

**District:** CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT  
**Date:** Thursday, February 12, 2026  
**Time:** 6:30 PM  
**Location:** Concord Station Clubhouse,  
18636 Mentmore Blvd.,  
Land O' Lakes, Florida 34638

**ZOOM:**

**Call In:** +1 305 224 1968  
**Meeting ID:** 699 403 1159  
**Pass Code:** 601825

**AGENDA**

*For the full agenda packet, please contact [Patricia@havenmgtisol.com](mailto:Patricia@havenmgtisol.com)*

**I. Call to Order / Roll Call**

**II. Audience Comments – (limited to 3 minutes per individual on agenda items)**

**III. Professional Vendor Presentations**

- |   |                   |
|---|-------------------|
| <b>A. Presentation &amp; Discussion of Solitude Lake Report</b>   | <b>Exhibit 1</b>  |
| <b>B. Steadfast Environmental Services:</b>   |                   |
| <b>1. Irrigation Maintenance Report</b>   | <b>Exhibit 2A</b> |
| <b>2. Landscape Daily Logs</b>  | <b>Exhibit 2B</b> |
| <b>C. Presentation of Team Deliverable Listing</b>  | <b>Exhibit 3</b>  |
| <b>D. Stantec - Project Manager Greg Woodcock</b>   |                   |
| <b>1. Discussion of Pond Bank Remediation</b>   | <b>Exhibit 4A</b> |
| <b>2. Discussion of Arborist Report for Tree Replacement Project</b>  | <b>Exhibit 4B</b> |
| <b>E. Kutak Rock – District Counsel - Kyle Magee</b>  |                   |
| <b>1. Presentation for Discussion – Request for Proposal for Lake Management Services</b>   | <b>Exhibit 5</b>  |
| <b>2. Updated Status (if any): USA Fence, Red Tree Map Invoice, HOA and Tot Lot</b>   |                   |
| <b>F. District Manager</b>  |                   |
| <b>1. Discussion of Suncoast Pool Certificate of Insurance</b>  |                   |
| <b>2. Presentation &amp; Consideration for Adoption Resolution 2026-10, Adopting A Budget Amendment for FY 2025/2026 &amp; Discussion of Vision Project Listing</b> | <b>Exhibit 6</b>  |

## **G. Clubhouse & Amenity Manager**

**Exhibit 7**

### **1. Presentation & Consideration of Final Version of Employment Policy Handbook**

- ❖ **Clubhouse & Amenity Manager Version – Accepted Red Line with Minor Changes: Removed all specific names associated with positions and retained titles only. -Incorporated the necessary revisions provided by Employment Counsel. -Removed Appendix 5 and realigned the remaining appendices to match how they are referenced within the manual.**
- ❖ **Original Red Line Version**

**Exhibit 8A**

**Exhibit 8B**

### **2. Consideration of Proposals:**

- ❖ **Grout Rhino: Clean Tile & Grout - \$1,332.90 or Clean Tile & Grout & Color Seal - \$2,517.70**

**Exhibit 9**

## **IV. Administrative Items**

### **A. Consideration for Acceptance – December 2025 Unaudited Financial Statements**

**Exhibit 10**

### **B. Consideration for Approval - The Minutes of the Board of Supervisors of the Concord Station CDD Held January 8, 2026**

**Exhibit 11**

### **C. Presentation for Ratification – Steadfast Environmental Services for Landscape Maintenance Services Contract**

**Exhibit 12**

### **D. Presentation for Ratification - Duke Energy Authority Release**

**Exhibit 13**

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

## **VI. Supervisors' Request**

## **VII. Adjournment**



**EXHIBIT 1**

**RETURN TO AGENDA**

# SOLITUDE

LAKE MANAGEMENT



## Concord Station CDD Waterway Inspection Report

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**Reason for Inspection:** Monthly required

**Inspection Date:** 2026-02-02

**Prepared for:**  
Concord Station CDD

**Prepared by:**

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## Site: T10

### Comments:

Site looks good

Site is in great condition. No noted nuisance vegetation.

### Action Required:

Routine maintenance next visit

### Target:



## Site: T11

### Comments:

Site looks good

Site is in great shape. Water level is very low but no invasive growth was noted.

### Action Required:

Routine maintenance next visit

### Target:



## Site: T12

### Comments:

Site looks good

Site is in great condition besides the low water level. Shoreline is nice and clear.

### Action Required:

Routine maintenance next visit

### Target:





## Site: T13

### Comments:

Site looks good

Site is completely dry but in good shape.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L1

### Comments:

Site looks good

The dry half of the site has some GSR that looks to be beat up from the cold weather and low water level. This should bounce back in the spring. Overall in great shape.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L2

### Comments:

Site looks good

Site is full of an array of native vegetation that is thriving throughout the site. Overall in great condition.

### Action Required:

Routine maintenance next visit

### Target:





## Site: L3

### Comments:

Site looks good

Sites in great condition and has a full healthy perimeter of GSR. Water level is low but overall in great shape.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L4

### Comments:

Site looks good

The native vegetation in the left photo looks to have gone dormant from cold weather and low water level. This should bounce back in the spring.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L5

### Comments:

Site looks good

Site looks great and is completely dry. Emergent weeds have been kept under control.

### Action Required:

Routine maintenance next visit

### Target:





## Site: L6

### Comments:

Site looks good

The month of January we had a Chara bloom within the site, treated during our last visit. This bloom has cleared up within the month and is looking great.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L7

### Comments:

Site looks good

Site is dry. Overall not much to note.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L8

### Comments:

Site looks good

Site looks great with a healthy population of GSR within it. These plants don't look to be affected by the cold weather.

### Action Required:

Routine maintenance next visit

### Target:





## Site: L9

### Comments:

Site looks good

Site is completely dry but looks good.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L10

### Comments:

Site looks good

Site looks good with a healthy population of GSR. Water level is low as well.

### Action Required:

Routine maintenance next visit

### Target:



## Site: L11

### Comments:

Normal growth observed

Minor algae bloom beginning to develop on the bottom of the pond. Will treat during next visit.

### Action Required:

Routine maintenance next visit

### Target:

Sub-surface algae





## Site: L12

### Comments:

Site looks good

Site looks great with a full healthy perimeter of GSR. No noted nuisance vegetation.

### Action Required:

Routine maintenance next visit

### Target:



## Site: E1

### Comments:

Site looks good

The shelf is almost completely dry. Overall it looks good.

### Action Required:

Routine maintenance next visit

### Target:



## Site: E2

### Comments:

Site looks good

Site has a healthy perimeter of GSR. Overall in great shape.

### Action Required:

Routine maintenance next visit

### Target:



**Site:** E3**Comments:**

Site looks good

Site is in great shape with a healthy population of GSR. Site has some submersed Slender Spikerush. Will address next treatment.

**Action Required:**

Routine maintenance next visit

**Target:**

Submersed vegetation

**Management Summary**

This January we ended the month with some significant cold snaps that have really stopped the growth for the most part in many of these sites. We have seen very little change in growth the past 30 days throughout the community. This gives us the chance to really dial into the detail work throughout the sites and give us time to treat wild sides that are usually inaccessible do to higher water levels and even take our time with selective treatments for invasive growth throughout native vegetation. With the water levels this low we keep an eye out for the start of erosion within sites due to the exposed banks and the steep grades of sites not having a root structure to help hold these pond banks together. Some of the native plants within the sites do look a little beat up from both the cold weather and the low water levels. All these plants should bounce back in the Spring and have just gone dormant from these conditions.

