community Development District is scheduled for **Thursday, November 13, 2025,** at **6:30 P.M.** at the **Concord Station CDD, Concord Station Clubhouse, 18636 Mentmore Blvd., Land O' Lakes, FL 34638.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Thibault

Patricia Thibault
District Manager

CC: Attorney
Engineer
District Records

District:	**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**
Date of Meeting:	Thursday, November 13, 2025
Time:	6:30 P.M.
Location:	Concord Station Clubhouse 18636 Mentmore Blvd. Land O'Lakes, FL 34638

TEAMS: LINK TO MEETING
Meeting ID: 266 389 722 026 3 Passcode: 5i23sN7X
CALL IN: +1 323-538-4434
Phone conference ID: 197 867 101#
Mute/Unmute: *6

Agenda

For the full agenda packet, please contact ConcordStation@AnchorStoneMgt.com

I. Call to Order / Roll Call

II. Audience Comments – Agenda Items *(limited to 3 minutes per individual)*

III. Professional Vendor Presentations

A. District Engineering Report – Stantec Project Engineer Greg Woodcock

1. Status and Discussion of Ditch Project & Hurricane Reimbursement — **EXHIBIT 1A**
2. Consideration for Approval – Finn Outdoor Extra Work — **EXHIBIT 1B**
3. Discussion of Seal Coating Clubhouse Parking Lot & Pot Hole Repair Proposal *(to be distributed)* — **EXHIBIT 2**
4. Discussion & Consideration of Tree Replacement Project Proposal
   - ❖ Steadfast – Tree Removal - $14,650 and Tree Plantings - $5,870 — **EXHIBIT 3**

B. Solitude Lake Management

1. Waterway Inspection Report — **EXHIBIT 4**

C. Red Tree Landscape Maintenance

1. Landscape Maintenance & Irrigation Report — **EXHIBIT 5A**
   - ❖ Site Visit of Irrigation System & Controllers — **EXHIBIT 5B**
2. Consideration of Payment of Proposal for Annuals - $1,475 — **EXHIBIT 6A**
   - ❖ Consideration of Proposal for Irrigation Repair – Faults on Zone 7 & 9 - $1,000 — **EXHIBIT 6B**

D. District Counsel – Kilinski Van Wyk

1. Discussion of Status: Changes to Rules & Procedure Update
   - ❖ Memorandum of Updated Rules of Procedure & Rules of Procedure **EXHIBIT 7A**
   - ❖ Consideration of Resolution 2026-02, - Setting the Public Hearing for January 8, 2026 at 6:30 p.m. **EXHIBIT 7B**
2. Discussion on Mapping Project Invoice from Red Tree **EXHIBIT 8**
3. Discussion of USA Fence Impact to Security System **EXHIBIT 9**
4. Presentation of Project Manual for Landscape Services **EXHIBIT 10**
5. Status on Demand Letter to Prior Manager for Sales Tax
6. Status of Letter to Red Tree Defining Scope Parameters

E. Amenity Center Report – Revised **EXHIBIT 11A**

- ❖ Consideration of ECS Proposal for Mag Lock **EXHIBIT 11B**

1. Presentation for Discussion – Employee Handbook **EXHIBIT 12**

F. District Manager

1. Status of Sales Tax Reimbursement from State
2. Consideration for Approval – EGIS Insurance Loss Affidavit **EXHIBIT 13**
3. LED Streetlight Upgrade from Duke Energy – Should be completed within the year
4. A Better Court – No further communication – last email sent 10.10.2025

IV. Administrative Items

A. Consideration for Acceptance of the September Unaudited Financial Report **EXHIBIT 14**

B. Consideration for Approval – The Minutes of the Concord Station October 9, 2025 Regular Meeting of the Board of Supervisors **EXHIBIT 15**

C. Presentation: A Fiscal Year in Review **EXHIBIT 16**

D. Discussion of Streetlight Boundary Map & Maintenance of the Area, Including the streetlights on Mentmore Blvd from the apartments to SR 54 **EXHIBIT 17**

V. Audience Comments – New Business – *(limited to 3 minutes per individual)*

VI. Supervisor Requests

VII. Adjournment

EXHIBIT 1A

RETURN TO AGENDA



FIELD OBSERVATION REPORT

Date: March 11, 2025 Field Observation Report Number: 2025-3
Project Name: Concord Station O and M review
Project Number: 238202030
Stantec Representative (s): Braydon Woodcock, Greg Woodcock

County / Consultant / Developer Representatives on Site:
Weather Conditions: ☐ Clear ☒ Partly Cloudy ☐ Heavy Clouds ☐ Fog
Rain: ☐ None ☐ Light ☐ Heavy ☐ Showers
Soil Conditions: ☐ Dry ☐ Wet ☐ Extremely Wet
Effects of Weather on Major Work Items ☒ None ☐ <50% affected ☐ >50% affected ☐ No Work

Description of Work Activity:

Location: (Street Names/MH#s, etc.) Concord Station Operation and Maintenance Review Ditch Paving Channel.

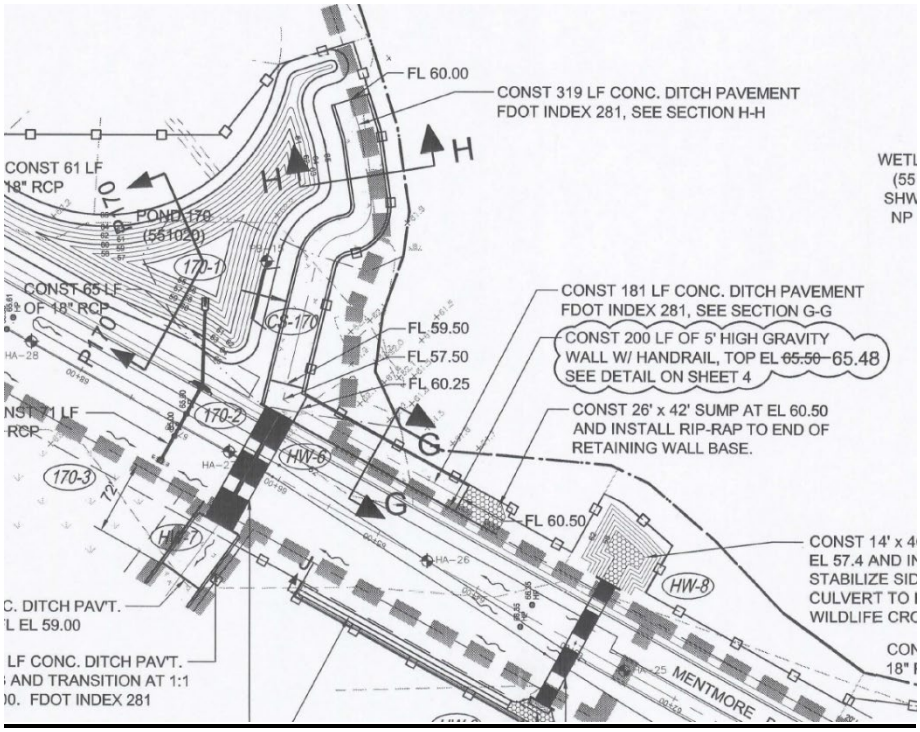
General: Stantec staff reviewed the designated SWFWMD permit 23781.007 for property operation and maintenance due for recertification. This report outlines our review of the ditch paving channel located on the north side of Mentmore Blvd. across the street from the clubhouse. Below is a location map showing the specific location and associated photos by location indicating the condition while on site and recommended repair.
Report By: BTW

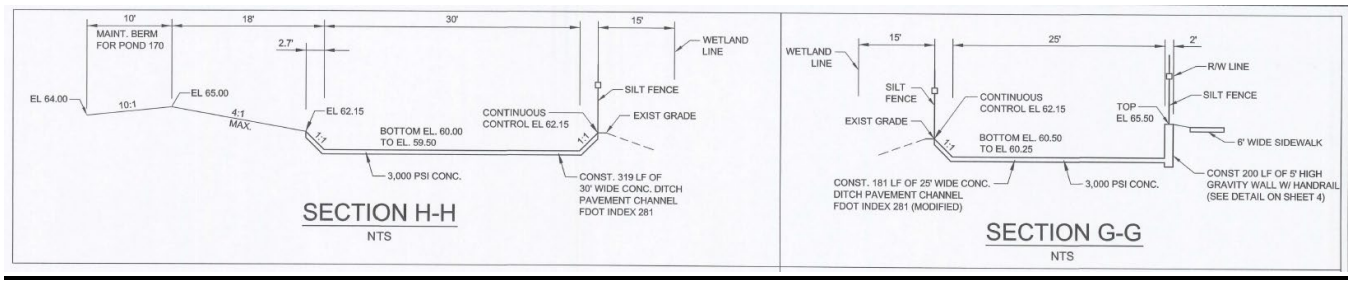
Location map:



FIELD OBSERVATION REPORT

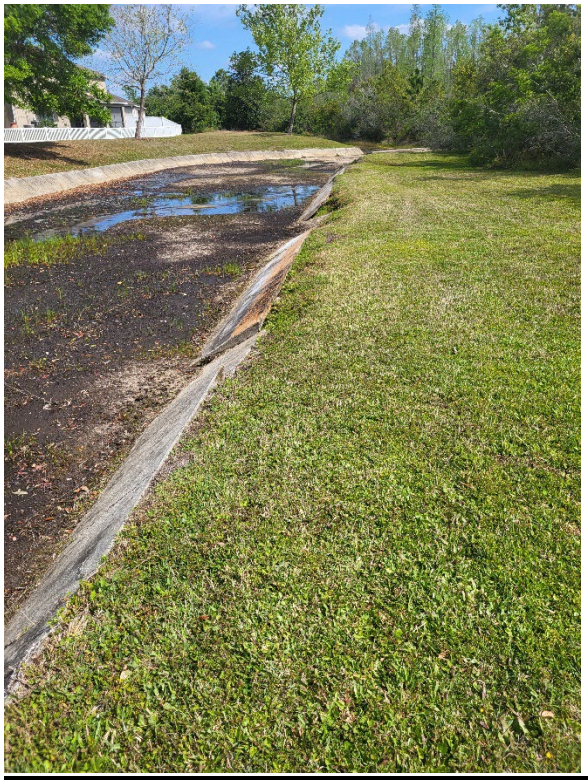
Ditch Paving Channel Construction Plans





FIELD OBSERVATION REPORT

Photos showing general condition of ditch pavement channel





FIELD OBSERVATION REPORT







FIELD OBSERVATION REPORT





FIELD OBSERVATION REPORT





FIELD OBSERVATION REPORT





FIELD OBSERVATION REPORT



EXHIBIT 1B

RETURN TO AGENDA



ESTIMATE

Finn Outdoor LLC
730 20th Ave N
Saint Petersburg, FL 33704

robb@finnoutdoor.com
+1 (813) 957-6075

Bill to
Concord Station CDD

Estimate details
Estimate no.: 2406
Estimate date: 10/14/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Erosion Restoration**	Paved Ditch North of Clubhouse -- Additional 50 linear feet of rip rap repair. 230 linear feet were previously approved, 280 are needed to be completed. Additional 50 linear feet priced at 33% discount.	50	$107.00	$5,350.00

Total **$5,350.00**

Note to customer

All invoices are due and payable within 30 days of submittal unless otherwise agreed to in writing. Late fees of up to 3% of invoice amount may be added if payment not received within 30 days.

Accepted date **Accepted by**

Erosion and Stormwater Specialists
Wetland Mitigation
Drainage Solutions

Finn Outdoor

730 20th Ave N
St Petersburg, FL 33704
813.957.6075
robb@finnoutdoor.com
www.finnoutdoor.com

Concord Station – Clubhouse Area

Concrete Pond on North Side of Mentmore



Project 1 -- Cut and remove/mulch overgrown vegetation within 5 feet of top of wall, leaving beneficial trees, focusing on limbs and understory. Provide visual inspection of area, especially the vertical concrete walls.

Erosion and Stormwater Specialists
Wetland Mitigation
Drainage Solutions

Finn Outdoor

730 20th Ave N
St Petersburg, FL 33704
813.957.6075
robb@finnoutdoor.com
www.finnoutdoor.com



Project 2 -- Scrape / move all sediment from pond bottom, exposing concrete bottom. All sediment to be staged as shown, to be resued in this project as needed and/or left staged there for future community projects. Additional charge to remove from site if preferred is included herein.

Erosion and Stormwater Specialists
Wetland Mitigation
Drainage Solutions

Finn Outdoor

730 20th Ave N
St Petersburg, FL 33704
813.957.6075
robb@finnoutdoor.com
www.finnoutdoor.com



Project 3 -- Remove up to 150 linear feet of vertical concrete wall (where broken or falling), regrade bank to similar grade (approximately 2:1). Break up all removed concrete for rip rap and supplement with additional 6-12" limestone rip rap. Install geotextile fabric and rip rap throughout the bank anywhere that the wall was removed.
Per linear-foot pricing also included herein for any areas in excess of 150 linear feet which may also need to be done upon inspection after removing the vegetation to the north.

Pricing:
Project 1-3 as shown: $47,500
Option 1, remove additional sediment from site: $7500
Option 2, Per linear foot for additional wall replacement: $160

Proposal included project 1-3 $47,500, Option 1 ($7,000) and additional 80 LF at $160 ($12,800) for a total of $67,300

EXHIBIT 2

RETURN TO AGENDA



EXHIBIT 3

RETURN TO AGENDA



ESTIMATE

Steadfast Alliance
30435 Commerce Drive
Suite 102
San Antonio FL 33576 US

DATE	DUE	ESTIMATE #
11/11/2025		

BILL TO
Concord Station Community
Patricia Thibault
18636 Mentmore Boulevard
Land O'Lakes FL 34638 USA

SHIP TO
Concord Station Community
Patricia Thibault
18636 Mentmore Boulevard
Land O'Lakes FL 34638 USA

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is for the removal of 11 trees along Sunlake Boulevard starting at the corner of Umberland Place and going north to the end of the white fence. All trees will be flush cut as low as possible. A separate line on this proposal is for stump grinding. If stump grinding is not chosen final price will be reduced to just the removal price.			
Tree Removal	1.00	12,500.00	12,500.00
Stump Grinding	1.00	1,650.00	1,650.00
Equipment Rental (Stump Grinder)	1.00	500.00	500.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

TOTAL **14,650.00**

Accepted this _____ day of _____, 20_____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

ESTIMATE

Steadfast Alliance
30435 Commerce Drive
Suite 102
San Antonio FL 33576 US

DATE	DUE	ESTIMATE #
11/11/2025		

BILL TO
Concord Station Community
Patricia Thibault
18636 Mentmore Boulevard
Land O'Lakes FL 34638 USA

SHIP TO
Concord Station Community
Patricia Thibault
18636 Mentmore Boulevard
Land O'Lakes FL 34638 USA

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is for the installation of 6 southern magnolias and 6 red maples per the specifications provided. Trees will be alternated when planted. This proposal does not include any irrigation enhancements or upgrades. Initial watering/mudding in will be provided at the time of installation.			
Magnolia, Southern 30 Gallon	6.00	450.00	2,700.00
Maple, Red 30g / 2"	6.00	450.00	2,700.00
Water Truck	1.00	350.00	350.00
Tree rings	2.00	60.00	120.00

TOTAL **5,870.00**

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20_____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

EXHIBIT 4

RETURN TO AGENDA



SOLITUDE
LAKE MANAGEMENT



Concord Station CDD
Waterway Inspection Report

Reason for Inspection: Monthly required

Inspection Date: 2025-11-07

Prepared for:

Concord Station CDD

Prepared by:

Wesley Chapel Field Office
SOLITUDELAKEMANAGEMENT.COM
888.480.LAKE (5253)

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SITE ASSESSMENTS

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MANAGEMENT/COMMENTS SUMMARY 9, 10

SITE MAP 11

Site: R10

Comments:

Normal growth observed

Site in is good shape with very minor shoreline grass growth. Water is clear of algae and submerged weeds.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November 2025



November 2025

Site: R11

Comments:

Site looks good

Site is in good shape no issues to report.

Action Required:

Routine maintenance next visit

Target:



November 2025



November 2025

Site: F1

Comments:

Normal growth observed

Site is in good shape. Normal shoreline growth observed. Water levels have dropped exposing minor growth

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November 2025



November 2025

Site: F2

Comments:

Normal growth observed

Site is in good shape. Free of any algae. Minor shoreline grasses and submerged weeds present

Action Required:

Routine maintenance next visit

Target:

Submersed vegetation



November 2025



November 2025

Site: F3

Comments:

Normal growth observed

Water as minor algae. The shoreline has minor growth present. This site will be treated during our next visit

Action Required:

Routine maintenance next visit

Target:

Planktonic algae



November 2025



November 2025

Site: F4

Comments:

Site looks good

No issues observed during inspection

Action Required:

Routine maintenance next visit

Target:



November 2025



November 2025

Site: F5

Comments:

Site looks good

Site is in great shape no issues observed

Action Required:

Routine maintenance next visit

Target:



November 2025



November 2025

Site: M1

Comments:

Site looks good

Site is completely dry. Flow structure is clear

Action Required:

Target:



November 2025



November 2025

Site: M2

Comments:

Normal growth observed

Site is in overall good shape very minor new growth from water levels dropping.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November 2025



November 2025

Site: M3

Comments:

Normal growth observed

Site is in pretty good shape. Minor shoreline growth exposed due to water levels

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November 2025



November 2025

Site: M4

Comments:

Treatment in progress

Site is showing good result from previous treatment. We will continue to monitor and treat

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November 2025



November 2025

Site: S9

Comments:

Site looks good

Site is in good shape. Very minor shoreline grasses

Action Required:

Routine maintenance next visit

Target:



November 2025



November 2025

Site: S10

Comments:

Site looks good

Site is almost dry. Free of any shoreline grasses

Action Required:

Target:



November 2025



November 2025

Site: S11

Comments:

Site looks good

No issues observed during inspection.

Action Required:

Target:



November 2025



November 2025

Site: S12

Comments:

Normal growth observed

Very low water levels exposing some minor submerged weeds. Shoreline grasses are in good shape.

Action Required:

Routine maintenance next visit

Target:



November 2025



November 2025

Site: S13

Comments:

Site looks good

NO issues observed during inspection

Action Required:

Target:



November 2025



November 2025

Site: S14

Comments:

Site looks good

No issues observed Water levels are low

Action Required:

Target:



November 2025



November 2025

Site: S15

Comments:

Treatment in progress

Minor growth is starting do die from previous treatment. We will observe and treat as needed

Action Required:

Target:



November 2025



November 2025

Site: S16

Comments:

Site looks good

No issues observed during inspection

Action Required:

Target:



November 2025



November 2025

Management Summary

November continues to have little rain and water levels have dropped substantially in the community leaving some ponds roughly 18 inches low on water. If this trend keeps up we will see some very empty sites in the dry season making for a lot of shoreline growth to be maintained. Overall all of the sites pictures in the report are looking pretty good. There are only a few with very minor shoreline growth and algae. We will continue to monitor and treat all sites as needed.

With the cooler weather we should see shoreline growth slow. All the sites pictures in this report were treated accordingly on 11/7.

I'm continuing my check of the flow structures and weirs every month in the ponds. So far I haven't seen anything to bring to the attention of the board. Everything is functioning properly and nothing is obstructed.

As always, please reach out to me with any questions or concerns you may have- kyle.wilson@solitudelake.com

Thank you for choosing SOLitude Lake Management!

Site	Comments	Target	Action Required
R10	Normal growth observed	Shoreline weeds	Routine maintenance next visit
R11	Site looks good		Routine maintenance next visit
F1	Normal growth observed	Shoreline weeds	Routine maintenance next visit
F2	Normal growth observed	Submersed vegetation	Routine maintenance next visit
F3	Normal growth observed	Planktonic algae	Routine maintenance next visit
F4	Site looks good		Routine maintenance next visit
F5	Site looks good		Routine maintenance next visit
M1	Site looks good		
M2	Normal growth observed	Shoreline weeds	Routine maintenance next visit
M3	Normal growth observed	Shoreline weeds	Routine maintenance next visit
M4	Treatment in progress	Shoreline weeds	Routine maintenance next visit
S9	Site looks good		Routine maintenance next visit
S10	Site looks good		
S11	Site looks good		
S12	Normal growth observed		Routine maintenance next visit
S13	Site looks good		
S14	Site looks good		
S15	Treatment in progress		
S16	Site looks good		

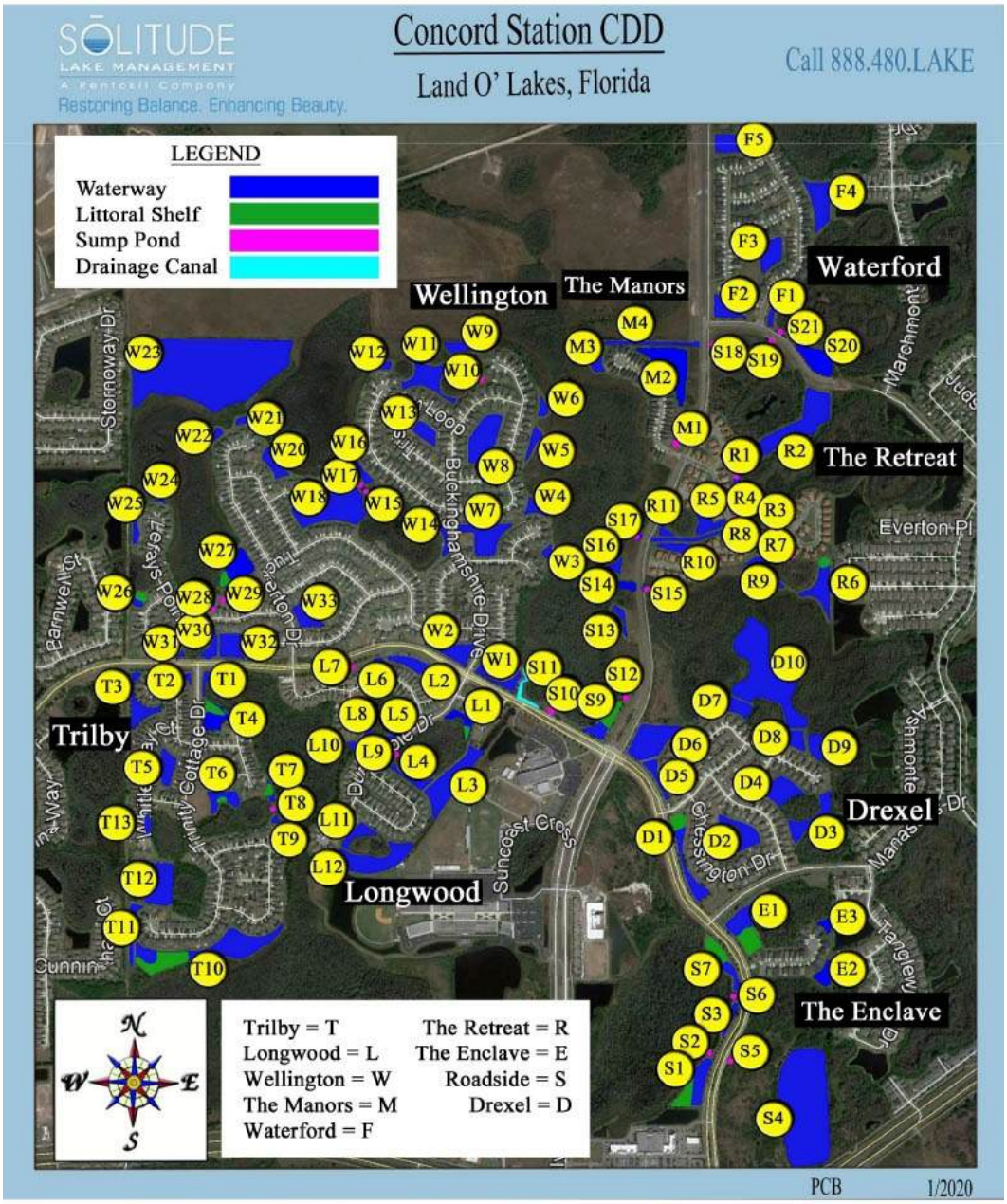

SOLITUDE
LAKE MANAGEMENT
A Rentokil Company
Restoring Balance. Enhancing Beauty.
Concord Station CDD
Land O' Lakes, Florida
Call 888.480.LAKE
LEGEND
Waterway
Littoral Shelf
Sump Pond
Drainage Canal
Wellington
The Manors
Waterford
The Retreat
Trilby
Longwood
Drexel
The Enclave
Trilby = T
Longwood = L
Wellington = W
The Manors = M
Waterford = F
The Retreat = R
The Enclave = E
Roadside = S
Drexel = D
PCB
1/2020

EXHIBIT 5A

RETURN TO AGENDA



redtree
Landscape Systems

The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscapesystems.com

5532 Auld Lane, Holiday FL 34690

LANDSCAPE REPORT: OCTOBER 2025

FOR

Concord Station CDD

Attention: Patricia Thibault, District Manager

Clean-Up

- ***Trash removed every visit.***

Mowing Operations:

- ***Completed per contract by multiple crews.***

Detail Operations:

- ***Detail completed on rotational basis.***

Fertilization / Pest Control

- ***IPMs completed as necessary.***

Irrigation:

- ***Inspection completed through the month of October.***
- ***Proposal provided- Faults discovered at the clubhouse controller on zone 7 and 9. The zones need to be investigated and repaired to restore the non-operational zones.***

Arborcare:

- ***Continuing 2nd round of moss removal from trees.***

Work Orders / Service Requests

- ***Please do not hesitate to send any service requests to our Service Desk at service@redtreelandscape.systems. Property name, photographs and coordinates (street names, etc.) are all extremely helpful in assuring that we can address any concerns promptly and report back to you with completion.***

Proposals

- ***Submitted - Concord Station Proposal GM Gerrard Cross Remove Branch 10.08.2025***
- ***Submitted - Concord Station Proposal TREE Sunlake Blvd North of Retreat Monument 10.09.2025***

Sw Lake Blvd & umberland Dr

REDTREE LANDSCAPE SYSTEMS

IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Concord Station						DATE:	10/02/25		TECHNICIAN(S):	Norbea						
TIMER TYPE	hunter Icc2									WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	[redacted]	TUE	WED	[redacted]	FRI	SAT	SUN			PROGRAM C / BATTERY 3	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
START:	9:00 PM			STOP:	.					5:00AM START:				STOP:			
PROGRAM B / BATTERY 2	MON	[redacted]	WED	THU	[redacted]	SAT	SUN			PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:	9:00 PM			STOP:						START:				STOP:			
ZONE NUMBER	1	11	14	19	21	23	30	31	32	39	40							
ZONE # PROG A / BATTERY 1																		
ZONE # PROG B / BATTERY 2																		
ZONE # PROG C / BATTERY 3																		
ZONE # PROG D / BATTERY 4																		
SPRAY / ROTOR/ DRIP / MIX																		
CLEANED CLOGGED NOZZLE																		
CHANGED INCORRECT NOZZLE																		
REPLACED NOZZLE										1								
ADJUST ARC / RADIUS		1																
STRAIGHTEN HEADS										1								
HEAD MISSING / BROKE		1		1						1								
CHANGE 4" TO 6"																		
CHANGE 4" TO 12"																		
CHANGE 6" TO 12"																		
SHRUBS: RAISED HEADS																		
TURF: RAISED HEADS																		
RELOCATE HEADS																		
LEAK IN HEADS																		
LEAK IN PIPE																		
ROTORS NOT ROTATING		1																
VALVE INOPERABLE																		
REPAIR DRIP LINE																		
NOTES:																		

Umber Lane Pl nodes

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS

IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Concord Station						DATE:	10/08/25		TECHNICIAN(S):	Norbet						
TIMER TYPE	hunter node Station									WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	[redacted]	TUE	WED	[redacted]	FRI	SAT	SUN			PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	9:00 Pm			STOP:						START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN			PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:				STOP:						START:				STOP:			
ZONE NUMBER	1	2	3	4	5	6											
ZONE # PROG A / BATTERY 1																	
ZONE # PROG B / BATTERY 2																	
ZONE # PROG C / BATTERY 3																	
ZONE # PROG D / BATTERY 4																	
SPRAY / ROTOR/ DRIP / MIX																	
CLEANED CLOGGED NOZZLE																	
CHANGED INCORRECT NOZZLE																	
REPLACED NOZZLE	2	1															
ADJUST ARC / RADIUS					2												
STRAIGHTEN HEADS		1															
HEAD MISSING / BROKE																	
CHANGE 4" TO 6"																	
CHANGE 4" TO 12"																	
CHANGE 6" TO 12"																	
SHRUBS: RAISED HEADS																	
TURF: RAISED HEADS																	
RELOCATE HEADS																	
LEAK IN HEADS																	
LEAK IN PIPE																	
ROTORS NOT ROTATING																	
VALVE INOPERABLE																	
REPAIR DRIP LINE																	
NOTES:																	

Tuckerton

REDTREE LANDSCAPE SYSTEMS
IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Comcard Station							DATE:	10/08/25	TECHNICIAN(S):	Market						
TIMER TYPE	Hunter PRO-C									WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	~~MON~~	TUE	~~WED~~	THU	FRI	SAT	SUN			PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	5:00 am			STOP:						START:				STOP:			
PROGRAM B / BATTERY 2	~~MON~~	~~TUE~~	WED	~~THU~~	~~FRI~~	~~SAT~~	~~SUN~~			PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:	5:30 am			STOP:						START:				STOP:			
ZONE NUMBER	1	2	3	4													
ZONE # PROG A / BATTERY 1																	
ZONE # PROG B / BATTERY 2																	
ZONE # PROG C / BATTERY 3																	
ZONE # PROG D / BATTERY 4																	
SPRAY / ROTOR/ DRIP / MIX																	
CLEANED CLOGGED NOZZLE																	
CHANGED INCORRECT NOZZLE																	
REPLACED NOZZLE				1													
ADJUST ARC / RADIUS																	
STRAIGHTEN HEADS	1	1	1	1													
HEAD MISSING / BROKE																	
CHANGE 4" TO 6"																	
CHANGE 4" TO 12"																	
CHANGE 6" TO 12"																	
SHRUBS: RAISED HEADS																	
TURF: RAISED HEADS																	
RELOCATE HEADS																	
LEAK IN HEADS																	
LEAK IN PIPE																	
ROTORS NOT ROTATING																	
VALVE INOPERABLE																	
REPAIR DRIP LINE																	
NOTES:																	

Merrimore & Chislehurst

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS
IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Concord Station						DATE:	10/08/25		TECHNICIAN(S):	Nolan						
TIMER TYPE	hunter ACC									WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	~~MON~~	TUE	WED	~~THU~~	FRI	SAT	SUN			PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	9:00 pm			STOP:						START:				STOP:			
PROGRAM B / BATTERY 2	~~MON~~	~~TUE~~	~~WED~~	~~THU~~	~~FRI~~	~~SAT~~	~~SUN~~			PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:	6:00 am			STOP:						START:				STOP:			
ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13				
ZONE # PROG A / BATTERY 1																	
ZONE # PROG B / BATTERY 2																	
ZONE # PROG C / BATTERY 3																	
ZONE # PROG D / BATTERY 4																	
SPRAY / ROTOR/ DRIP / MIX																	
CLEANED CLOGGED NOZZLE																	
CHANGED INCORRECT NOZZLE		2															
REPLACED NOZZLE				3						1		~~3~~					
ADJUST ARC / RADIUS			1														
STRAIGHTEN HEADS		2															
HEAD MISSING / BROKE																	
CHANGE 4" TO 6"																	
CHANGE 4" TO 12"																	
CHANGE 6" TO 12"																	
SHRUBS: RAISED HEADS																	
TURF: RAISED HEADS																	
RELOCATE HEADS																	
LEAK IN HEADS																	
LEAK IN PIPE																	
ROTORS NOT ROTATING												1					
VALVE INOPERABLE																	
REPAIR DRIP LINE																	
NOTES:																	

Mentnore by Lift Station

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS
IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Corner Stone						DATE:	10/08/25	TECHNICIAN(S):	Norbert						
TIMER TYPE	hunter ICC2								WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	[redacted]	TUE	WED	[redacted]	FRI	SAT	SUN		PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	[redacted] 12:00pm			STOP:					START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN		PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:				STOP:					START:				STOP:			
ZONE NUMBER	1															
ZONE # PROG A / BATTERY 1																
ZONE # PROG B / BATTERY 2																
ZONE # PROG C / BATTERY 3																
ZONE # PROG D / BATTERY 4																
SPRAY / ROTOR/ DRIP / MIX																
CLEANED CLOGGED NOZZLE																
CHANGED INCORRECT NOZZLE																
REPLACED NOZZLE																
ADJUST ARC / RADIUS																
STRAIGHTEN HEADS																
HEAD MISSING / BROKE																
CHANGE 4" TO 6"																
CHANGE 4" TO 12"																
CHANGE 6" TO 12"																
SHRUBS: RAISED HEADS																
TURF: RAISED HEADS																
RELOCATE HEADS																
LEAK IN HEADS																
LEAK IN PIPE																
ROTORS NOT ROTATING																
VALVE INOPERABLE																
REPAIR DRIP LINE	1															
NOTES:																

Drexel entrance

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS
IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Concord Station						DATE:	10/09/25		TECHNICIAN(S):	Norbert						
TIMER TYPE	hunter node									WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	[redacted]	TUE	WED	[redacted]	FRI	SAT	SUN			PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	5:00 am			STOP:						START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN			PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:				STOP:						START:				STOP:			
ZONE NUMBER	1																
ZONE # PROG A / BATTERY 1																	
ZONE # PROG B / BATTERY 2																	
ZONE # PROG C / BATTERY 3																	
ZONE # PROG D / BATTERY 4																	
SPRAY / ROTOR/ DRIP / MIX																	
CLEANED CLOGGED NOZZLE																	
CHANGED INCORRECT NOZZLE	2																
REPLACED NOZZLE	3																
ADJUST ARC / RADIUS																	
STRAIGHTEN HEADS																	
HEAD MISSING / BROKE	3																
CHANGE 4" TO 6"																	
CHANGE 4" TO 12"																	
CHANGE 6" TO 12"																	
SHRUBS: RAISED HEADS																	
TURF: RAISED HEADS																	
RELOCATE HEADS																	
LEAK IN HEADS																	
LEAK IN PIPE																	
ROTORS NOT ROTATING																	
VALVE INOPERABLE																	
REPAIR DRIP LINE																	
NOTES:	Replaced Solenoid for Battery node																

Wellington & Burton

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS
IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Concord Station					DATE:	10/09/25	TECHNICIAN(S):	Norbert						
TIMER TYPE	hunter I-core							WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	MON	TUE	WED	THU	FRI	SAT	SUN	PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	10:00		pm	STOP:				START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN	PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:	6:00 am			STOP:				START:				STOP:			

ZONE NUMBER																				
ZONE # PROG A / BATTERY 1																				
ZONE # PROG B / BATTERY 2																				
ZONE # PROG C / BATTERY 3																				
ZONE # PROG D / BATTERY 4																				
SPRAY / ROTOR/ DRIP / MIX																				
CLEANED CLOGGED NOZZLE																				
CHANGED INCORRECT NOZZLE																				
REPLACED NOZZLE																				
ADJUST ARC / RADIUS																				
STRAIGHTEN HEADS																				
HEAD MISSING / BROKE																				
CHANGE 4" TO 6"																				
CHANGE 4" TO 12"																				
CHANGE 6" TO 12"																				
SHRUBS: RAISED HEADS																				
TURF: RAISED HEADS																				
RELOCATE HEADS																				
LEAK IN HEADS																				
LEAK IN PIPE																				
ROTORS NOT ROTATING																				
VALVE INOPERABLE																				
REPAIR DRIP LINE																				

NOTES:	

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS

IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Cowford Station Community Club					DATE:	10/21/25		TECHNICIAN(S):	John M						
TIMER TYPE	Hunter I-Core								WATER SOURCE	well			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	MON	TUE	WED	THU	FRI	SAT	SUN		PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	12AM			STOP:					START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN		PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:	6AM			STOP:					START:				STOP:			
ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ZONE # PROG A / BATTERY 1	45	45	30	45	45	45	45	30	45	30	30	0	0	30	30	30	30		
ZONE # PROG B / BATTERY 2																			
ZONE # PROG C / BATTERY 3																			
ZONE # PROG D / BATTERY 4																			
SPRAY / ROTOR/ DRIP / MIX	R	S	S			R													
CLEANED CLOGGED NOZZLE																			
CHANGED INCORRECT NOZZLE																			
REPLACED NOZZLE																			
ADJUST ARC / RADIUS																			
STRAIGHTEN HEADS																			
HEAD MISSING / BROKE																			
CHANGE 4" TO 6"																			
CHANGE 4" TO 12"																			
CHANGE 6" TO 12"																			
SHRUBS: RAISED HEADS																			
TURF: RAISED HEADS																			
RELOCATE HEADS																			
LEAK IN HEADS																			
LEAK IN PIPE																			
ROTORS NOT ROTATING																			
VALVE INOPERABLE																			
REPAIR DRIP LINE		X	X	X	X		X		X	X	X			X					
NOTES:	See Back for Notes:																		

redtree
Landscape Systems

REDTREE LANDSCAPE SYSTEMS
IRRIGATION CONTROLLER CHECKLIST

PROPERTY					DATE:			TECHNICIAN(S):							
TIMER TYPE	Hunter I-Core							WATER SOURCE				RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	MON	TUE	WED	THU	FRI	SAT	SUN	PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:				STOP:				START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN	PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:				STOP:				START:				STOP:			

ZONE NUMBER	20	21	22	23	24	25	26	27	28										
ZONE # PROG A / BATTERY 1																			
ZONE # PROG B / BATTERY 2																			
ZONE # PROG C / BATTERY 3																			
ZONE # PROG D / BATTERY 4																			
SPRAY / ROTOR/ DRIP / MIX																			
CLEANED CLOGGED NOZZLE																			
CHANGED INCORRECT NOZZLE																			
REPLACED NOZZLE																			
ADJUST ARC / RADIUS																			
STRAIGHTEN HEADS																			
HEAD MISSING / BROKE																			
CHANGE 4" TO 6"																			
CHANGE 4" TO 12"																			
CHANGE 6" TO 12"																			
SHRUBS: RAISED HEADS																			
TURF: RAISED HEADS																			
RELOCATE HEADS																			
LEAK IN HEADS																			
LEAK IN PIPE																			
ROTORS NOT ROTATING																			
VALVE INOPERABLE																			
REPAIR DRIP LINE																			

NOTES:	

Wellington & Busch Park node

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS
IRRIGATION CONTROLLER CHECKLIST

PROPERTY	Concord Station						DATE:	10/09/25	TECHNICIAN(S):	Market						
TIMER TYPE	hunter node 1 Station								WATER SOURCE	RC			RAIN SWITCH TYPE			
PROGRAM A / BATTERY 1	~~MON~~	TUE	WED	~~THU~~	FRI	SAT	~~SUN~~		PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	12:30 am			STOP:					START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN		PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:				STOP:					START:				STOP:			
ZONE NUMBER	1															
ZONE # PROG A / BATTERY 1																
ZONE # PROG B / BATTERY 2																
ZONE # PROG C / BATTERY 3																
ZONE # PROG D / BATTERY 4																
SPRAY / ROTOR/ DRIP / MIX																
CLEANED CLOGGED NOZZLE																
CHANGED INCORRECT NOZZLE																
REPLACED NOZZLE																
ADJUST ARC / RADIUS																
STRAIGHTEN HEADS																
HEAD MISSING / BROKE																
CHANGE 4" TO 6"																
CHANGE 4" TO 12"																
CHANGE 6" TO 12"																
SHRUBS: RAISED HEADS																
TURF: RAISED HEADS																
RELOCATE HEADS																
LEAK IN HEADS																
LEAK IN PIPE																
ROTORS NOT ROTATING																
VALVE INOPERABLE																
REPAIR DRIP LINE																
NOTES:																

redtree Landscape Systems

REDTREE LANDSCAPE SYSTEMS

IRRIGATION CONTROLLER CHECKLIST

Follow up from 10/21/25

PROPERTY	Concord Station / Clubhouse							DATE:	10/31/25	TECHNICIAN(S):	John M						
TIMER TYPE	I-Core									WATER SOURCE	well			RAIN SWITCH TYPE		NSF	
PROGRAM A / BATTERY 1	MON	TUE	WED	THU	FRI	SAT	SUN			PROGRAM C / BATTERY 3	MON	TUE	WED	THU	FRI	SAT	SUN
START:	12AM			STOP:						START:				STOP:			
PROGRAM B / BATTERY 2	MON	TUE	WED	THU	FRI	SAT	SUN			PROGRAM C / BATTERY 4	MON	TUE	WED	THU	FRI	SAT	SUN
START:	6AM			STOP:						START:				STOP:			
ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ZONE # PROG A / BATTERY 1	45	45	30	45	45	45	45	30	45	30	30	0	30	30	30	30	30		
ZONE # PROG B / BATTERY 2										10									
ZONE # PROG C / BATTERY 3																			
ZONE # PROG D / BATTERY 4																			
SPRAY / ROTOR/ DRIP / MIX	R	R	S	D	R	R		S										S	
CLEANED CLOGGED NOZZLE																			
CHANGED INCORRECT NOZZLE																			
REPLACED NOZZLE																			
ADJUST ARC / RADIUS																			
STRAIGHTEN HEADS																			
HEAD MISSING / BROKE																			
CHANGE 4" TO 6"			Found Flow Control OFF																
CHANGE 4" TO 12"					Leaky Ball Valve		Found No Control OFF												
CHANGE 6" TO 12"																			
SHRUBS: RAISED HEADS																			
TURF: RAISED HEADS																			
RELOCATE HEADS																			
LEAK IN HEADS																			
LEAK IN PIPE																			
ROTORS NOT ROTATING																			
VALVE INOPERABLE																			
REPAIR DRIP LINE																			

NOTES:

Found faults on Controller - 4, 5, 9, 10, 11, 14

Turned Zone 1 ON - no water - Pumps on Bladder TANK no air Filled with water plus Nipple's & MA cracked at threads going into PVB valve - all Needs Replacement.

Nothing is working on Clubhouse & Common Controller

EXHIBIT 5B

RETURN TO AGENDA



Site Meeting Summary: Field Report
Date: October 22, 2025 & October 31, 2025
Location: Concord Station Community Development District
Project: The Irrigation Project
Attendees: Anchor Stone Dana Bryant, Concord Manager Mark Looknanan, Yovani Cordero from Steadfast

Purpose of the Meeting

The purpose of the meeting was to review and discuss the irrigation proposals submitted by Red Tree management for the repair of existing irrigation lines throughout the District.

Site Meeting Summary

On October 22, a field inspection meeting was conducted at the District. The site team inspected seven controllers, covering approximately 108–110 stations in total. Of those stations, 52 were found to be operational. The most notable were the stations around the clubhouse, none of which came on from the controller. The controller for the clubhouse is on the west side of Buckingham, nothing on the east side of Buckingham was active.

The second area inspected was along Sun Lake Blvd., north of Mentmore. The controller with the highest number of zones had less than 50% functioning properly. This area also includes the small park on Umberland, which was part of the directional bore project.

On October 31, I visited the site to investigate why the controllers around the clubhouse were not operating and why there was no water. Upon inspection, I discovered that the pressure switch at the well had burned out. I notified Mark of the issue.

Conclusion

At this time, it appears that only about 50% of the stations in the inspected areas are functioning properly. I will return to the site to further evaluate the amenity center controllers as soon as the pressure switch has been repaired and will provide an updated report to the Board

EXHIBIT 6A

RETURN TO AGENDA



INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com

Bill to
Concord Station CDD
C/o Anchor Stone Management, LLC
255 Primera Boulevard, Ste 160
Lake Mary, FL 32746

Ship to
Concord Station CDD
C/o Anchor Stone Management, LLC
255 Primera Boulevard, Ste 160
Lake Mary, FL 32746

Invoice details
Invoice no.: 31890
Terms: Net 45
Invoice date: 10/13/2025
Due date: 11/27/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Landscape Enhancement:			
2.		**Seasonal Color**	Seasonal Color Installation	590	$2.50	$1,475.00

Total **$1,475.00**

EXHIBIT 6B

RETURN TO AGENDA



redtree
Landscape Systems
The New Standard in Landscape Maintenance
1.888.RED.TREE
www.redtreelandscapesystems.com
5532 Auld Lane, Holiday, FL 34690

IRRIGATION PROPOSAL
for
CONCORD STATION CDD

Clubhouse Controller: Investigate and Repair

Attention: Patricia Thibault, District Manager

November 2, 2025

Scope of Work:

Faults were discovered at the Clubhouse controller (Zones 7 & 9) and they need to be investigated and repaired.

Do Not Exceed : $1,000.00

_____ _____/_____/_____
Authorized Signature to Proceed **Date of Authorization**

Proposal submitted by Matt Olson, Irrigation Manager
molson@redtreelandscape.systems / Cell phone: (727) 200-1714

EXHIBIT 7A

RETURN TO AGENDA



KILINSKI | VAN WYK

MEMORANDUM

To: Board of Supervisors; District Staff

From: Kilinski | Van Wyk PLLC

Date: September 1, 2025

Re: Updated Provisions of the District's Rules of Procedure

Please find attached to this memorandum an updated version of the previously adopted Rules of Procedure ("Rules"). Revisions were made to maintain consistency between the Rules and current Florida law, including statutory changes adopted in the 2025 Legislative Session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting or proofreading changes are not summarized. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact your KVW attorney.

Business Hours

Language was added to Rules 1.0(3) and 3.11(1)(d) to clarify that the normal business hours of the District are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

Public Meetings, Hearings, and Workshops

Language was added to Rule 1.3(1)(d) to provide an earlier deadline for individuals to request accommodations for meeting participation. An individual requiring special accommodations to participate in the meeting, hearing, or workshop must contact the office of the District Manager at least three (3) business days prior to the scheduled meeting, hearing, or workshop.

Language was added to Rule 1.3(3) to provide examples of what may constitute "good cause" to amend a meeting agenda.

Language was added to Rule 1.3(6) to require that the notice for an emergency meeting include the specific reasons for the emergency meeting.

Internal Controls to Prevent Fraud, Waste, and Abuse

A new Rule 1.4 was created to reflect a statutory requirement for local governments to adopt internal controls to, among other things, prevent and detect fraud, waste, and abuse.

Notice of Rule Development

Rule 2.0(2) was revised to reflect the recent legislative change requiring the Notice of Rule Development to be published at least seven (7) days prior to the notice of rulemaking and thirty-five (35) days prior to the public hearing on the proposed rule. Rule 2.0(2) was also revised to

require the Notice of Rule Development to include the following: (1) the grant of rulemaking authority for the proposed rule and the law being implemented; and (2) the proposed rule number.

Notices of Rulemaking

Rule 2.0(3) was also revised to reflect the recent legislative changes requiring the Notice of Rulemaking to include the following: (1) the proposed rule number; (2) the name, email address, and telephone number of the staff member who may be contacted regarding the intended action; and (3) the website where the statement of estimated regulatory costs may be viewed in its entirety, if applicable.

Rule 2.0(3) was further revised to require any material proposed to be incorporated by reference be available for inspection and copying by the public at the time of publication of the Notice of Rulemaking and to permit the Notice of Rulemaking to be delivered electronically to all persons named in the proposed rule or who have requested advance notice of rulemaking.

Petitions to Initiate Rulemaking

Rule 2.0(5) was revised to require the District's Board of Supervisors to initiate rulemaking proceedings within thirty (30) calendar days of receiving a petition to initiate rulemaking proceedings, in accordance with Florida Statutes.

Emergency Rule Adoption

Rule 2.0(8) was amended to permit the District's Board of Supervisors to adopt an emergency rule if it is necessitated by immediate danger to the public health, safety, or welfare, or if the Legislature authorizes the Board of Supervisors to adopt emergency rules. Notice of the emergency rules must include the Board of Supervisors' findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.

Rule Variances

Rule 2.0(12)(a) was amended to include safety-related concerns as an example of a "substantial hardship" which could justify a rule variance.

Competitive Purchases

Rule 3.0(3) was revised to incorporate the recent legislative change that prohibits the District from penalizing a bidder for performing a larger volume of construction work for the District or rewarding a bidder for performing a smaller volume of construction work for the District on a public works project as defined in Section 255.0992, *Florida Statutes.* A public works project is defined as "an activity that is paid for with any local or state-appropriated funds and that consists of the construction, maintenance, repair, renovation, remodeling, or improvement of a building, road, street, sewer, storm drain, water system, site development, irrigation system, reclamation project, gas or electrical distribution system, gas or electrical substation, or other facility, project, or portion thereof owned in whole or in part by any political subdivision." A public works project does not include the provision of goods, services, or work incidental to the public works project,

such as security services, janitorial services, landscape services, maintenance services, or any other services that do not require a construction contracting license or involve supplying or carrying construction materials for a public works project.

Auditor Selection Committee Notices

Rule 3.2(6) was revised to require seven (7) days' notice of Auditor Selection Committee meetings, in accordance with Florida Law regarding meeting notices.

Purchase of Insurance

Rule 3.3(2)(g) was amended to remove "geographic location" from the list of evaluation criteria for the purchase of insurance.

Construction Contract Bids

Rule 3.5(2)(e) was amended to clarify that mistakes in arithmetic extension of pricing may be corrected by the Board provided such corrections do not result in a material change to the bid amount or create an unfair advantage.

Emergency Construction Service Purchases

Rule 3.5(5) was amended to clarify the circumstances under which the District may undertake an emergency purchase of construction services.

Bid Protests

Rules 3.11(4) and (5) were amended to provide additional details regarding the required procedures for bid protests.

Facsimile Notices, Generally

Changes were made throughout the Rules to remove facsimile as a method of notice and to add electronic mail as an acceptable method of notice where permitted by law.

RULES OF PROCEDURE
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

EFFECTIVE AS OF JANUARY 8, 2026

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Rule 1.0 General.

(1) The Concord Station Community Development District ("District") was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules ("Rules") is to describe the general operations of the District.

(2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.

(3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

(4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

(1) Board of Supervisors. The Board of Supervisors of the District ("Board") shall consist of five (5) members. Members of the Board ("Supervisors") appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.

(a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.

(b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.

(c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.

(d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.

(2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.

(a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

(b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.

(c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars ($1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars ($1,000,000) that names the District as an additional insured.

(d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars ($1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars ($1,000,000) that names the District as an additional insured.

(e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

(f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

(g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.

(3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation. Florida Open Meetings Laws apply to such Committees.

(4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.

(5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accordance with the provisions of Chapter 286 of the Florida Statutes.

(6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

(a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The Board member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board

member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

(b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.

(c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.