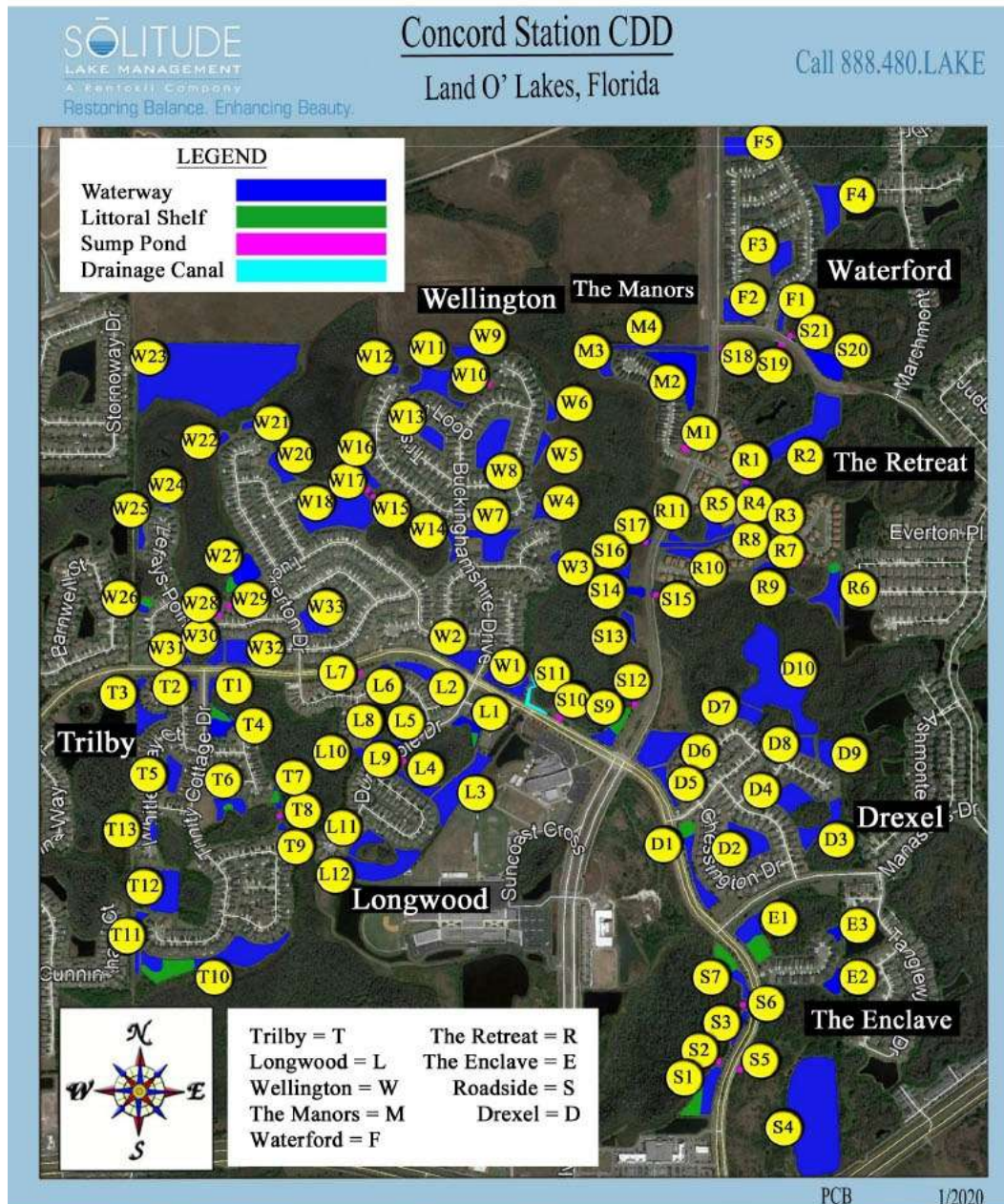
Structures throughout the community are checked on a monthly basis while treating each site and all structures are clear of obstruction and look to be in great shape.

As always, please reach out to me with any questions or concerns you may have- [Corey.White@solitudelake.com](mailto:Corey.White@solitudelake.com)

Thank you for choosing SOLitude Lake Management!

Site	Comments	Target	Action Required
T10	Site looks good		Routine maintenance next visit
T11	Site looks good		Routine maintenance next visit
T12	Site looks good		Routine maintenance next visit
T13	Site looks good		Routine maintenance next visit
L1	Site looks good		Routine maintenance next visit
L2	Site looks good		Routine maintenance next visit
L3	Site looks good		Routine maintenance next visit
L4	Site looks good		Routine maintenance next visit
L5	Site looks good		Routine maintenance next visit
L6	Site looks good		Routine maintenance next visit
L7	Site looks good		Routine maintenance next visit
L8	Site looks good		Routine maintenance next visit
L9	Site looks good		Routine maintenance next visit
L10	Site looks good		Routine maintenance next visit
L11	Normal growth observed	Sub-surface algae	Routine maintenance next visit
L12	Site looks good		Routine maintenance next visit
E1	Site looks good		Routine maintenance next visit
E2	Site looks good		Routine maintenance next visit
E3	Site looks good	Submersed vegetation	Routine maintenance next visit





**EXHIBIT 2A**

**RETURN TO AGENDA**





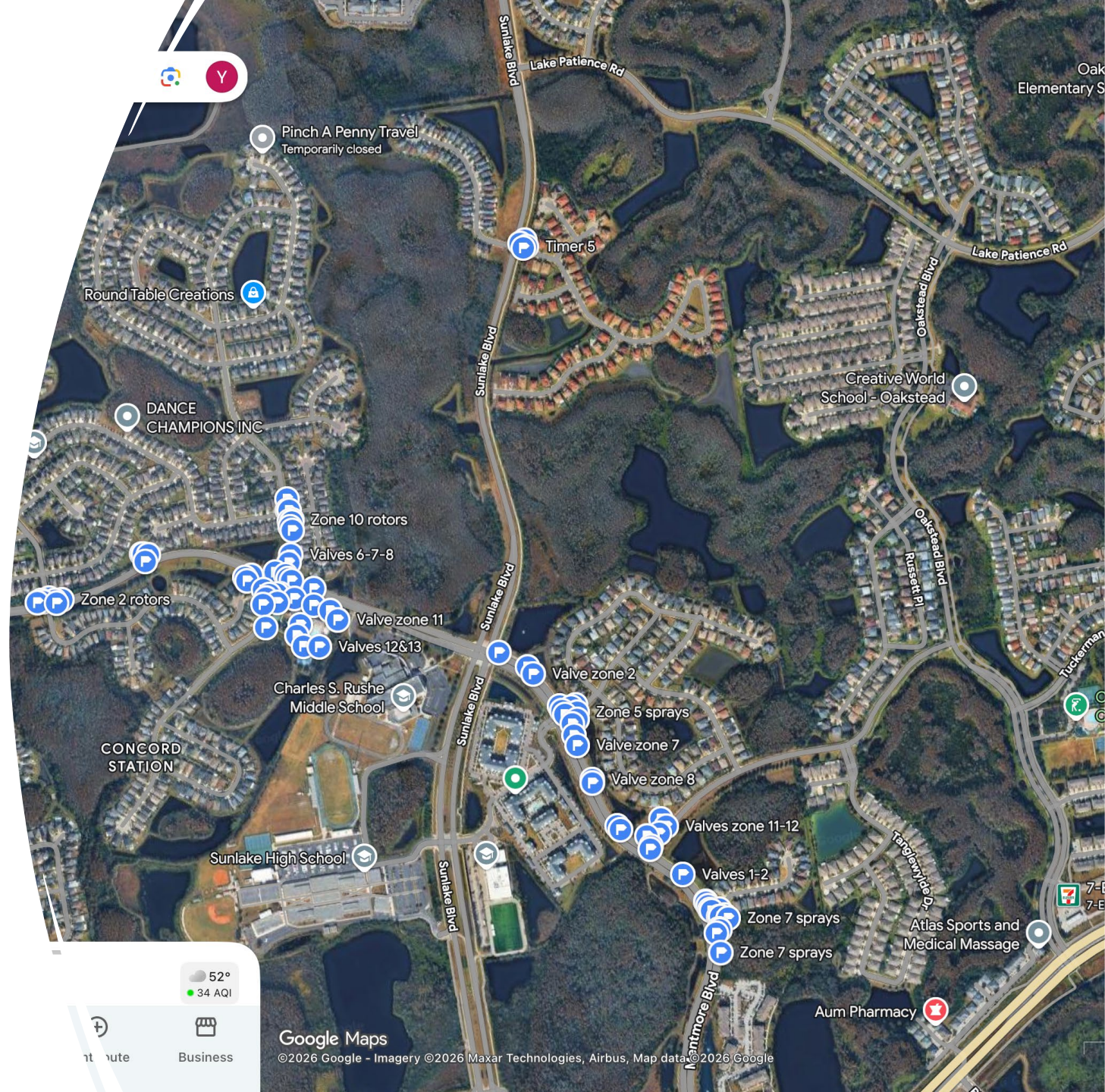
# Steadfast Maintenance Irrigation Report

2/3/26



# Irrigation mapped out

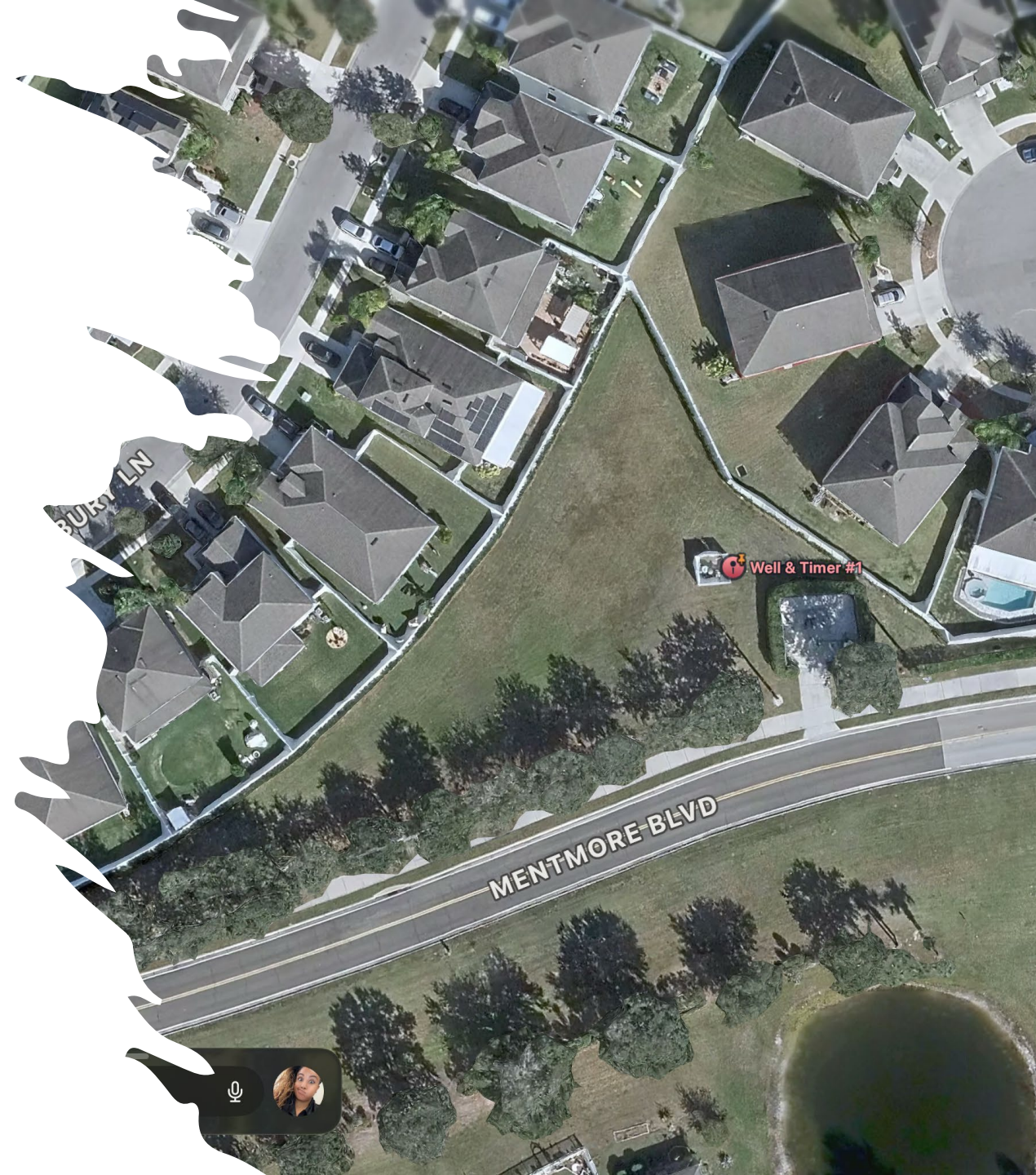
- We currently mapped out timers, valves, battery timers, & wells.



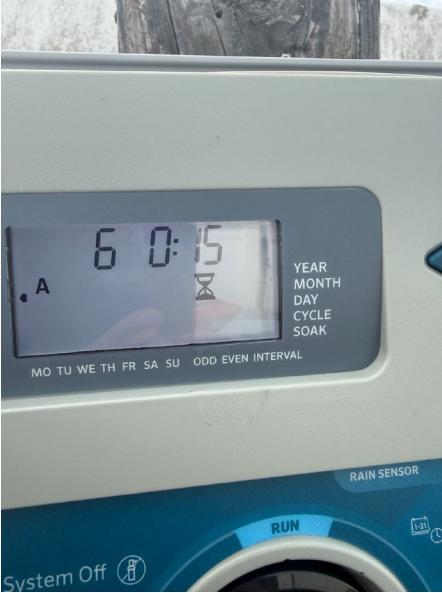
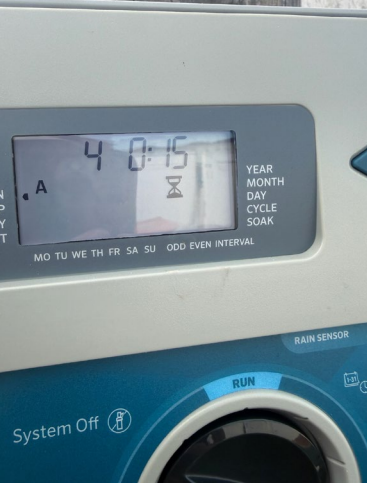
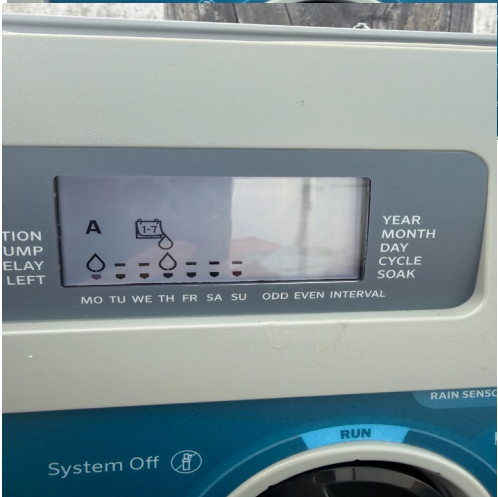


# Well #1 & Timer #1- Mentmore Blvd

- Controller Type: Hunter ICC2
- Multi-strand wire- 6 zones
- Controller status:ok
- POC: well Weather sensor: no
- Program A- start timer 12am
- Seasonal adjustment 100%
- Watering days: Monday & Thursday
- Techs Notes: controller and well are in the off position. Only 1 zone is currently working out of 6 zones. Located 1 broken drip on zone 3. The controller has a rain sensor, but is disconnected and unsure if it's operational. Zones 1, 2, 3, 4, 5 and 6 needs to be wire track and troubleshooted.









# Timer #2 Tuckerton Drive

- Controller Type: Hunter Pro-C
- Multi-strand wire- 4 zones
- Controller status:ok
- POC: well Weather sensor: yes
- Program A- start time 5:45am
- Program B- start time 5:30am
- Seasonal adjustment 100%
- Watering days:  
program A-Monday & Wednesday.  
Program B- Everyday
- Techs Notes: All 4 zones on the timer are operational. Found 1 broken rotor on zone 2. Found 1 leak on zone 4 near an oak tree.