(d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

(1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:

(a) Agenda packages for prior twenty-four (24) months and next meeting;

(b) Official minutes of meetings, including adopted resolutions of the Board;

(c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;

(d) Adopted engineer's reports;

(e) Adopted assessment methodologies/reports;

(f) Adopted disclosure of public financing;

(g) Limited Offering Memorandum for each financing undertaken by the District;

(h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;

(i) District policies and rules;

(j) Fiscal year end audits; and

(k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

(2) Public Records. District public records include, but are not limited to, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules

is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

(3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.

(4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of $0.15 per page for one-sided copies and $0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar ($1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature and volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars ($25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

(5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.

(6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

(7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to their affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

(1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week, and shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:

(a) The date, time and place of the meeting, hearing or workshop;

(b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;

(c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and

(d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least three (3) business days before the meeting/hearing/workshop by contacting the District Manager at District Manager's Office by mail at Anchor Stone Management, LLC, 255 Primera Boulevard, Suite 160, Lake Mary, FL 32746 or by email at ConcordStation@AnchorStoneMgt.com. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."

(e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

(f) The following or substantially similar language: "The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record."

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District's website at least seven (7) days before each meeting, hearing, or workshop.

(2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.

(3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval ("Meeting Materials"). Inclusion of additional materials for Board consideration other than those defined herein as "meeting materials" shall not convert such materials into Meeting Materials. For good cause, which includes but is not limited to emergency situations, time-sensitive matters, or newly discovered information essential for Board consideration, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format, or similar format, in preparing its agenda for its regular meetings:

Call to order
Roll call
Public comment
Organizational matters
Review of minutes
Specific items of old business
Specific items of new business
Staff reports
(a) District Counsel
(b) District Engineer
(c) District Manager

1. Financial Report
2. Approval of Expenditures

Supervisor's requests and comments
Public comment
Adjournment

(4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.

(5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

(6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, including the specific reasons for the emergency meeting. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(7) Public Comment. The Board shall set aside a three (3) minutes per person, unless extended or reduced by the Chairperson based on the number of speakers and meeting agenda and other reasonable factorsreasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.

(8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to

time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

(9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

(10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist. Extraordinary circumstances may include, but are not limited to, illness, family emergencies, or other significant schedule conflicts which prevent in-person meeting attendance.

(11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, an opportunity for final board discussion and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.

(12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:

(a) The Board identifies on the record at the original meeting a reasonable need for a continuance;

(b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and

(c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

(13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, *Florida Statutes*, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

(1) Internal Controls. The District shall establish and maintain internal controls designed to:

(a) Prevent and detect "fraud," "waste" and "abuse" as those terms are defined in section 11.45(1), *Florida Statutes*; and
(b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
(c) Support economical and efficient operations; and
(d) Ensure reliability of financial records and reports; and
(e) Safeguard assets.

(2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A "rule" is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District ("Rule"). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

(2) Notice of Rule Development.

(a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least seven (7) days before the notice of rulemaking described in Section 2.0(3), infra., and at least thirty-five (35) days prior to the public hearing on the proposed rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the grant of rulemaking authority for the proposed rule and law being implemented, include the proposed rule number, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.

(b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, including: a short, plain explanation of the purpose and effect of the proposed action, the proposed rule number (if applicable), a reference to the specific rulemaking authority pursuant to which the rule is adopted, a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific, and the name, e-mail address, and telephone number of the staff member who may be contacted regarding the intended action. The notice shall include a summary of the District's statement of estimated regulatory costs and the website address where the complete statement of estimated regulatory costs may be viewed, if such a

statement has been prepared pursuant to Section 120.541(2), *Florida Statutes*, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

(b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule and any material proposed to be incorporated by reference shall be available for inspection and copying by the public at the time of the publication of notice.

(c) The notice shall be mailed, delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.

(4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.

(5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than thirty (30) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

(6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

(a) The text of the proposed rule, or any amendment or repeal of any existing rules;

(b) A detailed written statement of the facts and circumstances justifying the proposed rule;

(c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and

(d) The published notice.

(7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that it is necessitated by immediate danger to the public health, safety, or welfare which requires immediate action, or if the Legislature authorizes the Board to adopt emergency rules. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of the emergency rules together with the Board's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule provided that such procedure protects the public interest and complies with applicable law and these provisions.

(9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may

be published in a newspaper of general circulation in the county in which the District is located.

(10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

(a) The texts of the proposed rule and the adopted rule;

(b) All notices given for a proposed rule;

(c) Any statement of estimated regulatory costs for the rule;

(d) A written summary of hearings, if any, on the proposed rule;

(e) All written comments received by the District and responses to those written comments; and

(f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

(a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.

(b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.

(c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.

(d) Within thirty (30) days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.

(e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:

(i) Administer oaths and affirmations;

(ii) Rule upon offers of proof and receive relevant evidence;

(iii) Regulate the course of the hearing, including any pre-hearing matters;

(iv) Enter orders; and

(v) Make or receive offers of settlement, stipulation, and adjustment.

(f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(12) Variances and Waivers. A "variance" means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A "waiver" means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:

(a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, safety-related, or other significant type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

(b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District's Rule. Each petition shall specify:

(i) The rule from which a variance or waiver is requested;

(ii) The type of action requested;

(iii) The specific facts that would justify a waiver or variance for the petitioner; and

(iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

(c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

(d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

(13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.
Law Implemented: §§ 120.54, 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

(1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.

(2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.

(3) Definitions.

(a) "Competitive Solicitation" means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.

(b) "Continuing Contract" means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars ($2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars ($200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.

(c) "Contractual Service" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

(d) "Design-Build Contract" means a single contract with a Design-Build Firm for the design and construction of a public construction project.

(e) "Design-Build Firm" means a partnership, corporation or other legal entity that:

(i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or

(ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.

(f) "Design Criteria Package" means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District's Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.

(g) "Design Criteria Professional" means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.

(h) "Emergency Purchase" means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

(i) "Invitation to Bid" is a written or electronically posted solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.

(j) "Invitation to Negotiate" means a written or electronically posted solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.

(k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.

(l) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.

(m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:

(i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;

(ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and

(iii) For a cost to the District deemed by the Board to be reasonable.

(n) "Purchase" means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

(o) "Request for Proposals" or "RFP" is a written or electronically posted solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

(p) "Responsive and Responsible Bidder" means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. "Responsive and Responsible Vendor" means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:

(i) The ability and adequacy of the professional personnel employed by the entity/individual;

(ii) The past performance of the entity/individual for the District and in other professional employment;

(iii) The willingness of the entity/individual to meet time and budget requirements;

(iv) The geographic location of the entity's/individual's headquarters or office in relation to the project;

(v) The recent, current, and projected workloads of the entity/individual;

(vi) The volume of work previously awarded to the entity/individual, provided that for a public works project as defined in Section 255.0992, *Florida Statutes*, the District may not penalize a bidder for performing a larger volume of construction work for the District or reward a bidder for performing a smaller volume of construction work for the District;

(vii) Whether the cost components of the bid or proposal are appropriately balanced; and

(viii) Whether the entity/individual is a certified minority business enterprise as defined in Section 287.0943, *Florida Statutes*.

(q) "Responsive Bid," "Responsive Proposal," "Responsive Reply," and "Responsive Response" all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0992, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

(1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

(2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:

(a) Hold all required applicable state professional licenses in good standing;

(b) Hold all required applicable federal licenses in good standing, if any;

(c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and

(d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

(3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all

qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

(a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:

(i) The ability and adequacy of the professional personnel employed by each consultant;

(ii) Whether a consultant is a certified minority business enterprise;

(iii) Each consultant's past performance;

(iv) The willingness of each consultant to meet time and budget requirements;

(v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;

(vi) The recent, current, and projected workloads of each consultant; and

(vii) The volume of work previously awarded to each consultant by the District.

(b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.

(c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants

by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.

(b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."

(c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

(d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.

(8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

(a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and

(iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

(b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:

(i) Ability of personnel;

(ii) Experience;

(iii) Ability to furnish the required services; and

(iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

(4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

(5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and

place for submitting proposals.

(6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed at least seven (7) days in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(7) Board Selection of Auditor.

(a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

(d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

(8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services;

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;

(c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;

(d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.

(e) Provisions required by law that require the auditor to comply with public records laws.

(9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

(1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.

(2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

(b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.

(d) Bids shall be opened at the time and place noted in the Invitation to Bid.

(e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, relevant business presence and capability to service the District's needs, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be

awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

(h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

(1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.

(2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:

(a) The Board shall cause to be prepared a Request for Qualifications.

(b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed prequalification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.

(c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars ($250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars ($250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars ($500,000).

(d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.

(e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

(g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.

(h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.

(i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall

include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

i. One of the circumstances specified under Section 337.16(2), *Florida Statutes*, has occurred.

ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.

iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.

iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.

v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status

shall remain suspended, revoked, or denied until the documents are furnished.

viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.

ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.

x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.

xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.

xii. The vendor or affiliate(s) has been convicted of a contract crime.

1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.

2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

xiii. Any other circumstance constituting "good cause" under Section 337.16(2), *Florida Statutes*, exists.

(b) The pre-qualified status of a contractor found delinquent under Section 337.16(1), *Florida Statutes*, shall be denied, suspended, or revoked. A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

(c) The District shall inform the vendor in writing of its intent to deny, suspend, or

revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within ten (10) days after the receipt of the notice of intent, the hearing shall be held within thirty (30) days after receipt by the District of the request for the hearing. The decision shall be issued in writing within fifteen (15) business days after the hearing.

(d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.

(e) If a contractor's pre-qualified status is revoked, suspended, or denied and the contractor receives an additional period of revocation, suspension, or denial of its pre-qualified status, the time periods will run consecutively.

(f) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

i. Impacts on project schedule, cost, or quality of work;

ii. Unsafe conditions allowed to exist;

iii. Complaints from the public;

iv. Delay or interference with the bidding process;

v. The potential for repetition;

vi. Integrity of the public contracting process;

vii. Effect on the health, safety, and welfare of the public.

(g) The District shall deny or revoke the pre-qualified status of any contractor and its affiliates for a period of 36 months when it is determined by the District that the contractor has, subsequent to January 1, 1978, been convicted of a contract crime within the jurisdiction of any state or federal court. Any such contractor shall not act as a prime contractor, material supplier, subcontractor, or consultant on any District contract or project during the period of denial or revocation.

(4) <u>Reapplication and Reinstatement</u>

(a) A contractor whose qualification to bid has been revoked or denied because of contract crime may, at any time after revocation or denial, file a petition for

reapplication or reinstatement. However, a contractor may not petition for reapplication or reinstatement for a period of 24 months after revocation or denial for a subsequent conviction occurring within 10 years of a previous denial or revocation for contract crime.

(b) If the petition for reapplication or reinstatement is denied, the contractor cannot petition for a subsequent hearing for a period of nine months following the date of the final order of revocation or denial.

(c) If the petition for reapplication or reinstatement is granted, the contractor must file a current Application for Qualification with the Contracts Administration Office. Reinstatement shall not be effective until issuance of a Certificate of Qualification.

(5) Emergency Suspension and Revocation

(a) The District may summarily issue an emergency suspension of a contractor's qualification to bid if it finds that imminent danger exists to the public health, safety, or welfare.

(b) The written notice of emergency suspension shall state the specific facts and reasons for finding an imminent danger to the public health, safety, or welfare exists.

(c) The District, within 10 days of the emergency suspension, shall initiate formal suspension or revocation proceedings in compliance with Rule 3.4(3), except the 10-day notice requirement shall not be construed to prevent a hearing at the earliest time practicable upon request of the aggrieved party.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.; §§ 14-22.012, 14-22.0121, 14-22.014, Fla. Admin. Code.

Rule 3.5 Construction Contracts, Not Design-Build.

(1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:

(a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars ($500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service.

(c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.

(e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of competent jurisdiction of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years shall be deemed ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids,

proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board, provided such corrections do not result in a material change to the bid amount or create an unfair advantage. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

(g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

(h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.

(i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the

bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.

(3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.

(4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules only when there exists an immediate and serious need for construction services that cannot be met through normal procurement methods and the lack of such services would seriously threaten: (i) the District's ability to perform essential services; (ii) the preservation or protection of property or improvements; or (iii) the health, safety, or welfare of any person. The fact that an Emergency Purchase has occurred or is necessary, along with a detailed description of the basis for the emergency determination, shall be noted in the minutes of the next Board Meeting.

(6) Exceptions. This Rule is inapplicable when:

(a) The project is undertaken as repair or maintenance of an existing public facility;

(b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;

(c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

(d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board

that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

(1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:

(2) Procedure.

(a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.

(b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.

(c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.

(i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.

(ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards

and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars ($500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.

2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:

    a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;

    b. Hold all required applicable federal licenses in good standing, if any;

    c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;

    d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.

5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.

6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.

9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

(3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

(a) The project is undertaken as repair or maintenance of an existing public facility;

(b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;

(c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or

(d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

(1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

(2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of $200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

(3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding $200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

(1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of "goods, supplies, and materials" do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:

(a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.

(c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.

(e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

(g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five percent (5%). If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

(h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

(i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

(3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.

(4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.

(5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.

(6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

(1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:

(a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.

(c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.

(e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

(g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.

(h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

(i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, , or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.

(3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.

(4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.

(5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

(1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

(2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

(a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

(b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

(c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

(d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

(2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.

(3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via certified mail, hand delivery, or email with delivery confirmation to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.

(4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer to conduct the hearing. The hearing officer may:

(a) Administer oaths and affirmations;

(b) Rule upon offers of proof and receive relevant evidence;

(c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) calendar days from receipt of the recommended order in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors by filing a motion to intervene within 10 calendar days of the initial protest filing, on terms that shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the B**i**ds, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective January 8, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

EXHIBIT 7B

RETURN TO AGENDA



RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RESTATED RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Concord Station Community Development District (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 (the "Board") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*; and

WHEREAS, the Board previously adopted *Rules of Procedure* to govern the operation and administration of the District and now wishes to set a public hearing to consider amendments thereto.

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

SECTION 1. A Public Hearing will be held to adopt the District's Amended and Restated Rules of Procedure on **January 8, 2026, at 6:30 p.m., at** Concord Station Clubhouse, 18636 Mentmore Blvd., Land O' Lakes, Florida 34638**.**

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 13th day of November, 2025.

ATTEST:	**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**
_____	_____
Secretary/Assistant Secretary	Chairperson, Board of Supervisors

Exhibit A: Proposed Amended and Restated Rules of Procedure

EXHIBIT 8

RETURN TO AGENDA



INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com

Bill to
Concord Station CDD
C/o Anchor Stone Management, LLC
255 Primera Boulevard, Ste 160
Lake Mary, FL 32746

Ship to
Concord Station CDD
C/o Anchor Stone Management, LLC
255 Primera Boulevard, Ste 160
Lake Mary, FL 32746

Invoice details
Invoice no.: 30746
Terms: Net 45
Invoice date: 07/17/2025
Due date: 08/31/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.			The mapping project began after the May 28 meeting: *Valve locating. *Pictures taken for mapping. *Pictures taken for documentation of pre-existing *conditions. Started tracking on June 2- June 5. On June 12, we tracked 124 valves.			
2.		**Sales**	Labor-Technician-Tracking	66	$65.00	$4,290.00

Total **$4,290.00**

Overdue 08/31/2025

EXHIBIT 9

RETURN TO AGENDA









EXHIBIT 10

RETURN TO AGENDA



PROJECT MANUAL

FOR

LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

Date of Issue: [Issue Date]
Due Date: [Due Date], at 12:00 p.m. (EST)

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

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LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES
REQUEST FOR PROPOSALS
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
Pasco County, Florida

Notice is hereby given that the Concord Station Community Development District ("District") hereby requests proposals to provide services relating to the exterior landscaping & irrigation maintenance for the District, all as more specifically set forth in the Project Manual. The Project Manual will be available for public inspection and may be obtained beginning [Issue Date], by sending an email to District Manager, Patricia Thibault, Anchor Stone Management, LLC, at Patricia@anchorstonemgt.com with copy to Amenity Manager, Mark Looknanan, Jr., at concordstationmgr@gmail.com. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal, contract documents, project scope, technical specifications, and site plan. The District has the right to reject any, and all proposals, make modifications to the work, and waive any minor informalities and irregularities in proposals as it deems appropriate, if it determines in its discretion that it is in the best interest of the District to do so, and the District reserves the right in its sole discretion to make changes to the Project Manual up until the time of the proposal opening, and to provide notice of such changes only to those Proposers who have attended the pre-proposal meeting and registered.

The District is a special-purpose unit of local government created by Chapter 190, Florida Statutes. The entities submitting proposals must be able to provide for the level of service as outlined in the Project Manual and meet the following qualifications: (i) be authorized to do business in Florida and hold all required state and federal licenses in good standing, (ii) have at least five (5) years of experience with landscape maintenance projects of similar nature and size, with verifiable references on those projects, (iii) must submit total price along with an option for four (4) one (1) year renewals with price, (iv) Proposer must be in good financial standing with no history of bankruptcy or financial reorganization, and (v) be fully licensed and insured. Each Proposer should also attend the pre-proposal meeting and failure to do so may result in rejection of the proposal or a reduction in points.

Firms desiring to provide services for this project must submit one (1) hard copy original, (1) additional hard copy and one (1) digital copy, in the form of a flash drive, of the required proposal no later than 12:00 p.m. (EST) on [Due Date], at the Concord Station Clubhouse, 18636 Mentmore Bouelvard, Land O' Lakes, Florida 34638, Attention: Mark Looknanan. Additionally, as further described in the Project Manual, each Proposer shall supply a proposal bond or cashier's check in the amount of $25,000 with its proposal. Proposals shall be submitted in a sealed package that shall bear "RESPONSE TO REQUEST FOR PROPOSALS (Concord Station Development District – Landscape & Irrigation Maintenance) ENCLOSED" on the face of it. Unless certain circumstances exist where a public opening is unwarranted, proposals will be publicly opened at the time and date stipulated above; those received after the time and date stipulated above may be returned un-opened to the Proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

Commented [MH1]: A proposal bond is not a legal requirement. The requirement for proposal bond and amount is at the discretion of the Board.

Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified. No official action of the District's Board will be taken at this meeting. It is held for the limited purpose of opening the proposals. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 698-5350 at least five (5) calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 or 1-800-955-8770, for aid in contacting the District Office. A copy of the agenda for these meetings may be obtained from the District Manager, Anchor Stone Management, LLC, via email at patricia@anchorstonemgt.com or by calling (407) 698-5350. This

meeting may be continued to a date, time, and place to be specified on the record at the meeting.

Any protest regarding the Project Manual, including but not limited to protests relating to the proposal notice, the proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual, must be filed in writing, within seventy-two (72) hours after issuance of the Project Manual. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents. Additional information and requirements regarding protests are set forth in the Project Manual and the District's Rules of Procedure, and are available from the District Manager, Anchor Stone Management, LLC, 255 Primera Avenue, Suite 160, Lake Mary, FL 32746, Patricia@anchorstonemgt.com, (407) 698-5350.

Ranking of proposals will be made by the Board of Supervisors on the basis of qualifications according to the evaluation criteria contained within the Project Manual. Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion, it is in the best interest of the District to do so. Any and all questions relative to this project shall be directed in writing, by email only, to Patricia Thibault, at Patricia@anchorstonemgt.com, Mark Looknanan, at concordstationmgr@gmail.com, and Lindsay Moczynski at Lindsay@cddlawyers.com.

Concord Station Community Development District
Patricia Thibault, District Manager

Publication Date: _____, 2025

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
INSTRUCTIONS TO PROPOSERS
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

1. DUE DATE. Sealed proposals ("**Proposals**") must be received by interested parties ("**Proposer**") no later than 12:00 p.m. (EST) on [Due Date], at Concord Station Clubhouse, 18636 Mentmore Bouelvard, Land O' Lakes, Florida 34638, Attention: Mark Looknanan. Proposals will be publicly opened at that time. Proposals received after the time and date stipulated above will not be considered.

2. SUMMARY OF SCHEDULE. The Concord Station Community Development District ("**District**") anticipates the following Request for Proposals ("**RFP**") schedule, though certain dates may be subject to change:

DATE/TIME	EVENT
[Issue Date]	Notice of RFP Published & Posted
[Issue Date]	RFP Available
[Preproposal Meeting], at 10:00 a.m. (EST)	Mandatory Pre-Proposal Meeting at the Concord Station Clubhouse
[Questions Deadline], at 5:00 p.m. (EST)	Deadline for Questions
[Due Date], at 12:00 p.m. (EST)	Proposals Due/Public Opening
[Board Meeting], at 6:30 p.m. (EST)	Board Meeting to Evaluate Proposals & Award Contract, Concord Station Clubhouse

3. MANDATORY PRE-PROPOSAL MEETING. There will be a mandatory pre-proposal meeting at 10:00 a.m. (EST) on [Preproposal Meeting], at the Concord Station Clubhouse, 18636 Mentmore Blvd., Land O'Lakes, Florida 34638. Proposers who do not attend the pre-proposal meeting will not be eligible to submit a proposal. Additional information regarding this meeting may be obtained by contacting the District Manager, Patricia Thibault, at patricia@anchorstonemgt.com and the Amenity Manager, Mark Looknanan, at concordstationmgr@gmail.com, or by calling (407) 698-5350.

4. SIGNATURE ON PROPOSAL. Each Proposer must correctly execute all forms, affidavits, and acknowledgments for which signature and notary blocks are provided. Anyone signing the Proposal as agent shall file with the Proposal legal evidence of their authority to do so.

5. FAMILIARITY WITH THE PROJECT. The Proposer, by and through the submission of the Proposal, agrees that it shall be held responsible for having heretofore examined the project site, the location of all proposed work and for having satisfied himself from its own personal knowledge and experience or professional advice as to the character, conditions, and location of the site, the nature of the turf, shrubs, trees, palms, vegetation, weeds, sprinklers and irrigation systems, roads, sidewalks and paved paths, ground, surface and subsurface, and any other conditions surrounding and affecting the work, any obstruction, the nature of any existing

construction, and all other physical characteristics of the job, in order that the Proposer may include in the prices which the Proposer proposes all costs pertaining to the work and thereby provide for the satisfactory landscape and irrigation maintenance thereof. The Proposer agrees to accept the site in an "as is" condition and hold its prices for the period set forth in this proposal package, regardless of any changes to the site that may occur from the time of Proposal submission and through the time of contract award and the start of any work under the contract. The Proposer, in preparing the Proposal, shall take into consideration that work by other contractors may be in progress at or near the site and that the Proposer shall not interfere with work done by such other contractors. **IN THE EVENT THAT THE SITE IS NOT TO INDUSTRY STANDARD CONDITIONS, THE PROPOSER SHALL SUBMIT AS PART OF ITS PROPOSAL, A LIST OF ITEMS AND PROPOSED PRICING FOR BRINGING THE SITE UP TO INDUSTRY STANDARD CONDITIONS. OTHERWISE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SITE AND SHALL MAINTAIN THE SITE IN A CONDITION CONSISTENT WITH INDUSTRY STANDARDS AND AT THE LUMP SUM PRICING SET FORTH IN THE PROPOSAL.**

6. FAMILIARITY WITH THE LAW. By submitting a Proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work as well as the District's operating rules and procedures. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances, and regulations.

7. PROJECT MANUAL. The Project Manual will be available beginning on [Issue Date] from the District Manager's office by sending an email to Patricia Thibault, at patricia@anchorstonemgt.com, with copy to Amenity Manager, Mark Looknanan, Jr., at concordstationmgr@gmail.com.

8. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein at the sole and absolute discretion of the District. The Proposer shall submit with its Proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the District.

9. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

10. INTERPRETATIONS AND ADDENDA. All questions about the meaning or intent of the Project Manual are to be directed in writing, via e-mail only, to Patricia Thibault, at patricia@anchorstonemgt.com with an e-mail copy to Lindsay Moczynski, District Counsel, at Lindsay@cddlawyers.com and Amenity Manager, Mark Looknanan, at concordstationmgr@gmail.com. Additionally, the District reserves the right in its sole discretion to make changes to the Project Manual up until the time of the Proposal opening. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to all parties. Questions received after 5:00 p.m. (EST) on [Questions Deadline] will not be

answered. Only questions answered by formal written Addenda will be binding. No interpretations will be given verbally. No inquiries will be accepted from subcontractors; the Proposer shall be responsible for all queries.

11. SUBMISSION OF PROPOSAL. Submit one (1) hard copy original, (1) additional hard copy and one (1) digital copy, in the form of a flash drive, along with other requested attachments, at the time and place indicated herein, enclosed in an opaque sealed envelope, marked with the project title and name and address of the Proposer and accompanied by the required documents. If the Proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with a notation "RESPONSE TO REQUEST FOR PROPOSALS (Concord Station Community Development District – Landscape and Irrigation Maintenance RFP) ENCLOSED" on the face of it. All costs to prepare and submit a response shall be borne by the Proposer.

12. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time and date the proposals are due. No Proposal may be withdrawn after opening for a period of ninety (90) days.

13. PROPOSAL FORMS. All blanks on the Proposal forms must be completed in ink or typewritten. The Proposal shall contain an acknowledgment of receipt of all Addenda. In making its Proposal, each Proposer represents that it has read and understands the Project Manual and that the Proposal is made in accordance therewith, including verification of the contents of the Project Manual against the Table of Contents. Proposer shall provide in the Proposal a complete breakdown of both unit quantities and unit costs for each separate item associated with landscaping maintenance plan and technical specifications. The quantities and unit costs for landscaping materials shall be provided by the Proposer in accordance with the Project Manual. Failure to supply any requested information and submit fully completed forms may result in disqualification. The District reserves the right to request additional information if clarification is necessary.

14. PROPOSAL INFORMATION. All Proposals should include the following information, among other things described herein:

A. A completed and executed Proposal Form, with all its parts and any attachments, as well as executed copies of the Affidavit Regarding Proposal, the Sworn Statement Regarding Public Entity Crimes, Sworn Statement Regarding Scrutinized Companies, and Anti-Trafficking Affidavit.

B. A listing of the position / title and corporate responsibilities of key management or supervisory personnel (forms attached). Include resumes for each person listed, and list years of experience in present position for each party listed and years of related experience and any certifications, (i.e., Certified Arborist, Certified Irrigation Technician, CPO, etc.) Proposer must guarantee that, should certified professionals leave the company, another certified professional of the same discipline shall replace them within a reasonable amount of time, but no more than thirty (30) days.

C. Describe proposed staffing levels, including information on current operations, administrative, maintenance and management staffing of both a professional and technical nature, including resumes for staff at or above the project manager level.

D. Information related to other projects of similar size and scope for which Proposer has provided, or is currently providing, landscape and irrigation maintenance services (forms attached).

E. At least three (3) references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address, and phone number of a contact person.

F. A narrative description of the Proposer's approach to providing the services as described in the scope of services provided herein.

G. Completed proposal pricing. All responses must itemize in their narrative, the cost for each of the items described in the Project Manual and break out all costs, such as the number of mowings by month, dollar value by event, etc. Unit costs for mulch and annual flowers, including installation, should be provided but not included in the contract amount as this service shall be rendered at the discretion of the District's Board of Supervisors ("**Board**").

15. INSURANCE. All Proposers shall include as part of their proposal a current Certificate of Insurance demonstrating that the company's ability to meet the insurance coverage requirements set forth in the attached contract form provided herein. In the event the Proposer is notified of award, it shall provide proof of the insurance coverage identifying the District, its officers, employees and agents as additional insureds, as stated in the Contract form provided herein, within fourteen (14) calendar days after notification, or within such approved extended period as the District may grant. Failure to provide proof of insurance coverage shall constitute a default.

16. FINANCIALS. In evaluating and scoring the proposals, the District will consider the financial capability of each Proposer, and as such each Proposer should submit relevant information regarding financial capability. In the event the Proposer is notified of award, the District may in its sole discretion require that the Proposer provide sufficient proof of financial capability, including, if requested, audited financial statements from the last three years.

17. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, in its sole and absolute discretion, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

18. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District or as otherwise extended by the District, the Proposer shall enter into and execute a Contract in substantially the form included in the Project Manual. If a Proposer to whom a contract is awarded forfeits and fails to execute a contract agreement within the aforementioned

timeframe, the contract award may be annulled at the District's option. If the award is annulled, the District may, at its sole discretion, award the contract to the next highest ranked Proposer for the contract work, re-advertise, perform the work by day/temporary labor, or through in-house operations. The District and the selected contractor ("**Contractor**") will execute a contract for a specified term. This RFP does not guarantee that a contract will be awarded. The District reserves the exclusive right to reject any and all Proposals. The District reserves the right to award by items, groups of items, or total proposal.

19. MANDATORY AND PERMISSIVE REQUIREMENTS. Notwithstanding anything else within the Project Manual, the only mandatory requirements of this Project Manual are that each Proposer must (i) be authorized to do business in Florida; (ii) hold all required state and federal licenses in good standing; (iii) have at least five (5) years of experience as a landscape and irrigation maintenance contractor; (iv) attend the mandatory pre-proposal meeting; (v) must be in good financial standing with no history of bankruptcy or financial reorganization; and (vi) be fully licensed and insured. All other requirements set forth in the Project Manual shall be deemed "permissive," in that a Proposer's failure to meet any requirement described in mandatory terms such as "shall," "will," "mandatory," or similar language does not automatically disqualify the Proposer's Proposal, but instead in the Board's discretion may result in the disqualification of a Proposal or alternatively may be taken into account in the evaluation and scoring of the Proposal.

20. INDEMNIFICATION. The successful Proposer shall fully indemnify, defend, and hold harmless the District and its officers, agents, and employees from and against all claims, damages, costs, and losses arising, in whole or in part, from Contractor's negligence or breach of contract, as more fully set forth in the agreement form, provided herein.

21. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in section 768.28, *Florida Statutes*, or other statute or law.

22. EVALUATION OF PROPOSALS. The Proposals shall be ranked based on criteria presented in the Evaluation Criteria sheets contained within the Project Manual. The Board shall review and evaluate the Proposals in their individual discretion and make any final determination with respect to the award of a final contract that is in the best interests of the District. Chapter 112 of the *Florida Statutes* will govern any voting conflicts of interest, and as such a voting conflict of interest may arise solely where there is a personal financial interest relating to the contract award.

Proposals may be held by the District for a period not to exceed ninety (90) days from the date of Proposal opening for the purposes of reviewing the Proposals and investigating the qualifications of the Proposers, prior to executing a contract agreement. During this time, all provisions of the submitted Proposal must be in effect, including pricing. The District may visit the Proposer's facilities as part of the evaluation process. The District also reserves the right to seek clarification from prospective firms on any issue in a response, invite specific firms for site visits or oral presentations, or take any action it feels necessary to properly evaluate the submissions and construct a solution in the District's best interest. Failure to submit the requested information or required documentation may result in the lessening of the Proposal score or the disqualification of the Proposal response.

23. COLLUSION. Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

24. BLACK OUT PERIOD/CONE OF SILENCE. The blackout period is defined as between the time the Request For Proposals is issued by the District and the time the Board awards the contract. During this black out period, and except as otherwise expressly authorized herein, any attempt to communicate either directly or indirectly with District staff or officials related to this solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, will result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, contract negotiations, or communications with staff not concerning this solicitation.

25. PRICING. Proposers shall submit their price information on the supplied forms with all blank spaces completed. Proposers shall also sign the required form. Each line item shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit. Proposers will not be allowed to make any substitutions in materials, quantities, or frequencies during the proposal process. Proposers shall guarantee that their pricing to the District shall not increase throughout the term of the contract agreement executed.

26. REFERENCE TERMS. Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships, and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular.

27. ADDITIONAL TERMS AND CONDITIONS. No additional terms and conditions included with the Proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this Proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this Proposal and the Proposer's authorized signature affixed to the Proposal attests to this.

28. NO CONSIDERATION OF SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS. The District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. The District may not give preference to a vendor based on the vendor's social, political, or ideological interests. Each solicitation for procurement of commodities or contractual services by the District will include a provision notifying vendors of these provisions.

29. PROTESTS. Any protest relating to the Project Manual, including but not limited to protests relating to the proposal notice, the proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation Criteria, the

evaluation process, or any other issues or items relating to the Project Manual, must be filed in writing, within seventy-two (72) hours (excluding Saturdays, Sundays, and official holidays of the State of Florida) after the issuance of the Project Manual **(i.e., by no later than [Protest Deadline] 5:00 PM (EST))**, and any protest relating to a decision regarding a contract award or rejection of proposal(s) must be filed within seventy-two (72) hours (excluding Saturdays, Sundays, and official holidays of the State of Florida) after issuance of a notice of such a decision. Such protests must be filed at: **Anchor Stone Management, LLC, 255 Primera Avenue, Suite 160, Lake Mary, FL 32746, ATTN: Patricia Thibault, District Manager**. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest relating to the aforesaid Project Manual.

Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount equal to twenty percent (20%) of the anticipated total contract award (including the initial one-year term of the contract and all renewal terms) that is the subject of the protest. If the protest relates to the Project Manual, or a decision to reject all proposals, the protest bond shall be in the amount of Twenty Thousand Dollars ($20,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. In the event the protest is settled, the protest bond may be applied as set forth in the settlement agreement. No proposer shall be entitled to recover any costs of proposal preparation from the District, regardless of the outcome of any protest.

Additional information and requirements regarding protests are set forth in the Project Manual and the District's Rules of Procedure, which are available from the District Manager, Anchor Stone Management, LLC, 255 Primera Avenue, Suite 160, Lake Mary, FL 32746.

CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS
LANDSCAPE & IRRIGATION MAINTENANCE SERVICES

EVALUATION CRITERIA

1. Personnel **(20 Points Possible) (____ Points Awarded)**

(E.g., skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels, etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc. with bid.)

2. Experience **(25 Points Possible) (____ Points Awarded)**

(E.g., past & current record and experience of the respondent in similar projects, volume of work previously awarded to the firm; past performance in any other contracts; subcontractor listing, inventory of all equipment, etc.)

3. Understanding Scope of RFP **(10 Points Possible) (_____ Points Awarded)**

Does the proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including product specifications, pricing, scheduling, staffing, qualifications, etc.? Have all documents been completed as directed and information requested been provided? Does it demonstrate clearly the ability to perform these services?

4. Price **(20 Points Possible) (_____ Points Awarded)**

A full twenty (20) points will be awarded to the Proposer submitting the lowest bid for Parts 1, 2 and 4 (the Contract Amount). AN AVERAGE OF ALL FIVE YEARS' PRICING IS TO BE CONSIDERED WHEN AWARDING POINTS FOR PRICING - THE INITIAL TERM AND THE FIRST, SECOND, THIRD & FOURTH ANNUAL RENEWALS. All other proposers will receive a percentage of this amount based upon a formula which divides the low bid by the proposer's bid and is then multiplied by the number of points possible (20) in this part of the evaluation criteria. *

* Contractor "A" turns in a bid of $210,000 and is deemed to be low bid and will receive the full 20 points. Contractor "B" turns in a bid of $265,000. Bid "A" is divided by Bid "B" then multiplied by the number of points possible (20). (210,000/265,000) x 20 = 15.80. Therefore, Contractor "B" will receive 15.80 of 20 possible points. Contractor "C" turns in a bid of $425,000. Bid "A" is

divided by Bid "C" then multiplied by the number of points possible (20). (210,000/425,000) x 20 = 9.88. Therefore, Contractor "C" will receive 9.88 of 20 points.

6. <u>Reasonableness of ALL Numbers</u> (25 Points Possible) (_____ Points Awarded)

Up to twenty-five (25) points will be awarded as to the reasonableness of ALL numbers, quantities & costs (including, but not limited to, fertilizer quantities, mulch quantities, etc. based on Contractor's field measurements) provided in Parts 1, 2, 3, 4, 5, & 6.

<u>Proposer's Total Score</u> (100 Points Possible) (_____ Points Awarded)

AFFIDAVIT REGARDING PROPOSAL

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, appeared the affiant, _____, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of _____ for _____ ("Proposer"), and am authorized to make this Affidavit Regarding Proposal on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer's proposal ("Proposal") provided in response to the Concord Station Community Development District's ("District") request for proposals for landscape maintenance services. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information for ninety (90) days from the opening of the proposals, and if awarded the contract on the basis of this Proposal to enter into and execute the contract in the form included in the Project Manual.

5. The Proposer acknowledges the receipt of the complete Project Manual as provided by the District and as described in the Project Manual's Table of Contents, as well as the receipt of the following Addendum No.'s: _____.

6. By signing below, and by not filing a protest within the seventy-two (72) hour period after issuance of the Project Manual **(i.e., by no later than [Protest Deadline] at 5:00 PM (EST))**, the Proposer acknowledges that (i) the Proposer has read, understood, and accepted the Project Manual; (ii) the Proposer has had an opportunity to consult with legal counsel regarding the Project Manual; (iii) the Proposer has agreed to the terms of the Project Manual; and (iv) the Proposer has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the proposal notice, proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual.

7. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the District, or its authorized agents, deemed necessary to verify

the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit Regarding Proposal and that the foregoing is true and correct.

Dated this _____ day of _____, 202_.

Proposer:
_____
By: _____
Title: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ( ) physical presence or ( ) online notarization, this _____ day of _____, 202_, by _____, as _____ of _____, who appeared before me this day in person, and who is either personally known to me, or produced _____ as identification.

_____
NOTARY PUBLIC, STATE OF
_____

(NOTARY SEAL)

Name:_____
(Name of Notary Public, Printed, Stamped or Typed as Commissioned)

PROPOSAL FORM
SECTION I – GENERAL INFORMATION AND EXPERIENCE

1. Proposer: _____ /_/ A Partnership
[Company Name] /_/ A Corporation
/_/ A Subsidiary Corporation

2. Parent Company Name: _____

3. Parent Company Address:

Street Address _____

P.O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

4. Proposer Company Address (if different):

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

5. List the location of the office from which the Proposer would provide services to Concord Station CDD.

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax No. _____

1st Contract Name _____ Title _____

6. Is the Proposer incorporated in the State of Florida? Yes ( ) No ( )

6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes ( ) No ( )

  If no, please explain _____

  _____

  _____

- Date incorporated _____ Charter No. _____

6.2 If no, provide the following:

- The State with whom the Proposer's company is incorporated. _____
- Is the company in good standing with the State? Yes ( ) No ( )

  If no, please explain _____

  _____

- Date incorporated _____ Charter No. _____
- Is the Proposer's company authorized to do business in the State of Florida?

  Yes ( ) No ( )

6.3 If Proposer is not incorporated, please identify the type of business entity (i.e.: Limited Liability Company, Partnership, etc.) and the number of years Proposer has been in the business of providing landscape services.

7. Has the Proposer's company provided services for a community development district or similar community previously? Yes ( ) No ( ) If yes, please provide the following information for each project (attach additional sheets if necessary):

Project Name/Location:_____

Contact:_____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

_____

Dates Serviced: _____

8. List the Proposer's total annual dollar value of comparable contracts for each of the last three (3) years starting with the latest year and ending with the most current year:

(23)_____, (24) _____, (25) _____.

9. Please provide the following information for each project that is similar to this project, currently undertaken, or undertaken in the past five years. The project must include irrigation maintenance as well. Attach additional sheets as necessary.

Project Name/Location:_____

Contact:_____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

How was the project similar to this project? _____

Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.): _____

List of equipment used on site: _____

List of subcontractors used: _____

Is this a current contract? Yes ___ No ___

Duration of contract: _____

Project Name/Location:_____

Contact:_____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

How was the project similar to this project? _____

_____

_____

_____

Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.): _____

_____

_____

_____

_____

List of equipment used on site: _____

_____

_____

List of subcontractors used: _____

_____

_____

Is this a current contract? Yes ___ No ___

Duration of contract: _____

Project Name/Location:_____

Contact:_____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

How was the project similar to this project? _____

_____

_____

_____

Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.): _____

_____

List of equipment used on site: _____

List of subcontractors used: _____

Is this a current contract? Yes ___ No ___

Duration of contract: _____

10. What are the Proposer's current insurance limits?

General Liability	$_____
Automobile Liability	$_____
Umbrella Coverage	$_____
Workers' Compensation	$_____
Expiration Date	_____

11. Licensure: Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

12. Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts in any state(s)? Yes ( ) No ( ) If so, state the name(s) of the company (ies):

The state(s) where barred or suspended _____

State the period(s) of debarment or suspension _____

_____

_____

13. Has the Proposer ever failed to fulfill its obligations under any contract awarded to it? Yes ( ) No ( ) If so, where and why?

_____

_____

14. Has any officer or partner of the Proposer ever been an officer, partner, or owner of some other organization that has failed to fulfill job duties or otherwise complete a contract? Yes ( ) No ( ) If so, state name of individual, other organization and reason therefore.

_____

_____

_____

_____

15. List any and all litigation to which the Proposer, any personnel to work at Concord Station, any officer and/or employee of the Proposer has been a party in the last five (5) years.

_____

_____

_____

_____

16. Has the Proposer or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes ( ) No ( ) If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

_____

_____

_____

_____

17. List five (5) current clients including contact persons and telephone numbers as well as their contract value and length of service:

_____

_____

_____

_____

18. List three (3) jobs (including company, contact person, and telephone number) lost in the previous twelve (12) months and the reason(s) why:

_____

_____

_____

_____

19. Attach current financial statements, prepared within the last one hundred eighty (180) days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past one year.

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Concord Station CDD or their authorized agents, deemed necessary to verify the statements made in this document or documents attached hereto, or necessary to determine whether the Concord Station CDD should consider the Proposer for proposing on the landscape and irrigation maintenance services request for proposals, including such matters as the Proposer's ability, standing, integrity, quality of performance, efficiency and general reputation.

_____ By: _____

Name of Proposer

_____

[Type Name and Title of Person Signing]

This _____ day of _____, 20__.

(Corporate Seal)

Sworn to before me this _____ day of _____, 20__.

_____

(Seal) Notary Public/Expiration Date

PROPOSAL FORM
SECTION II – PERSONNEL AND EQUIPMENT

1. List the location of the Proposer's office, which would perform work for the District.

   Street Address _____

   P. O. Box (if any) _____

   City _____ State _____ Zip Code _____

   Telephone _____ Fax no. _____

   1st Contact Name _____ Title _____

   2nd Contact Name _____ Title _____

2. Proposed Staffing Levels: Landscape and irrigation maintenance staff will include the following:

   _____ Supervisors, who will be onsite ___ days per week;
   _____ Technical personnel, who will be onsite ___ days per _____; and
   _____ Laborers, who will be onsite ___ days per week.

3. Officers and Supervisory Personnel: Please complete the pages that follow at the end of this Part regarding the Proposer's Officers and Supervisory Personnel and attach resumes for any individuals listed.

4. Technical Personnel: Does the Proposer currently employ any other technical personnel who have expertise in pesticide application, herbicide application, arboriculture, horticulture, or other relevant fields of expertise? Yes ___ No ___ If yes, please provide the following information for each person (attach additional sheets if necessary):

   Name: _____

   Position / Certifications: _____

   Duties / Responsibilities: _____

   % of Time to Be Dedicated to This Project: _____%

   Please describe the person's role in other projects on behalf of the Proposer:

   Project Name/Location: _____

   Contact: _____ Contact Phone: _____

   Project Type/Description: _____

Duties / Responsibilities: _____

Dollar Amount of Contract: _____

Proposer's Scope of Services for Project: _____

_____

_____

Dates Serviced: _____

5. Subcontractors: Does the Proposer intend to use any subcontractors in connection with the work? Yes ___ No ___ For each subcontractor, please provide the following information (attach additional sheets if necessary):

Subcontractor Name _____

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

Proposed Duties / Responsibilities: _____

Please describe the subcontractor's role in other projects on behalf of the Proposer:

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Proposer's Scope of Services for Project: _____

_____

_____

_____

Dates Serviced: _____

6. Security Measures: Please describe any background checks or other security measures that were taken with respect to the hiring and retention of the Proposer's personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:

_____

_____

_____

7. Equipment: Please complete the pages that follow at the end of this Part regarding the Proposer's Equipment that will be used in connection with this project.

8. Attach any certifications or documentation regarding educational experience of key personnel that would assist the District(s) in evaluating the quality and experience of such personnel.

OFFICERS

PROPOSER: _____ DATE:_____

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES & YEARS OF EXPERIENCE	INDIVIDUAL'S RESIDENCE CITY, STATE
FOR PARENT COMPANY (if applicable)			

SUPERVISORY PERSONNEL
WHO WILL BE INVOLVED WITH THE WORK

PROPOSER: _____ DATE: _____

INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT / # OF DAYS ON-SITE PER WEEK	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE

COMPANY OWNED MAJOR EQUIPMENT
TO BE USED IN CONNECTION WITH THE WORK

PROPOSER: _____ DATE:_____

QUANTITY	DESCRIPTION*	# OF PROJECTS DEDICATED TO	STORAGE AND WORK SITE LOCATIONS

PROPOSAL FORM
SECTION III – PRICING

NOTE: This pricing form is intended to cover pricing for the initial one-year term of the contract. It is assumed that prices will remain the same through each of the four potential annual renewal terms. If the Proposer intends to change pricing for any renewal term, then the Proposer should submit multiple pricing forms, one for each renewal term. Otherwise, the prices stated below will be binding for the initial one-year term, and any annual renewal terms.

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire scope of work, in accordance with said specifications, for the sum of:

PART 1

General Landscape Maintenance **$ _____ yr.**

- Storm Cleanup $_____/hr. **(do not include in General Landscape Maintenance total or Grand Total)**

- Freeze Protection (description of ability) _____
_____
_____
_____

$_____ /application **(do not include in General Landscape Maintenance total or Grand Total)**

- Hand Watering **(do not include in General Landscape Maintenance total or Grand Total)**

$_____ /hr. for employee with hand-held hose

$_____ /hr. for water truck/tanker

Contractor is asked to provide a price per acre for:

Verticutting _____ / acre

Core Aeration _____ / acre

PART 2

Fertilization (All labor and materials) **$ _____ yr.**
(Include any and all turf pesticide/herbicide mixtures you intend to use throughout the year)

BAHIA (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

CELEBRATION BERMUDA (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

ORNAMENTALS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

PALMS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. /PALM)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

Please list any additional fertilization for those plant materials requiring specialized applications.

SPECIALTY PLANT MATERIALS				
MONTH	FORMULA	PLANTS TO BE FERTILIZED (i.e., Crapes, Loropetalum, K.O. Roses, Ixora, etc.)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

The totals in the "Cost per application" column should equal your Total Fertilization Cost for the year.

PART 3

Pest Control (All labor and materials) **$ _____ yr.**

(if entire pesticide allowance is required) *

*This is an allowance for treatments of trees, ornamentals, groundcovers, etc. and should include only those pesticides/herbicides not already included in the turf fertilizer section. This dollar amount will not be equally divided amongst the monthly invoices. The portion of the allowance used on any particular event shall be billed the month after services are rendered. Contractor shall continue to be responsible for the eradication/control of all weeds, pests and diseases after the allowance listed above has been exhausted.

OTC Injections will be performed at the discretion of the District's BOS
(This shall not be included in either the Pest Control cost listed above nor shall it be included in the Grand Total or Contract Amount.)

OTC Injections (All labor and materials)

$ _____ /yr. (based on quantities below)
(OTC injections per specs - do not include in Grand Total)

Palm Type	Palm Qty	# of Inoculations per quarter per palm (based on size) (i.e. (2) inoculations per large Canary Palm per 1/4, etc.)	Cost per Individual Inoculation	Total Cost per Year (4x per year)

The CDD reserves the right to subcontract out any and all OTC Injection events.

Application of Top Choice for annual treatment of Fire Ants
For informational purposes only, please provide a cost to apply Top Choice for the annual control of fire ants in all Finished Landscaped Areas as described in Scope of Services. $ _____ / yr.

Top Choice application will be performed at the sole discretion of the District's BOS
(This shall not be included in either the Pest Control cost listed above nor shall it be included in the Grand Total or Contract Amount.)

PART 4

Irrigation (All labor and materials) **$ _____/Yr**

Freeze Protection (description of ability) _____
_____
_____
_____
_____
_____

$_____/application **(do not include in Irrigation Total or Grand Total)**

After hours emergency service hourly rate $ _____ /hr. (i.e. broken mainlines, pump & wells, etc.)

Contractor shall inspect the irrigation system prior to contract award and shall provide a list of additional charges and pricing for any deficiencies and for such items other than routine maintenance as a separate price from this bid. This should be provided on a separate spreadsheet.

PART 5

Based on quantities determined by Contractor's field measurements at time of bidding, Contractor shall install:

_____ CY Medium Pine Bark Mulch per specs for the first top-dressing at $ _____ /CY (app. October) $ _____/installation

And

_____ CY Medium Pine Bark Mulch per specs for the second top-dressing at $ _____/CY (app. April) $ _____/installation

Installation of Pine Bark Mulch (medium) (All labor and materials) $ _____ /yr. (if both topdressings are performed - do not include in Grand Total)

Each top-dressing shall leave all beds with a depth of 3"
The DISTRICT reserves the right to subcontract any mulching event to an outside vendor.

PART 6

Annual Installation (All labor and materials)
The DISTRICT reserves the right to subcontract any annual installation event to an outside vendor.

Contractor shall install 3,200 (4.5") annuals up to four (4) times per year per specs at the direction of the District at $_____/annual

$ _____ /rotation

$ _____/yr. **(if all rotations are performed - do not include in Grand Total)**

GRAND TOTAL (PARTS 1, 2, & 4 - This is what contract will be written for.)

$ _____ / Initial Term

FIRST ANNUAL RENEWAL	$ _____ /yr.
SECOND ANNUAL RENEWAL	$ _____ /yr.
THIRD ANNUAL RENEWAL	$ _____ /yr.
FOURTH ANNUAL RENEWAL	$ _____ /yr.

***Unless prices are to remain the same throughout the initial contract term and each of the four possible annual renewal periods, the Proposer must supply a complete pricing form for each of the three possible annual renewal periods.**

Contractor/Firm Name_____

Firm Address_____

City/State/Zip_____

Phone Number_____ Fax Number_____

Name and Title of Representative _____
(Please Print)

Representative's Signature_____

Date_____

ADDENDA – Bidder acknowledges the receipt of Addendum No.'s

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Dated this _____ day of _____, 202__

COST BREAKOUT FOR GENERAL LANDSCAPE MAINTENANCE

General Landscape Maintenance

Mowing, hard edging, blowing off hard surfaces: $ _____ / event

Pond bank mowing, including line-trimming to water's edge: $ _____ / event

Bed detailing, including weeding, soft edging, shrub pruning, delineation and dead-wooding, dead-heading of annuals, trash and landscape litter removal: $ _____ / event

Tree Lifting: $ _____ / event

Palm Pruning, including seed pods, old flower stalks, and inflorescence, vines & volunteers: $ _____ / event

LANDSCAPE AND IRRIGATION MAINTENANCE
RATES FOR ADDITIONAL SERVICES

Please provide rates for the following items (including overhead and profit) which will be used for any additional work and/or services:

A.	Mowers w/operator	$_____	Hour
B.	Bush-Hog w/operator	$_____	Hour
C.	Tractor w/operator	$_____	Hour
D.	Supervisor with Transportation	$_____	Hour
E.	Laborer with hand equipment	$_____	Hour
F.	Truck w/driver	$_____	Hour
G.	Irrigation Tech	$_____	Hour
H.	Granular Pesticide Applicator Person with Drop Spreader	$_____	Hour
I.	Liquid Pesticide Applicator Person with Spray Truck	$_____	Hour
J.	Granular Fertilizer Applicator Person with Drop Applicator	$_____	Hour
K.	Liquid Fertilizer Applicator Person with Spray Truck	$_____	Hour
L.	Granular Weed Control Applicator Person with Drop Applicator	$_____	Hour
M.	Liquid Weed Control Applicator Person with Spray Truck	$_____	Hour
N.	Laborer for Additional Trash Pick-Up	$_____	Hour
O.	Lump Sum Mowing ([1]), entire community	$_____	Per Mow

[1] Mowing shall include mowing, edging, weed eating, weeding of beds, weeding of lawns and blowing and/or vacuuming.

EMERGENCY CLEAN-UP SERVICES

In the event of a declared emergency or disaster, the following services shall be provided on a time and materials basis, at the rates (which include all costs including but not limited to overhead and profit) set forth below:

A. Debris removal personnel unit costs:

_____ $_____ per Hour

_____ $_____ per Hour

_____ $_____ per Hour

B. Debris removal equipment unit costs:

_____ $_____ per Hour

_____ $_____ per Hour

_____ $_____ per Hour

C. Other emergency/disaster related unit costs:

_____ $_____ per Hour

_____ $_____ per Hour

_____ $_____ per Hour

Costs for equipment and personnel are only payable for when the equipment and personnel are operating. No stand-by time is eligible for payment. Disaster recovery assistance services shall not exceed 70 hours for each declared emergency or disaster. Contractor shall maintain and supply District all necessary and adequate documentation on all emergency/disaster-related services to support reimbursement by other local, state, or federal agencies. The District reserves the right to contract with an outside vendor for any or all emergency clean-up services.

LEGAL AUTHORITY FOR SIGNATURE

Under penalties of perjury under the laws of the State of Florida, I represent that I have authority to sign this Proposal Form (including Parts I through III) on behalf of: _____ ("Proposer") and declare that I have read the foregoing Proposal Form (including Parts I through III) and that all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this _____ day of _____, 202__.

Proposer: _____
By: _____
Title: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ___ physical presence or__online notarization, this ___ day of _____, 202__, by _____, as _____ of _____, on its behalf. He/She [__] is personally known to me or [__] produced _____ as identification.

_____
Notary Public, State of Florida

Personally Known
OR Produced Identification
Type of Identification _____

SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Concord Station Community Development District.

2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of _____ for _____ ("Proposer"), and am authorized to make this Sworn Statement on behalf of Proposer.

3. Proposer's business address is _____

   _____

4. Proposer's Federal Employer Identification Number (FEIN) is _____

   (If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

5. I understand that a "public entity crime" as defined in Section 287.133(1)(g), *Florida Statutes*, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

6. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), *Florida Statutes*, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

7. I understand that an "affiliate" as defined in Section 287.133(1)(a), *Florida Statutes*, means:

   1. A predecessor or successor of a person convicted of a public entity crime; or,

   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income

among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Section 287.133(1)(e), *Florida Statutes*, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

(___)Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

(_) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

(__) There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

(_) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

(_) The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), *Florida Statutes*, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this _____ day of _____, 202_.

Proposer: _____
By: _____
Title: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of___ physical presence or___online notarization, this ___ day of _____, 202_, by _____, as _____ of, _____ _____ on its behalf. He/She [____] is personally known to me or [____] produced _____ as identification.

_____
Notary Public, State of Florida

Personally Known
OR Produced Identification
Type of Identification _____

SWORN STATEMENT REGARDING SCRUTINIZED COMPANIES

SWORN STATEMENT PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES, REGARDING SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN TERRORISM SECTORS LIST

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Concord Station Community Development District ("District").

2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of _____ for _____ ("Proposer"), and am authorized to make this Sworn Statement on behalf of Proposer.

3. Proposer's business address is _____

   _____

4. Proposer's Federal Employer Identification Number (FEIN) is _____

   (If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

5. I understand that, subject to limited exemptions, Section 287.135, *Florida Statutes*, declares a company that at the time of proposing or submitting a proposal for a new contract or renewal of an existing contract is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies With Activities In The Iran Terrorism Sectors List, created pursuant to Section 215.473, *Florida Statutes*, is ineligible for, and may not proposal on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of $1 million or more.

6. Based on information and belief, at the time the Proposer submitting this sworn statement submits its proposal to the District, neither the Proposer, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies With Activities In The Iran Terrorism Sectors List.

7. If awarded the contract, the Proposer will immediately notify the District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies With Activities In The Iran Terrorism Sectors List.

[*Signatures on Following Page*]

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement and all of the information provided is true and correct.

Dated this _____ day of _____, 202_.

Proposer: _____
By: _____
Title: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of □ physical presence or □ online notarization, this _____ day of _____, 202_, by _____, as _____ of _____, who appeared before me this day in person, and who is either personally known to me, or produced _____ as identification.

_____
NOTARY PUBLIC, STATE OF _____

(NOTARY SEAL)

Name:_____
(Name of Notary Public, Printed, Stamped or Typed as Commissioned)

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, _____, as _____, on behalf of _____, a Florida _____ [limited liability company/corporation] (the "Contractor"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Contractor.

2. The Contractor does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.

3. More particularly, the Contractor does not participate in any of the following actions:

   (a) Using or threatening to use physical force against any person;

   (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;

   (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;

   (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;

   (e) Causing or threatening to cause financial harm to any person;

   (f) Enticing or luring any person by fraud or deceit; or

   (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

Date: _____, 202_

FURTHER AFFIANT SAYETH NAUGHT.

[Contractor] _____

By: _____

Name: _____

Title: _____

Date: _____

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me ☐ physical presence or ☐ remote notarization by _____, as _____, of _____ [Contractor], who is ☐ personally known to me or ☐ who produced _____ as identification this _____ day of _____, 202_.

_____
(Notary Seal) Notary Public

AGREEMENT FOR LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

THIS AGREEMENT ("**Agreement**") is made and entered into this ___ day of _____ 202_, by and between:

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government being situated in Pasco County, Florida, and whose mailing address is c/o Anchor Stone Management, LLC, 255 Primera Avenue, Suite 160, Lake Mary, Florida 32746 ("**District**"); and

_____, a _____, whose mailing address is _____ ("**Contractor**," and collectively with the District, the "**Parties**").

RECITALS

WHEREAS, the District was established pursuant to Chapter 190, Florida Statutes, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure improvements, including but not limited to, landscaping and irrigation improvements; and

WHEREAS, the District desires to retain an independent contractor to provide landscape and irrigation maintenance services within the District; and

WHEREAS, to solicit such services, the District conducted a competitive proposal process based on a project manual and determined to make an award of a contract for landscape and irrigation maintenance services to the Contractor, based on certain proposal pricing provided by the Contractor; and

WHEREAS, the Contractor represents that it is qualified to serve as a landscape and irrigation maintenance contractor and provide such services to the District.

WHEREAS, the District and the Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the Parties agree as follows:

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and are incorporated by reference as a material part of this Agreement.

2. SCOPE OF SERVICES.

A. The Contractor shall provide the services described in the Scope of Services attached hereto as **Exhibit A** and for the areas identified in the Landscape Maintenance Areas Exhibit attached hereto as **Exhibit E** ("**Work**"). The Contractor shall provide no fewer than the number of landscape maintenance staff, including but not limited to laborers, supervisors, and technical personnel, as specified in **Exhibit A**.

B. The Contractor agrees that the Landscape Maintenance Areas Exhibit attached hereto as **Exhibit E** is the District's best estimate of the District's landscape needs, but that other areas

may also include landscaping that requires maintenance. The Contractor agrees that the District may, in its discretion, add up to 0.5 acre(s) of landscaping area to the Work, with no adjustment to price, and may add additional acreage of landscaping area to the Work beyond the 0.5 acre(s) using the unit pricing set forth in **Exhibit B**.

C. The Contractor shall perform the Work consistent with the presently established, high quality standards of the District, and shall assign such staff as may be required for coordinating, expediting, and controlling all aspects of the Work.

D. The Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. Notwithstanding any other provision of this Agreement, the District reserves the right in its discretion to remove from this Agreement any portion of the Work and to separately contract for such services. In the event that the District contracts with a third party to install certain landscaping or to otherwise perform services that might otherwise constitute a portion of the Work, the Contractor agrees that it will be responsible for any such landscaping installed by the third party, and shall continue to perform all other services comprising the Work, including any future services that apply to the landscaping installed by the third party or to the areas where services were performed by the third party.

E. All permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

3. MANNER OF CONTRACTOR'S PERFORMANCE.

A. The Contractor agrees, as an independent contractor, to undertake the Work as specified in this Agreement or any Additional Services Order (see Section 7.c. herein) issued in connection with this Agreement. All Work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards, such as USF, IFAS, etc. The Contractor shall document all Work using the forms attached hereto as part of **Exhibit C**. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District. Contractor acknowledges that it is responsible for continuously monitoring the health and appearance of the landscaping assets located within the Property, and for notifying the District if additional services are needed to maintain same.

B. In the event that time is lost due to heavy rains ("**Rain Days**"), the Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services during the same week as any Rain Days. The Contractor shall provide services on Saturdays if needed to make up Rain Days with prior notification to, and approval by, the District Representatives (defined below).

C. The Contractor in conducting the Work shall use all due care to protect against any harm to persons or property. If the Contractor's acts or omissions result in any damage to property within the District, including but not limited to damage to landscape lighting, irrigation system components, entry monuments, structures or curbing, etc., the Contractor shall immediately notify the District and repair all damage – and/or replace damaged property – to the satisfaction of District and at Contractor's sole cost and expense.

D. The Contractor shall maintain at all times strict discipline among its employees and shall not employ for performance of Work contemplated under this Agreement any person unfit or without sufficient skills to perform the job for which such person is employed. All laborers and foremen shall perform all Work on the premises in a uniform to be designed by the Contractor and shall maintain themselves in a neat and professional manner. No smoking in or around the buildings will be permitted. No solicitation of any kind is permitted on District property.

4. INSPECTIONS.

A. The District shall designate in writing one or more persons to act as the District's representatives with respect to the services to be performed under this Agreement ("**District Representatives**"). The District Representatives shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services. This authority shall include but not be limited to verification of correct timing of services to be performed, methods of pruning, pest control and disease control. The District hereby designates its **District Manager and Amenities Manager**, or their designees, to act as the District Representatives. The Contractor shall not take direction from anyone other than the District Representatives (e.g., the Contractor shall not take direction from individual District Board Supervisors, any representatives of any local homeowner's associations, any residents, etc.). In the event the District Manager and Amenity Manager provide differing direction, the Contractor shall not take direction from either District Representative and immediately contact the Chairperson of the Board of Supervisors and District Counsel to resolve the conflict. The District shall have the right to change its designated representatives at any time by written notice to the Contractor.

B. The Contractor shall provide to management a written report of work performed for each week with notification of any problem areas and a schedule of work for the upcoming month. Further, Contractor agrees to meet District Representatives no less than one (1) time per month to inspect the entirety of the property and discuss conditions, schedules, and items of concern regarding this Agreement and shall include a landscape report monthly for Board of Supervisors review, which shall be presented at least eight (8) days before the monthly Board meeting.

C. If the District Representatives identify any deficient areas, the District Representatives shall notify Contractor whether through a written report or otherwise. Contractor shall then, within the time period specified by the District Representatives or if no time is specified then within forty-eight (48) hours, explain in writing what actions shall be taken to remedy the deficiencies. Upon approval by the District, Contractor shall take such actions as are necessary to address the deficiencies within the time period specified by the District, or if no time is specified, then within three (3) days and prior to submitting any invoices. If Contractor does not respond or take action within the specified time period, and without limiting the District's remedies in any way, the District shall have the rights to, among other remedies available at law or in equity to: (i) fine Contractor One Hundred Dollars ($100) per day through a reduction in compensation; (ii) withhold some or all of Contractor's payments under this Agreement; and (iii) contract with outside sources to perform necessary services with all charges for such services to be deducted from Contractor's compensation. Any oversight by the District Representatives of Contractor's Services is not intended to mean

that the District shall underwrite, guarantee, or ensure that the Services are properly performed by Contractor, and it is Contractor's responsibility to perform the Services in accordance with this Agreement.

i. Notwithstanding the foregoing, the District Representatives shall monitor and rate the Contractor's performance in accordance with the requirements set out herein and in the Scope of Services, and shall report the results of such monitoring to the Contractor and the District's Board of Supervisors. In monitoring the Contractor's performance, the District Representatives are anticipated to record Contractor's performance on a form substantially similar to the Landscape Evaluation Scorecard attached hereto as part of **Exhibit D**. If at any time the Contractor's performance rating drops below 80%, and such deficiency persists for thirty (30) calendar days or longer, Contractor's compensation shall be automatically reduced by the difference between 80% and the Contractor's performance rating (i.e. if Contractor's performance rating is 70% and is not corrected to at least 80% within 30 calendar days, Contractor's compensation shall be reduced by 10% for the month at issue and until the target score of 80% is reached). This shall not be construed to limit the District's remedies hereunder or in law or equity for deficient service.

D. Any oversight by the District Representative of the Contractor's Work is not intended to mean that the District shall underwrite, guarantee, or ensure that the Work is properly done by the Contractor, and it is the Contractor's responsibility to perform the Work in accordance with this Agreement. Moreover, nothing in this section 4 shall be construed to authorize the Contractor to perform additional work or services at the sole direction of the District Representatives, and all additional work or services and related compensation shall be governed by section 7.C. of this Agreement.

5. SUBCONTRACTORS. The Contractor shall not award any of the Work to any subcontractor without prior written approval of the District. The Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as the Contractor is for the acts and omissions of persons directly employed by the Contractor. Nothing contained herein shall create contractual relations between any subcontractor and the District.

6. EFFECTIVE DATE. This Agreement shall be binding and effective as of the date that this Agreement is signed by the last of the Parties hereto and shall remain in effect as set forth in section 7, unless terminated in accordance with the provisions of this Agreement.

7. COMPENSATION; TERM.

A. Term. The initial term of this Agreement shall begin on _____, 202_, and continue through September 30, 202_ ("**Initial Term**"), unless terminated earlier pursuant to the terms of this Agreement. At the end of the Initial Term, this Agreement may be eligible for three (3) additional times on an annual basis each October 1, in the District's sole discretion and at the amounts set forth in **Exhibit C.** Notwithstanding anything to the contrary herein, the District's obligation to pay under this Agreement are contingent upon an annual appropriation by the District's Board of Supervisors and the levy of a valid operations and maintenance special assessment. In the event that such annual appropriation is not made, this Agreement shall be terminated with no further obligations of the Contractor.

B. **Compensation.** Compensation for the Work shall be in the total amount of **_____ ($_____)** per year, in monthly installments of **_____ ($_____)** ("**Compensation**"), as more specifically described in **Exhibit B.** Such Compensation covers the items specified in each respective part of Contractor's Bid Form attached hereto. All additional work or services and related compensation shall be governed by section 7.C. of this Agreement.

C. **Additional Work**. Should the District desire that the Contractor provide additional work and/or services relating to the District's landscaping and irrigation systems, such additional work and/or services shall be fully performed by the Contractor after prior approval of a required Additional Services Order ("**ASO**"), in substantially the form attached hereto as **Exhibit F**. The Contractor agrees that the District shall not be liable for the payment of any additional work and/or services unless the District first authorizes the Contractor to perform such additional work and/or services through an authorized and fully executed change order. The Contractor shall be compensated for such agreed additional work and/or services based upon a payment amount derived from the prices set forth in the Contractor's proposal pricing (attached as part of **Exhibit B**). Nothing herein shall be construed to require the District to use the Contractor for any such additional work and/or services, and the District reserves the right to retain a different contractor to perform any additional work and/or services.

D. **Payments by the District.** The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. Each monthly invoice shall be for services actually rendered in the preceding month and shall contain, at a minimum, the District's name, the Contractor's name, the invoice date, an invoice number, an itemized listing of all costs billed on the invoice with a description of each sufficient for the District to approve each cost, the time frame within which the services were provided, and the address or bank information to which payment is to be remitted. Consistent with Florida's Prompt Payment Act, Section 218.70 et seq., Florida Statutes, these monthly invoices are due and payable within forty-five (45) days of receipt by the District.

E. **Payments by the Contractor**. Subject to the terms herein, the Contractor will promptly pay in cash for all costs of labor, materials, services and equipment used in the performance of the Work, and upon the request of the District, the Contractor will provide proof of such payment. The Contractor agrees that it shall comply with Section 218.735(6), *Florida Statutes*, requiring payments to subcontractors and suppliers be made within ten (10) days of receipt of payment from the District. Unless prohibited by law, the District may at any time make payments due to the Contractor directly or by joint check, to any person or entity for obligations incurred by the Contractor in connection with the performance of Work, unless the Contractor has first delivered written notice to District of a dispute with any such person or entity and has furnished security satisfactory to District insuring against claims therefrom. Any payment so made will be credited against sums due the Contractor in the same manner as if such payment had been made directly to the Contractor. The provisions of this Section are intended solely for the benefit of the District and will not extend to the benefit of any third persons, or obligate the District or its sureties in any way to any third party. Subject to the terms of this Section, the Contractor will at all times keep the District's property, and each part thereof, free from any attachment, lien, claim of lien, or other encumbrance arising out of the Work. The District may demand, from time to time in its sole

discretion, that the Contractor provide a detailed listing of any and all potential lien claimants (at all tiers) involved in the performance of the Work including, with respect to each such potential lien claimant, the name, scope of Work, sums paid to date, sums owed, and sums remaining to be paid. The Contractor waives any right to file mechanic's and construction liens.

8. INSURANCE.

A. At the Contractor's sole expense, the Contractor shall maintain throughout the term of this Agreement the following insurance:

i. WORKERS' COMPENSATION/EMPLOYER'S LIABILITY: Contractor will provide Workers' Compensation insurance on behalf of all employees who are to provide a service under this Agreement, as required under applicable Florida Statutes AND Employer's Liability with limits of not less than $100,000.00 per employee per accident, $500,000.00 disease aggregate, and $100,000.00 per employee per disease.

ii. COMMERCIAL GENERAL LIABILITY: Commercial General Liability including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury with limits of not less than $2,000,000.00 per occurrence, $2,000,000.00 aggregate covering all work performed under this Agreement.

iii. AUTOMOBILE LIABILITY: Including bodily injury and property damage, including all vehicles owned, leased, hired and non-owned vehicles with limits of not less than $2,000,000.00 combined single limit covering all work performed under this Agreement.

iv. UMBRELLA LIABILITY: With limits of not less than $2,000,000.00 per occurrence covering all work performed under this Agreement.

v. CONTRACTORS POLLUTION LIABILITY. With limits of not less than $1,000,000 combined single limit bodily injury and property damage liability.

B. The District and its respective staff, supervisors, officers, agents, and consultants shall be named as additional insureds on all above listed policies except Workers' Compensation and Employer's Liability Coverage. No policy may be canceled during the term of this Agreement without at least thirty (30) days' written notice to the District. An insurance certificate evidencing compliance with this section shall be sent to the District prior to the commencement of any performance under this Agreement. Such insurance shall be considered primary and non-contributory with respect to the additional insureds, all such required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the additional insureds. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

C. The procuring of required policies of insurance shall not be construed to limit the Contractor's liability or to fulfill the indemnification provisions and requirements of this Agreement.

D. The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Agreement and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject, whether or not the District is an insured under the policy.

E. Notices of accidents (occurrences) and notices of claims associated with work being performed under this Agreement shall be provided to the Contractor's insurance company and to the District as soon as practicable after notice to the insured.

F. Insurance requirements itemized in this Agreement and required of the Contractor shall be provided on behalf of all subcontractors to cover their operations performed under this Agreement. The Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

G. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance to the District and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance. If the Contractor fails to pay such cost to the District, the District may deduct such amount from any payment due to the Contractor.

9. INDEMNIFICATION.

A. To the fullest extent permitted by law, and in addition to any other obligations of Contractor under the Agreement or otherwise, Contractor shall indemnify, hold harmless, and defend the District and its, supervisors, staff, officers, consultants, agents, subcontractors and employees of each and any of all of the foregoing entities and individuals (together, "**Indemnitees**") from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused, in part or in whole, by the negligence, recklessness, or intentionally wrongful misconduct of the Contractor, or any subcontractor, supplier, or any individual or entity directly or indirectly employed or used by any of the Contractor to perform any of the work. In the event that any indemnification, defense or hold harmless provision of this Contract is determined to be unenforceable, the provision shall be reformed to give the provision the maximum effect allowed by Florida law and for the benefit of the Indemnitees. The Contractor shall ensure that any and all subcontractors, and suppliers, include this express paragraph for the benefit of the Indemnitees. This section shall survive any termination of this Agreement.

B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the Indemnitees, jointly or individually.

C. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the

purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

10. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

11. WARRANTY AND COVENANT.

A. The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects. The Contractor hereby warrants any materials and services for a period of one (1) year after acceptance by the District or longer as required under Florida law. With respect to any and all plant material provided pursuant to this Agreement, or any separate work authorization issued hereunder, all plant material shall be guaranteed to be in a satisfactory growing condition and to live for a period of one (1) year from planting except for annuals, which will be replaced seasonally. All plants that fail to survive under the guarantee shall be replaced as they fail with the same type and size as originally specified. The Contractor further warrants to the District those warranties which the Contractor otherwise warrants to others and the duration of such warranties is as provided by Florida law unless longer guarantees or warranties are provided for elsewhere in the Agreement (in which case the longer periods of time shall prevail). The Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the Work, nor monthly or final payment therefore, nor any provision of the Agreement shall relieve the Contractor of responsibility for defective or deficient materials or services. If any of the services or materials are found to be defective, deficient or not in accordance with the Agreement, the Contractor shall correct remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District. The Contractor hereby certifies it is receiving the property in its as-is condition and has thoroughly inspected the property and addressed any present deficiencies, if any, with the District. The Contractor shall be responsible for maintaining and warranting all plant material maintained by the Contractor as of the first date of the Work.

B. The Contractor hereby covenants to the District that it shall perform the Work:

i. using its best skill and judgment and in accordance with generally accepted professional standards; and

ii. in compliance with all applicable federal, state, county, municipal, building and zoning, land use, environmental, public safety, non-discrimination and disability accessibility laws, codes, ordinances, rules and regulations, permits and approvals (including any permits and approvals relating to water rights), including, without limitation, all professional registration (both corporate and individual) for all required basic disciplines that it shall perform.

C. The Contractor hereby covenants to the District that any work product of the Contractor shall not call for the use nor infringe any patent, trademark, services mark, copyright or other

proprietary interest claimed or held by any person or business entity absent prior written consent from the District.

12. ENVIRONMENTAL ACTIVITIES. The Contractor agrees to use best management practices, consistent with industry standards, with respect to the storage, handling and use of chemicals (e.g., fertilizers, pesticides, etc.) and fuels. The Contractor shall keep all equipment clean (e.g., chemical sprayers) and properly dispose of waste. Further, the Contractor shall immediately notify the District of any chemical or fuel spills. The Contractor shall be responsible for any environmental cleanup, replacement of any turf or plants harmed from chemical burns, and correcting any other harm resulting from the Work to be performed by the Contractor.

13. ACCEPTANCE OF THE SITE. By executing this Agreement, the Contractor agrees that the Contractor was able to inspect the site prior to the time of submission of the proposal, and that the site is consistent with local community standards and that there are no deficiencies. The Contractor agrees to be responsible for the care, health, maintenance, and replacement, if necessary, of the existing landscaping and irrigation system, in its current condition, and on an "as is" basis. No changes to the compensation set forth in this Agreement shall be made based on any claim that the existing landscaping and/or site conditions were not in good condition.

14. TAX-EXEMPT DIRECT PURCHASES. The parties agree that the District, in its discretion, may elect to undertake a direct purchase of any or all materials used for the landscaping services, including but not limited to the direct purchase of fertilizer. In such event, the following conditions shall apply:

A. The District may elect to purchase any or all materials directly from a supplier identified by the Contractor.

B. The Contractor shall furnish detailed Purchase Order Requisition Forms ("**Requisitions**") for all materials to be directly purchased by the District.

C. Upon receipt of a Requisition, the District shall review the Requisition and, if approved, issue its own purchase order directly to the supplier, with delivery to be made to the District on an F.O.B. job site basis.

D. The purchase order issued by the District shall include the District's consumer certificate of exemption number issued for Florida sales and use tax purposes.

E. The Contractor will have contractual obligations to inspect, accept delivery of, and store the materials pending use of the materials as part of the landscaping services. The Contractor's possession of the materials will constitute a bailment. The Contractor, as bailee, will have the duty to safeguard, store and protect the materials while in its possession until returned to the District through use of the materials.

F. After verifying that delivery is in accordance with the purchase order, the Contractor will submit a list indicating acceptance of goods from suppliers and concurrence with the District's issuance of payment to the supplier. The District will process the invoices and issue payment directly to the supplier.

G. The District may purchase and maintain insurance sufficient to cover materials purchased directly by the District.

H. All payments for direct purchase materials made by the District, together with any state or local tax savings, shall be deducted from the compensation provided for in this Agreement.

15. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Contractor shall keep, observe, and perform all requirements of applicable local, State and Federal laws, rules, regulations, ordinances, permits, licenses, or other requirements or approvals. Further, the Contractor shall notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any act or omission of the Contractor or any of its agents, servants, employees, or material men, or appliances, or any other requirements applicable to provision of services. Additionally, the Contractor shall promptly comply with any requirement of such governmental entity after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation.

16. DEFAULT AND PROTECTION AGAINST THIRD-PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity for breach of this Agreement, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

17. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

18. SUCCESSORS; ASSIGNMENT. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the parties to this Agreement, except as expressly limited in this Agreement. Notwithstanding the foregoing, Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other, which approval shall not be unreasonably withheld. Any purported assignment of this Agreement without such prior written approval shall be void.

19. TERMINATION. The District agrees that the Contractor may terminate this Agreement with cause by providing ninety (90) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that, notwithstanding any other provision of this Agreement, and regardless of whether any of the procedural steps set forth in Section 4 of this Agreement are taken, the District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Any termination by the District shall not result in liability to the District for consequential damages, lost profits, or any other damages or liability. However, upon any termination of this Agreement by the District, and as the Contractor's sole remedy, the Contractor shall be entitled to payment for all Work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

20. E-VERIFY REQUIREMENTS. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, the Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is

a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

21. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

22. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

23. AGREEMENT; AMENDMENTS. This instrument, together with its attachments which are hereby incorporated herein, shall constitute the final and complete expression of this Agreement between the District and the Contractor relating to the subject matter of this Agreement. To the extent of any inconsistency between this document and the exhibits attached hereto, this Agreement shall control. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.

24. ENFORCEMENT OF AGREEMENT. In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees and costs for trial, mediation, or appellate proceedings. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any legal actions regarding this Agreement shall be Pasco County, Florida.

25. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

26. NOTICES. Any notice, demand, request or communication required or permitted hereunder ("**Notice**") shall be in writing and sent by hand delivery, United States certified mail, or by recognized overnight delivery service, addressed as follows:

A. If to the District: Concord Station Community Development District
c/o Anchor Stone Management, LLC
255 Primera Avenue, Suite 160
Lake Mary, Florida 32746
Attn: District Manager

With a copy to: Kilinski | Van Wyk PLLC
517 East College Avenue
Tallahassee, Florida 32301

Attn: District Counsel, Concord Station CDD

B. If to the Contractor: _____
_____
_____
Attn: _____

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

27. THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

28. PUBLIC RECORDS. The Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, the Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. The Contractor acknowledges that the designated public records custodian for the District is **Anchor Stone Management, LLC** ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in the Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN

OF PUBLIC RECORDS AT INFO@ANCHORSTONEMGT.COM, or (407) 698-5350, OR BY REGULAR MAIL AT 255 PRIMERA AVENUE, SUITE 160, LAKE MARY, FLORIDA 32746.

29. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

30. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. The District and the Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

31. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

32. ANTI-HUMAN TRAFFICKING REQUIREMENTS. The Contractor certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in Section 787.06, *Florida Statutes*. The Contractor agrees to execute an affidavit in compliance with Section 787.06(13), *Florida Statutes*, and acknowledges that if the Contractor refuses to sign said affidavit, the District may terminate this Agreement immediately.

33. PUBLIC ENTITY CRIMES. The Contractor represents that in entering into this Agreement, the Contractor has not been placed on the convicted vendor list as described in Section 287.133(3)(a), *Florida Statutes*, within the last thirty-six (36) months and, if the Contractor is placed on the convicted vendor list, the Contractor shall immediately notify the District whereupon this Agreement may be terminated by the District.

34. FOREIGN INFLUENCE. The Contractor understands that under Section 286.101, *Florida Statutes*, that the Contractor must disclose any current or prior interest, any contract with, or any grant or gift from a foreign country of concern as that term is defined within the above referenced statute.

35. SCRUTINIZED COMPANIES STATEMENT. In accordance with Section 287.135, *Florida Statutes*, the Contractor represents that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.4725 and 215.473, *Florida Statutes*, and in the event such status changes, the Contractor shall immediately notify the District. If the Contractor is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this Agreement.

[THIS SPACE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties execute this Agreement as set forth below.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

_____
By: _____

_____,
a _____

_____

By: _____

Its: _____

Exhibit A: **Scope of Services**
Exhibit B: **Proposal Pricing (Part III of Proposal Form)**
Exhibit C: **Other Forms**
Exhibit D: **Landscape Evaluation Scorecard**
Exhibit E: **Maintenance Map**
Exhibit F: **Form of Additional Services Order**

EXHIBIT A
SCOPE OF SERVICES

[See following pages]

SCOPE OF SERVICES

PART 1

GENERAL LANDSCAPE MAINTENANCE

1) **MOWING** – All grass areas will be mowed on the following schedule:

MARCH 1 – NOVEMBER 1 – Once a week
NOVEMBER 1 – MARCH 1 – Once every two weeks

This schedule estimates that there will be between 41 – 45 cuts annually based on standard growing periods in Florida, however, requires a minimum of 52 visits (weekly) to perform those duties, other than mowing, that cannot remain unattended for two weeks. (i.e., weed control, selective mowing, debris clearing, and general detailing of property, etc.) Notwithstanding the above, at no time will the grass (or weeds within turf) be allowed to grow beyond a maximum height of five (5) inches. Each mowing should leave the St. Augustine & Bahia grass at a height of three and one half (3 1/2) to four (4) inches, Celebration Bermuda at a height of three quarter (3/4) to one and one quarter (1 ¼) inches & Zoysia at a height of one (1) to one and one half (1 ½) inches. Rotary Mowers are preferred for heights above one (1) inch. Do not remove more than 1/3 of the height of the leaf blade at any one mowing. All blades shall be kept sharp at all times to provide a high-quality cut and to minimize disease. The DISTRICT requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as no readily visible clumps remain on the grass after mowing. Otherwise, large clumps of clippings MUST either be collected and removed by the CONTRACTOR **OR** be left to dry out on the lawn for no more than one day and then re-distributed across the lawn. The mulching kit must **be left in the "closed" position at all times, specifically when mowing pond banks and all parks. Additionally,** when mowing pond banks, mowers must be used in a counter clockwise direction. This is to re-introduce nutrients in the clippings back into the soil system. In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. Contractor will be responsible for line-trimming these areas during each and every mow event. Contractor is to include in his proposal, any and all necessary equipment, **protective clothing or any other gear necessary for crews to perform this work. No "extras" will be billed to the District. The CONTRACTOR shall restore any noticeable damage caused by the CONTRACTOR'S mowing** equipment within twenty-four hours from the time the damage is caused at his sole cost and expense. **Contractor shall be responsible for training all its personnel in the technical aspects of the District's Landscape** Maintenance Program and general horticultural practices. This training will also include wetland species identification as it relates to lake banks & wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc. Weekend work is permitted when necessary, upon prior approval.

Pond Mowing - All ponds identified as such on the overall Maintenance Exhibit shall be mowed incorporating **the same mowing schedule as the common areas stated above. Line trimming at Bridge entrances water's** edge, control structures, mitered end sections and any other storm water structures shall occur each and every time the pond is mowed. Each mowing shall leave the grass at a height of four (4) to four and one half (4½) inches. This is slightly higher than the mow height in common area Bahia plantings in flatter areas to **minimize pond bank erosion. Pond banks will be mowed and trimmed to water's edge. Careful attention must** be paid to mower height on pond banks so as not to scalp at the crest of the lake bank and increase the chances for pond bank erosion. Also, **when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height** shall be the same as mowing height (if not slightly higher). Contractor shall be careful to keep trimmings from entering water. Excessive clippings shall be hand removed. Mowers must blow all clippings away from pond

banks. It is understood that trash debris of any kind and other debris within arm's reach of water's edge shall be removed & disposed of by Contractor during every normal service event.

2) **EDGING AND TRIMMING –** All hard-edged areas (curbs, sidewalks, bike paths, trails, etc.) shall be vertically edged at each and every mowing event and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged a minimum of every other week. All edging shall be performed to the sole satisfaction of the DISTRICT. Chemical edging shall not be permitted anywhere on property.

AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN TWENTY-FOUR HOURS OF NOTICE BY DISTRICT. CONTRACTOR SHALL COMPLETE ALL LAWN MAINTENANCE ACTIVITIES (MOWING, EDGING, LINE TRIMMING, BLOWING OFF SIDEWALKS, DRIVEWAYS, CURB & GUTTERS, ETC.) IN RELATIVELY SMALL, MANAGEABLE SECTIONS. CONTRACTOR IS NOT TO LEAVE GRASS CLIPPINGS, TRIMMED WEEDS, TURF, DIRT OR DEBRIS ON ANY SURFACES FOR MORE THAN TWO HOURS. PARK SITES, CLUBHOUSES, PARKING LOTS AND ALL OTHER HIGH TRAFFIC AMENITIES ON THE PROPERTY SHALL BE CLEANED UP IMMEDIATELY AFTER MOWING AND EDGING TAKES PLACE. IF A MOWING EVENT IS MISSED, EVERY EFFORT SHALL BE MADE TO PERFORM THE MOWING SERVICE THE SAME WEEK (INCLUDING SATURDAYS WITH PRIOR APPROVAL). IF THIS IS NOT POSSIBLE, THE CONTRACTOR SHALL PROVIDE THE DISTRICT A CREDIT FOR FUTURE SERVICES OR ADD A MOWING EVENT TO BE PROVIDED AT A LATER DATE. THE DISTRICT SHALL DETERMINE WHETHER THE CREDIT OR EXTRA MOWING SHALL BE USED.

3) **TREE AND SHRUB CARE –** All deciduous trees shall be pruned when dormant to ensure proper uniform growth. All evergreen trees shall be pruned in the early summer and fall to ensure proper growth and proper head shape. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. Aesthetic pruning shall consist of the removal of dead and/or broken branches as often as necessary to have trees appear neat at all times. Branches will be pruned just outside the branch collar. Contractor is **responsible for the removal of all branches and limbs up to a 4" diameter and up to a 15' height to keep them** from encroaching onto buildings (including roofs), signage structures, play structures, fences & walls, as well as pruned to prevent street lights and traffic signage from being blocked. Additionally, trees shall be pruned over sidewalks, nature trails, parking lots and roadways so as not to interfere with pedestrians or cars. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet of clearance under all limbs depending on location and species of tree but shall vary according to DOT specs.) All moss hanging from trees (as well as **all ball moss) shall be removed up to a height of 15' from all trees** on an as-needed basis. However, during the dormant season, ALL Crape Myrtles shall have ALL mosses removed from the entire tree regardless of height. **Crape Myrtles are not to be "hat racked" at any time. Pencil pruning is the preferred method of Crape Myrtle** pruning and should be performed after threat of frost has passed. The initial removal of all Spanish and Ball Mosses shall be completed within ninety (90) days of contract commencement.

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance. Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of District property. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. Contractor shall sterilize all pruning equipment prior to pruning the next shrub grouping; particularly when fungal diseases are known to be present. All clippings and debris from pruning will be carted away at the time pruning takes place. It is of utmost importance that all plant material within clear site lines and visibility triangles at roadway intersections

and medians is maintained at or below the required heights. It is the Contractor's responsibility to bring to the attention of the District all areas that are not in compliance. If pruning will bring the area into compliance, then **the Contractor, after conferring with District's representative, will proceed with the pruning activity. However,** if pruning will NOT bring the area into compliance, perhaps due to permanent existing grades, then another solution will need to be proposed and executed. Contractor will also be responsible to keep mulch pulled away from the base of ALL landscape lights at ALL times, not just after a mulching event. This is specific to LED with circuit boards in base.

AREAS WHERE WETLANDS ARE ADJACENT TO TURF AREAS (WHETHER ALONG ROADWAYS OR LAKE BANKS) CONTRACTOR IS RESPONSIBLE TO KEEP ALL WETLAND MATERIAL CUT BACK AT ALL TIMES AND NOT LET THIS MATERIAL REDUCE THE SIZE OF THE TURF AREA.

Palms - All palms (regardless of height) shall receive pruning as often as necessary to appear neat and clean at all times. This includes the removal of brown and/or broken fronds and inflorescence. Removal of green or **even yellowing fronds is unnecessary and pruning palms above the nine o'clock – three o'clock line is** prohibited. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. Contractor shall be responsible for the removal of all palm fruit stains. Contractor shall sterilize all pruning equipment prior to pruning the next palm, paying careful attention when pruning Medjool, Sylvester, Reclinata and Canary Palms.

4) **WEEDS AND GRASSES –** All groundcover, turf areas, shrub beds & tree rings shall be kept reasonably free of weeds and grasses, and be neatly cultivated and maintained in an orderly fashion at all times. This may be accomplished by carefully applied applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be determined by the DISTRICT at its sole discretion. All shrub and bed areas shall be maintained each mowing service by removing all weeds, trash and other undesirable material and debris (leaf and other) to keep the area neat and tidy. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide.

AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. <u>HAND PULLING MUST BE PERFORMED</u>.

NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, TREE RINGS, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS FOR THE DISTRICT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE DISTRICT'S DISCRETION. CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE REPLACEMENT OF ALL TURF DAMAGED BY THE APPLICATION OR OVERSPRAY OF HERBICIDES (SELECTIVE OR NON-SELECTIVE).

The CONTRACTOR shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of landscape shrubs growing through, weeds, undesirable vines and overhanging limbs.

5) **MAINTENANCE OF PAVED AREAS –** All paved areas (including, but not limited to, pool deck pavers, other paver surfaces, sidewalk expansion joints, curb and gutters, curb and gutter expansion joints, bike lane edges along roadways) shall be kept weed & debris free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. Weeds greater than two (2) inches

in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas. Contractor is not to use non-selective herbicides to eradicate weeds in curbline expansion joints where the chemical can travel back into the turf causing regularly spaced dead patches behind the curbs and sidewalks.

6) **CLEAN UP –** At no time will CONTRACTOR leave the premises after completion of any work in any type of disarray. All clippings, trimmings, debris, dirt or any other unsightly material shall be removed promptly upon completion of work. CONTRACTOR shall use his own waste disposal methods, never the property dumpsters. Grass clippings shall be blown off sidewalks, streets and curbs within a relatively short time frame and are not to be left for more than two hours, unless otherwise noted above. Also grass clippings shall be blown into turf areas, never into mulched bed areas or tree rings as these are to be maintained free of grass clippings. Grass clippings at highly trafficked areas (i.e., tennis courts, clubhouse sidewalks, pool areas, walking trails, etc.) shall be blown off immediately after mowing and edging have taken place. **NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.**

7) **REPLACEMENT OF PLANT MATERIAL –** Trees and shrubs in a state of decline should immediately be brought to the attention of the DISTRICT. Dead or unsightly plant material shall be removed upon notification of the DISTRICT. CONTRACTOR shall be responsible for replacement if due to his negligence. New plant material shall be guaranteed for a period of one (1) year for trees and ninety (90) days for shrubs, ground cover and lawn after final acceptance.

PART 2

FERTILIZATION

Any fertilizer ordinance in place for Pasco County specifically banning fertilizers during a specific season(s), will be followed and any applicable Pasco County ordinance shall control over the schedule provided below. It is required that those practices outlined in the GIBMP guidelines be followed. Highlights are listed below.

NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING ONE OR MORE OF THE FOLLOWING EVENTS: i) IF IT IS RAINING AT THE APPLICATION SITE, OR ii) WITHIN THE TIME PERIOD DURING WHICH A FLOOD WATCH OR WARNING, OR A TROPICAL STORM WATCH OR WARNING, OR A HURRICANE WATCH OR WARNING IS IN EFFECT FOR ANY PORTION OF Pasco COUNTY, ISSUED BY THE NATIONAL WEATHER SERVICE, OR iii) WITHIN 36 HOURS PRIOR TO A RAIN EVENT GREATER THAN OR EQUAL TO 2 INCHES IN A 24 HOUR PERIOD IS LIKELY.

For purposes of bidding and until a soil test is provided to indicate otherwise, all turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for south Florida turf: (per GIBMP guidelines and University of Florida IFAS Extension, south Florida is determined by anything south of a line running east-west from coast to coast through between Tampa & Vero Beach.)

All St. Augustine Sod:

February	A complete fertilizer based on soil tests + PreM
April	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF
May	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
July	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
September	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
November	A complete fertilizer based on soil tests + PreM

All Bahia Sod:

February	A complete fertilizer based on soil tests + Pre M
April	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)
June	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)
October	A complete fertilizer based on soil tests + Pre M

All Zoysia Sod:

February	A complete fertilizer based on soil tests + PreM
April	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF
May	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
July	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
September	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF
November	A complete fertilizer based on soil tests + PreM

All Bermuda Sod:

February	A complete fertilizer based on soil tests + PreM
March	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF
April	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
May	A complete fertilizer based on soil tests
June	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
July	Fe For foliar application, uses ferrous sulfate (2 oz/3-5 gal. H2O/1,000 SF)
September	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF
November	A complete fertilizer based on soil tests + PreM

Prior to final fertilization selection, a complete soil test should be performed to test for soil pH as well as N, P & K levels. Should change be of merit, the Contractor shall notify the District in writing prior to the implementation of such change. At times environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the contractor to determine specific needs and requirements and notify the resident project representative when these additional applications are needed.

Fertilizers containing iron shall be immediately removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the contractor to remove.

Fertilizer shall be applied in a uniform manner, based on soil samples conducted at least annually. If streaking of the turf occurs, correction will be required immediately at no additional cost to owner. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining. **IT SHALL BE THE CONTRACTOR'S REPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY THEIR MISHANDLING OF FERTILIZER.** Fertilizer shall not be applied within ten (10) feet of the landward extent of any surface water. Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

SHRUB, TREE & GROUNDCOVER FERTILIZATION:

For purposes of bidding, All SHRUBS, GROUNDCOVERS and TREES shall be fertilized according to the following specifications:

3 Times a year – (March, June, October)
A complete fertilizer (formula will vary according to soil test results) at a rate of 4-6 lbs. N/1000 sq. ft./year. (A minimum 50% Nitrogen shall be in a slow-release form)

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off. **IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO HIS MISHANDLING OF PRODUCT.**

PALM FERTILIZATION:

All Palms shall receive 1 ½ pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year (March, June, September & November). 100% of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline **of the canopy but must be kept at least 6" from the palm trunk.**

Fertilizer shall not be billed equally on a monthly basis, but invoiced the month after application.

CONTRACTOR shall provide the DISTRICT with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity. Payment will not be made until correct quantity and formulation has been verified and applied. CONTRACTOR must notify the DISTRICT five (5) working days in advance of the day the property is scheduled to be fertilized. Failure on the part of the CONTRACTOR to so notify the DISTRICT may result in the CONTRACTOR forfeiting any and all rights to payment for the applications made without notification.

PART 3

PEST CONTROL

Insects and Disease in Turf - Insect and disease control spraying in turf shall be provided by the Contractor every month with additional spot treatment as needed. During the weekly inspections the Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinchbugs, grubs, nematodes, fireants, mole crickets, etc. Contractor shall pay for chemicals. Please list all chemicals that you will include in your fertilizer applications in the space allocated **for "formula" under the fertilization section in the bid form. Also include the cost of these chemicals as part of** the fertilizer application. Any anticipated additional treatments shall be included in the Pest Control portion of the bid form.

Insects and Disease Control for Trees, Palms and Plants - The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. Contractor shall pay for chemicals. There are several afflictions that may be detrimental to the health of many trees and palms. **Contractor will be fully responsible in the treatment of such afflictions. At the District's discretion, this may** include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm

Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. Contractor is to identify those species of palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. Contractor is asked to provide cost per injection (material & labor) multiplied by quantity of susceptible palms multiplied by four inoculations per year in bid form. The District reserves the right to subcontract out any and all OTC Injection events. This will not be included in the Contract Amount.

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary, they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the **Contractor's full responsibility to ensure that the person inspecting the property is properly trained in** recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It **is also the Contractor's responsibility to treat these conditions in an expedient manner.**

It shall also be the Contractor's responsibility to furnish the resident project representative with a copy of the Pest Management Report (a copy of which is included), which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators. Contractor shall familiarize himself with all current regulations regarding the applications of pesticides and fertilizers.

If at any time the District should become aware of any pest problems it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification.

Fire Ant Control - Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait. Contractor shall be responsible to knock down and spread-out soil once mounds are dead.

For informational purposes only, Contractor is asked to provide the cost for the annual application of Top **Choice in all finished landscape areas designated as "District Landscape Area" on the Maintenance Exhibit.** These areas are indicated with a dark green color. UNLESS OTHERWISE DIRECTED, ONLY THOSE AREAS COVERED BY AUTOMATIC IRRIGATION ARE TO BE INCLUDED IN THIS NUMBER. This is not to include lake banks behind the residential properties or between ponds and conservation areas.

Pest Control will not be included as a standard line item in each monthly billing, but shall be invoiced as a separate line item the month after service is rendered.

Pest Control shall be included in the Contract Amount.

PART 4

IRRIGATION SYSTEM MONITORING AND MAINTENANCE

Irrigation System. Contractor shall inspect and test the irrigation system components within the limits of the District a minimum of one (1) time per month. Areas shall include all of the existing irrigation systems to date (app. __ zones, __ controllers, __ pump stations & __ well).

These inspections shall include:

A. Irrigation Controllers
   1. Semi automatic start of the automatic irrigation controller
   2. Check for proper operation
   3. Program necessary timing changes based on site conditions & time DST
   4. Lubricate and adjust mechanical components
   5. Test back up programming support devices
   6. Ensure the proper operation of each automatic rain shutoff device. If none, provide proposal for the installation to be included in the 30-day irrigation audit.

B. Water Sources
   1. Visual inspection of water source
   2. Clean all ground strainers and filters
   3. Test each pump at design capacities weekly; inform District Manager of any problems immediately. This is to minimize the time a water source is down. Contractor shall also confirm weekly that all backflow preventers are on and operating properly, if applicable.
   4. Test automatic protection devices

C. Irrigation Systems
   1. Manual test and inspection of each irrigation zone in its entirety.
   2. Clean and raise heads as necessary
   3. Adjust arc pattern and distance for required coverage areas
   4. Clean out irrigation valve boxes

D. Report
   1. Irrigation operation time
   2. Irrigation start time
   3. Maintenance items performed
   4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components. Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate price from this bid.

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest **coverage. It shall be the Contractor's responsibility to ensure all drip tubing is covered with mulch prior to** Contractor leaving the property. All below ground repairs including valves, pumps and wiring require an estimate for all such repairs. Upon written approval from Management, Contractor shall proceed. In the event of an emergency, Contractor shall make a diligent effort to contact, with the approximate price or estimate of repairs, Management or their assign prior to making such repair.

Upon execution of the Agreement, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, associated with the irrigation system of 2 inches or less, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately. The District Manager shall be notified what day and time of the week the irrigation

tech will be available servicing the community. The Contractor will keep detailed irrigation reports consisting of run times and correct operation of system. A copy of this report will be maintained by the Contractor and a copy delivered to the District Manager or his designee, along with the weekly report. At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of Pasco County or any other governmental agencies. It is the responsibility of the Contractor to ensure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the District in the allotted time, it will be **the Contractor's responsibility to bring this to the attention of the District representative and apply for a** variance. **Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's** monthly payment.

Emergency service shall be available after normal working hours and an emergency telephone number will be **provided to Management or their assign. Broken mainlines and irrigation valves stuck in the "open" position** are to be considered emergencies.

Freeze Protection. The Contractor shall describe ability and cost per application to provide freeze protection for pumps/wells.

PART 5

INSTALLATION OF MULCH

After prior approval by the Board of Supervisors, Contractor shall top dress all currently landscaped areas as **shown on the maintenance map (landscaped beds, tree rings) with Grade "A" Medium Pine Bark Mulch up to** twice per year during the months of April and October. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction.

Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. In addition to the aesthetics of this, it is also done to facilitate mechanical edging of these areas. Additionally, Contractor **shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" & beveled to reduce mulch** washout. This procedure has not been practiced in the past and Contractor is to include any additional labor in the cost of the mulch for all trenching. Mulch shall not be piled around tree trunks or bases of plants. Any **mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Owner.**

Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch is required to attain the required **total depth of 3", sufficient mulch shall be supplied by Contractor at no additional cost to District.**

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard and estimated quantities to be installed per top dressing (based on his own field measurements) and shall submit with bid.

The District reserves the right to subcontract out any and all mulching events.

PART 6

ANNUAL INSTALLATION

Planting of Annuals. After prior approval by the Board of Supervisors, Contractor shall replace approximately **3,200** annuals per planting **in 4" pots up to four (4) times per year** in designated areas and maintain annuals to ensure a healthy appearance. The Contractor will have the type of annual to be installed pre-approved by the District or its representative in writing. An Annual Options Presentation for the entire year stipulating plant options and timing for each rotation shall be submitted to the District shortly after execution of contract in order for the District or its representative to select annual choice(s). Annuals shall be hand watered at the time of installation. The Contractor will remove dead or dying annuals before the appearance of such annuals could be reasonably described as an eyesore. If the beds are left bare prior to the next planting, the Contractor will keep such beds free of weeds at all times until the next planting rotation occurs. Timing shall be centered on a holiday rotation being planted no later than the end of the first week of December and rotate accordingly every three months. (Jan., April, July, and Oct.)

Annual installation price shall include the removal of all dead annuals prior to placing new plants, regular dead-heading, necessary soil adjustments, soil additives, fungicides and monthly slow-release nutritional requirements at no additional cost to District. Contractor shall replace at his expense any annual that dies, fails to thrive or is damaged by insects/disease. Contractor shall also include in the spring rotation (March) at no additional cost to District, a major renovation of all annual beds. A potting mix specifically blended for annuals shall be used at this time and shall be replenished as necessary prior to each changeout throughout the year. **All annual beds shall be raised at least eight inches and covered with a layer of Pine Fines 1" thick. All this shall** be provided at no additional cost to the District.