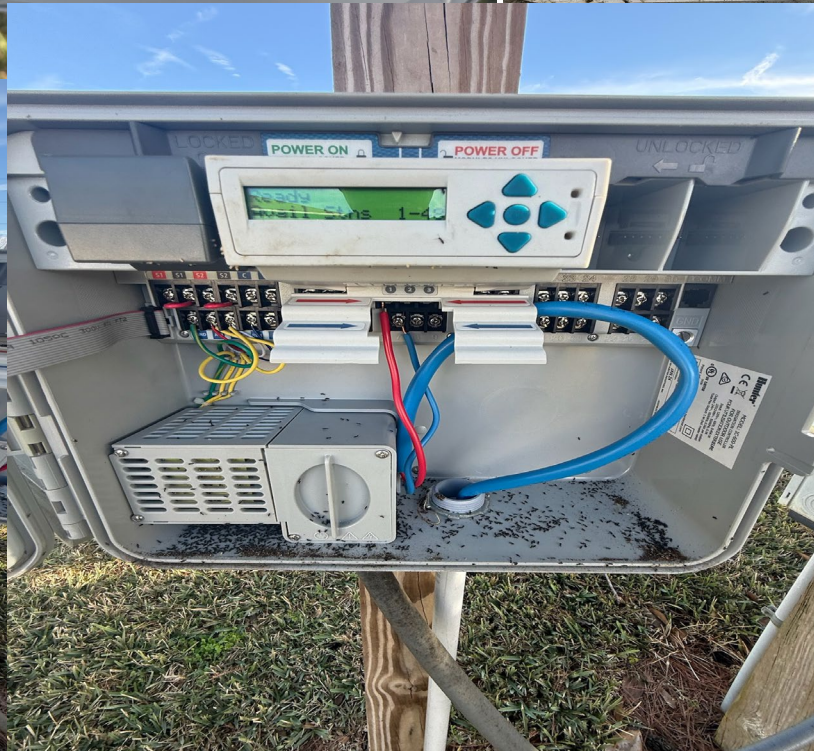
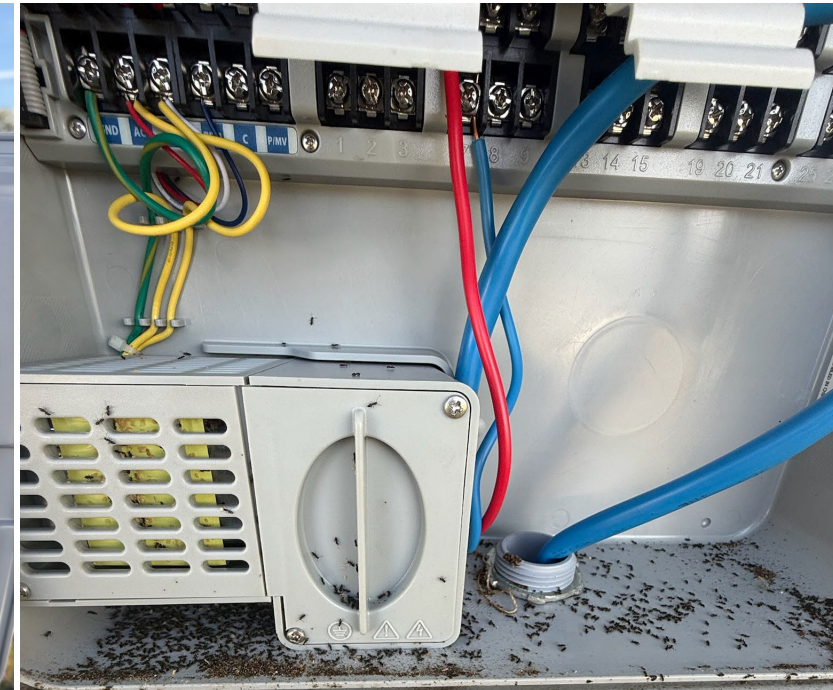
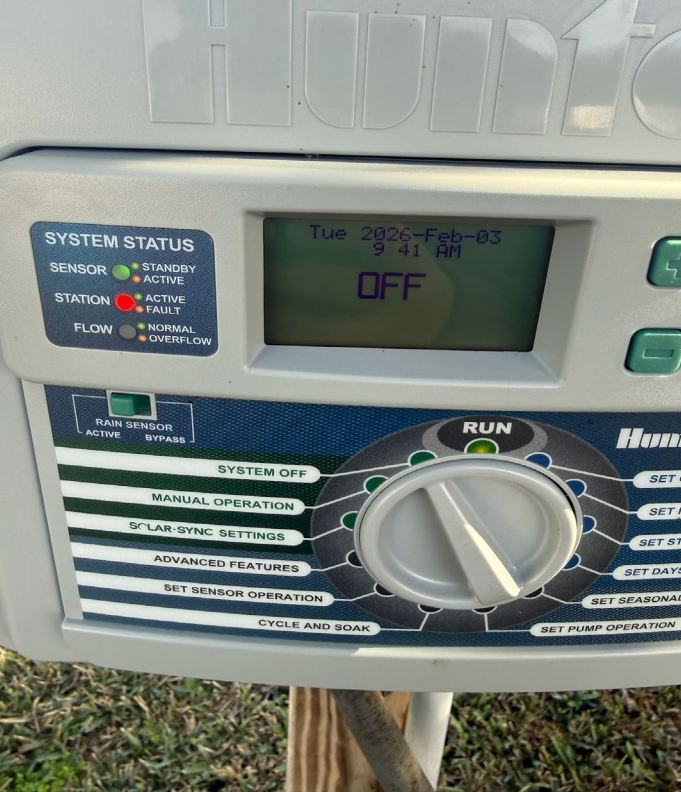


# Timer #3- Dunstable Drive

- Controller Type: Hunter I-Core
- 2-wire- 20 zones
- Controller status:ok
- POC: well Weather sensor: no
- Program A- start time 12am
- Program B- start time 6am
- Seasonal adjustment 100%
- Watering days:  
program A- Tuesday & Friday.  
Program B- Tuesday & Thursday
- Techs Notes: only 4 zones worked from the controller, the rest of the zones are not operational. Found several nicks on the two wire path, disconnected wires, wire nuts with no gel caps or incorrect wire, nuts, valves that are not closing properly, leaking valves and valves that were throttle down. Controller is infested with ants.