This item will not be included in the contract amount. Contractor shall provide a price per 4" plant as requested and shall submit with bid. This work shall be invoiced separately in the month after service is rendered. Annuals shall include the following:

December through March
A combination of pink petunias, dusty miller and holiday poinsettias. Replace Poinsettias with Dwarf(Sonnet, Snapshot or similar) snapdragons after the holidays or when the poinsettias decline

April through June
Plant a combination of purple Angelonia, red Salvia and Dwarf Zinnias(of the Profusion or Zahara series)

July through November
Beds of a blend of Pentas colors or single colors or a combination of Pentas, Dwarf Zinnias(of the Profusion or Zahara series), Farinacea Salvia, and Torenia

November and December
Red and white petunias
** Alternatives could include Begonias, Sunpatiens, Marigolds, Wheat Celosia, **Joseph's coat or Geraniums**

The District reserves the right to subcontract out any and all annual installation events.

[END OF SECTION]

EXHIBIT B
PROPOSAL PRICING

EXHIBIT C
OTHER FORMS

[See following pages]

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
DAILY WORK JOURNAL

DATE: _____

DESCRIPTION OF WORK PERFORMED TODAY: _____

_____

_____

_____

_____

_____

_____

_____

LOCATIONS: _____

_____

_____

_____

_____

_____

ISSUES REQUIRING ATTENTION: _____
(Please notify District Rep. if any)

_____

_____

_____

For District Representatives Only: ___/100% of monthly scope complete

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PEST MANAGEMENT REPORT

DATE: _____

SYMPTOMS: _____

_____

_____

LOCATION: _____

_____

_____

PROBABLE CAUSE OF DAMAGE: _____

_____

_____

_____

ESTIMATED MATERIALS REQUIRED FOR TREATMENT: _____

_____

_____

_____

CERTIFIED PESTICIDE APPLICATOR'S NAME: _____

REPRESENTATIVE NAME: _____

(THE INVOICE FOR THIS WORK MUST MATCH THE DESCRIPTION OF THIS SERVICE REQUEST)

For District Representatives Only: ___/100% of monthly scope complete

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
IRRIGATION REPAIR REQUEST FORM

DATE:_____

DAMAGE:_____

_____

_____

LOCATION:_____

_____

_____

PROBABLE CAUSE OF DAMAGE:_____

_____

_____

_____

ESTIMATED COST OF MATERIALS & LABOR REQUIRED FOR REPAIR:_____

_____

_____

_____

IRRIGATION TECHNICIAN'S NAME:_____

REPRESENTATIVE NAME:_____

(THE INVOICE FOR THIS WORK MUST MATCH THE DESCRIPTION OF THIS SERVICE REQUEST)

For District Representatives Only: ___/100% of monthly scope complete

EXHIBIT D
LANDSCAPE EVALUATION FORM

Month of Service: _____
District Representative: _____
Date: _____

Part 1: General Landscape Maintenance ___/100% complete

- **List deficient areas:** _____
  _____
  _____
  _____

Part 2: Fertilization ___/100% complete

- **List deficient areas:** _____
  _____
  _____
  _____

Part 3: Pest Control ___/100% complete

- **List deficient areas:** _____
  _____
  _____
  _____

Part 4: Irrigation System Monitoring and Maintenance ___/100% complete

- **List deficient areas:** _____
  _____
  _____
  _____

Part 5: Installation of Mulch ___/100% complete

- **List deficient areas:** _____
  _____
  _____
  _____

Part 6: Annual Installation ___/100% complete

- **List deficient areas:** _____
  _____
  _____
  _____

Average % Complete: ___/100%

EXHIBIT E
MAINTENANCE MAP

[See following page]


WATERFORD
WELLINGTON
THE MANORS
THE RETREAT
DREXEL
LONGWOOD
TRILBY
THE ENCLAVE
LEGEND
COUNTY OWNED & MAINTAINED
COUNTY OWNED/CDD MAINTAINED LANDSCAPE AREAS
CDD BOUNDARY
CONSERVATION AREA
PRIVATELY-OWNED PARCEL
TAMPA BAY WATER OWNED/CDD MAINTAINED LANDSCAPE AREAS
CDD-OWNED PARCEL/TRACT
HOA PARCEL
DRAINAGE EASEMENT ACCESS TO PONDS
CDD OWNED POND BANKS MAINTAINED
COUNTY OWNED SANITARY LIFT STATION
COUNTY OWNED/CDD MAINTAINED STORMWATER POND WITH REFERENCE No.
CDD OWNED & MAINTAINED STORMWATER POND WITH REFERENCE No.
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT OWNERSHIP MAP
N

EXHIBIT F

Form of Additional Services Order

ADDITIONAL SERVICES ORDER FOR ADDITIONAL LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

THIS ADDITIONAL SERVICES ORDER (the "ASO"), dated _____, 20__ authorizes certain work in accordance with that certain *Agreement for Landscape and Irrigation Maintenance Services* (the "Agreement"), dated _____, 20__, by and between:

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government being situated in Pasco County, Florida, and whose mailing address is c/o Anchor Stone Management, LLC, 255 Primera Avenue, Suite 160, Lake Mary, Florida 32746 ("**District**"); and

_____, a _____, whose address is _____ (the "Contractor").

SECTION 1. SCOPE OF SERVICES. In addition to the Services described in the Agreement and any Exhibits and Amendments thereto, the Contractor will provide the additional landscape, irrigation and pond maintenance services and/or wetland monitoring and maintenance services, as set forth in the attached **Exhibit A** to this ASO, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the "Additional Services").

SECTION 2. COMPENSATION. It is understood and agreed that the payment of compensation for the Additional Services under this ASO shall be in the amount set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement. [SPECIFY WHETHER ONE TIME CHARGE OR INCREASES COMPENSATION LINE ITEM IN ORIGINAL AGREEMENT AND, IF SO, REFLECT AMENDMENT TO THAT PROVISION]. The Contractor shall invoice the District for the Additional Work actually performed. Such amounts include all materials and labor provided for in **Exhibit A** and all items, labor, materials, or otherwise to provide the District the maximum benefit of the Additional Work.

SECTION 3. ACCEPTANCE. Acceptance of this ASO will authorize the Contractor to complete the Additional Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Additional Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this ASO, remain in full force and effect. To the extent that any other terms provided in **Exhibit A** conflict with the terms of the executed Agreement, the terms of the Agreement shall control.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused this ASO to be executed the day and year first above written.

CONCOD STATION COMMUNITY DEVELOPMENT DISTRICT

_____
Signature of Secretary

_____
Signature of Chairperson, Board of Supervisors

_____

_____
Signature of Witness

_____

By:_____

Its: _____

Exhibit A: Proposal/Scope of Additional Services

EXHIBIT 11A

RETURN TO AGENDA



Clubhouse and Amenities Manager Report 11/13/2025

1. Staff updates/other items:

a. I am submitting a request for a $1.00 per hour pay increase for our Clubhouse Concierge Supervisor, Mr. Hernandez. This adjustment will remain within the currently budgeted annual compensation for the position. Mr. Hernandez has been fully engaged in all aspects of Clubhouse operations, including supporting and delivering resident events and programming, assisting with ongoing amenity and operational updates, providing effective training and oversight of Concierge personnel, and ensuring consistent implementation of front desk procedures and systems essential to daily operations. This increase aligns with the 90-day performance pay adjustment referenced in the District's Employee Handbook and recognizes his strong performance, reliability, and leadership within the Clubhouse team.

b. In accordance with the Board of Supervisors' action taken during the July 29, 2025, Special Meeting, I respectfully request that the pay for our Maintenance Technician, Mr. Juan Macario Gonzales, be aligned with the salary range previously approved by the Board. The Board approved a salary range for the Maintenance Technician position, to be advertised at $50,000 to $66,000 depending on qualifications and experience, with additional consideration given to benefits and tax burden. Mr. Gonzales was hired at the mid-point of the approved pay scale to ensure he met the qualifications and experience required by the Board. He has consistently demonstrated that he exceeds those expectations through strong performance and reliability, proactive support of operational and maintenance needs, and continued fulfillment of District responsibilities. To ensure that his compensation remains current, equitable, and aligned with the Board-authorized pay structure, I respectfully request that his salary be updated to $66,000.00 annually.

c. Efforts are being made to get our 401k program in place.

2. Concord Station CDD Employee Policy Manual/Handbook:

a. Handbook was distributed to the Supervisors and District Manager on October 24, 2025, for review and inputs. Received and incorporated input from the District Manager.

3. Events:

a. **We need a better updated way to announce our events.**

b. The 'Trunk-or-Treat' event for Halloween occurred on Friday October 31 from 4pm to 8pm. The Clubhouse was decorated, and staff passed out candies. We had one resident that partook on the Trunk O Treat event.

c. December Holiday event is scheduled for Dec 20, from 1pm to 5pm. Madelyn (concierge staff member) and parents will be acting as Santa Claus/Mrs. Claus (Madelyn's parents) and the Grinch (Madelyn). We will also have Kiki the Elf, the train around our Clubhouse roundabout, funnel cake, face painting, and a ballon artist. Downpayment has been submitted for the event.

4. Resurfacing of tennis/basketball courts:

a. Payment for Tennis court portion was sent to vendor for the amount of $11,850.00, with a hold of $3000.00 for the Basketball court portion. Attempting to collaborate with the company on a plan to mitigate the "cracking" of the recently resurfacing job.

b. The tennis courts has started to show signs of resurfacing cracks.

5. Monument upgrade/repair status:

a. All concrete upgrades have been completed. Concentration is on the power washing, cleaning, and painting of the monuments.

6. Concord Station Clock Tower:

a. The tower is ready for lights to be installed. Blue Wave has been informed.

7. Installation of lighting outlining Clubhouse and monuments:

a. Installation has been completed on all monuments West of the Clubhouse on Mentmore Blvd. and at the Drexel community monuments. In conversation with Tim (Blue Wave) he anticipates being completed with lights installation by the end of November.

8. Security camera/door access update:

a. ECS has restored normal access control to the pool, tennis, and basketball courts. The magnet assembly at the Tennis Court is not functioning correctly and requires replacement. ECS has submitted a quote for $780.00 for the replacement of the magnet assembly. The playground access control is still pending.

b. Next will be the camera upgrade plan.

9. Waterford fountain status:

a. Lights were ordered and installed on the fountain structure.

b. It was discovered that the transformer installed at the power supply panel for the fountain lights is a 24v transformer, while the lights previously installed and ordered are 12v lights. The correct transformer was ordered and installed.

c. Next step is to get the water fountain pump and lights assembly in place.

11. Pool status:

a. Pool recirculation pump was repaired.

12. Playground Fence replacement:

a. ECS Integration submitted an estimate for $4377.00 to repair the damages to the access control system made by the fence replacement vendor. Quote was sent to vendor. Waiting on a response.

b. On October 21, 2025, I received a phone call from a gentleman named Greg from USA Fence Company regarding the repair estimate that I forwarded to them from ECS Integrations for the necessary repairs to the access control system and associated poles. His initial question was what my expectations were when I forwarded the invoice. I explained that the District's expectation is for USA Fence Company to pay for the repair costs, as the damage occurred during their installation of the new fencing. Specifically, the access control cables were cut, and poles containing electrical components were left on the ground, creating an unsafe and incomplete condition. Mr. Greg argued that, if the District knew new fence posts were being installed, we should have removed the access control equipment beforehand. I clarified that no such direction or coordination regarding removal was ever discussed or requested by their team prior to their work.

He additionally stated that USA Fence does not perform electrical work. I responded that, in that case, they should not have cut or exposed electrical cables outside their scope and without proper handling or notice, which directly necessitated the repairs.
The conversation became unproductive and confrontational at that point. Mr. Greg threatened to place a lien on the District and asked if that was "what I wanted." I informed him that I am not the legal representative for the District and that any discussion involving legal action must be directed to the District's Legal Counsel. I then disengaged from the call to avoid further escalation.

This summary is being provided for documentation and further direction as appropriate.

c. A "Notice to Owner" was received on October 29, 2025, from USA Fence, indicating that the company is asserting its right to file a lien against the property if payment is not made for the materials and services related to the playground fence replacement project.

This notice appears to be a preliminary step toward a potential lien claim, and not a lien filing itself. I forwarded this information for review to the District's Legal Counsel and District manager for direction on how to proceed.

13. Landscaping and Irrigation Services:

a. Redtree has submitted a letter of resignation dated October 10, 2025, providing that services will end on January 10, 2025.

b. A walkthrough and inspection of the irrigation system was conducted on Wednesday, October 22, 2025. Participants included: Mr. Dana Bryant – Anchor Stone (Irrigation Expert), Ms. Yovanie – Stedfast Irrigation Technician, and Myself.

c. In reviewing an email sent to Redtree by the District Manager, I noted that on October 20, 2025, at 2:38 p.m., RedTree was informed of the following directive: "Also, pursuant to our discussions – confirming that you are aware that no irrigation fixes should take place without the approval of the Board or the Chair."

Despite this directive, I have observed a gentleman named John from RedTree on property on Tuesday October 21, 2025, October 27, 2025, and again on November 10, 2025, actively working on and operating the irrigation system.

d. Over the past week, I have observed that the grass conditions throughout the community are declining noticeably. The only irrigation-related issue currently confirmed is the burnt-out pressure switch at Pump Station 1, which Dana (Anchor Stone) identified. This issue should only impact the areas west of the Clubhouse (Mentmore, Dunstable, Buckinghamshire, Tuckerton, Trinity). However, the turf is also showing visible stress and decline along Sunlake Boulevard and Mentmore Boulevard east of the Clubhouse, where irrigation should be functioning normally. At this time, I am not aware of any system issues that would explain these additional areas of decline. I will continue to monitor turf conditions and perform non-intrusive spot checks of the irrigation system as part of ongoing maintenance oversight.

e. Two dead trees on Mentmore were cut down and disposed of by CDD staff.

f. Efforts are being made to send out an RFP.

14. Resident Concerns/Complaints:

a. I have had several complaints (18331 Snowdonia Dr., 3327 Whitley Bay Ct., 3516 Marmalade Court) of CDD property trees going/growing over residents fences. I need to understand what the policy regarding this matter is.

b. A dead deer was removed from the backyard of 19479 Umberland Place.

c. A injured deer was removed from the D-4 retention pond at The Drexel community.

d. A waste basket was installed at the green space on Tuckerton Drive at the Wellington community.

e. One of the volleyball court net ropes had snapped at one end. Ends were mended together while a new rope is acquired.

f. The bench by the volleyball court is damaged. One of the seating surface pieces has deteriorated to the point that the holding screw no longer holds the piece down. Decision needs to be made if bench is repaired or replaced.

g. Several complaints regarding tree branches affecting clear passage on sidewalks were received, particularly from the Wellington Community (Tuckerton Drive).

17. New projects to consider for upcoming months/year:

1. Pool Deck furniture/upgrade or repairs (being considered)

2. Painting of the Kids Splash Pad (spring of 2026)

3. Lights on Tennis Courts, Basketball Courts, Pool, and Playground

4. Repairs to the Tennis and Basketball fence

5. Repair of the delamination on one small section of the pool bottom floor plaster (spring 2026)

6. Repair or replacement of the playground water fountain. Done.

EXHIBIT 11B

RETURN TO AGENDA



Integrations
Phone: (863) 797-7525 (863) 968-6713
DATA + ACCESS CONTROL + SECURITY + INTRUSION + CCTV +
MONITORING + IT + LOCKS + GATES
LIC. EG13000790
ECSINTEGRATIONS.COM

Concord Station - Replace Mag Lock - Tennis Court

PROPOSAL

Date: 11/17/2025 Proposal No: TH25913

Submitted to:	Concord Station CDD/ Pool Access		**Job Location:**	Concord Station - Replace Mag Lock - Tennis Court	
Attention:	Mark	Title: Manager	Attention:	Mark	Title: Manager
Email:	concordstationmgr@gmail.com		Email:	concordstationmgr@gmail.com	
Phone:	813-909-4569	Fax:	Phone:	813-909-4569	Fax:
Address:	18636 Mentmore Blvd		Address:	18636 Mentmore Blvd	
City / ST	Land O Lakes / FL	Zip: 34638	City / ST	Land O Lakes / FL	Zip: 34638

SCOPE OF WORK:

REPLACE / INSTALL / PROGRAM 600LB MAG LOCK FOR TENNIS COURT GATE .

INCLUDED MATERIALS:

1- 600LB HOLDING MAG LOCK . PROGRAMMING .

INCLUSIONS:

• Quoted price will include materials specified, normal freight for all materials, filed notice to owner, equipment submittals, wire and device installation, final check-out and certification, one staff training session on the systems' operation.

CONSIDERATIONS & EXCLUSIONS:

• All work described in this proposal is to be performed during normal business hours unless otherwise noted.
• Customer agrees to provide uninterrupted and unhindered access to all necessary work areas during normal business hours. Any hindrance of ECS Integrations (ECSI) technicians will result in additional labor charges of $85/man hour.
• ECSI is not responsible for any changes the Authority Having Jurisdiction (AHJ) or customer may deem necessary. Any alteration or deviation from the original scope involving additional costs will be executed only upon written orders. Work, including closing of the permit, will be halted until the authorization for the change order is received in writing.• ECSI will accept payments with a credit card. These are subject to a 4% processing fee.

• Permit documents and fees are not included as specified above. Tax is excluded.
• This proposal does NOT include repairing any pre-existing troubles that may be present, including those troubles that may not be detected until proposed work is complete. (Such trouble issues may arise from any field device, field wiring, module, panel or system connected to the panel)
• This proposal does NOT cover ancillary device connections, overtime, lifts, patching, fire caulking existing penetrations, painting, phone lines, damage by others, or additional inspections required by AHJ.
• The customer is responsible for providing all connections to high voltage system components, and all conduit of the correct size to accommodate ECSI wire fills (with pull string installed).
• Unless instructed by writing prior to commencement of work, all parts removed from jobsite will be discarded without notice.

Additional notes added at time of acceptance: 50% DEPOSIT DUE PRIOR TO INSTALL.

Terms: First billing will include all parts for job start-up and mobilization labor. All billing thereafter will be billed monthly on percent of job completed.

GRAND TOTAL: $780.00

This proposal is valid through 12/17/2025

ECSI Sales Rep: _____ **ECSI Officer:** _____ _____

(Sales Representative) (Authorizing Officer Signature) Date

THIS IS A BINDING CONTRACT. The person executing this Contract represents and warrants that he/she has full authority to enter into this Contract on behalf of the Customer. The undersigned hereby acknowledges reading, understanding, and accepting all the prices, specifications, terms and conditions set forth in this Contract, including those on page two of this document which are incorporated herein and by reference made a part hereof. The undersigned authorizes ECSI to perform the work specified herein.

Customer Name: _____ **Signature:** _____ _____

ECS INTEGRATIONS- rev 2021-10-11 Date

TERMS & CONDITIONS:

1. Required Approval: This Contract shall not be binding upon ECSI until signed by an officer of ECSI. In the event this Contract is not approved by said officer of ECSI, ECSI's liability shall be limited to refunding Subscriber the amount paid, if any, upon signing this Contract.

2. Warranty:

A. Standard Warranty. ECSI guarantees all material to be as specified. All work shall be completed in a workmanlike manner according to standard industry practices. Materials & labor are warranted for 90 days from date of installation or for the term of the selected Extended Service Plan if Subscriber elects to participate in such plan. There is no labor and material warranty on any customer provided equipment.

B. Extended Warranty. Applicable only if specified on face of this contract and is contingent upon ECSI being contracted to provide Central Station Monitoring Services and perform all of the NFPA mandated tests and inspections of the installed fire protection systems'.

C. All Warranty obligations exclude pre-existing to remain components, batteries, acts of God, fire, theft, vandalism, or tampering by unauthorized personnel. All warranty's are void if any party not authorized by ECSI performs work on any item installed by ECSI.

3. Hours of Service. All work required by this Contract shall be performed between 8:00 a.m. and 4:30 p.m. on normal business days, except in the case of emergency. Service calls received after 3:30 p.m. are subject to after-hour rates.

4. Subscriber Responsibilities:

A. Subscriber agrees not to tamper with, remove, or otherwise interfere with the communication software and agrees to furnish, at Subscriber's expense, all 110 volt AC power, electrical outlets, receptacles, and telephone hook-ups as deemed necessary by ECSI for connection of the equipment.

B. Subscriber must visually inspect system components periodically and, if a problem is discovered, notify ECSI immediately. When ECSI alerts Subscriber of any issue with the system that requires correction, Subscriber assumes full responsibility for taking action to resolve the reported issue.

C. Subscriber must inform ECSI, in writing, of any change in fire rating bureau or agency. Subscriber must also inform ECSI, in writing, of any change in the list of people that ECSI is to call in the event of alarm activation. ECSI is not responsible for any errors, omissions, or failure to update such list by Subscriber.

5. Default: A. Event of Default. Subscriber shall be in default of this Contract if Subscriber: (a) fails to pay any installation charge, (b) fails to pay any monitoring or service charge, (c) willfully or negligently causes repeated false alarms, (d) cancels this Contract without cause before the end of its term, or (e) fails to perform any other obligations under this Contract.

B. ECSI's Remedy Upon Default.

i. Terminate Contract. If Subscriber defaults, ECSI may terminate this Contract ten (10) days after written notice of default if Subscriber has not cleared the default by that date.

ii. Damages. If Subscriber defaults, Subscriber shall pay ECSI any money due for any product or services provided prior to default. Additionally, Subscriber shall pay an amount equal to 60% of the remaining monitoring and or Extended Service Plan fees, plus any other damages to which ECSI may be entitled under applicable law.

iii. Costs. In the event either Party resorts to legal action to enforce the terms and provisions of this Agreement, or as a result of any breach under this Agreement, the prevailing Party shall be entitled to recover the costs of such action so incurred, including, without limitation, reasonable attorneys' fees, arbitration fees, prejudgment interest, and any other reasonable and related expenses of collection.

6. Changes: Any alteration or deviation from the specified work involving extra costs, will be executed only upon written orders, and will become an extra charge. The cost of any changes to the scope of work described herein made at the request of or made necessary or required by Subscriber's action, or which may be required by any governmental agency or insurance interest or inspection and rating bureaus are to be borne solely by Subscriber. SUBSCRIBER ACKNOWLEDGES THAT SUBSCRIBER HAS CHOSEN THE SYSTEM AND THAT ADDITIONAL PROTECTION IS AVAILABLE AND MAY BE OBTAINED FROM ECSI AT AN ADDITIONAL COST TO SUBSCRIBER. All risk of loss or damage to the system shall be borne exclusively by Subscriber. 7. External Services: Any fines levied by a municipality or government agency regarding false alarms shall be the sole responsibility of the Subscriber. Additional fees levied by monitoring agency for any reason, including but not limited to those caused by runaway dialers, runner services, etc. shall be the sole responsibility of Subscriber. Such fees shall be added to the service charges or billed to Subscriber directly by the appropriate agency.8.A. Limitation of Damages (cont.)

The payments under this Contract are based solely upon the value of the services provided and it is not the intention of the parties that the ECSI assume responsibility for any loss or damage sustained through burglary,

8. ECSI'S LIMITS OF LIABILITY:

A. Limitation of Damages. IT IS UNDERSTOOD AND AGREED THAT ECSI IS NOT AN INSURER AND THAT INSURANCE, IF ANY, COVERING INJURY AND PROPERTY LOSS OR DAMAGE ON SUBSCRIBER'S PREMISES SHALL BE OBTAINED BY THE SUBSCRIBER.

8. A. Limitation of Damages (cont.)

The payments under this Contract are based solely upon the value of the services provided and it is not the intention of the parties that ECSI assume responsibility for any loss or damage sustained through burglary, theft, robbery, fire, or other cause, or that there exists or shall exist any liability on the part of ECSI by virtue of this Contract. Notwithstanding these provisions, if there should arise any liability on the part of ECSI, such liability is and shall be limited to a sum equal to the service charge for a period of six (6) months or $500.00 whichever is less, which sum is liquidated damages and not a penalty. In the event that Subscriber wishes ECSI to assume greater liability, Subscriber may obtain from ECSI a higher limit by paying an additional amount proportioned to the responsibility and a rider shall be attached to this Contract, setting forth the additional liability of ECSI and the additional charges. However, any such additional obligation does not make ECSI an insurer.

B. Interruption of Service. ECSI shall not be liable for any damage or loss sustained by Subscriber as a result of any delay in service or installation of equipment, equipment failure, or interruption of service due to electric failures, strikes, war, acts of God, or other causes, including ECSI's negligence in the performance of this Contract. The estimated date that work is to be substantially completed is not a definite completion date and time is not of the essence.

C. Disclaimer of Warranties. ECSI does not represent or warrant that the system may not be compromised or circumvented; or that the system will prevent any loss by burglary, hold-up, fire or otherwise; or that the system will in all cases provide the protection for which it is installed or intended. Subscriber acknowledges and agrees that ECSI has made no representations or warranties, expressed or implied, as to any matter whatsoever including without limitation the condition of equipment, its merchantability or its fitness for any particular purpose; nor has Subscriber relied on any representations or warranties, expressed or implied, that any affirmation of fact or promise shall not be deemed to create an express warranty and that there are no warranties which extend beyond the face of this Contract; that

ECSI is not an insurer; that Subscriber assumes all risk of loss or damage to Subscribers premises or the contents thereof; and that Subscriber has read and understands all of this Contract, particularly paragraph eight (8) which sets forth ECSI's maximum liability in the event of any loss or damage to Subscriber or anyone else.

9. Third Party Indemnification: In the event any person, not a party to this contract, shall make any claim or file any lawsuit against ECSI for any reason relating to ECSI's duties and obligations pursuant to this Contract, including but not limited to the design, installation, maintenance, monitoring, operation, or any failure of the alarm system to operate properly, Subscriber agrees to indemnify, defend and hold ECSI harmless from any and all claims and lawsuits, including the payment of all damages, expenses, costs, and attorney's fees to the extent Subscriber agrees to indemnify, defend and hold ECSI harmless from any and all claims and lawsuits, including the payment of all damages, expenses, costs, and attorney's fees to the extent caused by Subscriber. The parties agree that there are no third party beneficiaries of this Contract. Subscriber, for itself and any of its insurance carriers waives any right of subrogation Subscriber's insurance carriers may have against ECSI or any of its subcontractors, subject to the advice of Subscriber's counsel.

10. Assignment: ECSI shall have the right to assign this Contract without notice to Subscriber and shall have the further right to subcontract any services which it may perform. ECSI shall inform Subscriber when services are subcontracted and shall maintain current proof of subcontractor's state license, general insurance, and workers compensation coverage. Subscriber acknowledges that this Contract, and particularly those paragraphs relating to disclaimer of warranties, liquidated damages and third party indemnification, inure to the benefit of, and are applicable to any subcontractors employed by ECSI to provide monitoring, maintenance, installation or service of the system(s) and they bind Subscriber to said subcontractors with the same force and effect as they bind Subscriber to ECSI.

11. Severability: In the event any of the terms or provisions of this Contract shall be declared to be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

12. Notices: All notices to be given hereunder shall be in writing and may be served either personally or by mail, postage prepaid to the addresses set forth in the Contract or to any other from time to time in writing.

13. Binding Arbitration: This Contract is binding for ECSI, Subscriber, successors in interest, agents, employees, shareholders, officers, former employees, former officers, directors, subsidiaries, parent corporations, attorneys, and all other entities acting on the their behalf. Parties agree to submit to binding arbitration, conducted by the American Arbitration Association under the Construction Industry Arbitration Rules, any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

14. Entire Agreement: This Contract is intended by the parties as a final expression of their agreement and as a complete and exclusive statement of the terms. This Contract supersedes all prior representations, understandings or agreements of the parties. This Contract can only be modified in a writing signed by the parties. No waiver of a breach of any term or condition of this Contract shall be construed to be a waiver of any succeeding breach.

initials:_____

EXHIBIT 12

RETURN TO AGENDA



CONCORD STATION

COMMUNITY DEVELOPMENT DISTRICT

EMPLOYEE POLICY

MANUAL

September 2025

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I. ORGANIZATION OVERVIEW

A. Relationships between Concord Station CDD Board of Supervisors, the District Manager, Clubhouse and Amenities Manager, Clubhouse Staff, and Heartland Payroll (HLP)

Concord Station Community Development District (CSCDD or “District”) is a special-purpose local government established under Chapter 190, Florida Statutes, to manage, operate, and maintain the works of the District for the benefit of its residents.

The District is governed by a Board of Supervisors authorized to exercise the powers granted by law (§190.006, Fla. Stat.). The Board contracts with a District Manager to oversee administrative and financial operations (§190.007(1), Fla. Stat.). Concord Station’s current District Manager is Patricia Thibault with Anchor Stone Management, LLC, 407-221-9153.

The Board has designated an Employee Liaison for employees directly hired by the District. The current Employee Liaison is Mr. Randall Griffin, 813-731-4812.

The Clubhouse & Amenities Manager (CAM) directs day-to-day operations and supervises clubhouse and amenities staff and serves as the first point of contact for employment-related questions. Current CAM: Mark A. Looknanan, Jr., 813-909-4569. The CAM coordinates with the District Manager on District-wide matters and keeps the Board informed through the Employee Liaison.

The District, through the Employee Liaison, maintains a co-employment relationship with Heartland Payroll (HLP) for payroll processing and workers’ compensation coverage/claims handling. New hires sign an at-will employment agreement (Appendix 2) and acknowledge receipt of this handbook (Appendix 1).

B. Organization Chart

See Appendix 3 for the CSCDD Organization Chart.

II. MAJOR EMPLOYMENT LAWS

A. Americans with Disabilities Act (ADA)

The ADA prohibits discrimination against qualified individuals with disabilities and requires reasonable accommodation absent undue hardship. Questions should be directed to the District Manager.

B. Equal Employment Opportunity (EEO)

The District provides equal opportunity in recruitment, appointment, training, promotion, compensation, retention, discipline, and separation without regard to protected characteristics, consistent with federal and Florida law. Employees who believe they have been discriminated against may contact the District Manager and the Florida Commission on Human Relations (FCHR).

C. Fair Labor Standards Act (FLSA)

Non-exempt employees are paid at least minimum wage and receive overtime at one-and-one-half times their regular rate for hours worked over 40 in a workweek. Exempt employees are not overtime-eligible. Employees who are unsure of their classification should speak with the CAM.

D. Florida Civil Rights Act (FCRA)

The FCRA promotes fair treatment and equal opportunity. For more information, contact the FCHR.

E. Veterans' Preference

The District follows Chapter 295, Florida Statutes, providing veterans' preference in employment, retention, and promotion for eligible individuals.

F. Florida Whistle-Blower's Act

Employees are protected from retaliation for disclosing, in good faith, certain violations or abuses to an appropriate agency. Concerns may be reported to the CAM, Employee Liaison, District Manager, or appropriate authority.

III. EMPLOYMENT POLICIES

A. New Hires

The District, through HLP, hires only individuals authorized to work in the United States. New employees must provide required documentation within three (3) business days of employment. Employees with work authorization that expires must provide updated documentation prior to expiration.

B. Open Door Policy

Employees are encouraged to raise questions or concerns with the CAM. If the concern involves the CAM, contact the Employee Liaison or District Manager. The District will review concerns fairly, maintain confidentiality to the extent possible, and prohibit retaliation.

C. Performance Review Policy

Performance reviews clarify responsibilities, evaluate performance, identify development needs, and inform compensation decisions. During the first year, reviews typically occur every three months; thereafter annually.

D. Terminations

Employment may end by resignation, probationary release, layoff, retirement, or discharge. Employees are encouraged to provide two (2) weeks' written notice for resignations. The District may discharge employment with or without cause, consistent with applicable law. Pay in lieu of unused approved PTO may be provided as stated in this handbook and as required by law.

E. Exit Interview

Departing employees are encouraged to complete an exit interview or the exit information survey (Appendix 5) to support continuous improvement.

IV. COMPENSATION

A. Job Descriptions

Job descriptions are provided in Appendix 4.

B. Compensation for Hours Worked

Starting wages are competitive and commensurate with experience and job scope as established in hiring documentation.

C. Raises

All positions are subject to a 90-day probationary period; a wage adjustment within the Board-approved range may be granted at the CAM's discretion. Annual and longevity/performance increases are at the discretion and approval of the Board of Supervisors.

D. Benefits

Eligible salaried employees may receive health, dental, vision, 401(k), and ancillary benefits per plan documents. The District contributes 50% of the lowest employee-only health insurance premium. Employees who decline District health insurance may receive a $350 monthly stipend (paid $175 bi-weekly). Contact the CAM or Employee Liaison for details.

V. ATTENDANCE AND LEAVE

A. Attendance

Employees are expected to work assigned schedules. Planned absences should be requested in advance. Unapproved absences may result in leave without pay and/or discipline, up to and including discharge.

B. Work Schedules

Standard clubhouse hours are Monday–Thursday 10:00 a.m.–7:00 p.m.; Friday–Saturday 10:00 a.m.–9:00 p.m.; Sunday 10:00 a.m.–6:00 p.m. The Maintenance Technician's standard schedule is Monday–Friday 8:00 a.m.–4:00 p.m. Seasonal adjustments may occur. Salaried positions typically work 40 hours per week; part-time roles are capped at 29 hours per week. Concierge staff rotate weekend coverage.

Employees working an eight (8) hour shift generally receive two 15-minute paid rest breaks and one 30-minute meal break, scheduled with the CAM or Concierge Supervisor. Breaks may not be combined or used to offset late arrival or early departure. Employees must notify the CAM/Concierge Supervisor when leaving the premises during working time.

C. Employee Attendance Records

The CAM, assisted by the Concierge Supervisor, records and maintains time and attendance records for all staff.

D. Paid Time Off for Salaried Positions

PTO covers sick, personal, and vacation time. Requests should be submitted in advance using the PTO Request Form (Appendix 9). Weekend PTO (Friday through Monday) requires specific CAM approval based on operational needs.

Accrual Schedule:

- After probation through Year 1: 10 days/year
- Years 2–5: 12 days/year
- After Year 5: 15 days/year

PTO may be banked and used in advance within the employment year. Unused PTO carries over year-to-year. No more than twelve (12) consecutive business days may be taken at once (excluding weekends if not normally scheduled) unless specifically approved by the CAM. Unauthorized absences may lead to leave without pay and discipline. In emergencies, notify the CAM as soon as practicable.

E. Holidays

Closed Holidays: New Year's Day (January 1), Easter Sunday, Thanksgiving Day (fourth Thursday in November), Christmas Day (December 25).

Early-Close (Floating) Holidays: Valentine's Day (February 14), Mother's Day (second Sunday in May), Memorial Day (last Monday in May), Father's Day (second Sunday in June), Independence Day (July 4), Labor Day (first Monday in September), Christmas Eve (December 24), New Year's Eve (December 31).

Salaried employees will be credited up to eight (8) hours of pay on holidays when the Clubhouse is closed.

VI. GENERAL INFORMATION

A. Personal Appearance/Dress Code

Employees must present a neat, professional appearance appropriate for public contact. District-issued shirts (if provided) should be worn with jeans, solid cargo pants, or solid shorts. Camouflage, sweatpants, or sweatshirts are not permitted (except as needed for warmth during cold weather). When uniforms are unavailable, business formal or business casual attire is required.

B. Smoking Policy

Smoking or vaping is not permitted in any interior or exterior amenities areas.

C. Safe Use of Cellular Phones and use of CDD phone

Do not use a mobile device while driving. Pull over to a safe location before calling or texting. Personal or non-work use of phones during working hours should be limited; abuse may result in discipline.

D. Personal Property

The District is not responsible for loss or theft of personal property or valuables. Keep such property secure.

E. District Property

District property and systems are for work-related purposes only. Report loss or damage promptly.

F. Jury/Civic Duty

Notify the CAM promptly if subpoenaed for jury duty or as a witness and provide a copy of the subpoena or court order. Employees dismissed from jury duty prior to noon should return to work for the remainder of the day unless otherwise approved. If not returning, submit a PTO Request Form so time can be charged appropriately.

G. Severe Weather Conditions

Use sound judgment when traveling during inclement weather and communicate any delays to the CAM as soon as possible. If severe weather occurs during working hours, follow CAM instructions and shelter in designated safe areas until conditions improve.

H. Solicitations/Distributions

Solicitation or distribution of literature is not permitted during working time or in working areas. Examples include sales, political or religious materials, and outside memberships. Violations may result in discipline, up to and including discharge.

I. Training and Development Policy

New hires receive role-specific onboarding. Cross-training is encouraged to ensure coverage during absences. Ongoing training may include safety, customer service, irrigation systems, pool readings, access control, and reservations management.

J. Resident Interaction Protocol

Operational directives to staff come from the CAM; residents should not direct staff duties. Document resident complaints or requests in the designated log and follow the chain of command. Treat all residents and guests with courtesy and professionalism; escalate hostile interactions to the CAM.

K. Social Media and Public Communication Policy

Refer media or public inquiries to the CAM. Do not post confidential information, internal disputes, or resident-identifying details. Employees may not speak on behalf of the District without written authorization from the Board of Supervisors, the District Manager, or the CAM.

VII. EMPLOYEE RELATIONS

A. Drug-Free Workplace

The District maintains a drug-free workplace. Unauthorized possession, use, sale, or being under the influence of illegal drugs or alcohol while on duty or on District property is prohibited. Testing may occur as permitted by law (e.g., reasonable suspicion, post-accident). Violations may result in discipline up to termination.

B. Harassment

The District prohibits discrimination and harassment in the workplace. Actions, words, jokes, or remarks based on protected characteristics are not tolerated. This policy also prohibits harassment in any form—verbal, physical, or visual, including sexual harassment.

Employees who believe they have been harassed should promptly report the matter to the CAM; if the concern involves the CAM, report to the Employee Liaison or District Manager. Reports will be addressed promptly and, to the extent possible, confidentially. Retaliation is prohibited.

Similar prohibitions apply to harassment directed toward residents, patrons, or visitors. Reports will be investigated, and appropriate corrective action will be taken.

A. Drug-Free Workplace

The District acknowledges that drug use has serious adverse effects in the workplace resulting in lost productivity and poses a threat to public health and safety. Maintaining a healthy and productive workforce with safe working conditions free from the effects of drugs decreases the occurrence of injuries on the job, absenteeism, and theft, and promotes employee morale.

The Drug-Free Workplace Act promotes the goal of drug-free workplaces within government through fair and reasonable drug-testing methods for the protection of public employees and employers.

Section 112.0455, Florida Statutes, identifies and defines the types of authorized drug testing: job applicant testing, routine fitness for duty testing, follow-up testing, random testing, and reasonable suspicion drug testing. Random testing and job applicant testing are currently conducted only under separate, specific legislative authorization. “Reasonable suspicion drug testing” means drug testing based on a belief that an employee is using or has used drugs in violation of the employer’s policy drawn from specific objective facts and reasonable inferences drawn from those facts considering experience. A job applicant is defined in section 112.0455, Florida Statutes, as “a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a drug test.” To learn more about the other types of drug testing, review section 112.0455, Florida Statutes.

All employees are expected to adhere to the District's standards of conduct concerning the possession and/or use of drugs or alcohol while on duty or while in or on District property. Violations of this policy will result in disciplinary action, up to and including discharge.

B. Harassment

The District has a strict policy against discrimination and harassment in the workplace. It is expected that all employees will interact fairly and honestly with one another to ensure that the work environment is free of intimidation and harassment.

The District is committed to providing all job applicants and employees with an environment free of discrimination and unlawful harassment. Actions, words, jokes, or remarks based on an individual's sex, race, ethnicity, age, religion, physical impairment, or any other legally protected characteristic will not be tolerated. This policy also prohibits harassment in any form, including verbal, physical, and visual harassment.

Unwelcome sexual conduct, such as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when it is made as a term or condition of employment or, unwelcome sexual conduct, which creates an intimidating, hostile, or offensive work environment will not be tolerated.

Any employee who believes a co-worker, member of management, or agent of the District has unlawfully harassed him/her should promptly report the matter to the Clubhouse and Amenities Manager, or if against the Manager, then the report will be made to the District's Employee Liaison, Mr. Randall Griffin, at 813-731-4812. Every employee can raise concerns and make reports without fear of reprisal.

The District will make every effort to ensure that complaints of harassment are resolved promptly and effectively. All actions taken to resolve complaints of harassment through investigations should be conducted confidentially to the extent possible.

Similar actions of harassment directed towards residents, patrons, and/or visitors of the District by employees are also prohibited and will not be tolerated. Employees are expected to be courteous and respectful of residents, patrons, and visitors at all times. Any reports regarding such behavior will be promptly investigated.

Any employee, after appropriate investigation, who is found to have engaged in the harassment of an employee, resident, patron, or visitor, will be subject to disciplinary actions, up to and including discharge, with or without warning per Appendix 7.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge receipt of the Concord Station Community Development District Employee Handbook. I accept my responsibility to read and understand this handbook, including the District's policy on discipline and standards of conduct. I understand the topics discussed in this handbook represent the general policies of the District and that the District may impose additional requirements, depending upon the nature of my position.

Employee Name: _____

(Please print)

_____ _____

Employee Signature Date

APPENDIX – 2

CONCORD STATION CDD AT WILL EMPLOYMENT AGREEMENT

Employment with the Concord Station Community Development District ("District") is at will. This means that neither the employee nor the District has entered into a contract guaranteeing employment for any specific length of time. Either party may terminate the employment relationship at any time, with or without notice, and with or without cause, subject only to applicable law.

Nothing in this Employee Policy Manual, any other District policy, guideline, practice, or statement—whether oral or written—creates an express or implied contract of employment or alters the at-will status of the employment relationship. The policies and procedures described herein are for informational and administrative purposes only and may be modified, amended, or discontinued by the District at its sole discretion.

Exceptions:

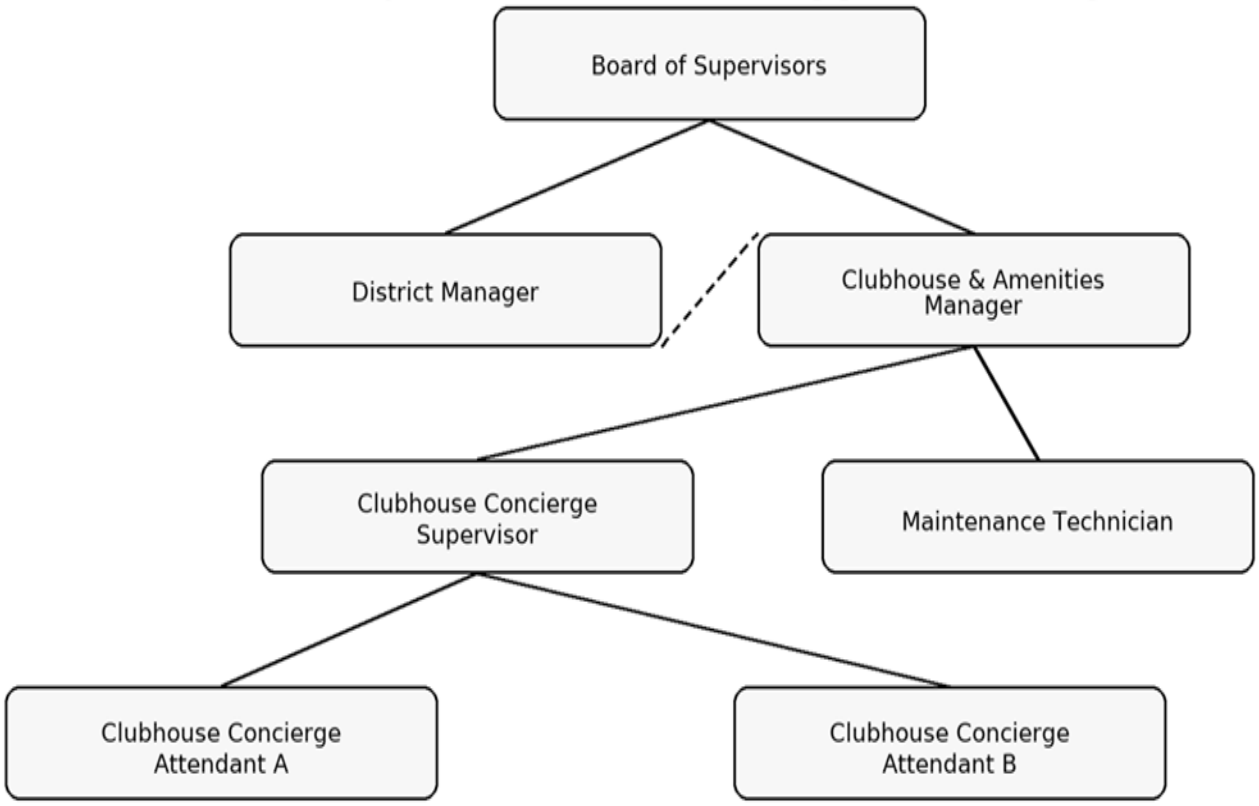
The at-will employment relationship may be modified only by a written agreement signed by both the employee and the Board of Supervisors or their authorized designee. This policy does not apply where a valid collective-bargaining agreement or specific written employment contract provides otherwise.

Legal Protections:

Nothing in this policy affects or limits employees' rights under federal or state laws prohibiting unlawful discrimination or retaliation. Employees are protected from termination or other adverse employment actions based on race, color, religion, sex, national origin, age, disability, marital status, veteran status, or any other classification protected under applicable federal, state, or local law.

_____	_____	_____
Employee name	**Signature**	**Date**

CSCDD Organization Chart – Appendix 3 (Updated)



- - - - - - - Dashed line indicates liaison/coordination (no direct supervision).

CSCDD Clubhouse and Amenities Manager
Job Description

Position Summary – Clubhouse & Amenities Manager

- The Clubhouse & Amenities Manager is responsible for the overall management, operation, and maintenance of the Concord Station Community Development District's (CSCDD) clubhouse and amenities facilities, ensuring they are operated in a safe, professional, and welcoming manner for residents and guests.
- This position provides direct supervision and leadership to all clubhouse and amenities staff, including the Concierge Supervisor, Concierge Attendants, and Maintenance Technician. The Manager is accountable for daily operations, facility readiness, vendor coordination, resident relations, budget tracking, and compliance with District policies and Board directives.
- The Clubhouse & Amenities Manager works under the general direction of the Board of Supervisors and in coordination with the District Manager on administrative and financial matters. The position requires independent judgment, hands-on facility oversight, and the ability to balance administrative duties with field supervision to ensure all amenities—including the clubhouse, fitness center, pool, tennis and basketball courts, playgrounds, and common areas—are maintained to the highest standards of quality, safety, and resident satisfaction.

Responsibilities and requirements include (but not limited):

- Build and manage relationships with residents, guests, and vendors
- Represent the Concord Station CDD professionally in appearance and conduct
- Planning and managing day-to-day operations
- Planning and managing community events
- Hiring and training new staff
- Performance monitoring and evaluations
- Monitoring existing projects
- Managing Bi-weekly Payroll and Benefits Packages
- Manage budget and coordinate materials to ensure ongoing operations
- Analyzing workload
- Planning, attending and after CDD Board of Supervisors meetings: arranging for maintenance & repair of all Clubhouse equipment and systems to minimize downtime
- Ongoing cross-training to be proficient in all tasks to fill-in for absent employees as needed
- General administrative duties to ensure employees are working effectively and efficiently
- Managing and controlling the residents/patrons amenities areas Access Control System
- Administrating the Clubhouse Reservation System
- Engaging with Vendors and Contractors to ensure work is being performed per contract and expectations
- Required 24/7 availability in case of emergencies

APPENDIX-4 (CONT.)

Reporting Structure

- Reports To: Board of Supervisors
- Coordinates With: District Manager, Employee Liaison, Clubhouse Concierge Supervisor, and other staff as needed
- Supervises: Clubhouse Concierge Supervisor, Concierge Attendants, and Maintenance Technician

CSCDD Clubhouse Concierge Supervisor
Job Description

Position Summary – Clubhouse Concierge Supervisor

- The Clubhouse Concierge Supervisor oversees the daily front-desk and resident-service operations of the Concord Station Community Development District (CSCDD) clubhouse and amenities facilities. This position ensures that residents and guests receive courteous, professional assistance and that the clubhouse is maintained as a welcoming, orderly, and safe environment.
- Working under the direct supervision of the Clubhouse & Amenities Manager, the Concierge Supervisor provides leadership and guidance to the Concierge Attendant team, ensuring consistent performance, adherence to District policies, and high standards of customer service. The Supervisor assists with scheduling, staff training, event coordination, and communication between the front desk, residents, vendors, and management.
- The role also involves monitoring facility usage, enforcing rules and reservation procedures, maintaining records of resident inquiries and incidents, and assisting with special events and community programs. The Clubhouse Concierge Supervisor acts as the primary point of contact during assigned shifts and serves as the on-site lead when the Clubhouse & Amenities Manager is unavailable.

Responsibilities and requirements include (but not limited):

- Represent the Concord Station CDD professionally in appearance and conduct
- Assist in planning and managing community events
- Build and manage relationships with residents, guests, and vendors
- Assist in keeping the Clubhouse clean, orderly, and maintained
- Assist Clubhouse Manager in management duties
- Complete and maintain all necessary reports as directed by Clubhouse Manager
- Participate in meetings and stay current on industry trends
- Support and mentor team members as needed
- Read, understand, and abide with written Concord Station CDD Policies & Procedures

Reporting Structure:

- Reports To: Clubhouse & Amenities Manager
- Coordinates With: Maintenance Technician and other staff as needed

- Supervises: Concierge Attendants

CSCDD Front Desk Concierge
Job Description

Responsibilities and requirements include (but not limited):

- Represent the Concord Station CDD professionally in appearance and conduct
- Assist in planning and managing community events
- Build and manage relationships with residents, guests, and vendors
- Assist in keeping the Clubhouse clean, orderly, and maintained
- Assist the Clubhouse Concierge Supervisor with administrative duties
- Read, understand, and abide with written Concord Station CDD Policies & Procedures

Reporting Structure

- Reports To: Clubhouse & Amenities Manager and Clubhouse Concierge Supervisor
- Coordinates With: Clubhouse Concierge Supervisor and other staff as needed
- Supervises: None

CSCDD Maintenance Technician
Job Description

Position Summary

- The Maintenance Technician supports the operation, upkeep, and safety of all Concord Station Community Development District facilities, including the Clubhouse, pool areas, playgrounds, tennis and basketball courts, irrigation systems, lighting, and common grounds. This position works under the direct supervision of the Clubhouse & Amenities Manager and plays a vital role in ensuring that the community's amenities are maintained to the highest standards of cleanliness, functionality, and appearance.

Responsibilities

- Perform routine inspections, maintenance, and repairs of District facilities, systems, and equipment, including lighting, plumbing, electrical, irrigation, and HVAC components.
- Conduct preventive maintenance and report potential safety or operational issues to the Clubhouse & Amenities Manager.
- Assist in the upkeep of amenities areas including playgrounds, sports courts, picnic areas, signage, and fencing.
- Support set-up and breakdown for community events and programs.
- Maintain accurate maintenance logs, inspection checklists, and service reports.
- Monitor vendor work on-site to ensure compliance with District safety and quality standards.

- Respond promptly to emergency maintenance situations and perform after-hours work when required.

APPENDIX-4 (CONT.)

- Operate light equipment (pressure washers, blowers, trimmers, etc.) safely and efficiently.
- Follow all District safety and conduct policies, ensuring that all work is performed in a professional, courteous, and resident-friendly manner.

Reporting Structure

- Reports To: Clubhouse & Amenities Manager
- Coordinates With: Clubhouse Concierge Supervisor and other staff as needed
- Supervises: None

APPENDIX – 4

Compensation in lieu of Insurance Benefits:

Any employee who chooses not to purchase insurance through payroll deductions will be offered offsetting equivalent compensation in the form of a monthly stipend of $350.00 per/month. This offer applies only to all salary positions.

CONFIDENTIAL
Exit Information Survey

***If you desire an in-person exit interview, please contact the Clubhouse and Amenities Manager, Mark A. Looknanan, Jr. at 813-909-4569. Otherwise, please fill out this form and return it to the Clubhouse and Amenities Manager

Job Title: _____

Supervisor: _____

1. How did you learn about the job opening for your current position?

2. Why did you accept that job offer versus another?

3. Were the duties and demands of your job (*i.e.,* maintaining the works of the district) described accurately during the interview process?

4. Were you given training to perform the job? How would you assess the quality of that training? What are some of the areas for improvement?

5. Were your own expectations for the job met?

6. Describe the workplace environment.

7. Were there any special problem areas within the works of the district (the systems, facilities, parks, recreation, etc.)?

8. What improvements can you suggest to your job (to make it easier, more challenging, and more interesting)?

APPENDIX – 5 (CONT.)

9. Were you and your supervisor able to work together effectively?

10. What kind of feedback did you receive from your supervisor and how frequently?

11. How could your supervisor have helped you more on the job?

12. How would you describe your supervisor's management style?

13. How would you describe the management style of the Clubhouse Manager?

14. What do you like most about working here?

15. What do you like the least about working here?

16. What do you feel good about accomplishing in your job and in your time here?

17. What factors contributed to your decision to leave? What might have been done to prevent you from leaving?

18. What makes your new job more attractive than your present job?

19. What are your general feelings about working for this CDD?

20. Would you consider returning to this CDD if a position were available in the future?

APPENDIX- 6

EMPLOYEE EVALUATION

Employee Name: _____ **Date:** _____

Job Title: _____ **Manager:** _____

Anniversary Date: _____ **Department:** _____

Year Hired: _____ **Hourly Rate:** _____

Raise Approved: Yes [ ] No [ ] **New Hourly Rate:** _____

BEHAVIOR	ASSESMENT				COMMENTS
	Role Model Outstanding	Highly Effective	Effective	Needs Improvement	
Adaptability					
Communication					
Customer Service					
Interpersonal Skills					
Judgment					
Personal Account-Ability/Ownership					
JOB PERFORMANCE					
Quality of Work					
Quantity of Work					
Job Knowledge					
Dependability					
Initiative					
Organizational Skills					
ATTENDANCE					
Absences					
Tardiness					

Overall Rating (Check One):

[ ] Outstanding [ ] On-Target Performance

[ ] Strong Performance [ ] Action Needed

Employee Signature: _____ Supervisor Signature: _____

APPENDIX-7

EMPLOYEE WARNING REPORT

-CONFIDENTIAL-

Name: _____ SSN: _____

Client Company Name: _____ Violation Date: _____

Violation			
☐ Alcohol/Drug Abuse	☐ Attendance	☐ Attitude	☐ Carelessness
☐ Conduct	☐ Fighting	☐ Insubordination	☐ Personal Work
☐ Quality of Work	☐ Safety	☐ Tardiness	☐ Work Rules
☐ Other:			

Company Statement: _____

_____

_____

_____

_____

(Use additional sheets if necessary)

Employee Statement:

☐ I agree with the company statement.
☐ I do not agree with the company statement.

Comments: _____

_____

_____

_____

_____

(Use additional sheets if necessary)

Employee Signature: _____ Date: _____
(Indicates receipt of written warning)

Supervisor Signature: _____ Date: _____

CONCORD STATION CDD EMPLOYEE TERMINATION

Name of Employee: _____

Termination Effective Date: _____

Reg. Hours to be paid on final check: _____

Vacation Hours to be paid: _____

Supervisor Name: _____

Reason for Termination:

Voluntary Resignation (check one)

_____ Secured better position
_____ Dissatisfied (type of work)
_____ Dissatisfied (salary)
_____ Dissatisfied (supervisor)
_____ Dissatisfied (working conditions)
_____ Generally dissatisfied
_____ Retirement
_____ Returned to school
_____ Moving out of area
_____ Family or personal circumstances
_____ In Lieu of Discharge
_____ No Reason Given

Involuntary Termination (check one)

____ Absenteeism or Tardiness
____ Failure to Meet Performance Expectations
____ Insubordination
____ Not qualified for the position
_____ Gross Misconduct
____ Dishonesty or Theft
_____ Job abandonment
_____ Death
_____ Other

Lay Off (check one)

_____ Lack of Work

_____ Job Eliminated

Reason for leaving (Supervisor's statement) _____

_____

_____

Eligible for Re-hire? _____ Yes _____ No

If no, Explain: _____

_____

_____ _____

Supervisor Signature Date

CSCDD
Paid Time Off (PTO)
Request Form

Please submit this form for approval at least two weeks in advance of your preferred PTO dates.

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

PTO Dates Requested: ____/____/_____ through ____/____/_____

Returning: ____/____/_____

Total Number of Days Requested: _____

_____ Date _____ Signature of Employee

Approval:

_____ Date _____
Clubhouse and Amenities Manager

EMPLOYEE PERSONAL NOTES


CONCORD
STATION

EXHIBIT 13

RETURN TO AGENDA



POLICY NUMBER
100124607

ISSUED:
10/1/2024
EXPIRES:
10/1/2025 at 12:01a.m.

SWORN STATEMENT
PROOF OF LOSS

CLAIM NUMBER
FIAD-100124607-001
AGENCY AT
Per Policy

To the **Florida Insurance Alliance and Interested Underwriters (per schedule)**

At time of loss, by the above indicated policy of insurance you insured **Concord Station CDD** against loss by all other perils, to the property described, according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

TIME AND ORIGIN	A property loss occurred on or about the **8th of August of 2025**. The cause and origin of the said loss was: **Lightning Strike**	
OCCUPANCY	The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: as a business purpose of the insured.	
TITLE AND INTEREST	At the time of the loss the interest of your insured in the property described therein was: **owned** No other person or persons had any interest therein or in cumbrance thereon, except: **None**	
CHANGES	Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: **None**	
TOTAL	THE TOTAL AMOUNT OF INSURANCE upon the property described by this policy was $30,000 at the time of the loss, INSURANCE as more particularly specified in the apportionment attached under policy #100124607 besides which there was no policy or other contract of insurance, written or oral, valid or invalid.	
VALUE	THE ACTUAL CASH VALUE of said property at the time of the loss was ……..	$**NA**
LOSS	THE WHOLE LOSS AND DAMAGE WAS ……	**$27,210.00**
AMOUNT CLAIMED:	THE AMOUNT CLAIMED under the above numbered policy is …….. **(Each Item is capped at $5k less the $1k per item)**	**$20,850.00**

SPECIAL CONDITIONS:

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

The furnishing of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of its rights.

State of _____ Insured: _____

County of _____ Insured: _____

Subscribed and sworn to before me this _____ day of _____ .

_____ Notary Public

EXHIBIT 14

RETURN TO AGENDA



Concord Station
Community Development District

Summary Financial Statements

(Unaudited)

September 30, 2025

Concord Station
Balance Sheet
September 30, 2025

		General Fund	Reserve Fund	Debt Srv Fund	Total
1	**Assets:**				
2	Cash - Operating Account	$ -	$ -	$ -	-
3	Cash - Restricted Cash	-	-	-	-
4	Cash - Operating Account Southstate	118,407	-	-	118,407
5	Cash - Money Market Account	1,373,503	752,056	-	2,125,560
6	Cash - Operating (Square)	5,434	-	-	5,434
7	Debit Card	2,379	-	-	2,379
8	Investments:				
9	Revenue Trust Fund	-	-	397,605	397,605
10	Interest Fund	-	-	-	-
11	Debt Service Reserve Fund	-	-	917,982	917,982
12	Prepayment Fund	-	-	1,124	1,124
13	Accounts Receivable	1,030	-	-	1,030
14	On-Roll Assessments Receivable	15,658	-	16,439	32,096
15	Due from Other Funds	-	-	92,671	92,671
16	Deposits	6,591	-	-	6,591
17	Prepaid Items		-	-	-
18	**Total Assets**	$ 1,523,002	$ 752,056	$ 1,425,821	$ 3,700,879
19	**Liabilities:**				
20	Accounts Payable	67,312	-	-	67,312
21	Accrued Payable	18,007	-	-	18,007
22	Due to Other Funds	50,341	-	-	50,341
23	Deposits Payable	5,564	-	-	5,564
24	Deferred Revenue - On-Roll	-	-	-	-
25	**Fund Balance:**				
26	Non-Spendable:	6,591	-	-	6,591
27	Assigned - Reserved	-	-	-	-
28	Restricted	-	685,856	1,425,820	2,111,676
28	Unassigned	922,162	-	-	922,162
29	Net Change in Fund Balance	453,024	66,200	-	519,224
30	**Total Liabilities & Fund Balance**	$ 1,523,002	$ 752,056	$ 1,425,821	$ 3,700,879

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2024 through September 30, 2025

		FY2025 Adopted Budget	FY2025 Budget Year to Date	FY2025 Actual Year to Date	Variance Over/(Under) Budget
1	**Revenues:**				
2	Special Assessments	$ 1,694,847	$ 1,694,847	$ 1,716,430	$ 21,583
3	Tax Roll for Transfer to Reserve Fund	50,000	50,000	50,000	-
4	Fund Balance Forward	400,000	118,231	118,231	-
5	Interest Income	-	-	96,708	96,708
6	Clubhouse Rentals	-	-	9,738	9,738
7	Fees for Fence Project	-	-	-	-
8	Key/Access/Transponder Revenue	-	-	5,943	5,943
9	Miscellaneous Revenue	-	-	1,795	1,795
10	**Total Revenues**	**2,144,847**	**1,863,078**	**1,998,846**	**135,768**
11					
12	**Expenditures:**				Variance (Over) / Under
13	**Financial & Administrative**				
14	Supervisor Compensation	13,000	13,000	14,200	(1,200)
15	Administrative Services	3,000	3,000	2,250	750
16	District Management	35,000	35,000	33,467	1,533
17	District Engineer	30,000	30,000	34,800	(4,800)
18	Assessment Roll	2,500	2,500	2,500	0
19	Financial & Revenue Collections	2,500	2,500	2,500	0
20	Accounting Services	16,000	16,000	16,000	0
21	Auditing Services	5,000	5,000	3,600	1,400
22	Miscellaneous Mailings	1,500	1,500	1,816	(316)
23	Public Officials Liability Insurance	3,215	3,215	3,215	-
24	Bank Fees	800	800	1,335	(535)
25	Dues, Licenses & Fees	175	175	254	(79)
26	Legal Advertising	1,500	1,500	955	545
27	Tax Collector/Property Appraiser Fee	150	150	702	(552)
28	ADA Website Compliance	2,015	2,015	1,515	500
29	Website Hosting, Maintenance & Backup	1,500	1,500	388	1,112
30	District Counsel	30,000	30,000	76,904	(46,904)
31	**Total Financial & Administrative**	**147,855**	**147,855**	**196,401**	**(48,546)**
32					
33	**Debt Administration**				
34	Dissemination Agent	5,000	5,000	3,750	-
35	Trustee Fees	6,000	6,000	5,432	568
36	Arbitrage Rebate Calculation	500	500	-	500
37	**Total Debt Administration**	**11,500**	**11,500**	**9,182**	**1,068**
38					
39	**Securty Operations**				
40	Off Duty Deputy	132,802	132,802	130,264	2,538
41	**Total Security Operations**	**132,802**	**132,802**	**130,264**	**2,538**
42					
43	**Electric Utility Services**				
44	Utility Services	16,000	16,000	13,410	2,590
45	Utility - Recreation Facilities	32,000	32,000	22,481	9,519
46	Utility - Streetlights	106,000	106,000	90,137	15,863
47	**Total Electric Utility Services**	**154,000**	**154,000**	**126,028**	**27,972**
48					
49	**Garbage/Solid Waste Control Services**				
50	Solid Waste Assessment	900	900	1,068	(168)
51	Garbage - Recreation Facilities	1,040	1,040	1,640	(600)
52	**Total Garbage/Solid Waste Control Services**	**1,940**	**1,940**	**2,708**	**(768)**

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2024 through September 30, 2025

53					
54	**Water-Sewer Combination Services**				
55	Utility - Recreation Facilities	12,000	12,000	8,135	3,865
56	**Total Water-Sewer Combination Services**	**12,000**	**12,000**	**8,135**	**3,865**
57					
58	**Stormwater Control**				
59	Pest Control	3,500	3,500	-	3,500
60	Aquatic Maintenance	110,676	110,676	110,676	-
61	Lake/Pond Bank Maintenance & Repair	20,000	20,000	-	20,000
62	Stormwater Assessments	2,000	2,000	2,241	(241)
63	Wetland Monitoring & Maintenance	-	-	-	-
64	Fountain Service Repair & Maintenance	4,500	4,500	1,683	2,817
65	Acquatic Plant Replacement	2,500	2,500	-	2,500
66	Stormwater System Maintenance	2,500	2,500	-	2,500
67	Wetland Invasive Areas Maintenance	2,500	2,500	-	2,500
68	**Total Stormwater Control**	**148,176**	**148,176**	**114,600**	**33,576**
69					
70	**Other Physical Environment**				
71	Property Insurance	32,361	32,361	34,223	(1,862)
72	General Liability Insurance	3,596	3,596	3,596	-
73	Entry & Walls Maintenance & Repair	5,000	5,000	-	5,000
74	Landscape Maintenance	253,040	253,040	264,458	(11,418)
75	Well Maintenance	500	500	-	500
76	Landscape - Fertilizer	18,800	18,800	18,267	533
77	Landscape Replacement Plants, Shrubs, Trees	15,000	15,000	13,860	1,140
78	Landscape Inspection Services	-	-	-	-
79	Fire Ant Treatment	7,600	7,600	-	7,600
80	Holiday Decorations	35,000	35,000	-	35,000
81	Landscape - Pest Control/OTC Injections	2,400	2,400	-	2,400
82	Landscape - Mulch	45,238	45,238	34,375	10,863
83	Landscape - Annuals/Flowers	8,800	8,800	6,105	2,695
84	Landscape - Pest Control	2,000	2,000	5,267	(3,267)
85	Irrigation Repair	30,000	30,000	49,211	(19,211)
86	Rust Prevention	15,000	15,000	13,620	1,380
87	**Total Other Physical Environment**	**474,335**	**474,335**	**442,982**	**31,353**
88					
89	**Road & Street Facilities**				
90	Roadway Repair & Maintenance	5,000	5,000	-	5,000
91	**Total Road & Street Facilities**	**5,000**	**5,000**	**-**	**5,000**
92					
93	**Parks & Recreation**				
94	Management Contract	12,000	12,000	3,000	9,000
95	Amenity Management Contracted Employee Salaries	205,000	205,000	218,140	(13,140)
96	Clubhouse Maintenance & Repair	27,000	27,000	38,875	(11,875)
97	Gate Maintenance & Repair	1,000	1,000	19,733	(18,733)
98	Computer Support, Maintenance & Repair	2,000	2,000	663	1,337
99	Fitness Equipment Maintenance & Repair	17,000	17,000	1,230	15,770
100	Clubhouse Facility Janitorial Services	9,600	9,600	15,938	(6,338)
101	Clubhouse Facility Janitorial Supplies	10,000	10,000	896	9,104
102	Pool Service Contract	27,600	27,600	27,600	-
103	Security System Monitoring Services & Maintenance	3,000	3,000	5,726	(2,726)
104	Facility A/C & Heating Maintenance & Repair	5,000	5,000		5,000
105	Furniture Repair & Replacement	7,000	7,000		7,000
106	Pool Permits	425	425	-	425
107	Playground Equipment Maintenance & Repairs	2,500	2,500	481	2,019
108	Vehicle Maintenance	750	750	181	569

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2024 through September 30, 2025

109	Telephone, Fax & Internet	9,000	9,000	8,700	300
110	Athletic Court/Field/Playground Maintenance	2,500	2,500	196	2,304
111	Pool/Water Park/Fountain Maintenance	3,000	3,000	15,671	(12,671)
112	Pest Control & Termite Bond	1,300	1,300	624	676
113	Office Supplies	3,500	3,500	2,252	1,248
114	Wildlife Management Services	2,500	2,500	-	2,500
115	Dog Waste Station Supplies and Maintenance	6,000	6,000	8,496	(2,496)
116	**Total Parks & Recreation**	**357,675**	**357,675**	**368,402**	**(10,727)**
117					
118	**Special Events & Contingency**				
119	Clubhouse - Special Events	35,000	35,000	8,400	26,600
120	Miscellaneous Contingency	500,000	500,000	118,231	381,769
121	Capital Outlay	114,564	114,564	34,613	79,952
122	**Total Special Events & Contingency**	**649,564**	**649,564**	**161,244**	**488,320**
123					
124	**Total Expenditures Before Other Financing Sources**	**2,094,847**	**2,094,847**	**1,559,945**	**533,652**
125					
126	**Total Other Financing Sources (Uses)**				
127	Interfund Transfer to Capital Reserve Fund	50,000	50,000	50,000	-
128	**Total Other Financing Sources (Uses)**	**2,144,847**	**2,144,847**	**1,609,945**	**533,652**
129					
130	Transfer In			-	
131					
132	**Total Excess Expenditures Over (Under) Revenues**	**-**	**(281,769)**	**388,900**	**669,420**
133					
134	**Fund Balance - Beginning**			**928,753**	
135					
136	**Fund Balance - Ending**			**1,317,654**	

Concord Station
Capital Reserve Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2024 through September 30, 2025

		FY025 Adopted Budget	FY2025 Actual Year to Date
1	**Revenues:**		
2	Interest Earnings	$ -	$ 16,200
3	Special Assessments	-	-
4	**Total Revenues**	**-**	**16,200**
5	**Expenditures:**		
6	Increase in Fund Balance	50,000	-
7	**Total Expenditures**	**50,000**	**-**
8	**Excess Expenditures Over (Under) Revenues**	**(50,000)**	**16,200**
9	**Other Sources (Uses)**		
10	Transfer In from General Fund	50,000	50,000
12	**Total Other Sources (Uses)**	**50,000**	**50,000**
	Transfer Out	**-**	**-**
13	**Fund Balance - Beginning**	-	685,856
14	**Fund Balance - Ending**	**-**	**752,056**

Concord Station
Debt Service 2015A-1
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2024 through September 30, 2025

	Adopted Budget	Actual Year to Date
Revenues:		
Special Assessments - On-Roll, Net	$ 1,834,650	$ 1,854,541
Prepayment Revenue	-	-
Interest	-	60,537
Total Revenues	**1,834,650**	**1,915,078**
Expenditures:		
Debt Service Obligation , Net	1,834,650	2,015,907
Total Expenditures	**1,834,650**	**2,015,907**
Excess Expenditures Over (Under) Revenues	**-**	**(100,829)**
Other Sources (Uses)		
Transfer In	-	-
Transfer Out	-	-
Total Other Sources (Uses)	**-**	**-**
Fund Balance - Beginning	-	1,526,650
Fund Balance - Ending	**-**	**1,425,821**

Concord Station
Balance Sheet
September 30, 2025

Balance per Bank Statement	$	198,644.31
Plus: Deposits in Transit		-
Less: Outstanding Checks		(80,536.55)
	$	**118,107.76**
Beginning Balance		43,652.74
Receipts		350,108.00
Disbursements		(275,652.98)
Balance per Book	**$**	**118,107.76**

Concord Station
Check Register
FY2025

Date	Check #	Payee	Deposit	Deposit	Disbursement	Balance
9/30/24		**Balance**	-	-	-	**236,077.53**
10/01/2024	100127ACH	Bright House Networks	18636 MENTMORE BOULEVARD, 09/14/2024 through 101324		721.21	235,356.32
10/02/2024	100224ACH	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights, Aug 3 - Sep 4		5,702.36	229,653.96
10/03/2024	100324ACH	Duke Energy	Reference: 0000 Trinity Cottage Dr. Aug 10 - Sep 11		1,083.05	228,570.91
10/04/2024	100220	Breeze Connected, LLC, CDD	Invoice: 4074 (Reference: Professional Management Services, Amenity/Field Service.)		22,583.00	205,987.91
10/04/2024	100221	Florida Brothers Maintenance & Repair	Invoice: 1195 (Reference: Janitorial Cleaning.)		1,482.00	204,505.91
10/04/2024	100222	Total Plumbing Solutions, Inc	Invoice: i89765 (Reference: Perform camera inspection of main line.)		725.00	203,780.91
10/15/2024	101524ACH	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Oct 13 - Nov 12, 2024		56.38	203,724.53
10/16/2024	100224	RedTree Landscape Systems	Invoice: 19236 (Reference: Landscape Construction.)		34,375.00	169,349.53
10/16/2024	100225	Suncoast Pool Service	Invoice: 10628 (Reference: Swimming Pool Service.)		2,300.00	167,049.53
10/16/2024	100226	ECS Integrations	Invoice: 102177 (Reference: Camera Management.)		750.00	166,299.53
10/16/2024	100227	Solitude Lake Management	Invoice: PSI115218 (Reference: Annual Maintenance, October Billing 10/1/2024 - 10/31/2024.		9,223.00	157,076.53
10/16/2024	100228	Fitness Logic	Invoice: 120581 (Reference: QUARTERLY General Maintenance and cleaning of all equipment.		165.00	156,911.53
10/21/2024	102124ACH	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR, 8/16/2024 to 9/16/2024		10.44	156,901.09
10/21/2024	102124ACH1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, 8/16/2024 to 9/16/2024		40.05	156,861.04
10/21/2024	102124ACH3	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 8/16/2024 to 9/16/2024		405.05	156,455.99
10/21/2024	100229	Suncoast Rust Control, Inc.	Invoice: 07463 (Reference: Monthly rust control service and solution.)		1,135.00	155,320.99
10/22/2024	10/22/2ACH1	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Service Period: 10/01/24-10/31/24		104.79	155,216.20
10/22/2024	WIRE	Egis Insurance Advisors LLC	Reference: Policy #100124607 10/01/2024-10/01/2025 Florida Insurance Alliance. https://		41,034.00	114,182.20
10/24/2024	102424ACH	Duke Energy	3882 SUNLAKE BLVD SIGN, Sep 4 - Oct 1		30.80	114,151.40
10/24/2024	102424ACH1	Duke Energy	3869 Sunlake Blvd - Sign Irrigation, Sep 4 - Oct 1		30.80	114,120.60
10/24/2024	102424ACH2	Duke Energy	19135 Manassas Dr - Sign Lights, Sep 4 - Oct 1		30.80	114,089.80
10/24/2024	102424ACH3	Duke Energy	19109 Mentmore Blvd - Entry Wall Light, Sep 4 - Oct 1		30.80	114,059.00
10/24/2024	102424ACH4	Duke Energy	18933 Mentmore Blvd - Sign Lights, Sep 4 - Oct 1		1,238.93	112,820.07
10/24/2024	102424ACH5	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, Sep 4 - Oct 1		1,786.01	111,034.06
10/24/2024	102424ACH6	Duke Energy	18108 Mentmore Blvd - Entry Light, Sep 4 - Oct 1		30.80	111,003.26
10/24/2024	102424ACH7	Duke Energy	Reference: 3444 TUCKERTON DR Sep 4 - Oct 1		30.80	110,972.46
10/24/2024	102424ACH8	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, Sep 4 - Oct 1		30.80	110,941.66
10/24/2024	102424ACH9	Duke Energy	18552 Mentmore Blvd - Entry Light , Sep 4 - Oct 1		30.80	110,910.86
10/24/2024	102424ACH10	Duke Energy	18230 Snowdonia Drive - Entry Light, Sep 4 - Oct 1		30.80	110,880.06
10/24/2024	102424ACH11	Duke Energy	19069 Lake Patience Rd - Entry Light, Sep 4 - Oct 1		30.80	110,849.26
10/24/2024	102424ACH12	Duke Energy	3753 Tuckerton Dr - Irrigation, Sep 4 - Oct 1		33.03	110,816.23
10/24/2024	102424ACH13	Duke Energy	18661 State Road 54, Sep 4 - Oct 1		51.49	110,764.74
10/24/2024	102424ACH14	Duke Energy	3936 Buckinghamshire Drive - Irrigation, Sep 4 - Oct 1		64.24	110,700.50
10/24/2024	102424ACH15	Duke Energy	3332 Sun Lake Blvd - Fountain, Sep 4 - Oct 1		139.78	110,560.72
10/24/2024	102424ACH16	Duke Energy	18433 Mentmore Blvd - Irrigation, Sep 4 - Oct 1		144.92	110,415.80
10/24/2024	102424ACH17	Duke Energy	18636 Mentmore Blvd - Splash, Sep 4 - Oct 1		263.99	110,151.81
10/24/2024	102424ACH18	Duke Energy	18933 Chislehurst Dr - Irrigation , Sep 4 - Oct 1		300.94	109,850.87
10/24/2024	102424ACH19	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, Sep 4 - Oct 1		143.74	109,707.13
10/28/2024	102824ACH	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights, Sep 5 - Oct 2		5,662.78	104,044.35
10/30/2024	100232	Randall W. Griffin	Invoice: 102324BOSMTG (Reference: 10-23-24 BOS MTG.)		200.00	103,844.35
10/30/2024	100233	Angel Rivera.	Invoice: 102324BOSMTG (Reference: 10-23-24 BOS MTG.)		200.00	103,644.35
10/30/2024	100234	Grau and Associates	Invoice: 25884 (Reference: Audit FYE 09/30/2023.)		1,000.00	102,644.35
10/30/2024	100235	Breeze Connected, LLC, CDD	Invoice: 4128 (Reference: Walmart - Event, Sam's Club - Event.)		370.12	102,274.23
10/30/2024	100236	Jessica LaBarbera.	Invoice: 102324BOSMTG (Reference: 10-23-24 BOS MTG.)		200.00	102,074.23
10/30/2024	100237	Fred Berdeguez	Invoice: 102324BOSMTG (Reference: 10-23-24 BOS MTG.)		200.00	101,874.23
10/30/2024	100238	Florida Department of Commerce	Invoice: 90810 (Reference: The Annual State Fee.)		175.00	101,699.23
10/30/2024			Deposit	814.00		102,513.23
10/30/2024	103024ACH	Egis Insurance Advisors LLC	Reference: Duplicate bill - Refund received 10/30/24 Package - Add Property, Policy #10012		814.00	101,699.23
10/31/2024	103124ACH2	Bright House Networks	18636 MENTMORE BOULEVARD, 10/14/2024 through 11/3/24		721.61	100,977.62
10/31/2024	100239	Arrow Exterminators Inc	Invoice: 58955912 (Reference: Pest Control Service.)		52.00	100,925.62
10/31/2024	100240	ECS Integrations	Invoice: 102199 (Reference: Replace and test playground back gate exit button Exit button		562.50	100,363.12
10/31/2024	100241	Florida Brothers Maintenance & Repair	Invoice: 1199 (Reference: Janitorial Cleaning.)		1,482.00	98,881.12
10/31/2024	618	Pasco County Tax Collector	FY2024 Excess fees collected	16,754.00		115,635.12
10/31/2024	618	Pasco County Tax Collector	FY2024 Excess fees collected	8,587.16		124,222.28
10/31/2024	618	Pasco County Tax Collector	FY2024 Excess fees collected		8,587.16	115,635.12
10/31/2024			Funds Transfer effective date 11/04/24		1,000.00	114,635.12
10/31/2024				**26,155.16**	**147,597.57**	**114,635.12**
11/01/2024	100242	ATLAS DOOR REPAIR	Invoice: 14026 (Reference: INSTALL 1 PIECE OF 5/8"" CLEAR INSULATED TEMPERED GLASS UNIT WI		1,254.00	113,381.12
11/04/2024	110424ACH1	Duke Energy	Reference: 0000 Trinity Cottage Dr. Sep 12 - Oct 9		1,083.05	112,298.07
11/05/2024	Wire	Egis Insurance Advisors LLC	Reference: Package - Add Property, Policy #100123607 10/01/2023-10/01/2024 Florida Insura		814.00	111,484.07
11/05/2024	623	Kazar's Electric, Inc.	To void strongroom ACH payment 100219 dated 09/25/24, returned on 11/05/24	460.00		111,944.07
11/07/2024	100243	Breeze Connected, LLC, CDD	Invoice: 4134 (Reference: Staples 10/24.) Invoice: 4162 (Reference: Professional Manage		21,689.15	90,254.92
11/07/2024	100244	Breeze	Invoice: 19705 (Reference: Service Area CDD.)		1,000.00	89,254.92
11/07/2024	100245	Business Observer	Invoice: 24-02045P (Reference: Request for Proposal for Landscape/Irrigation Services.)		236.26	89,018.66
11/07/2024	100246	Straley Robin Vericker	Invoice: 25436 (Reference: For Professional Services Rendered Through September 30, 2024.		3,721.00	85,297.66
11/13/2024	100247	Breeze Connected, LLC, CDD	Invoice: 4190 (Reference: Fedex 11/4.)		12.44	85,285.22
11/13/2024	100248	Suncoast Rust Control, Inc.	Invoice: 07575 (Reference: Monthly rust control service and solution.)		1,135.00	84,150.22
11/14/2024	111424ACH	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Nov 13 - Dec 12, 2024		56.38	84,093.84
11/15/2024	100249	Florida Brothers Maintenance & Repair	Invoice: 1198 (Reference: Removal of broken glass and then boarding up door for gym, afte		495.00	83,598.84
11/15/2024	111524ACH	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Service Period: 11/01/24-11/30/24		104.79	83,494.05
11/15/2024	100250	Suncoast Pool Service	Invoice: 10730 (Reference: replacement pool ladder steps.) Invoice: 10729 (Reference: r		7,965.00	75,529.05
11/15/2024	100251	Let's Plan A Party	Invoice: 3411 (Reference: Sunday Dec 8, 2024, activities.)		2,545.00	72,984.05
11/15/2024	100252	ECS Integrations	Invoice: 102223 (Reference: 50- KEY FOBS @ $ 7.00 PER = $ 350.00.)		350.00	72,634.05
11/20/2024	100253	MPLC	Invoice: 504431492 (Reference: MPLC Umbrella License covering the term: 02/01/2024 to 01/		1,621.80	71,012.25
11/20/2024	100254	Steadfast Environmental. LLC	Invoice: SE-25346 (Reference: Motor burnt out.)		175.00	70,837.25
11/20/2024	100255	Arrow Exterminators Inc	Invoice: 59358927 (Reference: Pest Control Service.)		52.00	70,785.25
11/21/2024	112124ACH	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR, 8/16/2024 to 9/16/2024		10.60	70,774.65
11/21/2024	112124ACH1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, 9/16/2024 to 10/16/2024		10.60	70,764.05
11/21/2024	112124ACH2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 9/16/2024 to 10/16/2024		427.19	70,336.86
11/21/2024	Wire	American Illuminations	Reference: Concord Station CDD Holiday Decor 2024. https://clientname(FILLIN).payablesloc		2,962.50	67,374.36
11/22/2024	100256	Sitex Aquatics, LLC	Invoice: 9131-B (Reference: Quarterly Fountain Maintenance on 2 Fountains.)		375.00	66,999.36
11/22/2024	100257	Pasco Cty Sheriff's Office Extra-Duty Det	Invoice: ARSEP24 (Reference: September 2024.) Invoice: AROCT24 (Reference: October 2024		22,943.42	44,055.94
11/22/2024	100258	Yellowstone Landscape	Invoice: 805547 (Reference: Remove 1 Dead & 3 Storm Uprooted Trees, L6 Tree Removal.)		1,560.00	42,495.94
11/25/2024			Funds Transfer	100,000.00		142,495.94
11/26/2024	112624ACH	Duke Energy	3869 Sunlake Blvd - Sign Irrigation, Oct 2 - Nov 1		30.80	142,465.14

11/26/2024	112624ACH1	Duke Energy	18552 Mentmore Blvd - Entry Light , Oct 2 - Nov 1		30.80	142,434.34
11/26/2024	112624ACH2	Duke Energy	19069 Lake Patience Rd - Entry Light, Oct 2 - Nov 1		30.80	142,403.54
11/26/2024	112624ACH3	Duke Energy	18108 Mentmore Blvd - Entry Light, Oct 2 - Nov 1		30.80	142,372.74
11/26/2024	112624ACH4	Duke Energy	Reference: 3444 TUCKERTON DR Oct 2 - Nov 1		30.80	142,341.94
11/26/2024	112624ACH5	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, Oct 2 - Nov 1		30.80	142,311.14
11/26/2024	112624ACH6	Duke Energy	19109 Mentmore Blvd - Entry Wall Light, Oct 2 - Nov 1		30.80	142,280.34
11/26/2024	112624ACH7	Duke Energy	19135 Manassas Dr - Sign Lights, Oct 2 - Nov 1		30.80	142,249.54
11/26/2024	112624ACH8	Duke Energy	3753 Tuckerton Dr - Irrigation, Oct 2 - Nov 1		38.45	142,211.09
11/26/2024	112624ACH9	Duke Energy	18933 Mentmore Blvd - Sign Lights, Sep 4 - Oct 1		1,238.93	140,972.16
11/26/2024	112624ACH10	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, Oct 2 - Nov 1		2,023.60	138,948.56
11/26/2024	112624ACH11	Duke Energy	18230 Snowdonia Drive - Entry Light, Nov 5, 2024		30.80	138,917.76
11/26/2024	112624ACH12	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, Oct 2 - Nov 1		30.80	138,886.96
11/26/2024	112624ACH13	Duke Energy	3882 SUNLAKE BLVD SIGN, Oct 2 - Nov 1		30.80	138,856.16
11/26/2024	112624ACH14	Duke Energy	18661 State Road 54, Oct 2 - Nov 1		55.31	138,800.85
11/26/2024	112624ACH15	Duke Energy	3936 Buckinghamshire Drive - Irrigation, Oct 2 - Nov 1		69.39	138,731.46
11/26/2024	112624ACH16	Duke Energy	3332 Sun Lake Blvd - Fountain, Oct 2 - Nov 1		143.20	138,588.26
11/26/2024	112624ACH17	Duke Energy	18636 Mentmore Blvd - Splash, Oct 2 - Nov 1		168.37	138,419.89
11/26/2024	112724ACH18	Duke Energy	18933 Chislehurst Dr - Irrigation , Oct 2 - Nov 1		273.66	138,146.23
11/26/2024	112624ACH19	Duke Energy	18433 Mentmore Blvd - Irrigation, Oct 2 - Nov 1		488.80	137,657.43
11/27/2024	100259	Solitude Lake Management	Invoice: PSI122728 (Reference: November Billing 11/1/2024 - 11/30/2024.)		9,223.00	128,434.43
11/27/2024	100260	Yellowstone Landscape	Invoice: 790553 (Reference: Monthly Landscape Maintenance November 2024.)		23,504.60	104,929.83
11/30/2024				**100,460.00**	**110,165.29**	**104,929.83**
12/02/2024	120224ACH	Duke Energy	Reference: 0000 Trinity Cottage Dr. Oct 10 - Nov 9		1,083.05	103,846.78
12/02/2024	120524ACH	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights, Oct 3 - Nov 4		5,653.50	98,193.28
12/02/2024	100261	Randall W. Griffin	Invoice: 112024BOS (Reference: 11-20-24 BOS MTG.)		200.00	97,993.28
12/02/2024	100262	Yellowstone Landscape Inc	Invoice: 780907 (Reference: Monthly Landscape Maintenance October 2024.)		23,504.60	74,488.68
12/02/2024	100263	Jessica LaBarbera.	Invoice: 112024BOS (Reference: 11-20-24 BOS MTG.)		200.00	74,288.68
12/02/2024	100264	Marcela Cisternas	Invoice: 112024BOS (Reference: 11-20-24 BOS MTG.)		200.00	74,088.68
12/02/2024	120224ACH1	Bright House Networks	18636 MENTMORE BOULEVARD, 11/14/2024 through 12/13/24		721.61	73,367.07
12/03/2024			Funds Transfer	100,000.00		173,367.07
12/03/2024	100265	U.S. BANK	Invoice: 7482967 (Reference: Administration Fees - In Advance 09/01/2024 - 08/31/2025.)		5,926.25	167,440.82
12/04/2024	100266	Kazar's Electric, Inc.	Invoice: S 14202A (Reference: Concord Station Community Clubhouse.)		460.00	166,980.82
12/06/2024	100267	Suncoast Rust Control, Inc.	Invoice: 07684 (Reference: Monthly rust control service and solution.)		1,135.00	165,845.82
12/06/2024	100268	ECS Integrations	Invoice: 102250 (Reference: Remounted maglock front door plate and test door locking..)		225.00	165,620.82
12/06/2024	100269	Solitude Lake Management	Invoice: PSI29443 (Reference: December Billing 12/1/2024 - 12/31/2024.)		9,223.00	156,397.82
12/06/2024	100270	Florida Brothers Maintenance & Repair	Invoice: 1212 (Reference: 3 days a week Janitorial Cleaning.)		1,482.00	154,915.82
12/06/2024	100271	Business Observer	Invoice: 24-02177P (Reference: 2024/2025 Meeting Schedule.)		78.75	154,837.07
12/06/2024	100272	Suncoast Pool Service	Invoice: 10764 (Reference: Swimming Pool Service.)		2,300.00	152,537.07
12/06/2024	100273	Yellowstone Landscape Inc	Invoice: 815677 (Reference: Winter Annual Change Out Flowers/Annuals.)		4,629.60	147,907.47
12/09/2024	100274	Straley Robin Vericker	Invoice: 25594 (Reference: For Professional Services Rendered Through October 31, 2024.)		3,399.00	144,508.47
12/09/2024	100275	Randall W. Griffin	Invoice: 120624 (Reference: 4-Hour Ethics Course for Special Districts 2024.)		79.00	144,429.47
12/09/2024	100276	Moramoto-Zephyrhills	Invoice: 307939 (Reference: Car Repair.)		2,438.27	141,991.20
12/11/2024	100277	Breeze Connected, LLC	Invoice: 4225 ()		21,624.67	120,366.53
12/12/2024	100278	Business Observer	Invoice: 120224 (Reference: Meeting on 10/23/24.)		61.25	120,305.28
12/15/2024	121524ACH	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Dec 13, 2024 - Jan 12, 2025		56.38	120,248.90
12/17/2024	100279	Breeze	Invoice: 19766 (Reference: Service Area CDD.)		1,000.00	119,248.90
12/17/2024	121724ACH19	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Service Period: 12/01/24-12/31/24		104.79	119,144.11
12/20/2024	122024ACH	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR, 10/16/2024 to 11/15/2024		10.60	119,133.51
12/20/2024	122024ACH1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, 10/16/2024 to 11/15/2024		50.69	119,082.82
12/20/2024	122024ACH2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 10/16/2024 to 11/15/2024		396.35	118,686.47
12/26/2024	122624ACH	Duke Energy	18552 Mentmore Blvd - Entry Light , Nov 2 - Dec 2		30.80	118,655.67
12/26/2024	122624ACH1	Duke Energy	18230 Snowdonia Drive - Entry Light, Nov 2 - Dec 2		30.80	118,624.87
12/26/2024	122624ACH2	Duke Energy	19135 Manassas Dr - Sign Lights, Nov 2 - Dec 2		30.80	118,594.07
12/26/2024	122624ACH3	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, Nov 2 - Dec 2		30.80	118,563.27
12/26/2024	122624ACH4	Duke Energy	19109 Mentmore Blvd - Entry Wall Light, Nov 2 - Dec 2		30.80	118,532.47
12/26/2024	122624ACH5	Duke Energy	Reference: 3444 TUCKERTON DR Nov 2 - Dec 2		30.80	118,501.67
12/26/2024	122624ACH6	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, Nov 2 - Dec 2		2,238.94	116,262.73
12/26/2024	122624ACH7	Duke Energy	3869 Sunlake Blvd - Sign Irrigation, Nov 2 - Dec 2		30.80	116,231.93
12/26/2024	122624ACH8	Duke Energy	3882 SUNLAKE BLVD SIGN, Nov 2 - Dec 2		30.80	116,201.13
12/26/2024	122624ACH9	Duke Energy	18661 State Road 54, Nov 2 - Dec 2		51.93	116,149.20
12/26/2024	122624ACH10	Duke Energy	3753 Tuckerton Dr - Irrigation, Nov 2 - Dec 2		60.88	116,088.32
12/26/2024	122624ACH11	Duke Energy	3936 Buckinghamshire Drive - Irrigation, Nov 2 - Dec 2		69.24	116,019.08
12/26/2024	122624ACH12	Duke Energy	3332 Sun Lake Blvd - Fountain, Nov 2 - Dec 2		161.43	115,857.65
12/26/2024	122624ACH13	Duke Energy	18636 Mentmore Blvd - Splash, Nov 2 - Dec 2		199.32	115,658.33
12/26/2024	122624ACH14	Duke Energy	18933 Chislehurst Dr - Irrigation , Nov 2 - Dec 2		243.91	115,414.42
12/26/2024	122624ACH15	Duke Energy	18433 Mentmore Blvd - Irrigation, Nov 2 - Dec 2		424.27	114,990.15
12/26/2024	122624ACH16	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, Nov 2 - Dec 2		30.80	114,959.35
12/26/2024	122624ACH17	Duke Energy	19069 Lake Patience Rd - Entry Light, Nov 2 - Dec 2		30.80	114,928.55
12/26/2024	122624ACH18	Duke Energy	18108 Mentmore Blvd - Entry Light, Nov 2 - Dec 2		30.80	114,897.75
12/26/2024	100280	Pasco County BOCC Fire Rescue	Invoice: 2024005930 (Reference: Annual \ Periodic Inspection.)		100.00	114,797.75
12/26/2024	100281	Yellowstone Landscape Inc	Invoice: 808434 (Reference: Monthly Landscape Maintenance December 2024.)		23,504.60	91,293.15
12/26/2024	122624ACH20	Duke Energy	18933 Mentmore Blvd - Sign Lights, Nov 2 - Dec 2		1,235.96	90,057.19
12/26/2024	012625ACH	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Service Period: 01/01/25-01/31/25		120.51	89,936.68
12/30/2024	100282	Arrow Exterminators Inc	Invoice: 59717499 (Reference: Pest Control Service.)		52.00	89,884.68
12/30/2024	100283	Marcela Cisternas	Invoice: 121224BOSMTG (Reference: 12-12-24 BOS MTG.)		200.00	89,684.68
12/30/2024	123024ACH	Bright House Networks	18636 MENTMORE BOULEVARD, 12/14/2024 through 1/13/25		721.61	88,963.07
12/31/2024	100284	Kevin Wagner	Invoice: 121224BOSMTG (Reference: 12-12-24 BOS MTG.)		200.00	88,763.07
12/31/2024				**100,000.00**	**116,166.76**	**88,763.07**
01/01/2025	010125ACH	Duke Energy	Reference: 0000 Trinity Cottage Dr. Sep 12 - Oct 9		1,078.40	87,684.67
01/02/2025	010225ACH	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights, Nov 5 - Dec 3		5,630.34	82,054.33
01/06/2025	100285	Sitex Aquatics, LLC	Invoice: 9457-B (Reference: Quarterly Fountain Maintenance on 2 Fountains.)		382.62	81,671.71
01/06/2025	100286	Florida Brothers Maintenance & Repair	Invoice: 1209 (Reference: Hazard Cleaning.)		200.00	81,471.71
01/06/2025	100287	Breeze Connected, LLC	Invoice: 4324 (Reference: Professional Management Services, Amenity/Field Service.) Inv		22,858.46	58,613.25
01/07/2025			Funds Transfer	100,000.00		158,613.25
01/07/2025	100288	Cintas Fire 636525	Invoice: 0F32708305 (Reference: INSPECTION.) Invoice: 0F32707785 (Reference: INSPECTION		787.08	157,826.17
01/13/2025			Funds Transfer		2,000.00	155,826.17
01/13/2025	100289	Arrow Exterminators Inc	Invoice: 60145936 (Reference: Pest Control Service.)		52.00	155,774.17
01/13/2025	100290	ECS Integrations	Invoice: 102291 (Reference: Camera Management Access Management of CDVI.)		750.00	155,024.17
01/13/2025	100291	Pasco Cty Sheriff's Office Extra-Duty Det	Invoice: ARNOV24 CONCORD #2 (Reference: Nov 2024.)		11,876.59	143,147.58
01/13/2025	100292	Cintas Fire 636525	Invoice: 0F32707926 (Reference: INSPECTION.)		406.44	142,741.14
01/13/2025			Deposit	460.00		143,201.14
01/14/2025	100293	Florida Brothers Maintenance & Repair	Invoice: 1228 (Reference: 3 days a week Janitorial Cleaning.)		1,482.00	141,719.14
01/14/2025	011425ACH	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Jan 13 - Feb 12, 2025		56.38	141,662.76