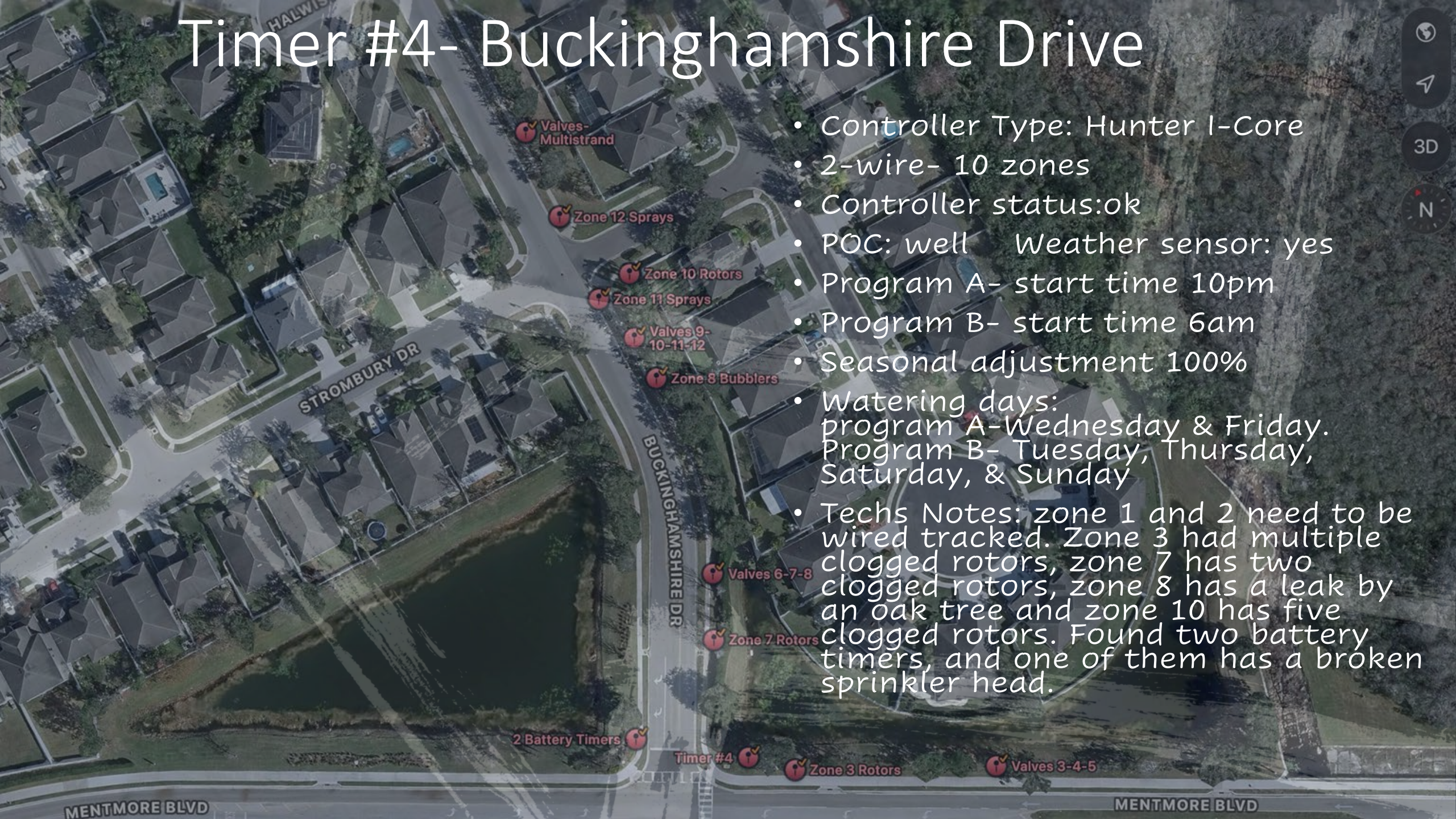




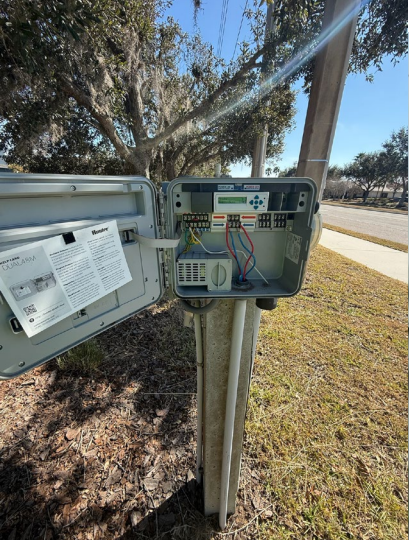


# Timer #4- Buckinghamshire Drive

- Controller Type: Hunter I-Core
- 2-wire- 10 zones
- Controller status:ok
- POC: well Weather sensor: yes
- Program A- start time 10pm
- Program B- start time 6am
- Seasonal adjustment 100%
- Watering days:  
program A-Wednesday & Friday.  
Program B- Tuesday, Thursday,  
Saturday, & Sunday
- Techs Notes: zone 1 and 2 need to be wired tracked. Zone 3 had multiple clogged rotors, zone 7 has two clogged rotors, zone 8 has a leak by an oak tree and zone 10 has five clogged rotors. Found two battery timers, and one of them has a broken sprinkler head.







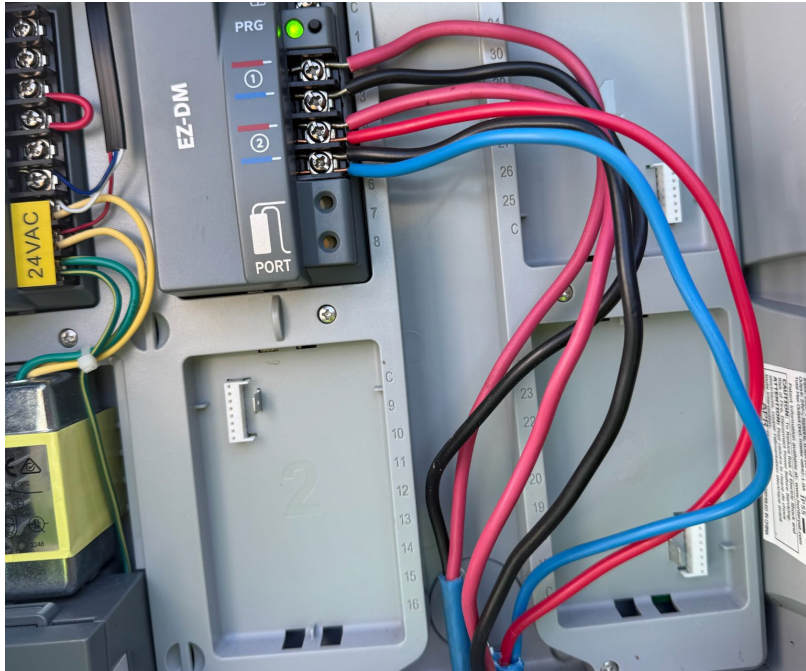


# Timer #5 Umberland Place & Sunlake Blvd

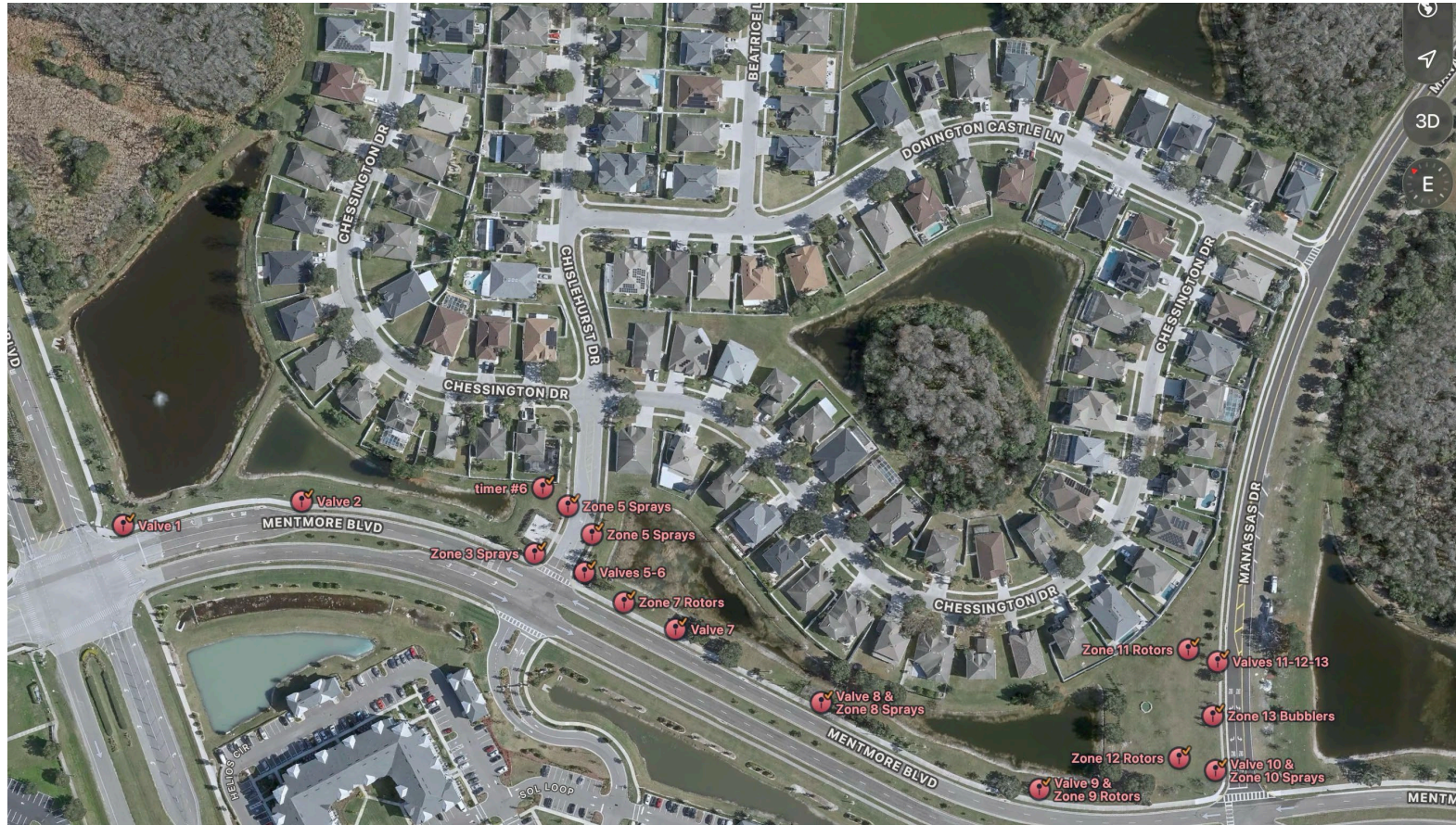
- Controller type: Hunter ICC2
- 2-wire- 54 zones TBD
- Controller status: OK
- POC: Well Weather Sensor: no
- Program A- start time 9pm
- Program B- start time 9pm
- Program C- start time 5am
- Seasonal adjustment 100%
- Watering days: program A-Monday & Thursday.  
Program B- Tuesday & Friday.  
Program C- Everyday
- Techs Notes: This timer and well are currently shut down due to a major leak. We were unable to inspect this timer and made the Maintenance Supervisor aware. Once the leak is repaired, we can then do an inspection and see what needs to be addressed on this timer.