01/15/2025	100294	Business Observer	Invoice: 24-02067P (Reference: Notice of Meetings.)		67.81	141,594.95
01/17/2025	100295	Randall W. Griffin	Invoice: 010924BOSMTG (Reference: 1-9-2025 BOS MTG.)		200.00	141,394.95
01/17/2025	100296	Marcela Cisternas	Invoice: 01092025BOSMTG (Reference: 01-09-2025 BOS MTG.)		200.00	141,194.95
01/17/2025	100297	Jessica LaBarbera.	Invoice: 010924BOSMTG (Reference: 01-09-2025 BOS MTG.)		200.00	140,994.95
01/17/2025	100298	Fred Berdeguez	Invoice: 01092025BOSMTG (Reference: 01-09-2025 BOS MTG.)		200.00	140,794.95
01/17/2025	100299	Kevin Wagner	Invoice: 010924BOSMTG (Reference: 01-09-2025 BOS MTG.)		200.00	140,594.95
01/17/2025	100300	ECS Integrations	Invoice: 102307 (Reference: Adjusted mag , gate is working.)		225.00	140,369.95
01/17/2025	100301	Solitude Lake Management	Invoice: PSI35818 (Reference: Annual Maintenance 1/1/2025 - 1/31/2025.)		9,223.00	131,146.95
01/21/2025	012125ACH	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR, 11/15/2024 to 12/17/2024		10.60	131,136.35
01/21/2025	012125ACH1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, 11/15/2024 to 12/17/2024		37.32	131,099.03
01/21/2025	012125ACH2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 11/15/2024 to 12/17/2024		499.15	130,599.88
01/21/2025	100302	Suncoast Rust Control, Inc.	Invoice: 07795 (Reference: Monthly rust control service and solution.)		1,135.00	129,464.88
01/21/2025	100303	Arrow Exterminators Inc	Invoice: 123124-0890 (Reference: Pest Control Service.)		52.00	129,412.88
01/21/2025	100304	Breeze	Invoice: 19945 (Reference: Service Area CDD.)		1,000.00	128,412.88
01/21/2025	100305	Straley Robin Vericker	Invoice: 25817 (Reference: For Professional Services Rendered Through November 30, 2024.		3,957.00	124,455.88
01/21/2025	100306	Yellowstone Landscape Inc	Invoice: 825007 (Reference: Monthly Landscape Maintenance January 2025.)		23,504.60	100,951.28
01/24/2025	100307	Breeze Connected, LLC	Invoice: 4355 (Reference: FedEx 1/6.)		16.99	100,934.29
01/27/2025	012725ACH	Duke Energy	19135 Manassas Dr - Sign Lights, Dec 3 - Jan 2		30.80	100,903.49
01/27/2025	012725ACH1	Duke Energy	3753 Tuckerton Dr - Irrigation, Dec 3 - Jan 2		30.80	100,872.69
01/27/2025	012725ACH2	Duke Energy	3444 TUCKERTON DR Dec 3 - Jan 2		30.80	100,841.89
01/27/2025	012725ACH3	Duke Energy	3869 Sunlake Blvd - Sign Irrigation, Dec 3 - Jan 2		30.80	100,811.09
01/27/2025	012725ACH4	Duke Energy	19109 Mentmore Blvd - Entry Wall Light, Dec 3 - Jan 2		30.80	100,780.29
01/27/2025	012725ACH5	Duke Energy	18108 Mentmore Blvd - Entry Light, Dec 3 - Jan 2		30.80	100,749.49
01/27/2025	012725ACH6	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, Dec 3 - Jan 2		30.80	100,718.69
01/27/2025	012725ACH7	Duke Energy	3882 SUNLAKE BLVD SIGN, Dec 3 - Jan 2		30.80	100,687.89
01/27/2025	012725ACH8	Duke Energy	18230 Snowdonia Drive - Entry Light, Dec 3 - Jan 2		30.80	100,657.09
01/27/2025	012725ACH9	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, Dec 3 - Jan 2		33.54	100,623.55
01/27/2025	012725ACH10	Duke Energy	18661 State Road 54, Dec 3 - Jan 2		40.70	100,582.85
01/27/2025	012725ACH11	Duke Energy	3936 Buckinghamshire Drive - Irrigation, Dec 3 - Jan 2		66.88	100,515.97
01/27/2025	012725ACH12	Duke Energy	3332 Sun Lake Blvd - Fountain, Dec 3 - Jan 2		147.28	100,368.69
01/27/2025	012725ACH13	Duke Energy	18636 Mentmore Blvd - Splash, Dec 3 - Jan 2		184.56	100,184.13
01/27/2025	012725ACH14	Duke Energy	18433 Mentmore Blvd - Irrigation, Dec 3 - Jan 2		200.95	99,983.18
01/27/2025	012725ACH15	Duke Energy	18933 Chislehurst Dr - Irrigation , Dec 3 - Jan 2		218.05	99,765.13
01/27/2025	012725ACH16	Duke Energy	19069 Lake Patience Rd - Entry Light, Dec 3 - Jan 2		30.80	99,734.33
01/27/2025	012725ACH17	Duke Energy	18552 Mentmore Blvd - Entry Light , Dec 3 - Jan 2		30.80	99,703.53
01/28/2025	100308	Suncoast Pool Service	Invoice: 10836 (Reference: Swimming Pool Service.)		2,300.00	97,403.53
01/28/2025	100309	Yellowstone Landscape Inc	Invoice: 830443 (Reference: Storm Clean Up: Remove or Stake Trees.)		1,900.00	95,503.53
01/31/2025	100310	Breeze Connected, LLC	Invoice: 4346 (Reference: Monthly management,Administration ,Assesment services,finance re		291.65	95,211.88
01/31/2025	013125ACH	Bright House Networks	18636 MENTMORE BOULEVARD,01/01/2025 through 02/13/25		721.34	94,490.54
1/31/2025				**100,460.00**	**94,732.53**	**94,490.54**
02/03/2025	020325ACH	Duke Energy	Reference: 0000 Trinity Cottage Dr. Dec 10 - Jan 10		1,057.62	93,432.92
02/03/2025	020325ACH1	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, Dec 3 - Jan 2		1,198.93	92,233.99
02/03/2025	020325ACH2	Duke Energy	18933 Mentmore Blvd - Sign Lights, Dec 3 - Jan 2		1,201.61	91,032.38
02/03/2025	100311	Pasco Cty Sheriff's Office Extra-Duty Det	Invoice: AR-JUL24 CONCORD (Reference: July-24.)		11,066.83	79,965.55
02/03/2025	100312	Cintas Fire 636525	Invoice: 0F32706386 (Reference: INSPECTION, ANNUAL ALARM SYSTEM,Service Charge.)		535.00	79,430.55
02/03/2025	100313	POOP 911	Invoice: CS2024 (Reference: removal of pet waste, replace can liner, and fill pick up bags		6,156.54	73,274.01
02/03/2025	100314	Grout Rhino	Invoice: 012925- (Reference: Color Seal-Almond.)		2,221.50	71,052.51
02/05/2025	020525ACH	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights, Dec 4 - Jan 3		5,547.64	65,504.87
02/07/2025	100315	Breeze Connected, LLC	Invoice: 4388 (Reference: Dissemination-Oct-Jan.) Invoice: 4427 (Reference: Professiona		24,125.01	41,379.86
02/10/2025	100316	Straley Robin Vericker	Reference: For Professional Services Rendered Through December 31, 2024. https://clientna		6,606.65	34,773.21
02/10/2025	100317	Schoolnow	Reference: SchoolNow CDD ADA-PDF. https://clientname(FILLIN).payableslockbox.com/DocView/		1,515.00	33,258.21
02/12/2025	100318	Pasco County BOCC Fire Rescue	Invoice: 2025000352 (Reference: Inspection Type: Reinspection.)		75.00	33,183.21
02/13/2025	100319	Jessica LaBarbera.	Invoice: 020325BOSMTG (Reference: BOS MTG 2-3-25.)		200.00	32,983.21
02/13/2025	100320	Fred Berdeguez	Invoice: BOSMTG020325 (Reference: BOS MTG 2-3-25.)		200.00	32,783.21
02/13/2025	100321	Kevin Wagner	Invoice: 020325BOSMTG (Reference: bos mtg 2-03-25.)		200.00	32,583.21
02/13/2025	100322	Business Observer	Invoice: 25-00108P (Reference: Legal Advertising-Meeting Notice.)		65.63	32,517.58
02/13/2025	100323	Randall W. Griffin	Invoice: BOSMTG020325 (Reference: BOS MTG 2-3-25.)		200.00	32,317.58
02/13/2025	100324	Marcela Cisternas	Invoice: 020325BOSMTG (Reference: 02/12/25.)		200.00	32,117.58
02/14/2025	021425ACH	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Feb 13 - Mar 12, 2025		60.33	32,057.25
02/18/2025	100325	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Invoice: 1046920-1568-8 (Reference: Waste Management-Service Period: 02/01/25-02/28/25.)		120.51	31,936.74
02/18/2025	100326	Arrow Exterminators Inc	Invoice: 60506763 (Reference: Pest Control Service.)		52.00	31,884.74
02/18/2025	100327	Florida Brothers Maintenance & Repair	Invoice: 1241 (Reference: 3 days a week Janitorial Cleaning.)		1,482.00	30,402.74
02/18/2025	100328	Yellowstone Landscape Inc	Invoice: 843554 (Reference: Irrigation Inspection made on 12/23/24.)		1,000.95	29,401.79
02/19/2025	100329	Solitude Lake Management	Invoice: PSI139755 (Reference: Annual Maintenance-2/1/2025 - 2/28/2025.)		9,223.00	20,178.79
02/19/2025	100330	Tampa Print Services Inc	Invoice: 250250 (Reference: Concord Station CDD Letter-Regular Envelopes,Certificate of Ma		927.89	19,250.90
02/20/2025	100331	Suncoast Pool Service	Invoice: 10899 (Reference: Swimming Pool Service including chemical balance, debris remova		2,300.00	16,950.90
02/20/2025	100332	Fitness Logic	Invoice: 122670 (Reference: Screws,Replaced the screws on pulley selector rod on Precor FT		114.95	16,835.95
02/21/2025	100333	Fastsigns	Invoice: 265-143241 (Reference: Site Signs-Digital Vinyl Full Color -Installation.)		537.85	16,298.10
02/21/2025	022125ACH	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD,12/17/2024 to 1/16/2025		347.43	15,950.67
02/21/2025	022125ACH1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,12/17/2024 to 1/16/2025		37.32	15,913.35
02/24/2025	100334	LLS Tax Solutions Inc.	Invoice: 003485 (Reference: Series 2016A-1, 2016A-2 arbitrage calculation.)		500.00	15,413.35
02/24/2025	022425ACH	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR,12/17/2024 to 1/16/2025		10.60	15,402.75
02/25/2025	100335	Business Observer	Invoice: 25-00265P (Reference: Legal Advertising-Meeting Notice-Feb25,2025.)		63.44	15,339.31
02/26/2025	022625ACH	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, Jan 3 - Feb 3		30.80	15,308.51
02/26/2025	022625ACH1	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, Jan 3 - Feb 3		941.81	14,366.70
02/26/2025	022625ACH2	Duke Energy	18230 Snowdonia Drive - Entry Light, Jan 3 - Feb 3		30.80	14,335.90
02/26/2025	022625ACH3	Duke Energy	3332 Sun Lake Blvd - Fountain, Jan 3 - Feb 3		151.89	14,184.01
02/26/2025	022625ACH4	Duke Energy	18108 Mentmore Blvd - Entry Light, Jan 3 - Feb 3		30.80	14,153.21
02/26/2025	022625ACH5	Duke Energy	19069 Lake Patience Rd - Entry Light, Jan 3 - Feb 3		30.80	14,122.41
02/26/2025	022625ACH6	Duke Energy	18433 Mentmore Blvd - Irrigation, Jan 3 - Feb 3		272.89	13,849.52
02/26/2025	022625ACH7	Duke Energy	19109 Mentmore Blvd - Entry Wall Light,Jan 3 - Feb 3		30.80	13,818.72
02/26/2025	022625ACH8	Duke Energy	18552 Mentmore Blvd - Entry Light , Jan 3 - Feb 3		30.80	13,787.92
02/26/2025	022625ACH9	Duke Energy	3753 Tuckerton Dr - Irrigation, Jan 3 - Feb 3		30.80	13,757.12
02/26/2025	022625ACH11	Duke Energy	18933 Chislehurst Dr - Irrigation, Jan 3 - Feb 3		209.51	13,547.61
02/26/2025	022625ACH12	Duke Energy	19135 Manassas Dr - Sign Lights,Jan 3 - Feb 3		30.80	13,516.81
02/26/2025	022625ACH13	Duke Energy	3936 Buckinghamshire Drive - Irrigation, Jan 3 - Feb 3		68.38	13,448.43
02/26/2025	022625ACH14	Duke Energy	18661 State Road 54,Jan 3 - Feb 3		42.89	13,405.54
02/26/2025	022625ACH15	Duke Energy	18933 Mentmore Blvd - Sign Lights, Jan 3 - Feb 3		1,196.99	12,208.55
02/26/2025	022625ACH16	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, Jan 3 - Feb 3		82.86	12,125.69
02/26/2025	022625ACH17	Duke Energy	3869 Sunlake Blvd - Sign Irrigation,Jan 3 - Feb 3		30.80	12,094.89
02/26/2025	022625ACH18	Duke Energy	18636 Mentmore Blvd - Splash,Jan 3 - Feb 3		183.33	11,911.56
02/26/2025	022625ACH19	Duke Energy	Reference: 3444 TUCKERTON DR,Jan 3 - Feb 3		30.80	11,880.76
02/26/2025	022625ACH20	Duke Energy	3882 SUNLAKE BLVD SIGN, Jan 3 - Feb 3		91.55	11,789.21

02/28/2025	633	Arrow Exterminators Inc	Returned strongroom ACH 100303	52.00		11,841.21
02/28/25				**52.00**	**82,701.33**	**11,841.21**
02/18/2025	021825ACH	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Reference: DUPLICATE BILL Waste Management-Service Period: 02/01/25-02/28/25. https://cli		120.51	11,720.70
02/03/2025	100314	Grout Rhino	Invoice: 012925- (Reference: Color Seal-Almond.)		-2,221.50	13,942.20
03/03/2025	100336	Straley Robin Vericker	Reference: For Professional Services Rendered Through December 31, 2024. https://clientna		4,422.50	9,519.70
03/03/2025	030325ACH	Bright House Networks	18636 MENTMORE BOULEVARD,02/14/2025 through 03/13/25		721.34	8,798.36
03/03/2025	030325ACH1	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights,Jan 4 - Feb 4		5,547.64	3,250.72
03/05/2025			Funds Transfer	50,000.00		53,250.72
03/06/2025			Funds Transfer	1,795,772.68		1,849,023.40
03/06/2025	100338	Jessica LaBarbera.	Invoice: BOS0225225 (Reference: BOS MTG 2-25-25.) Invoice: BOSMTG21325 (Reference: BOS		400.00	1,848,623.40
03/06/2025	100339	Fred Berdeguez	Invoice: BOSMTG21325 (Reference: BOS MTG 2-13-25.)		200.00	1,848,423.40
03/06/2025	100340	Kevin Wagner	Invoice: BOSMTG21325 (Reference: BOS MTG 2-13-25.)		200.00	1,848,223.40
03/06/2025	100341	Randall W. Griffin	Invoice: BOS21325 (Reference: BOS MTG 2-13-25.)		200.00	1,848,023.40
03/06/2025	100342	Marcela Cisternas	Invoice: BOSMTG21325 (Reference: BOS MTG 2-13-25.)		200.00	1,847,823.40
03/06/2025	100337	Breeze Connected, LLC	Reference: Professional Management Services, Amenity/Field Service. https://clientname(FI		21,587.54	1,826,235.86
03/07/2025	030725ACH2	Duke Energy	Reference: 0000 Trinity Cottage Dr. Jan 11 - Feb 11		1,133.22	1,825,102.64
03/10/2025	031025ACH	Concord Station CDD c/o US Bank	DS Series 2016 Tax collections due		1,804,359.84	20,742.80
03/11/2025	100343	Tampa Print Services Inc	Invoice: 250344 (Reference: Concord Station CDD Letter-Regular Envelopes,Certificate of Ma		847.89	19,894.91
03/13/2025	031325ACH	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Mar 13 - Apr 12, 2025		60.33	19,834.58
03/17/2025	100344	Fitness Logic	Invoice: 123059 (Reference: Quarterly General Maintenance and cleaning of all equipment -		165.00	19,669.58
03/17/2025	100345	Arrow Exterminators Inc	Invoice: 61011067 (Reference: Pest Control Service-March.)		52.00	19,617.58
03/17/2025	100346	ECS Integrations LLC	Invoice: 102377 (Reference: 50 key fobs..)		350.00	19,267.58
03/18/2025	100347	Straley Robin Vericker	Invoice: 26196 (Reference: For Professional Services Rendered Through February 28, 2025.		2,165.50	17,102.08
03/18/2025	100348	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Invoice: 1061791-1568-3 (Reference: Waste Management-Service Period: 03/01/25-03/31/25.)		120.51	16,981.57
03/18/2025	031525ACH	WASTE MANAGEMENTINC.OF FLORIDA, INC.	Autopay DUPLICATE BILL Waste Management-Service Period: 03/01/25-03/31/25		120.51	16,861.06
03/19/2025	100349	Suncoast Rust Control, Inc.	Invoice: 08012 (Reference: Commercial: Monthly water treatment (iron/rust) and service fee		1,135.00	15,726.06
03/19/2025	100350	Mike Fasano Pasco County Tax Collector	Invoice: 24130982 (Reference: 2024 Solid Waste Disposal Assessment.)		1,068.25	14,657.81
03/24/2025			Funds Transfer	50,000.00		64,657.81
03/24/2025	100351	Solitude Lake Management	Invoice: PSI147972 (Reference: Annual Maintenance-3/1/2025 - 3/31/2025.)		9,223.00	55,434.81
03/24/2025	032425ACH	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 1/16/2025 to 2/17/2025		266.07	55,168.74
03/24/2025	032425ACH1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, 1/16/2025 to 2/17/2025		10.60	55,158.14
03/25/2025	100352	Randall W. Griffin	Invoice: 022525BOSMTG (Reference: BOS MTG 2-25-25.)		200.00	54,958.14
03/25/2025	100353	Marcela Cisternas	Invoice: 022525BOSMTG (Reference: BOS MTG 2-25-25.)		200.00	54,758.14
03/25/2025	100354	Jessica LaBarbera.	Invoice: 022525BOSMTG (Reference: BOS MTG 2-25-25.)		200.00	54,558.14
03/25/2025	100355	Fred Berdeguez	Invoice: 022525BOSMTG (Reference: BOS MTG 2-25-25.)		200.00	54,358.14
03/25/2025	100356	Kevin Wagner	Invoice: 022525BOSMTG (Reference: BOS MTG 2-25-25.)		200.00	54,158.14
03/27/2025			Funds Transfer		2,000.00	52,158.14
03/28/2025	100357	Florida Brothers Maintenance & Repair	Invoice: 1250 (Reference: 3 days a week Janitorial Cleaning.)		1,482.00	50,676.14
03/28/2025	100358	Suncoast Rust Control, Inc.	Invoice: 07934 (Reference: Commercial: Monthly water treatment (iron/rust) and service fee		1,135.00	49,541.14
03/28/2025	032825ACH	Duke Energy	18108 Mentmore Blvd - Entry Light, Feb 4 - Mar 3		33.25	49,507.89
03/28/2025	032825ACH1	Duke Energy	19135 Manassas Dr - Sign Lights, Feb 4 - Mar 3		33.25	49,474.64
03/28/2025	032825ACH2	Duke Energy	18933 Chislehurst Dr - Irrigation, Feb 4 - Mar 3		364.49	49,110.15
03/28/2025	032825ACH3	Duke Energy	18230 Snowdonia Drive - Entry Light, Feb 4 - Mar 3		33.25	49,076.90
03/28/2025	032825ACH4	Duke Energy	3753 Tuckerton Dr - Irrigation, Feb 4 - Mar 3		33.25	49,043.65
03/28/2025	032825ACH5	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, Feb 4 - Mar 3		1,347.07	47,696.58
03/28/2025	032825ACH6	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, Feb 4 - Mar 3		33.25	47,663.33
03/28/2025	032825ACH7	Duke Energy	3882 SUNLAKE BLVD SIGN, Feb 4 - Mar 3		190.98	47,472.35
03/28/2025	032825ACH8	Duke Energy	Reference: 3444 TUCKERTON DR,Feb 4 - Mar 3		33.25	47,439.10
03/28/2025	032825ACH9	Duke Energy	18636 Mentmore Blvd - Splash,Feb 4 - Mar 3		222.11	47,216.99
03/28/2025	032825ACH10	Duke Energy	3869 Sunlake Blvd - Sign Irrigation, Feb 4 - Mar 3		33.25	47,183.74
03/28/2025	032825ACH11	Duke Energy	18552 Mentmore Blvd - Entry Light ,Feb 4 - Mar 3		33.25	47,150.49
03/28/2025	032825ACH12	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, Feb 4 - Mar 3		33.25	47,117.24
03/28/2025	032825ACH13	Duke Energy	19109 Mentmore Blvd - Entry Wall Light,Feb 4 - Mar 3		33.24	47,084.00
03/28/2025	032825ACH14	Duke Energy	18933 Mentmore Blvd - Sign Lights, Feb 4 - Mar 3		1,446.60	45,637.40
03/28/2025	032825ACH15	Duke Energy	18433 Mentmore Blvd - Irrigation,Feb 4 - Mar 3		357.11	45,280.29
03/28/2025	032825ACH16	Duke Energy	18661 State Road 54,Feb 4 - Mar 3		46.98	45,233.31
03/28/2025	032825ACH17	Duke Energy	19069 Lake Patience Rd - Entry Light, Feb 4 - Mar 3		33.25	45,200.06
03/28/2025	032825ACH18	Duke Energy	3936 Buckinghamshire Drive - Irrigation,Feb 4 - Mar 3		77.05	45,123.01
03/31/25				**1,895,772.68**	**1,862,490.88**	**45,123.01**
04/01/2025	040125ACH	Bright House Networks	18636 MENTMORE BOULEVARD, 03/14/2025 through 04/13/2025		721.34	44,401.67
04/02/2025	100360	ECS Integrations LLC	Invoice: 102397 (Reference: The screws for the rex button were loose causing it to come ap		225.00	44,176.67
04/04/2025	040425ACH	Duke Energy	3332 Sun Lake Blvd - Fountain,Feb 4 - Mar 3		166.84	44,009.83
04/04/2025	100361	Suncoast Pool Service	Invoice: 10957 (Reference: Swimming Pool Service including chemical balance, debris remova		2,300.00	41,709.83
04/07/2025	040725ACH	Duke Energy	Billing in March 2025		13,997.48	27,712.35
04/07/2025	100362	Arrow Exterminators Inc	Invoice: 61503346 (Reference: Pest Control Service-April.)		52.00	27,660.35
04/07/2025	100363	RedTree Landscape Systems	Invoice: 21229 (Reference: Irrigation repairs were performed as follows on 02/06/2025 - 38		574.54	27,085.81
04/07/2025	100364	Cintas Fire 636525	Invoice: 0F32713768 (Reference: CITY INSPECTION SUBMITTAL FEE SPRINKLER TEST & INSPECTION		270.45	26,815.36
04/08/2025	100365	ECS Integrations LLC	Invoice: 102445 (Reference: Camera Management Access Management of CDVI.)		750.00	26,065.36
04/09/2025	100366	Randall W. Griffin	Invoice: 033125bosmtg (Reference: 3-31-25 bos mtg.)		200.00	25,865.36
04/09/2025	100367	Marcela Cisternas	Invoice: 033125bosmtg (Reference: 3-31-25 bos mtg.)		200.00	25,665.36
04/09/2025	100369	Fred Berdeguez	Invoice: 033125bosmtg (Reference: 3-31-25 bos mtg.)		200.00	25,465.36
04/09/2025	100370-1	Kevin Wagner	Reference: 03/31/25 BOS MTG. https://clientname(FILLIN).payableslockbox.com/DocView/Invoi		200.00	25,265.36
04/14/2025	041425ACH	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Apr 13 - May 12, 2025		60.33	25,205.03
04/22/2025	042225WIRE	Grout Rhino	Reference: Color Seal-Almond. https://clientname(FILLIN).payableslockbox.com/DocView/Invo		2,221.50	22,983.53
04/23/2025	042325ACH	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 2/17/2025 to 3/19/2025		396.35	22,587.18
04/23/2025	042325ACH1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, 2/17/2025 to 3/19/2025		10.60	22,576.58
04/25/2025			Funds Transfer to fund operating account	120,000.00		142,576.58
04/28/2025	042825ACH	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, Mar 3 -Apr 2		33.25	142,543.33
04/28/2025	042825ACH1	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, Mar 3 -Apr 2		1,894.92	140,648.41
04/28/2025	042825ACH2	Duke Energy	18230 Snowdonia Drive - Entry Light, Mar 3 -Apr 2		33.25	140,615.16
04/28/2025	042825ACH3	Duke Energy	3332 Sun Lake Blvd - Fountain,Mar 3 -Apr 2		332.34	140,282.82
04/28/2025	042825ACH4	Duke Energy	18108 Mentmore Blvd - Entry Light, Mar 3 -Apr 2		33.25	140,249.57
04/28/2025	042825ACH5	Duke Energy	19069 Lake Patience Rd - Entry Light, Mar 3 -Apr 2		33.25	140,216.32
04/28/2025	042825ACH6	Duke Energy	18433 Mentmore Blvd - Irrigation,Mar 3 -Apr 2		281.15	139,935.17
04/28/2025	042825ACH7	Duke Energy	19109 Mentmore Blvd - Entry Wall Light,Mar 3 -Apr 2		33.24	139,901.93
04/28/2025	042825ACH8	Duke Energy	18552 Mentmore Blvd - Entry Light ,Mar 3 -Apr 2		33.25	139,868.68
04/28/2025	042825ACH9	Duke Energy	3753 Tuckerton Dr - Irrigation, Mar 3 -Apr 2		40.87	139,827.81
04/28/2025	042825ACH10	Duke Energy	18933 Chislehurst Dr - Irrigation, Mar 3 -Apr 2		75.80	139,752.01
04/28/2025	042825ACH11	Duke Energy	19135 Manassas Dr - Sign Lights, Mar 3 -Apr 2		33.25	139,718.76
04/28/2025	042825ACH12	Duke Energy	3936 Buckinghamshire Drive - Irrigation, Mar 3 -Apr 2		78.84	139,639.92
04/28/2025	042825ACH13	Duke Energy	18661 State Road 54,Mar 3 -Apr 2		47.34	139,592.58
04/28/2025	042825ACH14	Duke Energy	18933 Mentmore Blvd - Sign Lights, Mar 3 -Apr 2		1,441.65	138,150.93
04/28/2025	042825ACH15	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, Mar 3 -Apr 2		33.25	138,117.68

04/28/2025	042825ACH16	Duke Energy	3869 Sunlake Blvd - Sign Irrigation,Mar 3 -Apr 2		33.24	138,084.44
04/28/2025	042825ACH17	Duke Energy	18636 Mentmore Blvd - Splash,Mar 3 -Apr 2		241.37	137,843.07
04/28/2025	042825ACH18	Duke Energy	Reference: 3444 TUCKERTON DR,Mar 3 -Apr 2		33.25	137,809.82
04/28/2025	042825ACH19	Duke Energy	3882 SUNLAKE BLVD SIGN, Mar 3 -Apr 2		75.25	137,734.57
04/30/25				**120,000.00**	**27,388.44**	**137,734.57**
5/1/25	5/1/25	Bright House Networks	18636 MENTMORE BOULEVARD, 4/13/-5/13/25		728.05	137,006.52
5/1/25	9997	Pasco County Property Appraiser	Reference: Annual renewal fee. https://clientname(FILLIN).payableslockbox.com/DocView/InvoiceVi...		150.00	136,856.52
5/8/25	9997	Jessica LaBarbera.	Reference: BOS MTG 05/08/25		200.00	136,656.52
5/8/25	9998	Randall W. Griffin	Reference: BOS MTG 05/08/25		200.00	136,456.52
5/8/25	9997	Fred Berdeguez	Reference: BOS MTG 05/08/25		200.00	136,256.52
5/8/25	9998	Marcela Cisternas	Reference: BOS MTG 05/08/25		200.00	136,056.52
5/12/25			Funds Transfer	657.21		136,713.73
5/14/25	5/14/25	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, May		60.33	136,653.40
5/21/25	5/21/25	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,April - May		77.45	136,575.95
5/21/25	5/21/25	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, April May		663.40	135,912.55
5/21/25	5/21/25	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, April - May		25.24	135,887.31
5/23/25			Funds Transfer	23,252.95		159,140.26
5/29/25	5/29/25	Duke Energy	3882 SUNLAKE BLVD SIGN, May		92.52	159,047.74
5/29/25	5/29/25	Duke Energy	Reference: 3444 TUCKERTON DR, May		33.25	159,014.49
5/29/25	5/29/25	Duke Energy	18636 Mentmore Blvd - Splash, May		269.09	158,745.40
5/29/25	5/29/25	Duke Energy	3869 Sunlake Blvd - Sign Irrigation, May		33.24	158,712.16
5/29/25	5/29/25	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, May		33.26	158,678.90
5/29/25	5/29/25	Duke Energy	18933 Mentmore Blvd - Sign Lights, May		1,446.59	157,232.31
5/29/25	5/29/25	Duke Energy	18661 State Road 54, May		68.94	157,163.37
5/29/25	5/29/25	Duke Energy	3936 Buckinghamshire Drive - Irrigation, May		81.00	157,082.37
5/29/25	5/29/25	Duke Energy	19135 Manassas Dr - Sign Lights, May		33.26	157,049.11
5/29/25	5/29/25	Duke Energy	18933 Chislehurst Dr - Irrigation, May		45.01	157,004.10
5/29/25	5/29/25	Duke Energy	3753 Tuckerton Dr - Irrigation, May		33.25	156,970.85
5/29/25	5/29/25	Duke Energy	18552 Mentmore Blvd - Entry Light , May		33.25	156,937.60
5/29/25	5/29/25	Duke Energy	19109 Mentmore Blvd - Entry Wall Light, May		33.24	156,904.36
5/29/25	5/29/25	Duke Energy	18433 Mentmore Blvd - Irrigation, May		290.33	156,614.03
5/29/25	5/29/25	Duke Energy	19069 Lake Patience Rd - Entry Light, May		33.25	156,580.78
5/29/25	5/29/25	Duke Energy	18108 Mentmore Blvd - Entry Light, May		33.25	156,547.53
5/29/25	5/29/25	Duke Energy	3332 Sun Lake Blvd - Fountain May		240.83	156,306.70
5/29/25	5/29/25	Duke Energy	18230 Snowdonia Drive - Entry Light, May		33.25	156,273.45
5/29/25	5/29/25	Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool, May		2,000.80	154,272.65
5/29/25	5/29/25	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, May		33.25	154,239.40
5/29/25			Funds Transfer		2,273,885.46	(2,119,646.06)
5/31/25			Funds Transfer	2,223,432.94		103,786.88
5/31/25				**2247343.1**	**2281290.79**	**103786.88**
			New Check Register for New Southstate Account			
						332,595.92
6/4/25	ACH 6/9/25	ECS Integrations LLC	50 Key Fobs		350.00	332,245.92
6/4/25	1012	Randall W. Griffin	Reference: BOS MTG 05/28/25 Budget Workshop		200.00	332,045.92
6/4/25	1011	Randall W. Griffin	Reference: BOS MTG 05/08/25.		200.00	331,845.92
6/4/25	1013	Jessica LaBarbera.	Reference: BOS MTG 05/8/25.		200.00	331,645.92
6/4/25	1014	Jessica LaBarbera.	Reference: BOS MTG 05/28/25 Budget Workshop		200.00	331,445.92
6/4/25	1015	Kevin Wagner	Reference: BOS MTG 05/28/25. Budget workshop		200.00	331,245.92
6/4/25	1016	Fred Berdeguez	Reference: BOS MTG 05/08/25.		200.00	331,045.92
6/4/25	1017	Fred Berdeguez	Reference: BOS MTG 05/28/25. Budget Workshop		200.00	330,845.92
6/4/25	1018	Marcela Cisternas	Reference: BOS MTG 05/08/25.		200.00	330,645.92
6/4/25	1019	Marcela Cisternas	Reference: BOS MTG 05/28/25 Budget Workshop		200.00	330,445.92
6/4/25	6/4/25	Heartland Payroll	Payroll 6/4/25		6,927.98	323,517.94
6/4/25	6/4/25	Heartland Payroll	Payroll 6/4/25		2,108.35	321,409.59
6/4/25			Deposit	1,600.00		323,009.59
6/5/25	6/5/25	Bright House Networks	18636 MENTMORE BOULEVARD, 4/13/-5/13/25		728.69	322,280.90
6/10/25	1021	Sliderenu Service, LLC	Concord clubhouse splash pad repair		9,760.00	312,520.90
6/10/25	1022	Javier Magria	Reimbursement for Javier		106.50	312,414.40
6/10/25	1023	Jennifer Cain	Reimbursement		113.85	312,300.55
6/11/25	1024	Pasco Cty Sheriff's Office Extra-Duty Det			71,259.54	241,041.01
6/13/25			Funds Transfer		7,000.00	234,041.01
6/16/25	6/16/25	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, June		60.33	233,980.68
6/17/25	6/17/25	Heartland Payroll	Payroll 6/17/25		8,667.97	225,312.71
6/17/25	6/17/25	Heartland Payroll	Payroll 6/17/25		1,932.15	223,380.56
6/18/25	6/18/25	WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: 06/1/25-6/30/25		120.51	223,260.05
6/18/25	6/18/25	Heartland Payroll	Payroll 6/18/25		162.00	223,098.05
6/18/25			Service Charge		321.16	222,776.89
6/26/25	10001	Javier Magria	Reimbursement for Javier		1,243.17	221,533.72
6/26/25	6/256/25	Heartland Payroll	Payroll 6/26/25		57.25	221,476.47
6/26/25	6/26/25	Heartland Payroll	Payroll 6/26/25		205.96	221,270.51
6/27/25	6/27/25	Duke Energy	19109 Mentmore Blvd - Entry Wall Light, June		33.24	221,237.27
6/27/25	6/27/25	Duke Energy	Reference: 3444 TUCKERTON DR, June		33.25	221,204.02
6/27/25	6/27/25	Duke Energy	3869 Sunlake Blvd - Sign Irrigation, June		33.25	221,170.77
6/27/25	6/27/25	Duke Energy	3753 Tuckerton Dr - Irrigation, May		33.25	221,137.52
6/27/25	6/27/25	Duke Energy	18552 Mentmore Blvd - Entry Light , June		33.25	221,104.27
6/27/25	6/27/25	Duke Energy	19069 Lake Patience Rd - Entry Light, June		33.25	221,071.02
6/27/25	6/27/25	Duke Energy	18108 Mentmore Blvd - Entry Light, June		33.25	221,037.77
6/27/25	6/27/25	Duke Energy	3440 Buckinghamshire Blvd - Entry Light, June		33.25	221,004.52
6/27/25	6/27/25	Duke Energy	19135 Manassas Dr - Sign Lights, June		33.26	220,971.26
6/27/25	6/27/25	Duke Energy	18933 Chislehurst Dr - Irrigation, June		44.11	220,927.15
6/27/25	6/27/25	Duke Energy	3936 Buckinghamshire Drive - Irrigation, June		85.32	220,841.83
6/27/25	6/27/25	Duke Energy	3882 SUNLAKE BLVD SIGN, June		94.69	220,747.14
6/27/25	6/27/25	Duke Energy	18661 State Road 54, June		100.27	220,646.87
6/27/25	6/27/25	Duke Energy	18636 Mentmore Blvd - CH Main Buildi, June		151.74	220,495.13
6/27/25	6/27/25	Duke Energy	3332 Sun Lake Blvd - Fountain June		245.89	220,249.24
6/27/25	6/27/25	Duke Energy	18433 Mentmore Blvd - Irrigation, June		267.80	219,981.44
6/27/25	6/27/25	Duke Energy	18636 Mentmore Blvd - Splash, June		301.68	219,679.76
6/27/25	6/27/25	Duke Energy	18933 Mentmore Blvd - Sign Lights, June		1,446.59	218,233.17
6/30/25				**1,600.00**	**115,962.75**	**218,233.17**
7/1/25	1025	Anchor Stone Management, LLC	District Management Service July		4,400.00	213,833.17
7/2/25	7/2/25	Heartland Payroll	Employee Payroll		12,645.81	201,187.36
7/3/25	1031	Suncoast Pool Service			6,900.00	194,287.36

7/7/25		1026	Randall W. Griffin	Reference: BOS MTG 06/12/25			200.00	194,087.36
7/7/25		1027	Jessica LaBarbera.	Reference: BOS MTG 06/12/25			200.00	193,887.36
7/7/25		1028	Marcela Cisternas	Reference: BOS MTG 06/12/25			200.00	193,687.36
7/7/25		1029	Kevin Wagner	Reference: BOS MTG 06/12/25.			200.00	193,487.36
7/7/25		1030	Fred Berdeguez	Reference: BOS MTG 06/12/25			200.00	193,287.36
7/9/25				Service Charge			321.16	192,966.20
7/10/25	7/10/25		Duke Energy	3440 Buckinghamshire Blvd - Entry Light, July			33.25	192,932.95
7/11/25		1032	Bandit Fitness Equipment	Fitness equipment maintenance / replacement			15,369.94	177,563.01
7/11/25	7/11/25		ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, June			60.33	177,502.68
7/14/25		5001	Stantec Consulting Services Inc.				24,004.68	153,498.00
7/14/25		5003	Florida Brothers Maintenance & Repair	Reference: 3 days a week Janitorial Cleaning Total for 156 Days in total for the year			1,482.00	152,016.00
7/15/25		5004	Suncoast Rust Control, Inc.				3,405.00	148,611.00
7/15/25		5005	Pasco Cty Sheriff's Office Extra-Duty Det	Jun-25			11,876.59	136,734.41
7/15/25		5006	Solitude Lake Management	5464			18,446.00	118,288.41
7/15/25		5007	Arrow Exterminators Inc	Reference: Pest Control Service-May . https://clientname(FILLIN).payableslockbox.com/DocView/In...			52.00	118,236.41
7/15/25		5008	Grau and Associates				3,600.00	114,636.41
7/15/25		5009	Straley Robin Vericker	For Professional Services Rendered Through May 31, 2025.			7,268.40	107,368.01
7/15/25		5010	Mike Fasano Pasco County Tax Collector	Postage			552.23	106,815.78
7/15/25		5011	Advanced Pressure Washing Solutins IN(	Pressure washing - roof			1,350.00	105,465.78
7/15/25				Deposit		5,812.38		111,278.16
7/16/25		5012	RedTree Landscape Systems				177,961.13	(66,682.97)
7/17/25	071725ach1		Duke Energy	Reference: 0000 Trinity Cottage Dr.			3,587.65	(70,270.62)
7/17/25	7/17/25		Heartland Payroll	Employee Payroll			11,720.55	(81,991.17)
7/18/25	7/18/25		WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: July			120.51	(82,111.68)
7/21/25	072125ach		Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,			113.53	(82,225.21)
7/21/25	072125ach2		Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD,			649.77	(82,874.98)
7/22/25		5013	Kevin Wagner	Reference: BOS MTG 7/10/25			200.00	(83,074.98)
7/22/25		5014	Marcela Cisternas	Reference: BOS MTG 7/10/25			200.00	(83,274.98)
7/22/25		5017	Jessica LaBarbera.	Reference: BOS MTG 07/10/25			200.00	(83,474.98)
7/22/25		5018	Randall W. Griffin	Reference: BOS MTG 07/10/25			200.00	(83,674.98)
7/22/25				Funds Transfer		103,027.89		19,352.91
7/22/25				Funds Transfer		100,000.00		119,352.91
7/24/25	072425ach		Duke Energy	3882 SUNLAKE BLVD SIGN, May			102.79	119,250.12
7/24/25	072425ach1		Duke Energy	Reference: 3444 TUCKERTON DR, May			33.26	119,216.86
7/24/25	072425ach3		Duke Energy	18636 Mentmore Blvd - Splash,			287.10	118,929.76
7/24/25	072425ach4		Duke Energy	3869 Sunlake Blvd - Sign Irrigation			33.25	118,896.51
7/24/25	072425ach6		Duke Energy	18636 Mentmore Blvd - CH Main Buildi			186.30	118,710.21
7/24/25	072425ach7		Duke Energy	18933 Mentmore Blvd - Sign Lights			1,446.59	117,263.62
7/24/25	072425ach8		Duke Energy	18661 State Road 54			91.99	117,171.63
7/24/25	072425ach9		Duke Energy	3936 Buckinghamshire Drive - Irrigation			79.01	117,092.62
7/24/25	072425ach10		Duke Energy	19135 Manassas Dr - Sign Lights			33.25	117,059.37
7/24/25	072425ach11		Duke Energy	18933 Chislehurst Dr - Irrigation			40.15	117,019.22
7/24/25	072425ach12		Duke Energy	3753 Tuckerton Dr - Irrigation			33.25	116,985.97
7/24/25	072425ach13		Duke Energy	18552 Mentmore Blvd - Entry Light			33.25	116,952.72
7/24/25	072425ach14		Duke Energy	19109 Mentmore Blvd - Entry Wall Light			33.24	116,919.48
7/24/25	072425ach15		Duke Energy	18433 Mentmore Blvd - Irrigation			241.91	116,677.57
7/24/25	072425ach16		Duke Energy	19069 Lake Patience Rd - Entry Light			33.25	116,644.32
7/24/25	072425ach17		Duke Energy	18108 Mentmore Blvd - Entry Light			33.26	116,611.06
7/24/25	072425ach18		Duke Energy	3332 Sun Lake Blvd - Fountain			222.80	116,388.26
7/24/25	072425ach19		Duke Energy	18230 Snowdonia Drive - Entry Light,			33.25	116,355.01
7/24/25	072425ach20		Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool,			4,307.33	112,047.68
7/24/25	072425ach21		Duke Energy	3440 Buckinghamshire Blvd - Entry Light,			33.26	112,014.42
7/25/25		5019	Cintas Fire 636525				717.90	111,296.52
7/25/25		5020	POOP 911	Pet waste station purchase and instalation			2,339.80	108,956.72
7/25/25		5021	Kilinski Van Wyk PLLC	Legal Services			8,098.50	100,858.22
7/25/25		5022	Business Observer				142.19	100,716.03
7/28/25	072825ach		Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights,			19,222.50	81,493.53
7/31/25	7/31/25		Heartland Payroll	Employee Payroll			6,806.78	74,686.75
7/31/25						**208,840.27**	**352,386.69**	**74,686.75**
8/4/25	080425ach		Heartland Payroll	Payroll			177.61	74,509.14
8/4/25	080425ach2		Heartland Payroll	Payroll			29.40	74,479.74
8/4/25	080425ach1		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR, 5/19-6/18/25			22.26	74,457.48
8/4/25	08/04/25 -2		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR, 5/19-6/18/25 - ACH Fee			1.85	74,455.63
8/5/25	5023		Anchor Stone Management, LLC	District Management Service July			4,250.00	70,205.63
8/5/25	082625ach6		Duke Energy	18661 State Road 54			91.17	70,114.46
8/9/25				Service Charge - To be reimbursed by Southstate			108.00	70,006.46
8/11/25	5024		Stantec Consulting Services Inc.	Professional Engineering Services			1,944.87	68,061.59
8/11/25	5025		Straley Robin Vericker	For Professional Services Rendered Through June 30, 2025.			2,043.50	66,018.09
8/11/25	5026		Pasco Cty Sheriff's Office Extra-Duty Det	July Off Duty Officers			11,876.53	54,141.56
8/11/25	5027		Arrow Exterminators Inc	Pest Control Service 2 Months Service			104.00	54,037.56
8/11/25	5028		Suncoast Pool Service	Pool Service 2 Months Service, Inoice sent to wrong address			4,600.00	49,437.56
8/11/25	5029		Suncoast Rust Control, Inc.	Monthly rust treatment 2 Months Service, 2 Invoices, July inoice went to prior manager			2,270.00	47,167.56
8/11/25	5030		USA Fence Company	Fence deposit			11,500.00	35,667.56
8/11/25	5031		Solitude Lake Management	Pond Maintenance			9,223.00	26,444.56
8/11/25	8/11/25		ECS Integrations LLC	Surge Protection Systems			645.00	25,799.56
8/11/25	8/11/25		ECS Integrations LLC	Main Access Panels and programming			4,950.00	20,849.56
8/13/25	081325ach		Duke Energy	Reference: 0000 Trinity Cottage Dr. (dep)			50.00	20,799.56
8/13/25	081325ach2		ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, June			60.33	20,739.23
8/14/25	081425ach		Heartland Payroll	Payroll Service Fee			87.00	20,652.23
8/14/25	081425ach		Bright House Networks	18636 MENTMORE BOULEVARD,08/14-9/31/25			2,185.93	18,466.30
8/14/25	081425ach2		Heartland Payroll	Employee Payroll - Taxes			1,221.86	17,244.44
8/14/25	081425ach3		Heartland Payroll	Employee Payroll Salary			5,943.03	11,301.41
8/15/25	081525ach		WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: Aug			120.51	11,180.90
8/17/25	8/17/25		Microsoft	Microsoft			36.00	11,144.90
8/18/25	5033		Jessica LaBarbera.	BOS MTG 07/29/25 & 8/14/25			400.00	10,744.90
8/18/25	5034		Fred Berdeguez	BOS MTG 07/29/25 & 8/14/25			400.00	10,344.90
8/18/25	5037		Marcela Cisternas	BOS MTG 07/29/25 & 8/14/25			400.00	9,944.90
8/18/25	5038		Randall W. Griffin	BOS MTG 07/29/25 & 8/14/25			200.00	9,744.90
8/18/25	5039		Kevin Wagner	BOS MTG 07/29/25 & 8/14/25			400.00	9,344.90
8/19/25	5048		Florida Commercial Care, Inc.	Repairs / Maintenance			5,335.12	4,009.78
8/19/25	5050		Stantec Consulting Services Inc.	Professional Engineering Services			3,093.57	916.21
8/20/25				Funds Transfer		100,000.00		100,916.21
8/21/25	5040		M&G Investors, LLC	Deep Cleaning			1,150.00	99,766.21

8/22/25	5051		Arrow Exterminators Inc	Reference: Pest Control Service- August		52.00	99,714.21
8/22/25	5052		Jessica LaBarbera.	BOS Mtg - Check Reissue		200.00	99,514.21
8/22/25	5053		Jessica LaBarbera.	BOS Mtg - Check Reissue		200.00	99,314.21
8/25/25	5042		Bandit Fitness Equipment	Fitness equipment maintenance / replacement		15,369.94	83,944.27
8/25/25	5044		Sniffen &Spellman, PA	Legal Services Through 7/31/25		1,890.00	82,054.27
8/25/25	5045		RedTree Landscape Systems	Reference: Irrigation repairs		9,558.38	72,495.89
8/26/25	082625ach		Duke Energy	3882 SUNLAKE BLVD SIGN,		103.55	72,392.34
8/26/25	082625ach1		Duke Energy	Reference: 3444 TUCKERTON DR		30.80	72,361.54
8/26/25	082625ach2		Duke Energy	18636 Mentmore Blvd - Splash		272.56	72,088.98
8/26/25	082625ach3		Duke Energy	3869 Sunlake Blvd - Sign Irrigation		30.80	72,058.18
8/26/25	082625ach4		Duke Energy	18636 Mentmore Blvd - CH Main Buildi		113.58	71,944.60
8/26/25	082625ach5		Duke Energy	18933 Mentmore Blvd - Sign Lights		1,347.47	70,597.13
8/26/25	082625ach7		Duke Energy	3936 Buckinghamshire Drive - Irrigation		77.62	70,519.51
8/26/25	082625ach8		Duke Energy	19135 Manassas Dr - Sign Lights		30.80	70,488.71
8/26/25	082625ach9		Duke Energy	18933 Chislehurst Dr - Irrigation		52.38	70,436.33
8/26/25	082625ach10		Duke Energy	18552 Mentmore Blvd - Entry Light		30.80	70,405.53
8/26/25	082625ach11		Duke Energy	19109 Mentmore Blvd - Entry Wall Light		30.80	70,374.73
8/26/25	082625ach12		Duke Energy	18433 Mentmore Blvd - Irrigation		274.04	70,100.69
8/26/25	082625ach13		Duke Energy	19069 Lake Patience Rd - Entry Light		30.80	70,069.89
8/26/25	082625ach15		Duke Energy	18108 Mentmore Blvd - Entry Light		30.80	70,039.09
8/26/25	082625ach16		Duke Energy	18230 Snowdonia Drive - Entry Light,		30.80	70,008.29
8/26/25	082625ach17		Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool,		2,068.86	67,939.43
8/26/25	082625ach18		Duke Energy	3440 Buckinghamshire Blvd - Entry Light,		30.80	67,908.63
8/27/25	8/27/25		Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights,		1.39	67,907.24
8/27/25	082725ach		Duke Energy	3753 Tuckerton Dr - Irrigation		79.29	67,827.95
8/28/25	082825ach		Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights,		5,976.36	61,851.59
8/28/25	082825acg		Heartland Payroll	Payroll Service Fee		91.00	61,760.59
8/28/25	082825ach11		Heartland Payroll	Employee Payroll - Taxes		1,643.31	60,117.28
8/28/25	082825ach7		Heartland Payroll	Employee Payroll Salary		7,474.33	52,642.95
8/29/25	5064		ECS Integrations LLC	Gate maintenance		225.00	52,417.95
8/29/25	082925ach5		ECS Integrations LLC	Gate maintenance		750.00	51,667.95
8/29/25	5054		ECS Integrations LLC	Gate maintenance		162.00	51,505.95
8/29/25	5055		ECS Integrations LLC	Gate maintenance		475.00	51,030.95
8/29/25	082925ach3		ECS Integrations LLC	50 Key Fobs		350.00	50,680.95
8/29/25	082925ach1		ECS Integrations LLC	Surge Protection Systems		645.00	50,035.95
8/29/25	082925ach		ECS Integrations LLC	Main Access Panels and programming		4,950.00	45,085.95
8/29/25	082925ach		FL Dept of Revenue	Sales Tax		1,433.21	43,652.74
8/31/25					**100,000.00**	**131,034.01**	**43,652.74**
9/1/25	090125ach1		Pasco County Utilities Services Branch	19322 UMBERLAND PLACE, 4/18-5/19/25		218.04	43,434.70
9/1/25	090125ach2		Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 4/18-5/19/25		1,251.72	42,182.98
9/1/25	090125-2		Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		104.51	42,078.47
9/1/25	090125		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR, 6/18-7/17/25		10.60	42,067.87
9/2/25	090225ach		Duke Energy	Reference: 0000 Trinity Cottage Dr.		1.39	42,066.48
9/2/25				Deposit	108.00		42,174.48
9/3/25		5056	M&G Investors, LLC	Janitorial Services-Weekly Cleaning		1,250.00	40,924.48
9/3/25		5058	Anchor Stone Management, LLC	District Management Service		4,250.00	36,674.48
9/3/25		5057	Suncoast Rust Control, Inc.	Commercial Svc: Monthly water treatment		1,135.00	35,539.48
9/3/25		5059	Solitude Lake Management	5464		9,223.00	26,316.48
9/3/25				Funds Transfer	100,000.00		126,316.48
9/4/25				Funds Transfer	100,000.00		226,316.48
9/5/25		5061	Kilinski Van Wyk PLLC	Legal Services		11,971.90	214,344.58
9/5/25		5062	RedTree Landscape Systems	Reference: July 2025 Monthly Grounds		24,104.17	190,240.41
9/7/25		5066	Anchor Stone Management, LLC	Reimbursement for Fed Ex-Amenity Priveleges Suspension		10.95	190,229.46
9/7/25		5067	Anchor Stone Management, LLC	Reimb Exp: Overtime Meeting 1 hr		150.00	190,079.46
9/7/25		5068	Pasco Cty Sheriff's Office Extra-Duty Det	Aug-25		11,876.53	178,202.93
9/8/25	090825ach		Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD, 7/17-8/18/25+ 1.85 processing		1,660.20	176,542.73
9/8/25	090825ach2		Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		315.38	176,227.35
9/8/25		9/8/25	FL Dept of Revenue	Sales Tax		5.28	176,222.07
9/9/25		5070	Suncoast Pool Service	Reference: Swimming Pool Service including chemical balance, debris removal from surface and bot...		2,300.00	173,922.07
9/9/25		5069	Image 360	Estimate-Signs		1,294.69	172,627.38
9/9/25				Service Charge		0.48	172,626.90
9/11/25		5130	Cintas Fire 636525	compliance engine upload		51.00	172,575.90
9/11/25		9/11/25	Heartland Payroll	Payroll		91.00	172,484.90
9/11/25		9/11/25	Heartland Payroll	Employee Payroll		1,831.98	170,652.92
9/11/25		9/11/25	Heartland Payroll	PR		8,155.57	162,497.35
9/12/25		5072	Business Observer	Legal Advertising		83.13	162,414.22
9/14/25		5073	Pasco Cty Sheriff's Office Extra-Duty Det	Sep-25		10,688.92	151,725.30
9/14/25		5074	Blue Wave Lighting	Deposit-Install LED lighting clubhouse		28,294.00	123,431.30
9/15/25		5075	Marcela Cisternas	BOS MTG 9-11-25		200.00	123,231.30
9/15/25		5076	Kevin Wagner	09-11-25 bos mtg		200.00	123,031.30
9/15/25		5077	Fred Berdeguez	09-11-25 bos mtg		200.00	122,831.30
9/15/25				Funds Transfer	50,000.00		172,831.30
9/15/25		9/15/25	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Sept		60.33	172,770.97
9/16/25		5078	RedTree Landscape Systems	Reference: Aug 2025 Monthly Grounds		24,104.17	148,666.80
9/16/25		9/16/25	WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: Sept		120.51	148,546.29
9/17/25		5080	Kai	District Management Services - May		4,916.66	143,629.63
9/17/25		5081	Kai	District Management Services - April		4,916.66	138,712.97
9/17/25		5082	Kai	District Management Services - June		4,916.66	133,796.31
9/17/25		5083	Kai	Amenity Management - May		11,798.27	121,998.04
9/17/25		5084	Kai	Amenity Services - April		12,855.29	109,142.75
9/17/25		5085	RedTree Landscape Systems	Irrigation Repairs		261.25	108,881.50
9/18/25		5086	Stantec Consulting Services Inc.	Professional Engineering Services		767.04	108,114.46
9/19/25				Funds Transfer	100,000.00		208,114.46
9/22/25		5089	Ana Heels	Club House Rental Reimb		350.00	207,764.46
9/22/25		5090	Sniffen &Spellman, PA	Legal Services Through 8/31/25		375.00	207,389.46
9/22/25		5091	Kilinski Van Wyk PLLC	Legal Services		5,882.60	201,506.86
9/22/25	092225ach		Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,(7/14-8/15)		22.26	201,484.60
9/22/25		9/22/25	FL Dept of Revenue	Sales Tax		62.09	201,422.51
9/23/25		5087	Johnson Engineering, Inc.			6,090.00	195,332.51
9/23/25		5094	A Better Court	Reserve Dispute 3000 BBall Ct		11,850.00	183,482.51
9/23/25		5132	Cintas Fire 636525	sprinkler system		205.75	183,276.76
9/25/25	092525ach		Duke Energy	18636 Mentmore Blvd - clubhouse/pool		2,318.44	180,958.32
9/26/25		5095	Kazar's Electric, Inc.	INV DATE 7-24-24		460.00	180,498.32

9/26/25	092625ach		Duke Energy	3440 Buckinghamshire Blvd - Entry Light,		30.80	180,467.52
9/26/25	092625ach		Duke Energy	18230 Snowdonia Drive		30.80	180,436.72
9/26/25	092625ach3		Duke Energy	18108 Mentmore Blvd - Entry Light _ (8/2-9/2)		30.80	180,405.92
9/26/25	092625ach4		Duke Energy	19069 Lake Patience Rd - Entry Light (8/2-9/2)		30.80	180,375.12
9/26/25	092625ach5		Duke Energy	19109 Mentmore Blvd - Entry Wall Light)8/2-9/2)		30.80	180,344.32
9/26/25	092625ach6		Duke Energy	18552 Mentmore Blvd - Entry Light (8/2-9/2)		30.80	180,313.52
9/26/25	092625ach7		Duke Energy	19135 Manassas Dr - Sign Lights (8/2-9/2)		30.80	180,282.72
9/26/25	092625ach8		Duke Energy	3869 Sunlake Blvd - Sign Irrigation (8/2-9/2)		30.80	180,251.92
9/26/25	092625ach9		Duke Energy	3444 Tuckerton Dr-Sign Entry 8/2-9/2		30.80	180,221.12
9/26/25	092625ach10		Duke Energy	18933 Chislehurst Dr - Irrigation 8/2-9/2		51.38	180,169.74
9/26/25	092625ach11		Duke Energy	3753 Tuckerton Dr - Irrigation 8/2-9/2		63.28	180,106.46
9/26/25	092625ach12		Duke Energy	3936 Buckinghamshire Drive - Irrigation, 8/2-9/2		79.51	180,026.95
9/26/25	092625ach13		Duke Energy	18661 State Road 54, 8/2-9/2		85.68	179,941.27
9/26/25	092625ach14		Duke Energy	18636 Mentmore Blvd - CH Main Buildi, 08/2-9/2		87.87	179,853.40
9/26/25	092625ach15		Duke Energy	3882 SUNLAKE BLVD SIGN, 8/2-9/2		95.06	179,758.34
9/26/25	092625ach17		Duke Energy	18433 Mentmore Blvd - Irrigation 8/2-9/2		177.17	179,581.17
9/26/25	092625ach18		Duke Energy	18636 Mentmore Blvd - splash		260.79	179,320.38
9/26/25	092625ach19		Duke Energy	18933 Mentmore Blvd - Sign Lights, 08/2-9/2		1,348.06	177,972.32
9/29/25		5096	Fitness Logic	Reference: Quarterly General Maintenance and cleaning of all equipment - Labor Only Maintenance ...		175.00	177,797.32
9/29/25	092925ach		Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights, 8/5-9/3		5,978.05	171,819.27
9/29/25		9/29/25	Heartland Payroll	Payroll		91.00	171,728.27
9/29/25		9/29/25	Heartland Payroll	Employee Payroll		1,831.12	169,897.15
9/29/25		9/29/25	Heartland Payroll	PR		8,731.30	161,165.85
9/30/25		5097	Concord Station CDD c/o US Bank	Debt Service Proceeds for Series 2016		42,329.47	118,836.38
9/30/25	093025ach		Bright House Networks	18636 MENTMORE BOULEVARD,09/14-10/13/25		728.62	118,107.76
9/30/25					**350,108.00**	**275,652.98**	**118,107.76**

EXHIBIT 15

RETURN TO AGENDA



MINUTES OF 10/09/2025 REGULAR MEETING
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Concord Station Community Development District was held Thursday, October 09, 2025 at 6:30 p.m. at the Concord Station Amenity Center, 18636 Mentmore Blvd., Land O'Lakes, Florida 34638. The public was able to listen and/or participate in-person or live via Teams conference.

I. Call to Order / Roll Call

The meeting was called to order by Ms. Thibault. Roll was called and a quorum was confirmed with the following Supervisors present:

Jessica LaBarbera.....Board of Supervisors, Chairman
Randall Griffin.....Board of Supervisors, Vice Chairman
Kevin Wagner (via phone).....Board of Supervisors, Assistant Secretary
Marcela Cisternas.....Board of Supervisors, Assistant Secretary

Also present were:

Patricia Thibault.....District Manager, Anchor Stone Management
Mark Looknanan, Jr.....Amenity Manager, Concord Station CDD
Lindsay A. Moczynski.....District Counsel, Kilinski Van Wyk
Greg Woodcock.....District Engineer, Stantec
Alan J. Messing.....President, SwimKids, USA, Inc.
Amanda Shapiro.....Owner, Manda's Minnows
Dana Bryant.....Irrigation Specialist, Anchor Stone Management
Corey White.....Solitude Lake Management
Allan Willson (via phone).....Solitude Lake Management
Matt Olson.....Irrigation, Red Tree Landscape Systems
John Burkett.....Landscaping, Red Tree Landscape Systems

Opening Remarks and Attendance Notes

Ms. Thibault officially called the Meeting to order after confirming that quorum had been established. Present in person were Chairwoman LaBarbera, Supervisor Griffin, Supervisor Cisternas of the Board of Supervisors; Supervisor Wagner attended via phone. Also present were District Management Staff, District Counsel, and Amenity Team members.

II. Audience Comments – Agenda Items (limited to 3 minutes per individual)

Audience comments were then invited. One resident spoke in support of allowing a resident-owned, resident-run wellness service to operate from District facilities, praising the operator's dedication and the positive impact on families. No additional comments were offered in person or via Zoom.

III. Professional Vendor Presentations

A. District Engineering Report – Stantec Project Engineer Greg Woodcock

1. Status and Discussion of ADS Project

2. Discussion of Seal Coating Clubhouse Parking Lot & Pothole Repair

3. Discussion of Ditch Project

The District Engineer provided operational updates. He reported the ADS operation-and-maintenance project has been completed. Crews are currently finishing work along the roadside ditch, with completion anticipated by week's end. The board discussed the new ditch section's final condition: the prior concrete wall is not being reconstructed; instead, the remaining wall is being cut down at the base where needed, overlaid with geotextile, and covered entirely with rock to stabilize the slope and retain soil. The Engineer noted this approach should prevent water from migrating behind the old wall, which had contributed to prior failures.

Supervisors asked whether the observed damage might have been exacerbated by a recent hurricane event. While the Engineer could not confirm pre-storm conditions, he agreed storm flows did not help and likely forced water over and through the structure. The board requested confirmation of potential coverage under the District's general

liability/property program and whether any hurricane deductible would apply. Staff will investigate an insurance claim to offset repair costs and report back.

A Supervisor also asked that the contractor repair equipment track damage made to turf during wet conditions. The Engineer confirmed site restoration is part of the contractor's closeout responsibilities and committed to enforcing it.

Turning to pavement maintenance, the Engineer outlined a plan for the parking lot's failing strip: saw-cut approximately two feet on both sides, remove existing base and asphalt to a depth of 13 inches, rebuild with 10 inches of crushed-concrete base and 3 inches of asphalt to "beef up" the section similar to a utility crossing repair. Because one vendor could not cover both base repair and asphalt, additional outreach delayed proposals; the Engineer expects to present competitive proposals at the next meeting.

4. Discussion of Tree Replacement Project

The Engineer next briefed the tree replacement initiative along the homes most directly impacted by large, declining trees. After a joint site review with Red Tree, twelve trees were identified for removal and replacement (four on one side of the corridor and eight on the other) due to potential impacts on adjacent residences. Red Tree provided a preliminary budgetary figure of approximately $41,400 for turnkey removal and replacement. The concept envisions installing 30-gallon replacement trees roughly ten feet from the existing tree locations, with mulch rings and use of nearby spray heads presumed adequate for irrigation; if irrigation adjustments are needed, they would be addressed within the project scope.

The Supervisors questioned the unit cost of the proposal (roughly $3,450 per tree at the budgetary number) and asked that the District solicit additional bids and confirm whether any irrigation modifications are explicitly included. The board also requested options for alternative, more appropriate species and sizes — particularly non-invasive trees with controlled root structures and flowering options previously discussed (e.g., crepe myrtle or comparable species). The District Manager will obtain at least two additional competitive proposals and bring back a side-by-side comparison with species, sizes, and complete scopes (including any irrigation work) at the next meeting.

Continuing the discussion on landscape replacements, the Board briefly revisited species selection for the twelve identified removals, expressing interest in a mixed palette for visual texture — potentially two crepe myrtles paired with a complementary species at each cluster. The Staff confirmed the trees in question sit just outside residential fences and were originally required plantings.

5. Consideration of Stantec Professional Services Agreement Change Order – Increase of $5,000

On professional services, the Engineer requested a change order to increase the FY budgeted "not-to-exceed" amount for engineering by $5,000 to cover September activity at the end of the fiscal year. He explained the finance system cannot process invoices beyond the approved NTE without a board-authorized change order. He estimated actual September charges at approximately $3,000; any unused portion of the authorization would not be billed. After discussion of timing, hourly billing, and prior-year totals (approximately $30,033 through August following a period without an engineer earlier in the year), the Board proceeded to action.

On a MOTION by Supervisor Griffin, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board approved Stantec Professional Services Agreement Change Order – Increase of $5,000 for the Concord Station Community Development District.

The District Counsel then addressed the Stantec professional services agreement. The Counsel recommended updating the agreement to the firm's current form, noting the existing contract was prepared by prior counsel and contains outdated public records language that still references the District's former management company. The Counsel advised that current statutory requirements necessitate accurate public records provisions. The Counsel estimated the update at approximately one-half hour of work (targeting $150 or less, with paralegal preparation and attorney review). The Board directed the Counsel to proceed with updating the Stantec agreement now and to review other vendor agreements for conforming updates as they come up for renewal.

B. Solitude Lake Management

1. Waterway Inspection Report – 10.01.2025

Staff referenced the inspection packet (site R6), noting the illustrative photo of a desired gate configuration to allow maintenance access to the rear pond tracts. Members who were absent at the prior meeting asked for context; Staff

explained recurring access challenges for certain ponds and described the need for a minimum of approximately five feet of clear width to maneuver equipment — ten feet being ideal, but five as a practical threshold. Letters were sent to four of six homeowners located along the designated access points asking them to coordinate with District Staff and Management on compliant solutions, such as adding or enlarging gates, or removing obstructions, while one property without a fence may still present constraints due to house placement and landscaping.

The Supervisors discussed next steps, including an on-site review with CJ to verify actual clearances and identify specific impediments beyond fence lines (e.g., decorative elements, plantings, utilities). Staff noted that for at least one lot, the plat reflects a 20.5-foot access easement; however, the functional width may be impaired by improvements. The consensus was to await homeowner responses to the letters while concurrently arranging a field visit to measure widths and document any additional obstacles so tailored remedies can be proposed.

2. Discussion & Consideration of Revised Agreement for Service

Next, the Board considered a proposed revised agreement from Solitude. Chairwoman stated unequivocally that the District would not accept a three-year term with a buyout provision requiring payment of 50% upon termination, nor agree to reductions in scope (specifically the removal of water testing) in exchange for a lower rate. Counsel confirmed her earlier comments that the draft altered reporting language and omitted water testing, and reiterated the prior recommendation against any buyout provision. Discussion also noted that comparative pricing had not yet been sought from competitors and that the existing contract runs through March.

The Board determined it would complete the current term and then compete the services. A motion was made to reject the vendor's revised agreement and continue under the existing contract until expiration. The motion was seconded and, after brief clarification on intent, carried with the board in favor. Counsel will calendar the procurement timeline so that by the November meeting the District can initiate the RFP/ITB process for post-March services.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board rejected the Proposed Revised Services Agreement from Solitude for the Concord Station Community Development District.

C. Red Tree Landscape Maintenance

1. Landscape Maintenance Report – September

The landscape contractor then reported that Spanish moss removal and associated canopy cleanout had commenced and was well underway, proceeding section by section to achieve the planned aesthetic and health improvements for the mature trees. He explained that simply pulling visible moss is ineffective; the work requires reaching higher into the canopy to remove established mats, which have accumulated over years.

Supervisor Cisternas questioned a recent proposal line item related to a partially detached limb, stating the board assumed such cleanup would fall under the base contract's debris removal obligations, particularly since the limb appeared to be only a few feet off the ground and could have been fully cut and removed as routine debris. Management noted the in-house maintenance team ultimately cleared the material but sought clarity on scope. The contractor responded that arboricultural work, even at lower heights, can be treated as specialty tree work for safety and workmanship reasons (proper structural cuts to prevent tears and ensure callusing), and that industry practice and insurance classifications distinguish general grounds work from tree work. He cited significantly higher workers' compensation rates for arbor crews compared to grounds staff as one reason such items may be priced separately. Chairwoman acknowledged the distinction but reiterated their expectation that low, easily reachable storm-related or gravity-damaged limb removal be treated as debris cleanup when practicable and consistent with the contract. The Contractor agreed to review the specific incident against the contract language and coordinate with Management to ensure alignment going forward. With those clarifications, the Board asked staff to continue monitoring progress on the moss removal and to flag any tree-related items that might require formal arbor services before proposals are issued.

The Board continued its review of landscape performance and scope interpretation with RedTree. The Board Members referenced a recent incident involving a partially detached limb hanging at approximately shoulder height. Management confirmed the limb was ultimately cut and removed by in-house maintenance after the contractor submitted a $150 proposal for the task. A Supervisor pointed to the contract's section on "trees and trunk care/aesthetic pruning" (as cited on page 14) and asked how that provision should apply to low, easily reachable hazards. The Contractor had previously explained that arboricultural work is treated as specialty service due to safety, technique, and insurance

classifications; however, Board Members challenged why this particular item was not simply handled as routine debris removal given its low height and limited complexity. The exchange underscored the Board's expectation that minor, readily addressed safety issues be resolved within the base scope whenever consistent with the contract.

At this point, discussion turned to meeting decorum and professional conduct. The Chair stated that seemingly repeated displays of frustration and dismissiveness toward the Board's oversight responsibilities were unacceptable. The Contractor's representative was excused from the meeting.

2. Consideration of Proposals Cited in Landscape Maintenance Report

- **Flush Cut & Remove (1) Dying Tree - Buckingham Shire Park - $650**
- **Flush Cut (3) Dead Trees on the South Side of Mentmore - East of Sun Lake Blvd. - $1,950**
- **Stake (2) Leaning Trees at Buckingham Shire Park - $500**
- **Hardwood Elevation, Crown Thinning & Cleaning Proposal**

Following the representative's departure, the Board addressed pending invoices and scope control. The Chair stated that RedTree invoices would not be approved that evening. Management clarified that two specific invoices had already been returned ("bounced") because no prior board approval existed: (i) an irrigation system repair invoice (noted around $2,125) and (ii) a separate charge for an irrigation mapping effort. Management also noted that routine, recurring monthly maintenance invoices had been paid, but any "additional services" must follow the board approval process.

Counsel summarized the framework: additional services require compliance with the District's purchasing and payment procedures. With respect to the mapping issue, supervisors recalled multiple prior discussions requesting an irrigation map but emphasized that no cost had ever been disclosed or authorized at the time of the request. The Board Members reiterated the consensus that the vendor proceeded without an approved price, later submitting an invoice more than 60 days after the fact. One Supervisor recalled that, at a previous meeting, the Board chose to table the matter until all Members were present; however, sentiment now coalesced that the map — requested and discussed with no mention of price — should not be billable at the amount presented, if billable at all. Several Supervisors voiced the view that the substantial sums already being paid for irrigation evaluation and repair should reasonably encompass the mapping necessary to perform that work. No motion was made; the board directed that payment on the disputed mapping invoice continue to be withheld pending further review.

Management also reported receiving an email from the Contractor suggesting that, if certain unpaid invoices were not approved, the company would "put it back to where it was," which the Board interpreted as a threat to undo repairs. The District Counsel asked that the email be forwarded immediately for legal review and advised that the Board should not speculate on potential future acts but confirmed that any deliberate damage to the District's systems could constitute actionable misconduct. The Board discussed whether to issue a notice placing the Contractor on formal warning regarding preservation of the District's property and adherence to scope and approvals. Counsel confirmed the agreement requires a 30-day notice to terminate and that the board may issue appropriate notices as warranted. Staff will circulate the referenced email to Counsel, and counsel will prepare a written notice reinforcing (a) no alteration or removal of completed work without authorization; (b) compliance with the approvals process; and (c) expectations for professional conduct on the District's property.

3. Status & Discussion of Irrigation Project

The Board then stepped back to the broader irrigation program. The Supervisors expressed concern that charges have trended toward wholesale replacement rather than targeted repair, with costs already approaching roughly $50,000 while less than half of the system has been addressed. Members contrasted the Contractor's recent assertions that "nothing" functioned with the prior vendor's last walkthrough, during which zones could be run (albeit manually), and with a recent finding that at least one valve had simply been turned off. The board also noted delays on Spanish moss removal and uneven attention to easement areas and dead saplings, reinforcing a perception that base maintenance is not being performed consistently without supplemental charges. Based on this pattern, the Supervisors anticipated the contractor might elect to terminate; the Board stated it would continue to protect the District's interests, tighten control of extras, and ensure that any future scope is competitively priced and clearly defined.

Finally, the Chair returned briefly to the earlier tree replacement discussion to contextualize cost concerns. A Supervisor observed that a 30-gallon sweetgum (or maple) can be purchased retail for under $200, underscoring why the

preliminary estimate of approximately $41,400 for twelve removals and replacements requires careful scoping and competitive quotes. The Board reaffirmed the prior direction to obtain multiple proposals with transparent unit pricing that separately delineate removal, stump/grind, irrigation adjustments (if any), and new planting with specified species and sizes.

Continuing the landscaping and irrigation discussion, the Board returned to the twelve-tree removal and replacement project. Members clarified the scope previously discussed with the Contractor: last month, the Board's direction contemplated not only tree removal and new plantings but also stump grinding, with staff confirming that in-house personnel could not safely handle the removals due to size and equipment needs. The Supervisors reiterated that any pricing comparison must reflect complete, turnkey work — removal, stump grinding, and replanting — while also noting concerns about add-ons such as a proposed fee to stake new trees. Even with full scope acknowledged, Members stated the preliminary figure (about $41,400) still appeared high and should be competitively tested

4. Discussion & Consideration of Irrigation Monthly Fiscal Allotment for Repairs

The Chair asked Counsel to review an email the District had sent regarding vendor reactions and to advise on next steps. Counsel acknowledged receipt and, before turning to that matter, clarified a point from prior meetings: an additional $10,000 tranche for irrigation repairs had been approved at one point, but Staff later instructed the vendor not to proceed pending a comprehensive estimate for project completion. Staff confirmed no work had been performed or billed against that second $10,000 since the Board's subsequent direction to pause.

To close the loop formally, the Board took action to remove the unused authorization.

On a MOTION by Supervisor Griffin, SECONDED by Supervisor LaBarbera, WITH ALL IN FAVOR, the Board approved to RESCIND the second $10,000 irrigation repairs allotment authorization for RedTree for the Concord Station Community Development District.

5. Consideration for Approval: Invoices Not Previously Board Approved

❖ **Invoice 30746 – Mapping Project - $4,290**

The Invoice was not approved. The Supervisors reiterated that while a map had been requested and discussed at several meetings, the Vendor never disclosed a fee beforehand; the Board did not authorize a cost and would not approve the amount billed post hoc. No action was taken to pay the mapping invoice.

❖ **Invoice 31411 – Irrigation Repairs on 08.01.2025 - $261.25**

The Board reviewed the invoice for completed field repairs (labor noted as four hours and a one-inch cap on a line near Umberland and Sunlake). While several Supervisors questioned the time required for a straightforward cap, they acknowledged the work was performed and, lacking a practical way to dispute the exact labor time, opted to approve payment.

On a MOTION by Supervisor LaBabera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board approved RedTree Invoice 31411 for Irrigation Repairs on 08.01.2025 in the total amount of $261.25 for the Concord Station Community Development District.

Broader irrigation rehabilitation strategy

At approximately 8:00 p.m., the Board returned to the broader irrigation rehabilitation strategy. Members noted that the current vendor had not provided an end-to-end estimate and had instead requested funds in stages, citing evolving discoveries. The Board reaffirmed its direction from the prior meeting: obtain a clear picture of the system's condition and pursue competitive proposals for completion but avoid relying solely on a prospective bidder's assessment.

To that end, the Board asked Mr. Bryant, the Anchor Stone irrigation consultant, to work with Mr. Looknanan to independently re-walk the irrigation system — opening valve boxes, running zones, identifying which controllers are operating versus which rely on "hot hooks/nodes," and documenting non-functioning zones. Mr. Bryant advised that, although a pass-through was performed a few months ago, an updated survey could be conducted in one day (possibly two) and suggested a fee in the range of $900 for the condition assessment. There was a discussion about whether to review only the unassessed remainder or to verify the entire system; the Board favored a comprehensive re-walk to

establish a current baseline, understanding that verification could surface "onesie-twosie" defects even in previously worked areas.

Continuing without pause from the prior discussion on irrigation, the board formalized the independent assessment plan. At Staff's recommendation, the District will engage Anchor Stone (with consultant Mr. Bryant performing the work under Anchor Stone) to conduct a comprehensive, system-wide walk-through of all valve boxes and irrigation zones. Mr. Bryant will accompany Mr. Looknanan on site to verify functionality, identify any controllers operating via nodes ("hot hooks"), and document non-functioning zones and priority defects. The assessment will produce a concise, neutral matrix suitable for soliciting competitive, itemized proposals. The Board emphasized its preference for recommendations and bids from firms not affiliated with the District's management vendors, and expressed interest in sourcing capable local companies where feasible. After inviting and receiving supportive public comment, the Board proceeded to action.

On a MOTION by Supervisor Griffin, SECONDED by Supervisor LaBabera, WITH ALL IN FAVOR, the Board approved Anchor Stone Management proposal for Mr. Bryant to perform a full irrigation condition assessment for NTE $900 provided deliverable will include zone/valve status, presence of nodes, and prioritized deficiencies for the Concord Station Community Development District.

D. District Counsel – Kilinski Van Wyk

The conferencing ability malfunctioned during this part of the Meeting.

1. Discussion of Rules & Procedure Update

The Staff received the Board's direction to proceed with implementing changes to the Rules of Procedure for the District and to set public hearing on at a future meeting.

2. Status Update on Letter to Resident with Bounce House

The Counsel advised that the Letters have been sent out.

3. Status Update on Letters to Residents with Encroachments

Heard first among the District Counsel presentation. Counsel noted that letters have been sent to homeowners along the drainage access easements advising that access must be restored and offering to coordinate practical solutions (e.g., adding or widening gates, removing obstructions). One property, 3232 Whitley Bay Court (mailing address 4290 Shrewberry Place), is subject to an existing encroachment easement agreement approved by a prior board. That agreement allowed a fence and other improvements within the easement but reserves the District's right to terminate and requires the owner to remove improvements if necessary for access. Counsel initially requested a formal vote to terminate the encroachment agreement to clear the way for access.

After discussion, the board elected to pursue a cooperative path before termination. Supervisors directed counsel and management to notify the owner that the District requires compliant access to the easement — specifically, installation of a sufficiently wide gate and removal or relocation of any impediments (e.g., landscaping or equipment such as a water softener/pool equipment if present) to achieve the minimum clear width discussed by the board. The notice will invite the homeowner to work with staff on a modified license agreement that preserves the owner's improvements while guaranteeing District access; it will also set a clear response deadline. If the owner declines to cooperate or fails to respond by the stated date, Counsel will agendize formal termination of the encroachment agreement for consideration at the November meeting.

Walk-on Resolution Redesignating the Registered Agent

The District Counsel presented a walk-on Resolution to redesignate the District's Registered Agent. She explained that the prior Agent of record was former Counsel and recommended updating the designation to the current District Manager, Ms. Thibault with Anchor Stone, since most legal notices relate to billing and administrative matters handled by management. After inviting public comment (one Resident voiced support), the Board proceeded to action.

On a MOTION by Supervisor LaBabera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board approved Resolution to appoint Ms. Thibault with Anchor Stone Management to be the District's Registered Agent for the Concord Station Community Development District.

Personnel Policy Project

Counsel then updated the Board on the personnel policy project. Mr. Looknanan reported that his draft is complete subject to several highlighted questions to be reviewed with Vice Chair Griffin. The agreed workflow is: Mr. Looknanan finalizes a working draft → Ms. Thibault adds management remarks → draft circulates to the Board for initial review → HR counsel, Mitchell Herring with Sniffen & Spellman, P.A., performs revisions and final legal polish on a not-to-exceed basis approved previously. Counsel will place the finalized version for consideration at the November meeting, incorporating any Board edits.

HOA-related Matters

When asked, Counsel stated she had not yet received documents expected from the HOA representative; Supervisor Cisternas indicated the HOA Manager believed materials had been sent and would follow up. Counsel will coordinate with Management to obtain the missing submittals.

E. Amenity Center Report

Purchase Authority

The Amenity Manager asked for clarity on small-purchase authority to address urgent facility and grounds needs (e.g., replacement parts for the Waterford fountain, which he can install). The Board confirmed its prior intent that the Amenity Manager may make discretionary purchases up to $1,000, and discussed separating expenditures into distinct categories: (1) clubhouse/amenity operations (e.g., consumables) and (2) maintenance/repairs (e.g., pumps, small parts), to avoid budget conflicts. Management reported the issuing bank had mailed a purchasing card in the user's name only (without the District's name), which caused delivery issues.

Regarding a credit card issued to the District, the Manager described repeated delivery failures because the issuing bank (SouthState) dispatched the card via FedEx addressed only to the user's personal name, which the office (and even a nearby bank branch) could not accept due to the required addressee signature match. The Board asked management to work directly with the bank's officer to (a) reissue the card showing the District's legal name with the Amenity Manager as authorized user, and (b) temporarily direct initial delivery to the clubhouse so Staff can sign and receive it, after which billing address details can be updated. Ms. Thibault stated she would call the bank regarding change of address.

Because immediate needs cannot wait for the card, the Board revisited short-term purchasing authority. The Amenity Manager confirmed he can complete the Waterford fountain repair and finish the monuments project if limited funds are made available now. After brief discussion, the Board authorized an interim advance sufficient for both maintenance and amenity programming.

Management was authorized to provide the Amenity Manager an immediate $3,000 operating advance (comprised of up to $2,000 for maintenance/repairs — including the Waterford fountain parts and remaining monument materials — and up to $1,000 for amenities/events). This temporary arrangement remains in place until the District purchasing card is properly issued and received.

Events and Communications

The Amenity Manager confirmed:

Shred Event: Saturday, October 18, 12:00–4:00 p.m.

Trunk-or-Treat: October 31 (Halloween). The clubhouse to be decorated; staff would distribute goodie bags. Residents who wish to decorate trunks would be assigned parking spaces. Sign-ups to date were low.

The Board requested a targeted email specifically inviting residents to register vehicles for Trunk-or-Treat (separate from general event notices) to boost participation.

Holiday Festivities: December 20 event to include a train and funnel cakes; Maddie will appear as the Grinch and her father as Santa. Members asked for a contingency plan in case volunteers become unavailable; staff will coordinate with the vendor for backup performers. (A light-hearted request for a "Festivus pole" was noted without action.)

Basketball Court Resurfacing.

The District has paid $11,150; the remaining $3,000 balance is outstanding. A demand letter was sent and the contractor's response indicates they will forego the remaining balance and conclude the matter. No further payment is anticipated.

Monument Upgrades.

Concrete and painting are complete for all monuments west of the clubhouse; lighting is installed on all but the monument across the street. Drexel columns are poured and partially painted; trim and lighting installation will follow. Work began at the Enclave (rafters and prep). The Board acknowledged the visible "capping" and repainting work looks good.

Access Control/Electrical (ECS) – Lightning Repairs.

Following earlier lightning damage affecting tennis, basketball, and playground readers and exit buttons, ECS has installed four surge protectors (with battery backup capability). Two legacy surge units had been removed at some point and replaced with consumer-grade strips prior to current staff; ECS disclaimed involvement with that change. ECS's contract documents (returned earlier in the week) were presented for execution; the Chair signed to proceed. Staff will coordinate any related fence and conduit corrections with the fence installer, who has been called back to address workmanship concerns impacting wiring.

The Amenity Manager briefed the Board on access-control damage discovered at the playground fence line. He reported that when the fence installer last worked on-site, one reader post was cut off with wiring left on the ground and two additional posts were severed with wiring left exposed. ECS inspected the area the prior Thursday and will submit an estimate to restore the posts, readers, and associated wiring. The fence company's field representative (not the owner) acknowledged the issue but stated reimbursement would require the District to present the repair estimate first; no commitment to pay was made. The Board directed staff to obtain ECS's written estimate and tender it to the fence company with a formal demand for reimbursement, reserving all rights.

While reviewing ECS's contract package at the dais, the Chair noted a clause had been struck out in red — specifically, the warranty language stating labor/workmanship for one year and parts for three years. Counsel asked to review that change before execution and recommended holding signature on that document until she confirms acceptable warranty terms; related restoration work can be handled via a separate change order if needed.

On facilities status, the Amenity Manager confirmed the Waterford fountain pump itself is operational; the failure is with the lights, which he will replace so the unit can be reinstalled. He also acknowledged the Board's prior discussion of the playground fence and will coordinate any impacts with the access-control repairs.

Turning to **forward planning**, the Board considered several "vision list" items for the coming budget cycle:

Pool furniture refresh. The Amenity Manager referenced a past conversation noting ~$58,000 as a rough placeholder for indoor and outdoor furniture; the Board clarified no approval was ever granted and asked that the item be placed on the Vision Projects List for future consideration, including options for re-strapping where frames are sound to reduce cost.

Splash pad surface repainting. Staff will bring options; preliminary expectation is on the order of $3,000–$4,000 for coating the deck surface.

Area lighting (tennis, basketball, pool/playground). The Supervisors reaffirmed prior guidance to explore lighting that aligns with amenity center hours (not overnight), with access controlled by the gate readers, and to consider solar solutions where appropriate. The item remains on the wish list for scoping and costing; community noise impacts during late evening must be mitigated.

Pool plaster spot repair. Amenity Manager stated per his research the main pool was replastered in 2020 and a typical life was 7–12 years. A small delamination (~12" x 12") was noted. The Amenity Manager outlined an in-place repair method using a temporary in-water cover to isolate and patch the area without draining the pool, planned for the winter low-use period. The Board asked staff to verify any insurance or warranty implications and ensure proper materials and procedures; if feasible, the patch may be done in-house at minimal cost.

At this time, the District Manager updated the Board on the **insurance items**:

Insurance claim (access system lightning). The insurer is reviewing the claim; vendor statements regarding lightning impact have been submitted. Photos are challenging given the nature of internal damage, but potential recovery could be ~$16,000. Staff will continue to shepherd the claim and report back.

Pool service agreement.

Records reflect an original 2016 contract with annual renewal by written agreement; subsequent renewals are unclear. A vendor-signed 2023 form was located, but no District signature appears, and certain statutory provisions are outdated. Counsel recommended issuing an updated, current-form agreement (mirroring the approach being taken with Stantec) to ensure compliance with public records and other legal requirements, and then fully executing it. In parallel, the Amenity Manager noted the vendor proactively repaired the splash pad pump at no charge but the main pool pump replacement remains pending. With a modernized agreement in place, staff will finalize remaining pump work promptly.

The District Counsel advised that the vendor-provided 2023 agreement on file was drafted by prior counsel and does not reflect the District's current contracting standards. She recommended issuing a clean, current-form agreement prepared by her office to ensure up-to-date statutory language and notice provisions. When asked about timing, Counsel said she could prepare the new agreement early next week.

The Supervisors emphasized the pool is presently operating on one pump and asked whether the vendor could proceed with the previously authorized pump repair while the contract update is being finalized. Counsel confirmed that an Additional Services Order (ASO) for the specific repair may be executed immediately and performed under the parties' working relationship, with the comprehensive services agreement to follow on the District's updated form.

Direction: Proceed now with a signed ASO to replace the failed pump; Counsel to deliver a refreshed, District-form pool services agreement for full execution the following week.

Following are the Agenda items which were heard out of order.

1. Presentation of SwimKids Contract

This and the following items were reviewed outside of order at the start of the Meeting. At the Chair's suggestion, and without objection, the agenda was reordered to take up amenity center items and vendor presentations ahead of routine reports, consistent with prior practice to minimize wait times for guest presenters. Items related to swim instruction (including "Manda's Minnows" and the SwimKids USA contract) were advanced.

The Board then heard from two prospective swim lesson providers.

First, the founder of SwimKids USA, the company that has previously operated in multiple nearby communities, outlined a program of children's swim lessons structured around resident demand. He explained that the standard model is to offer morning classes—both weekday and weekend options — to accommodate family schedules and favorable weather conditions. Class format is small-group, limited to five children per 30-minute session with a single instructor, separated by 10-minute breaks to manage transition and crowding. The company marks off a modest area in the shallow end, typically near the first table and ladder, using cones and a small "lessons in progress" sign; upper-level stroke work occasionally uses a lane across the shallow area. He emphasized that at any given time only one instructor and one class would be present, and that historically pool use at that hour has been light.

On access and enrollment, he described a resident-first pre-registration window; any remaining spots may then be made available to non-residents, a practice coordinated across several area communities to help families find age-appropriate classes if a given session fills. He stated that non-residents are admitted solely as guests for the duration of their scheduled lesson. With respect to facility compensation, he proposed a flat $500 fee to the District for the season, noting that some communities waive fees while others charge similarly.

A Supervisor asked for clarification on volume, scheduling, and potential impact during peak summer use. The presenter reiterated that operations would be limited to mornings, with one class at a time and total daily throughput dependent on demand (e.g., sequential half-hour blocks). He added that signage, spacing, and timing are designed to minimize interference with general swim.

2. Presentation of Manda's Minnows Swim Lessons

A second presenter Ms. Shapiro, an on-site resident who operates a one-on-one instruction program and employs another resident, addressed the Board next. She noted she currently serves approximately 35 Concord Station families

and sought permission to continue lessons at the community pool in a limited weekly cadence. Her model consists entirely of private 15-minute lessons, up to three students concurrently (i.e., three instructors/three students), and she expressed flexibility on days, indicating a preference for two fixed weekdays (e.g., Monday/Wednesday) in response to the board's prior concerns about daily operations. She emphasized the benefits to resident families of receiving instruction within their own community.

Chairwoman referenced feedback gathered from a neighboring community (Ballantrae) regarding swim lesson program, specifically concerns about crowding, increased foot traffic, lingering after lessons, and noise (including reports of persistent "screamers"). In response, Ms. Shapiro stated that the program does not run group formats beyond five-student classes and that, in recent seasons, the most seen was 27 total students in a day across multiple instructors, not concurrently. She added that their participant agreement requires families to depart promptly after lessons and that while occasional distress is not uncommon for new swimmers, continuous screaming throughout lessons is atypical and addressed by instructors to calm students quickly. She also explained that at another venue, the company relocated its lesson area upon request to address space concerns.

Board discussion then focused on policy considerations for Concord Station: the high demand for pool space during summer, the advisability of inviting non-residents for any program, the practicality of enforcing timely exit of guests, fairness to the broader resident body, and the precedent that approving one business could set for other resident-run enterprises seeking similar access. Vice Chair voiced genuine ambivalence — expressing support for resident services on the one hand and, on the other, concern about dedicating public amenities to private commercial use during peak periods.

Chairwoman also raised a question about past facility fee payments at another community. Ms. Shapiro explained there had been an extended period years prior when a site contact directed the company not to remit separate fees, asserting that facility use and care were being handled; he indicated that arrangements later transitioned under different management. No further determination on that historical matter was sought by the Board at this time.

No motions were offered during this segment. The Board took both presentations under advisement, noting the need to balance resident demand for lessons with equitable access to the pool, potential limitations on days/times, enrollment priority for residents, clear guest departure rules, and any appropriate facility fee or permit structure. The Chair indicated the board would revisit specific terms and next steps under the amenity center report as the meeting continued.

Further deliberations on swim lessons

The Board Members expressed mixed views. On the one hand, Supervisor Cisternas recognized Resident demand and the convenience of on-site lessons, particularly for families balancing work and childcare. On the other, the Supervisor cited concerns about crowding, noise during daytime hours valued by shift workers, the precedent of opening amenities to private commercial activity, and reports from a nearby community (Ballantrae) of dissatisfaction with a resident-run program there. The Supervisor outlined a possible compromise should the Board wish to proceed: limit lessons to no more than two weekdays per week, avoid weekends due to heavy Resident use in summer, and strictly enforce Resident-first enrollment. She noted that, while lessons can benefit safety and skills, more scheduled activity increases the risk of pool incidents and the operational burden when closures are required.

Another Supervisor stated he did not favor turning community amenities into venues for private business generally and reported direct Resident feedback urging against authorizing any program; however, he said he would defer to the will of the Board if a narrow program was adopted. The Chair added that prior experience with SwimKids and reviews from other Districts Board Members had not generated complaints to the Board's knowledge.

Staff confirmed that the earlier SwimKids agreement approved by a prior Board was never fully executed and has expired; SwimKids has submitted a new proposal for the upcoming season. The SwimKids representative summarized their model: a curriculum built around 16-class sessions, typically Monday–Thursday morning blocks for June and July, and weekend sessions June–September to accommodate dual-income households; Resident pre-registration to prioritize Concord Station families; small classes with controlled throughput; and a site plan that minimally impacts pool space. He argued that on-site instruction promotes safety (drowning risk reduction) and supports Residents who would otherwise travel to other communities.

The Resident provider (Mandy's Minnows) reiterated her willingness, as a Concord Station Resident, to limit operations to two days per week, operate entirely one-on-one lessons with at most three students at a time, and invite the Board to observe classes to see the program's footprint and management firsthand. She addressed the Ballantrae

comments as unrepresentative of her broader track record and asked for an opportunity to prove the model here under tight constraints.

Counsel reminded all parties that any authorization would require the District's license agreement and participant waivers, with insurance/indemnity and scheduling controls drafted in District form, regardless of the provider.

No motion was made in this segment. The Board took the input under advisement, noting the following decision points to resolve when the item returns: whether to authorize any lessons at all; if so, provider selection; days/times (with a strong leaning away from weekends and toward a maximum of two weekdays); resident-first enrollment with strict guest exit rules; class size/footprint limitations; fee structure (e.g., a facility use fee); and standardized legal/insurance terms and enforcement mechanisms. The Chair indicated the Board would revisit the matter after drafting specific terms consistent with the District's amenity policies.

The Board concluded its deliberation on swim-instruction programming. After restating that the Board's charge is to serve the entire community rather than niche interests, Supervisor Cisternas noted they had not seen wide Resident interest for lessons at the District pool and remained sensitive to concerns about crowding, noise during daytime hours prized by shift workers, and the precedent of permitting commercial activity at public amenities. At Counsel's suggestion for efficiency, the Chair called for a straight up-or-down vote on whether to entertain swim lessons at all. The vote was taken individually: Supervisor LaBarbera voted yes; three Supervisors, including Supervisor Wagner remotely, voted no. With the majority opposed, the matter ended without further action and both presenters were thanked for their time.

3. Consideration of Annual Invoice for Poop 911 – 22 Stations - $7,979.40. Includes 3,200 Bags

Ms. Thibault presented the annual renewal from Poop 911 for twenty-two pet-waste stations (including 3,200 bags). The annual prepayment price of $7,979.40 aligns with the budget and is lower than the month-to-month option (approximately $8,800). Counsel advised that the District's standard agreement with this vendor — used at other districts — includes light maintenance provisions and recommended updating Concord Station's paperwork accordingly, particularly since the last agreement on file (2021) auto-renewed when the District later expanded to twenty-two stations. The Board approved proceeding on the annual basis and directed Counsel to put the service under the District's current-form contract, with an emphasis on appearance upkeep and minor maintenance.

On a MOTION by Supervisor LaBabera, SECONDED by Supervisor Griffin, WITH ALL IN FAVOR, the Board approved Annual Invoice for Poop 911 for 22 Stations for $7,979.40, which includes 3200 Bags, for the Concord Station Community Development District.

F. District Manager

1. Status of Sales Tax Reimbursement

Under the previously executed power of attorney, a refund claim has been submitted to the Florida Department of Revenue for Duke Energy sales tax overpayments. Separately, the DOR has assessed $2,157.28 in late charges and interest stemming from a lapse in sales tax remittances on rentals earlier in the year and prior year. The Board Members requested that the late fees charges be sent to Breeze, the prior Management Company. Questioned by the Chairwoman regarding Breeze's prior delay in issuing 1099s, Ms. Thibault reported that no IRS notice of penalty has been received to date.

The Board revisited streetlight billing accuracy with Duke Energy. Management is working to compile an inventory audit of fixtures and accounts — using pole numbers and field verification — to confirm that billed assets belong to the District. The Amenity Manager will assist with on-the-ground verification, and Management will report back at the next meeting with findings and recommended corrections.

2. Tot Lot HOA Question – does the Board prefer Bahia or St. Augustine

This item was heard during the District Counsel section being brought up as part of the HOA-related matters update.

Supervisors reiterated prior direction: the District prefers St. Augustine sod, not Bahia, within the entire tot lot parcel (both the previously fenced pad and immediately surrounding areas within that parcel) for a uniform surface. The Board underscored that irrigation must be restored and operable before any sod installation; the District will not accept turnover until irrigation and turf are complete and healthy. Members noted RedTree's past budgetary concepts (~$24,000 including irrigation work) and encouraged the HOA to obtain multiple competitive quotes—ideally from additional firms beyond

RedTree — given past high pricing. Artificial turf was rejected as inconsistent with community standards. Management will advise the HOA that the Board's preference is St. Augustine throughout the tot lot parcel, that irrigation rehabilitation is a prerequisite, and that multiple bids are recommended; acceptance will follow only after completion to District standards. Existing shade trees at the site may remain as indicated by the HOA's survey of nearby residents, which favored an open play field (not a dog park).

IV. Administrative Items

A. Consideration for Acceptance of the August Unaudited Financial Report

The Board accepted the financial reports, noting that August actuals show the District tracking within budget.

> On a MOTION by Supervisor Griffin, SECONDED by Supervisor LaBabera, WITH ALL IN FAVOR, the Board approved the August Unaudited Financial Report for the Concord Station Community Development District.

B. Consideration for Approval – The Minutes of the Concord Station Regular Meeting of the Board of Supervisors Held on September 11, 2025

The Minutes for the September 11, 2025 meeting were reviewed and approved with targeted clarifications: attribution of HOA process background to Supervisor Cisternas in the drainage easement discussion; reframing a statement about irrigation water at the tot lot as information relayed at the meeting rather than a documented fact at the time; and specifying that HR Counsel — not District Counsel — would make revisions to the employee handbook, consistent with prior direction. With those edits, the Minutes were approved unanimously.

> On a MOTION by Chairwoman LaBabera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board approved The Minutes of the Concord Station Regular Meeting of the Board of Supervisors Held on September 11, 2025 for the Concord Station Community Development District.

V. Audience Comments – New Business (limited to 3 minutes per individual)

The Board Members returned to landscape services and anticipated vendor relations. Acknowledging ongoing friction and performance concerns, the Board directed Counsel and Management to begin preparing a competitive solicitation for landscape and irrigation services. Counsel explained the existing contract's notice framework (90 days' notice by the Vendor; 30 days by the District), and emphasized that issuing an RFP does not itself terminate the current agreement. To keep momentum, legal will circulate the draft RFP package in advance of the next agenda where possible; scope will be built collaboratively with the Management, the Field team, and Mr. Bryant's technical input so that deficiencies and performance standards are clearly defined. The Board expects a robust, detailed scope document and intends to proceed swiftly through the procurement process.

The Board Members emphasized that the new scope must be explicit and enforceable, detailing baseline and frequency standards for: tree care (including Spanish moss management), conservation area edge clearing and setback maintenance, palm "unbooting," and attention to historically neglected segments (e.g., the short tract between the apartments and the Enclave). The Board asked that each task be mapped to locations, intervals, and acceptance criteria so performance can be measured. The Management will also correct the District's website to remove outdated vendor references (e.g., Yellowstone listed as the "service area") to avoid confusion.

VI. Supervisors' Requests

Chairwoman LaBarbera placed on the record her disagreement with a prior decision to lift a Resident's amenity privileges suspension, noting that had she been present, she would have voted to keep the suspension in place.

The Board acknowledged the Sheriff's Office off-duty deputy contract ended September 30. Since then, per Chairwoman, regular zone patrols in the community were observed. While the HOA separately engages deputies, the Board saw no present need to reinstate a District-funded detail.

Vice Chair Griffin announced that at the upcoming election period, he does not intend to seek another term, citing the personal toll of persistent negativity despite his commitment to the community's best interests. Supervisor Cisternas expressed appreciation for his service and wish for the Vice Chair to reconsider.

Supervisor Cisternas also expressed agreement with the substance of the Chair's comments regarding RedTree but urged the Board Members' continued deliberative tone and strategy in future vendor interactions. Per the Supervisor, while recent tensions with the landscape contractor may accelerate a transition that likely was coming, the District retains leverage (including notice provisions) and may benefit from more strategic communication with the Vendors. Vice Chair Griffin supported the Chair escalating the matter addressing RedTree. Supervisor Wagner referenced audio malfunction and no ability to listen to the part of the Meeting when the matter occurred.

Separately, Supervisor Wagner requested legal guidance on Florida's open-carry/constitutional carry landscape as it pertains to District property and amenity rules. The Counsel reported the firm is preparing a memorandum for the Districts and attending the insurance carrier's briefing on the 22nd of the month; a written update and recommendations will be brought to the next Board meeting.

VII. Adjournment

With no further business, a motion to adjourn was made and seconded. Hearing no objection, Ms. Thibault declared the meeting adjourned.

On a MOTION by Supervisor Griffin, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board adjourned the Meeting for the Concord Station Community Development District.

~Any individual who wishes to appeal a decision made by the Board with respect to any matter considered at this meeting is hereby advised that they may be responsible for ensuring that a verbatim record of the proceedings is made, including all testimony and evidence upon which the appeal is based.~

The meeting minutes were approved by a vote of the Board of Supervisors during a publicly noticed meeting held on **_____, 2025**.