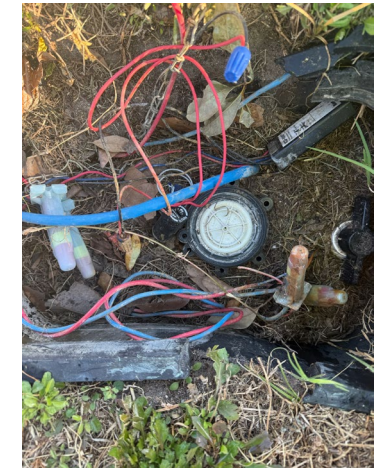


Timer #6- Chislehurst Drive



# Timer #6 Information

- Controller Type: Hunter ACC
- 2-wire- 14 zones
- Controller status:ok
- POC: well    Weather sensor: yes
- Program A- start time 9pm
- Program B- start time 6am
- Seasonal adjustment 100%
- Watering days:  
program A-Monday & Thursday.  
Program B- Everyday
- Techs Notes: valve for zone 1 is missing the bonnet. Valve zone 2 was throttle down. Valve for zone 4 was throttle down, this zone also has two clogged rotors. Valve for zone 7 was throttle down the zone also has three clogged rotors and one broken rotor. Zone 13 is throttle down due to being stuck open. I found an additional valve near zones 5 and 6 with no decoder, opened it manually and it runs bubblers for the trees on both entrance and exit side. The valve for zone 6 is not working properly, the solenoid activates, but the valve doesn't allow water to go through.





# Timer #7- Alexandrea Lee Ct.





# Timer #7 Info

- Controller Type: Hunter I-Core
- 2-wire- 9 zones
- Controller status:ok
- POC: well    Weather sensor: yes
- Program A- start time 7:30pm
- Program B- start time 7am
- Seasonal adjustment 100%
- Watering days:  
program A-Monday & Thursday.  
Program B- Everyday
- Techs Notes: Valves 1 and 2 are throttle down, valves are stuck closed. Zone 3, 4, 5, and 6 are all throttled down. Zone 4 has a leak and zone 5 has a leak. Zone 6 has two broken sprinkler heads. Zone 7 has two broken sprinkler heads. Zone 9 has one broken sprinkler head. Need to locate valve for zone 9









Between the seven timers, there are multiple issues that need to be addressed before we can fully see improvements.

We did find an open mainline that looks like it was recently repaired that started leaking the minute we turned on the well. This will need to be repaired correctly in order for it to not come undone.







## Daily Logs List

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### Feb 3, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Initial Inspection Feb/3 - Feb/4

**Added By:** Jeanette Cordero

**Log Notes:**

On site to perform initial inspection on all controllers. Contacted Mark to let him know that I was on site.

Timer 1-

Checked the irrigation and only zone 3 is working.

Found a broken drip. The remaining 6 zones will need to be wire tracked and troubleshooted.

Timer 2-

All 4 zones on the controller are working.

Found 1 broken rotor on zone 2. Found 1 leak on zone 4 near an oak tree.

Timer 3-

The controller is full of ants.

Found several nicks on the 2 wire path, incorrect wire nuts, wire nuts with no gel caps and disconnected wires, valves that are not closing properly, leaking valves and valves that were throttled down.

Found a valve box near the front of the amenity that has an active leak. I checked the decoder to see if it had a number but it didn't.

Zone 1 doesn't work and the valve box has water flowing out from it.

Zones 1-2-3-6 were throttled down.

Zone 4&5 has alarms, I found the valve for zone 4 and the valve is not closing properly and seeping water.

Valve for zone 8 is stuck open and the thread on the throttle is damaged.

Zone 9 is not working and couldn't locate the valve.

Zone 10-11-14-18 are not working and throws alarms at the controller.

Zone 12-13-15-16-17-19-20 are not working.

Timer 4-

Controller is displaying faults for stations 1&4.

Zones 1-2-3-5&6 are not working from the controller.



Zone 3 has multiple clogged rotors

Zone 7 has 2 clogged rotors

Zone 8 has a leak near a oak tree

Zone 10 has 5 clogged rotors

Found 2 battery timers and 1 of them has a broken sprinkler head.

Timer 5-

Controller is displaying Err. for zones 8 and 17.

There's a major leak in a cluster of valves near the timer. I attempted to perform a wet check but the zones has big gaps on them. Zone 21 has 2 broken rotors. The well is currently off until the leak gets repaired.

Timer 6-

Zone 1- The valve is missing the bonet. The ball valve is closed.

Valve zone 2 was throttled down

Valve zone 4 was throttled down and it has 2 clogged rotors

The valve for zone 6 is not working properly. The solenoid activates but the valve doesn't allow water to flow through it.

Found an additional valve near valves 5&6 with no decoder connected to it, I manually ran the zone and it does bubblers for the trees on both entrance and exit side.

Valve zone 7 was throttled down and it has 3 clogged rotors and 1 broken rotor.

Zone 12 has 7 clogged rotors

Zone 13 is throttled down due to the valve staying stuck open.

Timer 7-

Zone 1&2 throttled down, valves are stuck closed.

Zones 3-4-5 throttled down

Zone 3 solenoid clicks but the valve doesn't allow water to flow through it.

Zone 4 has a leak

Zone 5 has a leak

Zone 6 2 broken sprinkler heads

Zone 7 2 broken sprinkler heads

Zone 9 1 broken sprinkler head. Valve needs to be located.

**Weather Conditions:**

Mostly sunny



**62°F**  
**33°F**

Wind: 7 mph  
Humidity: 95%  
Total Precip: 0"

Tue, Feb 3, 2026, 12:00 AM

**Attachments:** 0

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# Irrigation Inspection

## First Time Visit

Date: 3/Feb/26

Property: Concord ODD

Address: Timer #1 Montmore Blvd.

### Controller Information:

Controller Type: IPC2 Controller Status: OK

2-Wire/Multi: Multi Zone Count: 6

# of Prog: 1 POC: Well

Weather Sensor: NO

	START TIMES:	SEASONAL ADJ:	WATERING DAYS
PROGRAM A	12:00 Am	100	<u>(M)</u> T W <u>(TH)</u> F SAT SU
PROGRAM B			M T W TH F SAT SU
PROGRAM C			M T W TH F SAT SU
PROGRAM D			M T W TH F SAT SU

### Notes:

Controller and well are off. Only 1 zone works out of 6 zones. Found 1 broken drip on zone #3. The controller has a rain sensor but is disconnected. Zone 1-2-4-5-6 need to be wire tracked and troubleshooted.

Zone Type & Location:

[illegible]



[illegible]



# Irrigation Inspection

## First Time Visit

Date: 3/Feb/26

Property: Concord CDD

Address: Timer #2 Tuckerton Dr.

### Controller Information:

Controller Type: Hunter Pro-C Controller Status: OK

2-Wire/Multi: Multi Zone Count: 4

# of Prog: 2 POC: Well

Weather Sensor: Yes

	START TIMES:	SEASONAL ADJ:	WATERING DAYS
PROGRAM A	5:45 Am	100%	(M) T (W) TH F SAT SU
PROGRAM B	5:30 Am	100%	(M) (T) (W) (TH) (F) (SAT) (SU)
PROGRAM C			M T W TH F SAT SU
PROGRAM D			M T W TH F SAT SU

### Notes:

All 4 zones on the controller are working. Found 1  
broken rotor on zone 2. Found 1 leak on zone 4  
near a oak tree.



Zone Type & Location:

[illegible]

[illegible]





# Irrigation Inspection

## First Time Visit

Date: 3/26/26

Property: Concord CDD

Address: Timer 3 Dunstable Dr.

### Controller Information:

Controller Type: Hunter I-Core Controller Status: OK

2-Wire/Multi: 2 wire Zone Count: 20

# of Prog: 2 POC: Well

Weather Sensor: NO

	START TIMES:	SEASONAL ADJ:	WATERING DAYS
PROGRAM A	12:00 Am	100%	M <u>T</u> W TH <u>F</u> SAT SU
PROGRAM B	6:00 Am		M <u>T</u> W <u>TH</u> F SAT SU
PROGRAM C			M T W TH F SAT SU
PROGRAM D			M T W TH F SAT SU

### Notes:

Only 4 zones worked from the controller, the rest of the zones are not working. Found several wicks on the 2 wire path, disconnected wires, wire nuts with no gel caps, valves that are not closing properly, leaking valves and valves that were throttled down. Controller is full of ants.

Zone Type & Location:

Zone #	Type	Location
1		Not working
2	S	Sidewalk to road / Entrance side
3	S	Grass area near zone 2
4	D	Not working / Alarm / valve is sipping water.
5		Not working / Alarm
6	R	Grass area by Mentmore Blvd.
7	R	Grass area near zone 6.
8		Not working / Sipping water and the throttle is damaged.
9		Not working / Did not locate
10	R	Not working
11		Not working / Alarm
12		Not working
13		Not working
14		Not working / Alarm
15		Not working / Valve was throttled down
16		Not working
17		Not working
18		Not working / Alarm
19		Not working
20		Not working









# Irrigation Inspection

## First Time Visit

Date: 3/Feb/26

Property: Concord CDD

Address: Timer 4 Buckinghamshire Dr.

### Controller Information:

Controller Type: Hunter I-Core Controller Status: OK

2-Wire/Multi: 2 wire Zone Count: 10

# of Prog: 2 POC: well

Weather Sensor: Yes

	START TIMES:	SEASONAL ADJ:	WATERING DAYS
PROGRAM A	10:00 Pm	100%	M T <u>W</u> TH <u>F</u> SAT SU
PROGRAM B	6:00 Am	100%	M <u>T</u> W <u>TH</u> F <u>SAT</u> <u>SU</u>
PROGRAM C			M T W TH F SAT SU
PROGRAM D			M T W TH F SAT SU

### Notes:

Zone 1 and 2 need to be wire tracked. Zone 3 had multiple clogged rotors, zone 7 has 2 clogged rotors, zone 8 has a leak by a oak tree and zone 10 has 5 clogged rotors. Found 2 battery timers and one of them has a broken sprinkler head.



Zone Type & Location:

[illegible]



[illegible]





# Irrigation Inspection

## First Time Visit

Date: 3/Feb/26

Property: Concord CDD

Address: Timer 5 Umberland Pl./Sunlake Blvd.

### Controller Information:

Controller Type: Hunter ICC 2 Controller Status: OK

2-Wire/Multi: 2 Wire Zone Count: 54

# of Prog: 3 POC: Well

Weather Sensor: NO

	START TIMES:	SEASONAL ADJ:	WATERING DAYS
PROGRAM A	9:00 Pm	100.1'	<del>M</del> T W <del>TH</del> F SAT SU
PROGRAM B	9:00 Pm	100.1'	M <del>T</del> W TH <del>F</del> SAT SU
PROGRAM C	5:00 Am	100.1'	<del>M</del> <del>T</del> <del>W</del> <del>TH</del> <del>F</del> <del>SAT</del> <del>SU</del>
PROGRAM D			M T W TH F SAT SU

### Notes:

Couldn't perform inspection due to major leak.

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Zone Type & Location:

Zone #	Type	Location
1		
2		
3		
4		
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24		
25		



Property		Program	Start Time	Controller Schedules		Total Run time for each program	REPAIRS
Concord CDD		A	9:00 PM	40/Th			
		B	9:00 PM	Tu/Fr			
Controller Type/Location		C	5:00 AM	Everyday			
Times Underland Pl.							
Hunter ICC 2							
Zone	Type	Run Time:	Program	Zone Location			
1		30	A				
2		30	A				
3		30	A				
4		30	A				
5		10	C				
6		10	A				
7		15	A				
8		30	A				
9		30/10	A/C				
10		30	A				
11		30	A				
12							
13							
14		30	A				
15		30	A				
16		30	A				
17		30	A				
18		20	A				
19		30	B				
20		20	B				
21		30	B				
22		30	B				
23		30	B				
24							

REPAIRS



Property		Program	Start Time	Controller Schedules		Total Run time for each program	
Concord CDD		A	9:00PM	Mo/Th			
		B	9:00PM	Tu/Fr			
Controller Type/Location		C	5:00Am	Every day			
Traner, S Umberland Pl.							
Hunter ICC-2							
Zone	Type	Run Time:	Program	Zone Location			
25		20	B				
26		20	B				
27		30	B				
28		30	B				
29.		20	B				
30	A	A/B/C 30/20/10	A/B/C				
31		30	B				
32		20	B				
33		5	B				
34		30	B				
35		30	B				
36		20	B				
37		30	B				
38		5	B				
39		10	C				
40		30/10	A/C				
41							
42							
43							
44							
45							
46							
47							
48							

REPAIRS

REPAIRS





# Irrigation Inspection

## First Time Visit

Date: 3/Feb/26

Property: Concord CDD

Address: Timer 6 Chislehurst Dr.

### Controller Information:

Controller Type: Hunter ACC Controller Status: OK

2-Wire/Multi: 2 wire Zone Count: 14

# of Prog: 1 POC: Well

Weather Sensor: Yes

	START TIMES:	SEASONAL ADJ:	WATERING DAYS
PROGRAM A	9:00 Pm	100%	<u>M</u> T W <u>TH</u> F SAT SU
PROGRAM B	6:00 Am	100%	<u>M</u> <u>T</u> <u>W</u> <u>TH</u> <u>F</u> <u>SAT</u> <u>SU</u>
PROGRAM C			M T W TH F SAT SU
PROGRAM D			M T W TH F SAT SU

### Notes:

Value for zone #1 is missing the bowet. Value zone 2 was throttled down. Value zone 4 was throttled down. zone has 2 clogged rotors. Value zone 7 was throttled down. zone has 3 clogged rotors and 1 broken rotor. Zone 13 is throttled down due to being stuck open. Found a additional valve near zones 5+6 with no decoder, opened it manually and it runs bubblers for the trees on both entrance and exit side. The valve for zone 6 is not working properly, solenoid activates but the valve doesn't allow water go through.



Zone Type & Location:

[illegible]



[illegible]





# Irrigation Inspection

## First Time Visit

Date: 4/Feb/26

Property: Concord CDD

Address: Timer 7 Alexandra Lee Ct.

### Controller Information:

Controller Type: Hunter I-Core Controller Status: OK

2-Wire/Multi: 2 Wire Zone Count: 9

# of Prog: 2 POC: well

Weather Sensor: Yes

	START TIMES:	SEASONAL ADJ:	WATERING DAYS
PROGRAM A	7:30 Pm	100%	<u>(M)</u> T W <u>(TH)</u> F SAT SU
PROGRAM B	7:00 Am	100%	<u>(M)</u> <u>(T)</u> <u>(W)</u> <u>(TH)</u> <u>(F)</u> <u>(SAT)</u> <u>(SU)</u>
PROGRAM C			M T W TH F SAT SU
PROGRAM D			M T W TH F SAT SU

### Notes:

Valves 1 + 2 throttled down, valves are stuck closed. Zones 3-4-5-6 throttled down. Valve for zone 3, the solenoid clicks but doesn't allow water to go through. Zone 4 has a leak, zone 5 has a leak. Zone 6 has 2 broken sprinkler heads. Zone 7 has 2 broken sprinkler heads. Zone 9 has 1 broken sprinkler head. Need to locate valve for zone 9.