Signature	**Signature**
Printed Name □ Secretary □ Assistant Secretary	**Printed Name** □ Chairman □ Vice Chairman

EXHIBIT 16

RETURN TO AGENDA



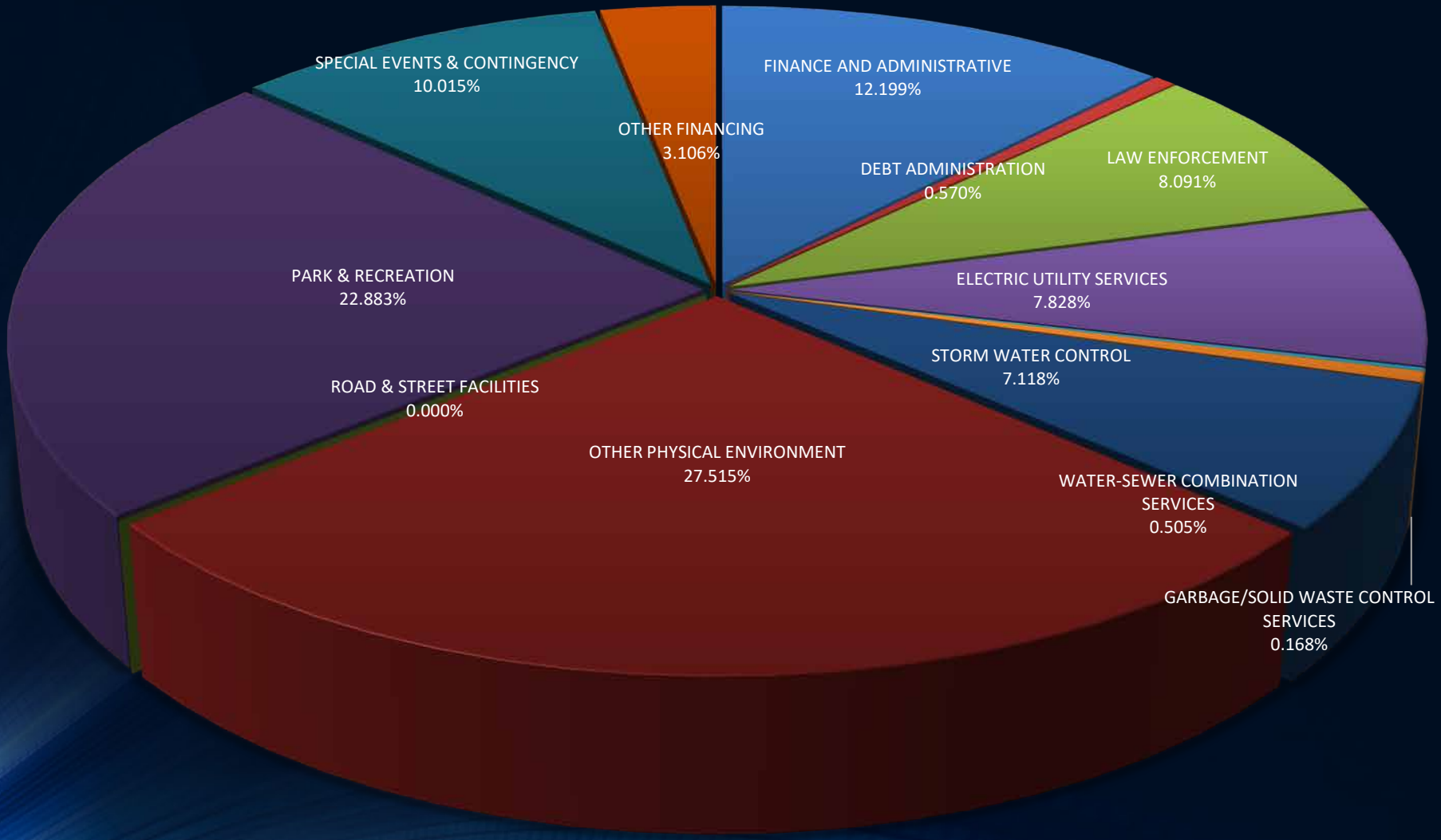
CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT



A YEAR IN REVIEW
October 1, 2024 – September 30, 2025

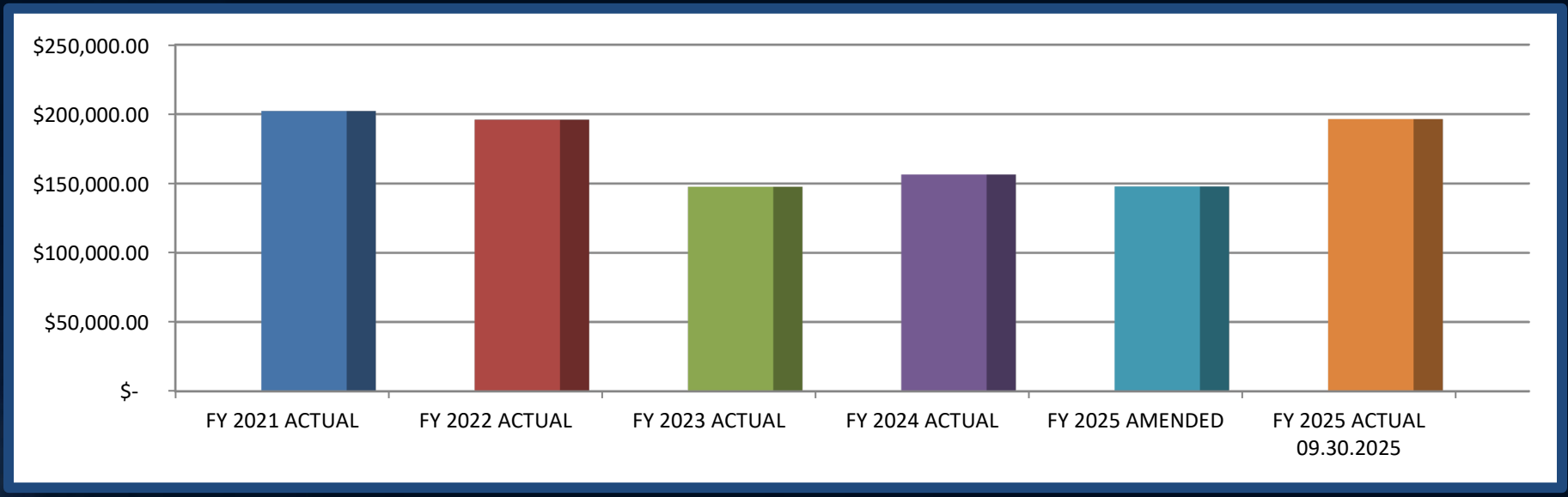
CONCORD STATION

FY 2025 Expenditure Summary: $1,609,945. Amended Budget: $2,144,847
Inclusive of $50,000 Transfer to the Reserve Fund



CONCORD STATION

Finance & Administrative: $196,401
Budget: $147,855 Variance:$48,546



FINANCE & ADMINISTRATIVE – 12.199%

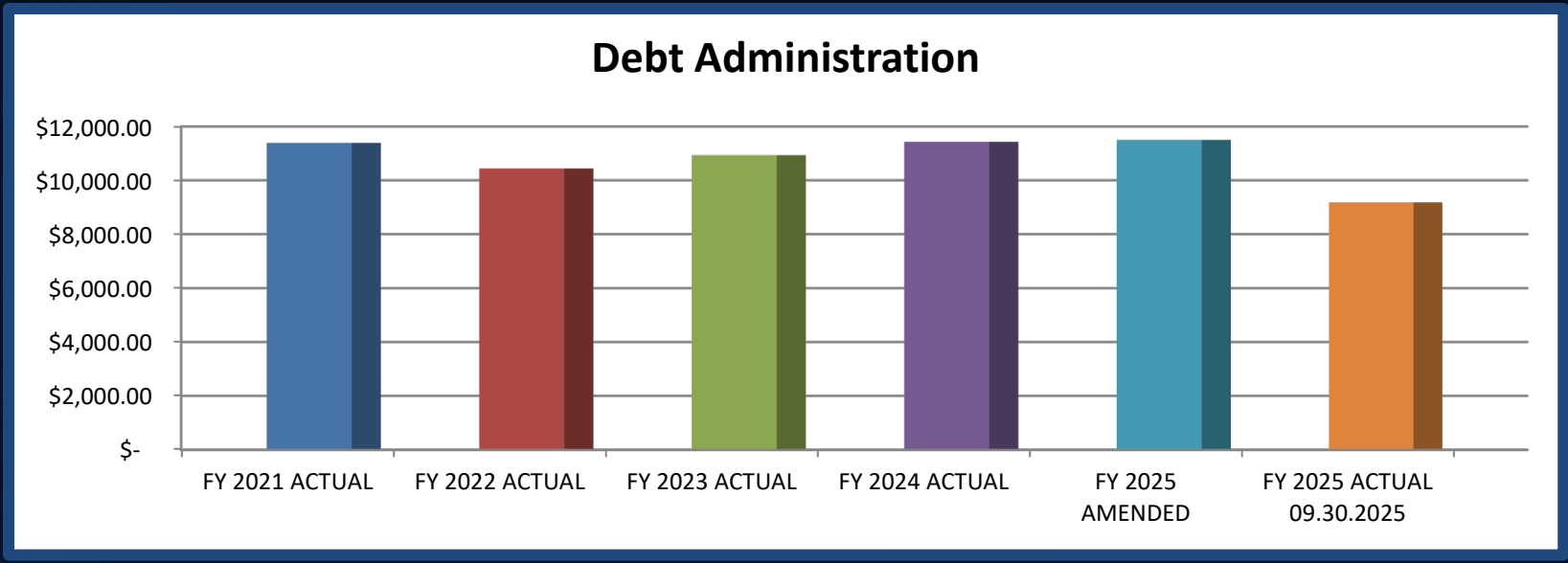
- FY 2025 Highlights – Overbudget $48,546

- District Counsel - over $46,904 due to transition change in Counsel and increased level of service needs
- District Engineer - over $4,800 due to increased level of service needs related to erosion and other major projects undertaken by the District
- Supervisor Compensation – over $1,200 related to additional meetings held by the Board of Supervisors

CONCORD STATION

DEBT ADMINISTRATION : $9,182

Budget: $11,500 Variance: $1,068



DEBT ADMINISTRATION – 0.570%

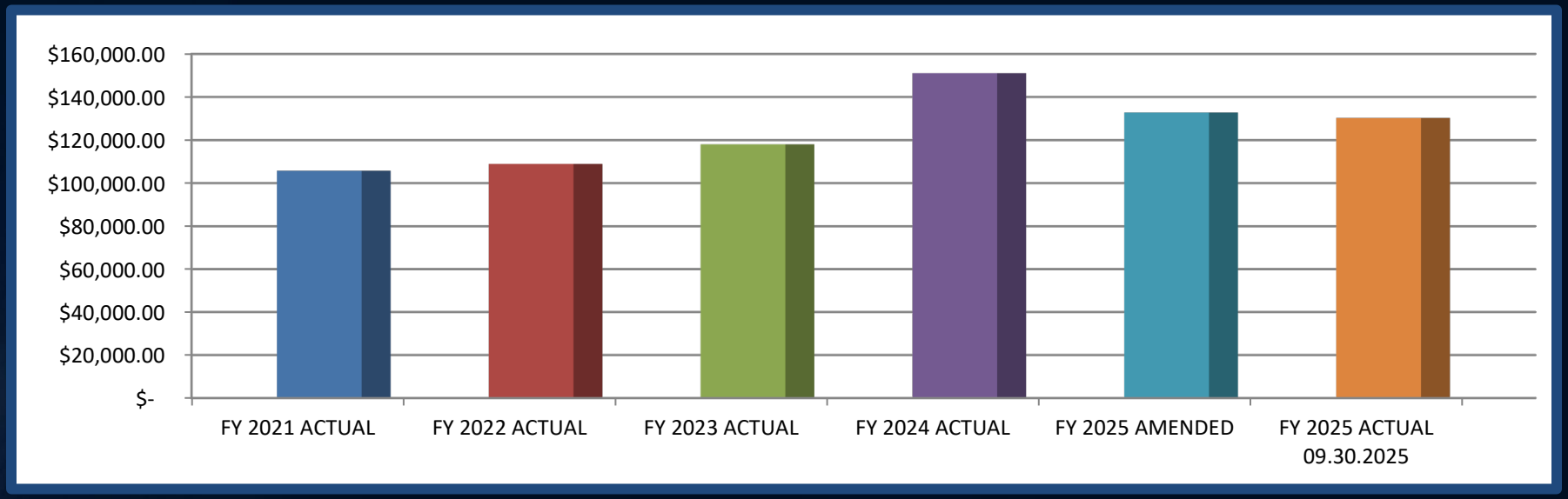
- FY 2025 Highlights – Underbudget $1,068

- Trustee Fees - under $568 in accordance with billing from Trustee
- Arbitrage Rebate Calculatio - under $500 . The arbitrage

CONCORD STATION

LAW ENFORCEMENT - $ 130,264

Budget: $132,802 Variance: $2,538



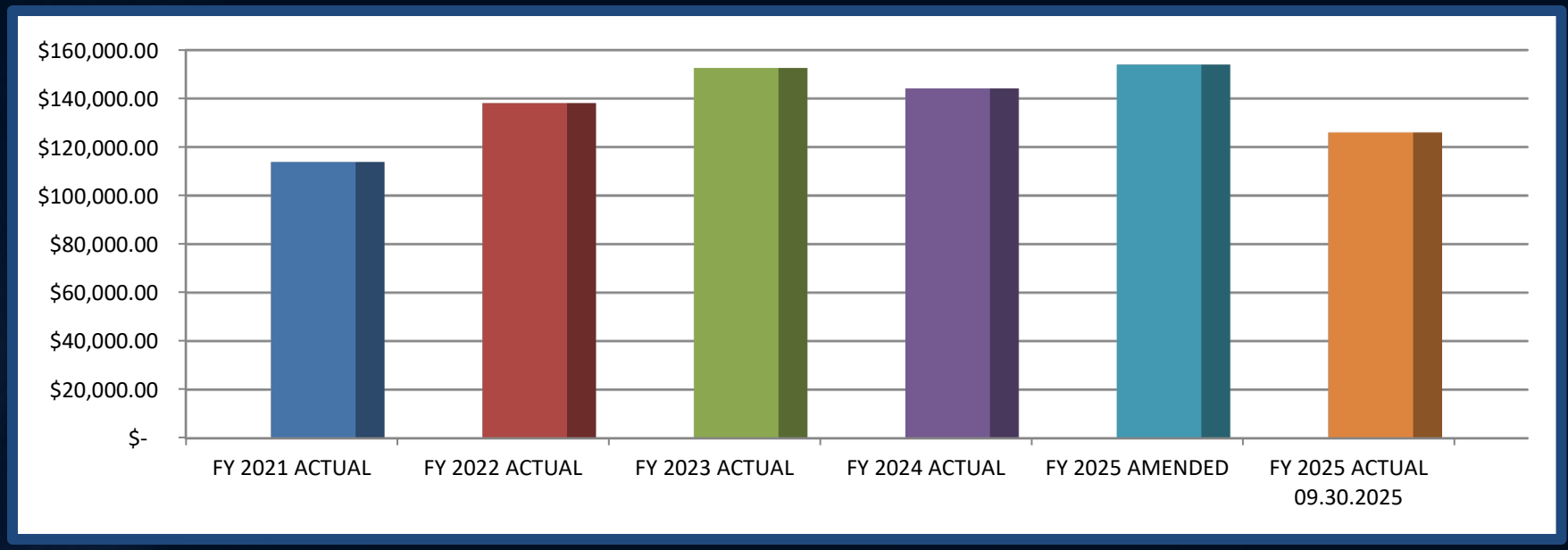
Law Enforcement– 8.091%

- FY 2025 Highlights – Underbudget $2,538
- Based on actual billings from PCSO, contract was terminated as of 09.30.2025

CONCORD STATION

ELECTRIC UTILITY SERVICE - $126,028

Budget: $154,000 Variance:$27,972



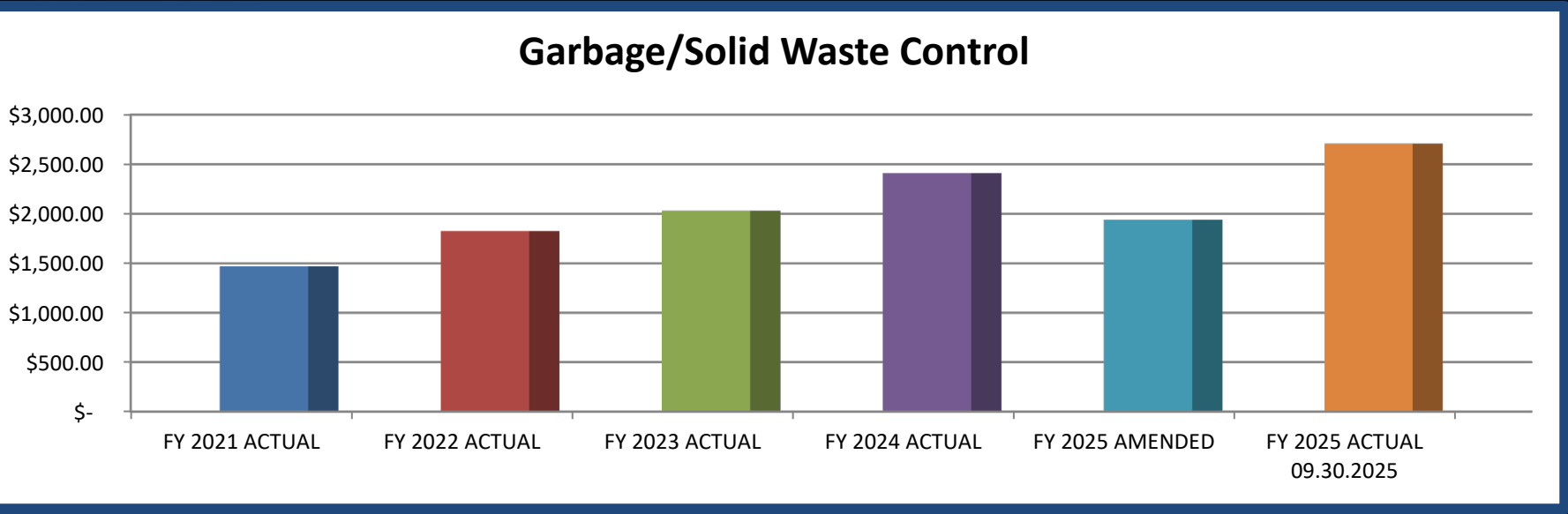
Electric Utility Service – 7.828%

- FY 2025 Highlights – Underbudget $27,972
- The FY 2025 budget was established contemplating a potential rate increase from Duke
- Additionally, in FY 24 there was an extra payment included for streetlights

CONCORD STATION

GARBAGE & SOLID WASTE - $2,708

Budget: $1,940 Variance:$768



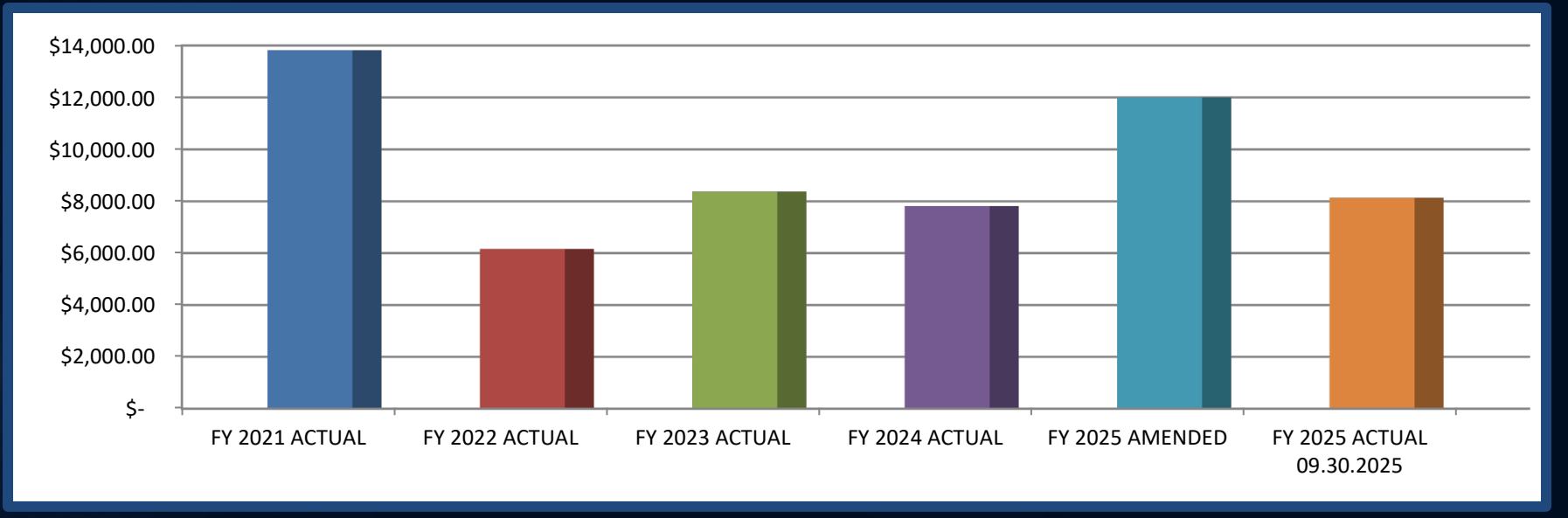
Garbage & Solid Waste– 0.668%

- FY 2025 Highlights – Overbudget $768
- Solid Waste Assessment - overbudget $168 based on actual bill from the county for this non advalorem assessment
- Garbage Recreation Facilities – overbudget $600. There was a 15% rate increase from Waste Management

CONCORD STATION

WATER & SEWER COMBINATION SERVICES - $8,135

Budget: $12,000 Variance:$3,865



Water-Sewer Service < 1%

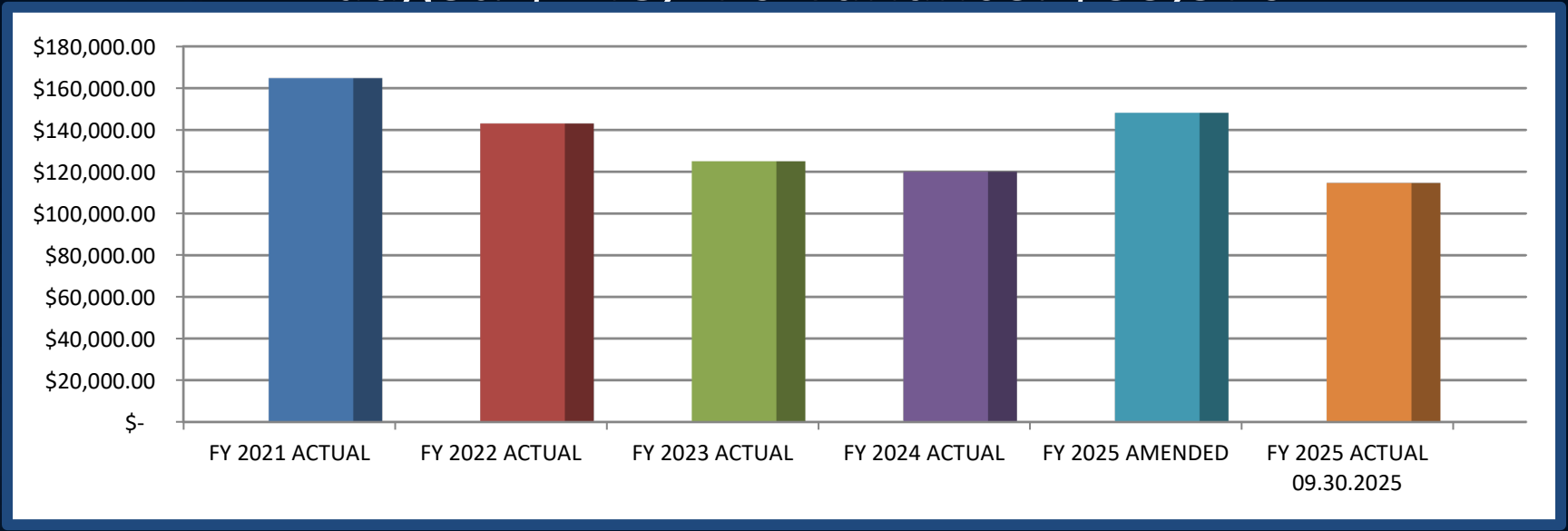
- FY 2025 Highlights – Underbudget $3,865

- This is for water and sewer charges at variousl locations in the District. The FY 25 budget contemplated an increase in FY 25

CONCORD STATION

STORMWATER CONTROL - $114,600

Budget: $148,176 Variance: $33,576



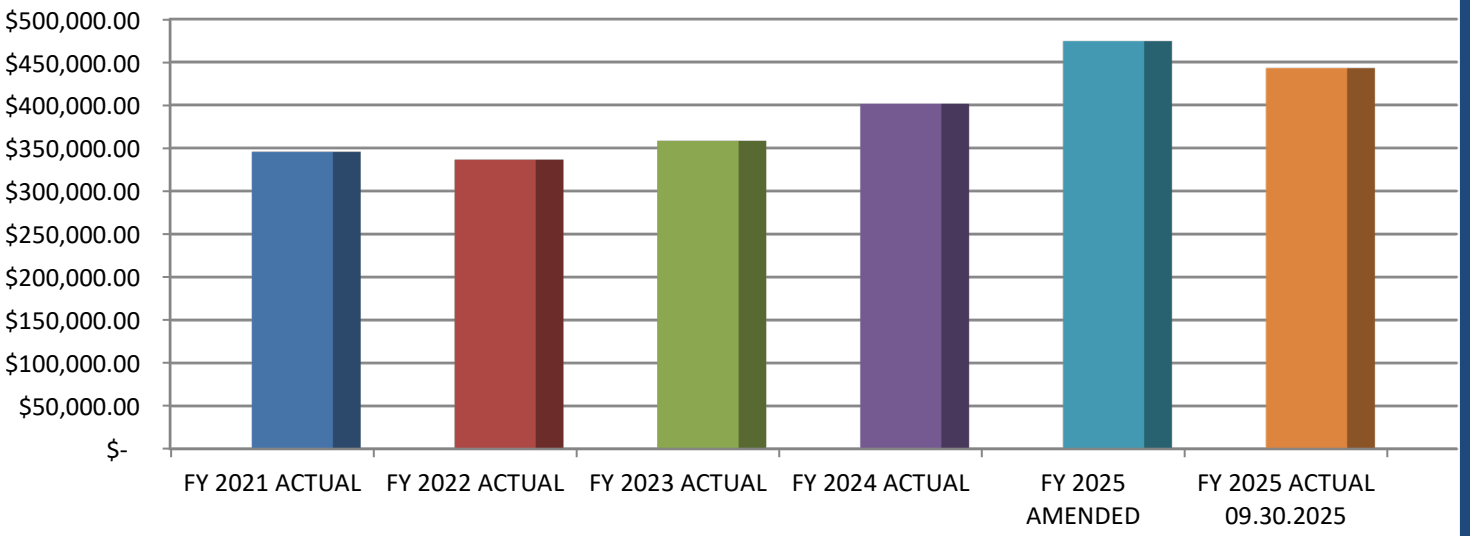
STORMWATER CONTROL – 7.11%

- FY 2025 Highlights – Underbudget $33,576
- This category incorporates the maintenance of the stormwater system
- Lake & Pond Repair– underbudget $20,000 – additional work on the pond repair was not advanced for this line item. A major project by ADS is included in capital projects & Finn Outdoor will be considered in FY 26
- Fountain Service & Repair - underbudget by $2,817 – Amount is driven by anticipated service level needs
- Aquatic Plant, Stormwater maintenance, Wetland Invasive – underbudget for a total of $7,500 – Amount in this line item is driven by anticipated service level needs

CONCORD STATION

OTHER PHYSICAL ENVIRONMENT - $442,982

Budget:$474,335 Variance:$31,353



Other Physical Environment – 27.515%

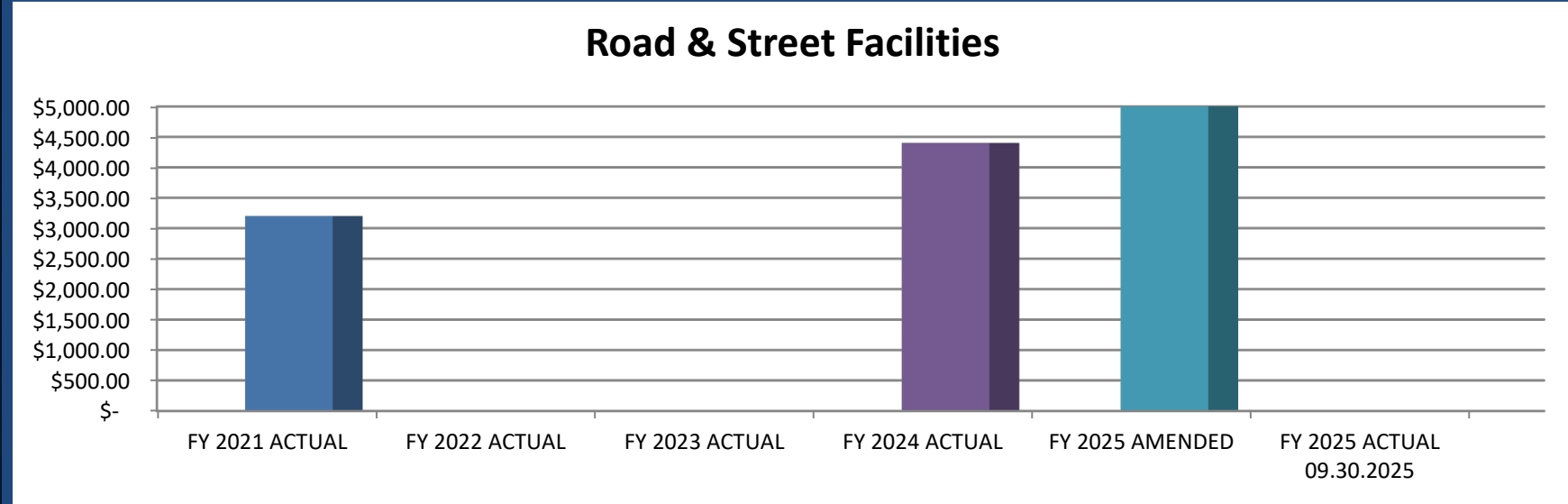
- FY 2025 Highlights – Underbudget $31,353
- Landscape Maintenance – overbudget $11,418 due to billing including a separate line item for irrigation checks
- Holiday Decorations – underbudget $35,000 due to the track lighting project being included in the miscellaneous contingency project line in the amount of $28,294 to Blue Wave lighting . There was an amount paid of $2,962 in the PY for decorations in December 2024. Payment and service levels crossed fiscal years
- Landscape Mulch - underbudget $10,863. This 1x service was performed in October 2024 and additional mulch needs have not been requested
- Irrigation Repairs - Overbudget $19,211. Included a $29,500 repair for across the roadway and $15,000 for Board approved repairs on the irrigation system
- Fire Ant Treatment – underbudget $7,600,. This is a service that is specifically requested by the Board based on perceived need

Not needed in FY 25

CONCORD STATION

ROAD & STREET FACILITIES - $0.00

Budget: $5,000 Variance:$5,000



Road & Street Facilities – 0.00%

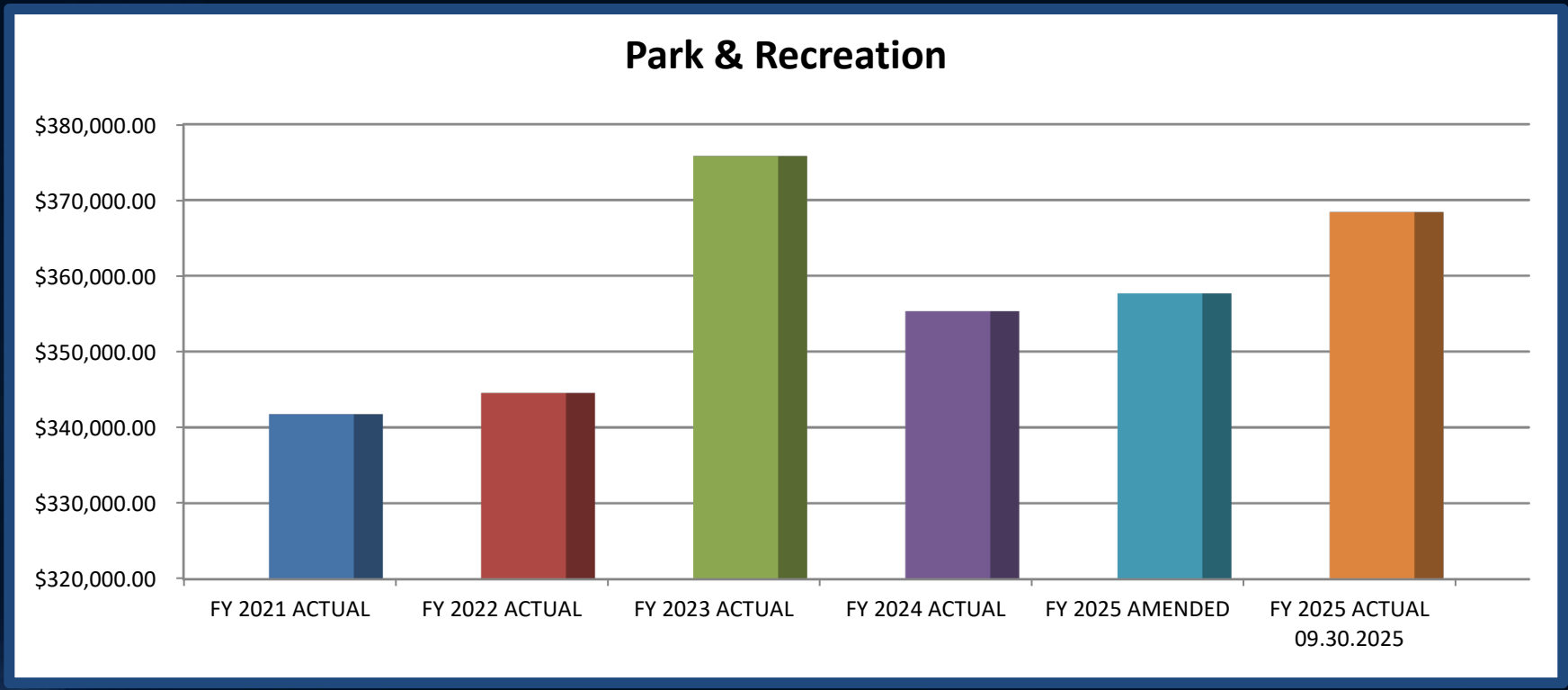
- FY 2025 Highlights – Underbudget $5,000

- This service level is based on anticipated need and was not required for FY 25

CONCORD STATION

PARKS & RECREATION - $368,402

Budget:$357,675 Variance: $10,727



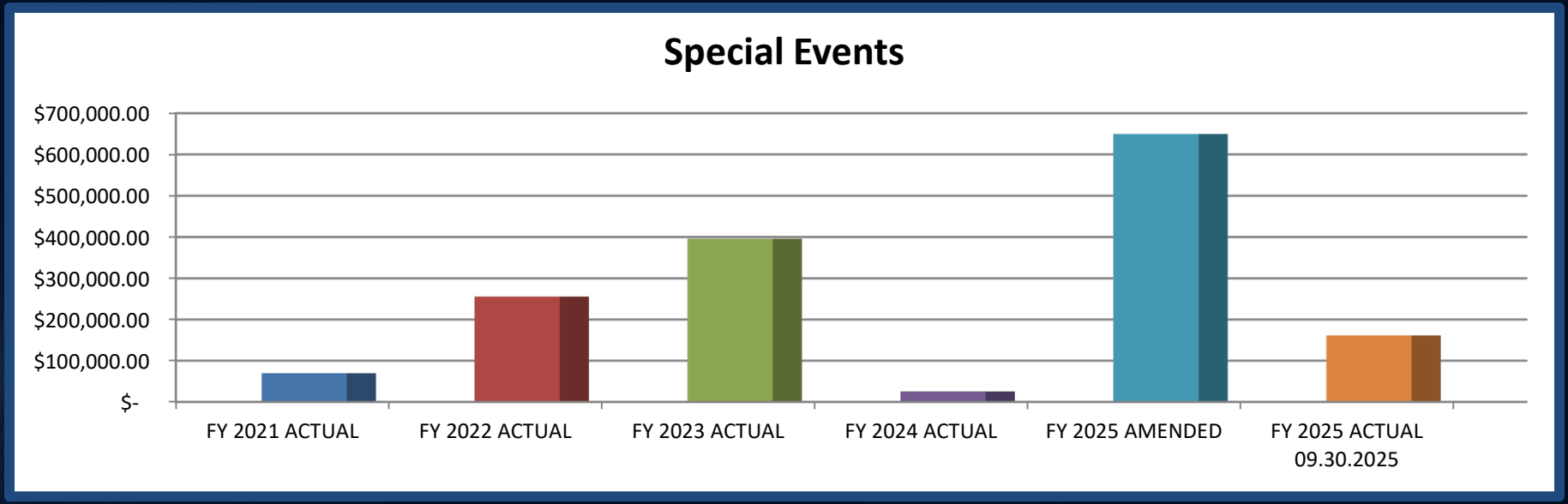
PARKS & RECREATION – 22.883%

- FY 2025 Highlights – Overbudget $10,727
- Field Service Contract – underbudget $9,000 related to contract termination
- Amenity Mgmt – overbudget $13,140 due to bringing staff in house versus contract out
- Clubhouse Maint – overbudget $11,875. Amount ecepnded as of 05.30 was ~$14,100 and then maintenance team was hired and they are performing task in house and saving the District $$
- Gate Maintenance & Repair - overbudget $18.733. Serivce included ~$15,000 for access panels and repair related to lightening strike damages
- Fitness Equip Repair – underbudget $15,770. Equipment was purchased from bandit and is included in miscellaneous contin.
- Pool Water Park & Fountain – overbudget $12,671. Clubhouse splash pad repair in March for $9,760 and a new motor in Nov 2024 - $4,735

CONCORD STATION

SPECIAL EVENTS & CONTINGENCY - $161,244

Budget: $649,564 Variance:$488,320



Special Events & Contingency – 10.015%

FY 2025 Highlights – Underbudget $488,320

Miscellaneous Contingency - The FY 2025 budget amendment allocated fund balance forward in the amount of $400,000 for the vision projects. The YTD expended $118,231 included projects from USA Fence for the playground area, A Better Court for the resurface of the athletic courts, bandit fitness equipment, Blue Wave lighting for track lighting. The remaining underbudget balance of $381,769 should be brought before the Board to consider to assign the fund balance for additional projects going forward.

Capital Outlay – Underbudget $79,952. This line was earmarked for the erosion repair project. ADS was $34,612. Finn Outdoor will be paid $72,600 in FY 26 upon work completion.

Special Events - Underbudget $26,600 . Events are Board approved

TRANSFER TO RESERVES – 3.106%

- New for FY 2025
- The audit combines the general fund and the reserve fund
- The reserve fund does not qualify as a stand alone fund under GASB
- Increase of $50,000 for FY 2025 and transfer was completed

CONCORD STATION

FUND BALANCE ANALYSIS – GASB 54

Nonspendable - Legally or Contractually Required to be maintained (Amounts that cannot be spent due to constraints).

- Examples Include prepaids and deposits

Restricted Fund balance - should be reported as restricted when constraints placed on the use of resources are externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other government

- Examples – Debt Service Funds are Restricted for the payment of the Debt

Assigned Amounts - intended to be used for specific purposes. Intent (intended use) is expressed by o Governing body

- Examples – Amounts assigned for operating capital or asset reserves

Unassigned Fund Balance is the total fund balance in the general fund in excess of nonspendable, restricted, and assigned fund balance (i.e., surplus) Unassigned fund balances are technically available for any purpose

CONCORD STATION

ESTIMATED FUND BALANCE FOR FY 2026

Nonspendable for Prepaids & Deposits (true up at EOY)	$6.591
Fund Balance Forward FY 26 Budget	$96,368
Assigned for Operating Reserves – FY 26 Budget	$331,869
Assigned Capital Projects –(Finn Outdoor)	$72,600
Assigned Miscellaneous Contingency	$381,769
Unassigned (available for any purpose)	**$492,589**
	$1,381,777

Critical Note: Approximately $114,184 of the unassigned was due to unbudgeted revenues for interest -$96,708 – and clubhouse rentals and fob sales. These are not budgeted as it is difficult to estimate based on fluctuating interest market rates or impacts to rentals

Concord Station
Establish the Vision

1. Provide a cohesive community vision plan
2. Motivate & Inspire residents to rally together and focus on the needs of the community
3. Link a project with the vision of the community & communicate the purpose
4. Drive to planned sustainability for the District

Planned Steps

1. Determine any fund balance forward from FY 2025 and present to the Board
2. Consider the unassigned fund balance projected for FY 2025 : $492,589
3. Schedule a meeting with Concord Manager to discuss his vision
4. Schedule a workshop for vision development - encourage and invite resident participation

QUESTIONS/COMMENTS

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
FY 2025 - A YEAR IN REVIEW

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 09.30.2025	Variance Budget to Actual FY 25
4	**REVENUES**							
5	**INTEREST INCOME**							
6	INTEREST EARNINGS-GF	434	3,653	34,806	56,081	-	96,708	96,708
7	**INTEREST INCOME Total**	**434**	**3,653**	**34,806**	**56,081**	**-**	**96,708**	**96,708**
8	**SPECIAL ASSESSMENTS**							
9	TAX ROLL	1,377,642	1,374,032	1,576,172	1,713,921	1,694,847	1,700,772	5,925
10	EXCESS FEES						15,658	
11	TAX ROLL FOR TRANSFER TO RESERVE FUND	-	-	-	-	50,000	50,000	-
12	**SPECIAL ASSESSMENTS Total**	**1,377,642**	**1,374,032**	**1,576,172**	**1,713,921**	**1,744,847**	**1,766,430**	**5,925**
13	**PRIOR YEAR BALANCE**							
14	FUND BALANCE - CAPITAL PROJECTS TO MISCELLANEOUS CONTINGENCY					400,000	**118,231**	(281,769)
15	FUND BALANCE FORWARD - UNASSIGNED	-	-	-	-	-	-	-
16	**PRIOR YEAR BALANCE Total**	**-**	**-**	**-**	**-**	**400,000**	**118,231**	**(281,769)**
17	**OTHER MISC. REVENUES**							
18	INSURANCE PROCEEDS	30,456	-	8,269	-	-	-	-
19	CLUB HOUSE RENTALS	6,879	12,495	14,243	8,435	-	9,738	9,738
20	ROOM RENTALS	-	187	-	-	-	-	-
21	FEES FOR FENCE PROJECT	1,553	650	1,400	400	-	-	-
22	KEY/ACCESS/TRANSPONDER REVENUE	7,963	6,103	5,943	2,669	-	5,943	5,943
23	MISCELLANEOUS REVENUES	-	-	-	2,279	-	1,795	1,795
24	PRIOR YEAR A/P CREDITS	-	-	-	-	-	-	-
25	**OTHER MISC. REVENUES Total**	**46,851**	**19,435**	**29,855**	**13,783**	**-**	**17,476**	**17,476**
26	**REVENUES Total**	**1,424,927**	**1,397,120**	**1,640,833**	**1,783,785**	**2,144,847**	**1,998,845**	**(161,660)**
27	**EXPENDITURES**							
28	**FINANCE AND ADMINISTRATIVE**							
29	SUPERVISORS FEES	11,800	11,801	10,200	14,000	13,000	14,200	1,200
30	ADMINISTRATIVE SERVICES	6,560	6,560	6,822	6,076	3,000	2,250	(750)
31	DISTRICT MANAGEMENT	31,148	31,323	33,208	35,775	35,000	33,467	(1,533)
32	DISTRICT ENGINEER	74,686	59,545	18,529	12,600	30,000	34,800	4,800
33	ASSESSMENT ROLL	5,408	5,408	5,625	7,376	2,500	2,500	-
34	FINANCIAL & REVENUE COLLECTIONS	5,408	5,408	5,624	3,709	2,500	2,500	-
35	ACCOUNTING SERVICES	22,000	22,000	22,880	18,788	16,000	16,000	-
36	AUDITING SERVICES	4,026	4,000	4,000	7,000	5,000	3,600	(1,400)
37	MISCELLANEOUS MAILINGS	-	1,852	1,659	927	1,500	1,816	316
38	PUBLIC OFFICIALS LIABILITY INSURANCE	2,502	2,627	2,824	3,737	3,215	3,215	-
39	BANK FEES	535	540	1,138	1,364	800	1,335	535
40	DUES, LICENSES & FEES	275	175	425	1,797	175	254	79
41	LEGAL ADVERTISING	946	1,136	2,483	600	1,500	955	(545)
42	TAX COLLECTOR/ PROPERTY APPRAISER FEES	150	150	150	150	150	702	552
43	ADA WEBSITE COMPLIANCE	1,538	1,538	1,515	1,515	2,015	1,515	(500)
44	WEBSITE FEES & FOR REMEDIATION	2,600	2,100	2,100	773	1,500	388	(1,112)
45	DISTRICT COUNSEL	32,643	39,793	28,494	40,311	30,000	76,904	46,904
46	**FINANCE AND ADMINISTRATIVE Total**	**202,225**	**195,956**	**147,676**	**156,498**	**147,855**	**196,401**	**48,546**
47	**DEBT ADMINISTRATION**							
48	DISSEMINATION AGENT	5,000	5,000	5,000	5,000	5,000	3,750	(1,250)
49	TRUSTEE FEES	5,388	4,938	5,432	5,927	6,000	5,432	(568)
50	ARBITRAGE REBATE CALCULATION	1,000	500	500	500	500	-	(500)
51	**DEBT ADMINISTRATION Total**	**11,388**	**10,438**	**10,932**	**11,427**	**11,500**	**9,182**	**(2,318)**

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 09.30.2025	Variance Budget to Actual FY 25
52	LAW ENFORCEMENT							
53	OFF DUTY DEPUTY	105,757	108,929	118,015	151,069	132,802	130,264	(2,538)
54	**LAW ENFORCEMENT Total**	**105,757**	**108,929**	**118,015**	**151,069**	**132,802**	**130,264**	**(2,538)**
55	ELECTRIC UTILITY SERVICES							
56	UTILITY SERVICES	7,143	12,316	12,660	13,004	16,000	13,410	(2,590)
57	UTILITY-RECREATION FACILITIES	26,689	27,808	33,958	30,210	32,000	22,481	(9,519)
58	UTILITY-STREET LIGHTS	80,012	98,000	105,997	100,972	106,000	90,137	(15,863)
59	**ELECTRIC UTILITY SERVICES Total**	**113,844**	**138,124**	**152,615**	**144,186**	**154,000**	**126,028**	**(27,972)**
60	GARBAGE/SOLID WASTE CONTROL SERVICES							
61	SOLID WASTE ASSESSMENT	757	824	1,003	902	900	1,068	168
62	GARBAGE-RECREATION FACILITY	713	1,002	1,028	1,508	1,040	1,640	600
63	**GARBAGE/SOLID WASTE CONTROL SERVICES Total**	**1,470**	**1,826**	**2,031**	**2,410**	**1,940**	**2,708**	**768**
64	WATER-SEWER COMBINATION SERVICES							
65	UTILITY RECREATION FACILITY	13,817	6,164	8,375	7,817	12,000	8,135	(3,865)
66	**WATER-SEWER COMBINATION SERVICES Total**	**13,817**	**6,164**	**8,375**	**7,817**	**12,000**	**8,135**	**(3,865)**
67	STORM WATER CONTROL							
68	PEST CONTROL	5,890	-	-	-	3,500	-	(3,500)
69	AQUATIC MAINTENANCE	81,069	74,964	74,152	92,820	110,676	110,676	-
70	LAKE/POND BANK MAINTENANCE & REPAIR	-	7,350	6,250	5,177	20,000	-	(20,000)
71	STORMWATER ASSESSMENTS	1,986	1,852	1,851	1,852	2,000	2,241	241
72	WETLAND MONITORING & MAINTENANCE	57,269	49,785	40,775	18,648	-	-	-
73	FOUNTAIN SERVICE REPAIR & MAINTENANCE	18,573	8,731	1,955	1,500	4,500	1,683	(2,817)
74	AQUATIC PLANT REPLACEMENT	-	-	-	-	2,500	-	(2,500)
75	STORMWATER SYSTEM MAINTENANCE	-	400	-	-	2,500	-	(2,500)
76	WETLAND INVASIVE AREAS MAINTENANCE	-	-	-	-	2,500	-	(2,500)
77	**STORM WATER CONTROL Total**	**164,787**	**143,082**	**124,983**	**119,997**	**148,176**	**114,600**	**(33,576)**
78	OTHER PHYSICAL ENVIRONMENT							
79	PROPERTY INSURANCE	13,261	15,704	18,888	28,638	32,361	34,223	1,862
80	GENERAL LIABILITY INSURANCE	2,798	2,938	3,158	3,269	3,596	3,596	-
81	ENTRY AND WALLS REPAIRS & MAINTENANCE	5,400	-	345	-	5,000	-	(5,000)
82	LANDSCAPE MAINTENANCE	228,550	228,000	251,310	257,475	253,040	264,458	11,418
83	WELL MAINTENANCE	-	-	-	-	500	-	(500)
84	LANDSCAPE- FERTILIZER	24,000	28,000	13,086	18,800	18,800	18,267	(533)
85	LANDSCAPE REPLACEMENT-PLANTS, SHRUBS, TREES	10,520	5,916	1,436	-	15,000	13,860	(1,140)
86	LANDSCAPE INSPECTION SERVICES	-	-	8,400	3,090	-	-	-
87	FIRE ANT TREATMENT	-	-	-	-	7,600	-	(7,600)
88	HOLIDAY DECORATIONS	12,875	26,700	17,800	20,763	35,000	-	(35,000)
89	LANDSCAPE- PEST CONTROL/OTC INJECTIONS	-	2,100	-	2,000	2,400	-	(2,400)
90	LANDSCAPE- MULCH	24,000	-	24,750	-	45,238	34,375	(10,863)
91	LANDSCAPE ANNUALS	-	-	-	6,420	8,800	6,105	(2,695)
92	LANDSCAPE- OTHER PEST CONTROL	-	-	-	-	2,000	5,267	3,267
93	FIELD SERVICES	8,400	8,400	-	-	-	-	-
94	IRRIGATION REPAIR	3,406	5,918	6,859	46,428	30,000	49,211	19,211
95	RUST PREVENTION	12,420	12,820	12,335	14,755	15,000	13,620	(1,380)
96	**OTHER PHYSICAL ENVIRONMENT Total**	**345,630**	**336,496**	**358,367**	**401,638**	**474,335**	**442,982**	**(31,353)**
97	ROAD & STREET FACILITIES							
98	ROADWAY REPAIR & MAINTENANCE	3,200	-	-	4,400	5,000	-	(5,000)
99	**ROAD & STREET FACILITIES Total**	**3,200**	**-**	**-**	**4,400**	**5,000**	**-**	**(5,000)**

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 09.30.2025	Variance Budget to Actual FY 25
100	PARK & RECREATION							
101	MANAGEMENT CONTRACT	182,172	13,189	13,314	9,830	12,000	3,000	(9,000)
102	AMENITY MANAGEMENT & CONTRACTCTED EMPLOYEE SAI	-	200,473	246,239	220,099	205,000	218,140	13,140
103	OPERATIONS MAINTENANCE & REPAIR	26,053	26,971	19,670	24,489	27,000	38,876	11,876
104	GATE MAINTENANCE & REPAIRS	-	240	-	29,778	1,000	19,733	18,733
105	COMPUTER SUPPORT MAINTENANCE & REPAIRS	151	2,376	144	460	2,000	663	(1,337)
106	FITNESS EQUIPMENT MAINTENANCE & REPAIRS	1,026	3,575	2,448	1,106	17,000	1,230	(15,770)
107	FITNESS EQUIPMENT LEASE PAYMENT	16,860	-	-	-	-	-	-
108	CLUBHOUSE- FACILITY JANITORIAL SERVICE	2,500	6,889	9,600	11,989	9,600	15,938	6,338
109	CLUBHOUSE- FACILITY JANITORIAL SUPPLIES	8,741	8,732	9,657	-	10,000	896	(9,104)
110	CLUBHOUSE-LANDSCAPE MAINTENANCE	13,200	13,200	12,375	-	-	-	-
111	POOL SERVICE CONTRACT	23,650	22,780	26,700	27,600	27,600	27,600	-
112	SECURITY SYSTEM MONITORING & MAINTENANCE	7,918	2,439	10,358	2,533	3,000	5,726	2,726
113	FACILITY A/C & HEATING MAINTENANCE & REPAIRS	1,208	3,202	-	1,134	5,000	-	(5,000)
114	FURNITURE REPAIR/REPLACEMENT	15,140	6,777	3,428	669	7,000	-	(7,000)
115	POOL PERMITS	425	425	475	425	425	-	(425)
116	PLAY GROUND EQUIPMENT MAINTENANCE & REPAIRS	695	4,478	1,272	1,395	2,500	481	(2,019)
117	VEHICLE MAINTENANCE	325	1,021	482	241	750	181	(569)
118	TELEPHONE, FAX & INTERNET	7,649	7,212	6,556	7,869	9,000	8,700	(300)
119	ATHLETIC/PARK COURT/FOUNTAIN MAINTENANCE	17,033	-	1,295	-	2,500	196	(2,304)
120	POOL/WATERPARK/FOUNTAIN MAINTENANCE	807	7,314	1,796	6,920	3,000	15,671	12,671
121	PEST CONTROL & TERMITE BOND	1,470	400	607	620	1,300	624	(676)
122	OFFICE SUPPLIES	2,969	1,799	3,928	2,656	3,500	2,251	(1,249)
123	WILD LIFE MANAGEMENT SERVICES	6,600	1,650	-	58	2,500	-	(2,500)
124	DOG WASTE STATION SUPLLIES	5,150	9,397	5,447	5,447	6,000	8,496	2,496
125	**PARK & RECREATION Total**	**341,742**	**344,539**	**375,791**	**355,318**	**357,675**	**368,402**	**10,727**
126	SPECIAL EVENTS & CONTINGENCY							
127	CLUBHOUSE-SPECIAL EVENTS	8,725	18,404	24,233	17,940	35,000	8,400	(26,600)
128	MISCELLANEOUS CONTINGENCY	14,554	48,327	56,878	7,178	500,000	118,231	(381,769)
129	CAPITAL OUTLAY - POND EROSION IN FY 25	46,148	188,873	315,001	-	114,564	34,613	(79,951)
130	**SPECIAL EVENTS & CONTINGENCY Total**	**69,427**	**255,604**	**396,112**	**25,118**	**649,564**	**161,244**	**(488,320)**
131	**TOTAL EXPENDITURES BEFORE OTHER FINANCING**	**1,373,287**	**1,541,158**	**1,694,897**	**1,379,878**	**2,094,847**	**1,559,946**	**(534,901)**
132	ADDITIONAL SOURCES/(USES) OF FUNDS							
133	OTHER FINANCING			-				
134	INTERFUND TRANSFER TO CAPITAL RESERVE FUND	-	-	-	-	50,000	50,000	-
135	**OTHER FINANCING Total**	**-**	**-**	**-**	**-**	**50,000**	**50,000**	**-**
136	**EXPENDITURES Total**	**1,373,287**	**1,541,158**	**1,694,897**	**1,379,878**	**2,144,847**	**1,609,946**	**(534,901)**

EXHIBIT 17

RETURN TO AGENDA




Chislehurst Dr
Donington Castle Ln
Manassas Dr
Mentmore Blvd
Acct 9100 8847 9022
Publix
State Road 54
State Road 54


CONCORD STATION