Zone Type & Location:

[illegible]



Property		Program	Start Time	Controller Schedules		Total Run time for each program
Controller Type/Location				Run days		
Concord CDD		A	7:30 PM	Mo/Th		
		B	7:00 AM	Everyday		
REPAIRS						
Hwy 101 Core						
Alexandrea Lee Ct						
Zone	Type	Run Time:	Program	Zone Location		
1		30	A			
2		30	A			
3						
4	R/D	30/10	A/B			
5	R					
6	S	30	A			
7	S	30	A			
Y	R	30	A			
9	S	30	A			



**EXHIBIT 2B**

**RETURN TO AGENDA**





Printed: Feb 3, 2026  
30435 Commerce Drive Unit 102, San Antonio, FL 33576  
Phone: 844-347-0702  
Fax: 813-501-1432

## Daily Logs List

---

### Feb 3, 2026

**Job:** SM1348 Concord Station CDD

**Title:**

**Added By:** Jason Aleman

**Log Notes:**

While onsite i did notice that the excessive cold weather has stressed a lot of plants and turf. The irrigation was proactively shut down prior to the cold weather. We have been focusing on detail. Moss removal, bed edging and clean outs. We continue to focus on detail at each visit.

**Weather Conditions:**

Partly cloudy with widespread frost

Tue, Feb 3, 2026, 6:58 AM



64°F

31°F

Wind: 2 mph  
Humidity: 94%  
Total Precip: 0"

**Attachments:** 8



---

### Feb 2, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Freeze damage

**Added By:** Kevin Hiller

**Log Notes:**

Inspected the property this morning after the recent freeze. Most of the plant material fared pretty well. Some plants burned, but not many. There was a lot of damage to turf areas. I've attached pictures.

**Tags:**

Cold Damage

**Weather Conditions:**

Sunny

Mon, Feb 2, 2026, 1:12 PM

52°F

Wind: 8 mph  
Humidity: 79%





31°F

Total Precip: 0"

Attachments:

12



---

Jan 29, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Overgrown grass at well pump.

**Added By:** Kevin Hiller

**Log Notes:**

? Pump house on Mentmore, grass was very tall. We trimmed it back to make easier access to the equipment.

**Attachments:** 1



---

Jan 15, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Turn controller off for freezing weather

**Added By:** Jeanette Cordero

**Log Notes:**

All controllers at the property are off.

Noticed that controller #1 had no power and controller #3 has several alarms.

I met with Mark and went through all the controllers on property to confirm locations and reviewed most of the issues ongoing with



the irrigation system.

Some of the wells are off due to breaks.

**Weather Conditions:**

Partly cloudy with showers



60°F

44°F

Wind: 16 mph  
Humidity: 90%  
Total Precip: 0.34"

Thu, Jan 15, 2026, 11:18 AM

**Attachments:** 9



**Jan 14, 2026**

**Job:** SM1348 Concord Station CDD

**Title:**

**Added By:** Soledad Valencia

**Log Notes:**

Full service

**Weather Conditions:**

Mostly cloudy with showers



66°F

57°F

Wind: 7 mph  
Humidity: 93%  
Total Precip: 0.06"

Wed, Jan 14, 2026, 12:00 AM









Printed: Feb 3, 2026  
30435 Commerce Drive Unit 102, San Antonio, FL 33576  
Phone: 844-347-0702  
Fax: 813-501-1432

## Daily Logs List

---

Jan 29, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Overgrown grass at well pump.

**Added By:** Kevin Hiller

**Log Notes:**

? Pump house on Mentmore, grass was very tall. We trimmed it back to make easier access to the equipment.

**Attachments:** 1







Printed: Feb 3, 2026  
30435 Commerce Drive Unit 102, San Antonio, FL 33576  
Phone: 844-347-0702  
Fax: 813-501-1432

## Daily Logs List

---

Jan 27, 2026

**Job:** SM1207 Hamlin Landing 0106  
**Title:** Turn controller off due to freezing weather  
**Added By:** Jeanette Cordero

**Log Notes:**

Both controllers at the property were already off.

**Weather Conditions:**

Sunny



54°F

33°F

Wind: 10 mph

Humidity: 77%

Total Precip: 0"

Tue, Jan 27, 2026, 12:00 AM

**Attachments:** 2





## Daily Logs List

---

### Feb 3, 2026

**Job:** SM1348 Concord Station CDD

**Title:**

**Added By:** Jason Aleman

**Log Notes:**

While onsite i did notice that the excessive cold weather has stressed a lot of plants and turf. The irrigation was proactively shut down prior to the cold weather. We have been focusing on detail. Moss removal, bed edging and clean outs. We continue to focus on detail at each visit.

**Weather Conditions:**

Partly cloudy with widespread frost

Tue, Feb 3, 2026, 6:58 AM



64°F

31°F

Wind: 2 mph  
Humidity: 94%  
Total Precip: 0"

**Attachments:** 8



---

### Feb 2, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Freeze damage

**Added By:** Kevin Hiller

**Log Notes:**

Inspected the property this morning after the recent freeze. Most of the plant material fared pretty well. Some plants burned, but not many. There was a lot of damage to turf areas. I've attached pictures.

**Tags:**

Cold Damage

**Weather Conditions:**

Sunny

Mon, Feb 2, 2026, 1:12 PM

52°F

Wind: 8 mph  
Humidity: 79%





31°F

Total Precip: 0"

Attachments:

12



---

Jan 29, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Overgrown grass at well pump.

**Added By:** Kevin Hiller

**Log Notes:**

? Pump house on Mentmore, grass was very tall. We trimmed it back to make easier access to the equipment.

**Attachments:** 1



---

Jan 15, 2026

**Job:** SM1348 Concord Station CDD

**Title:** Turn controller off for freezing weather

**Added By:** Jeanette Cordero

**Log Notes:**

All controllers at the property are off.

Noticed that controller #1 had no power and controller #3 has several alarms.

I met with Mark and went through all the controllers on property to confirm locations and reviewed most of the issues ongoing with

the irrigation system.

Some of the wells are off due to breaks.

**Weather Conditions:**

Partly cloudy with showers



60°F

44°F

Wind: 16 mph  
Humidity: 90%  
Total Precip: 0.34"

Thu, Jan 15, 2026, 11:18 AM

**Attachments:** 9



**Jan 14, 2026**

**Job:** SM1348 Concord Station CDD

**Title:**

**Added By:** Soledad Valencia

**Log Notes:**

Full service

**Weather Conditions:**

Mostly cloudy with showers



66°F

57°F

Wind: 7 mph  
Humidity: 93%  
Total Precip: 0.06"

Wed, Jan 14, 2026, 12:00 AM





## **EXHIBIT 3**

### **RETURN TO AGENDA**



DATE ASSIGNED	DELIVERABLE	ASSIGNED TO	DELIVERABLE DATE	ADDITIONAL INFORMATION	STATUS
1.8.26	Pond bank repairs for drainage work	Greg Stantec	2.12.26	Greg will go back through and identify the emergency items and tailor the list down	
1.8.26	Stormwater bids/ seal coating clubhouse parking lot and pothole repair	Greg Stantec	2.12.26	This is on hold until the drainage project is nailed down. Project needs to be separated by individual line item	
1.8.26	Tree replacement project; Arborist Walk	Greg Stantec & Mark	2.12.26	Meeting set for 9:30 am Monday 01.12.2026 with Arborist Abroad, follow-up with recommendations to look at the trees	The meeting was held as scheduled, and several recommendations were discussed. The most viable option identified was resident-initiated root pruning, as the affected roots are located on private property and may be addressed at the residents' discretion and expense. We are awaiting the arborist's official report.
1.8.26	Ownership of parcels at Mentmore and SunLake	Kutak	COMPLETED	Located outside of the ROW on CDD property, need to make sure the CDD should be paying as the CDD is paying lights on county road - have Kutak review the agreement for the dedication	Reviewed dedications and service agreements with Duke Energy. Based on information available, it appears District is responsible for lights.
1.8.26	RFP on Aquatic Systems	Kutak	2.12.26	Kutak to bring back RFP to February agenda	Initial draft of RFP for Aquatic Maintenance completed. Confirming with staff whether or not monetary threshold for formal bid process is expected to be triggered. Draft will be finalized once confirmed.
1.8.26	Tot Lot Transition	Kutak	2.12.26	New counsel to follow up with HOA to get confirmation as to costs. Need to know if they will pay all the costs associated. Last email from prior Counsel sent to Krock on 01.12.2026	Followed up with HOA counsel with engineering cost estimates. Awaiting response from HOA counsel as to whether HOA requires additional information or if parties can begin moving forward with letter of understanding.
1.8.26	Business expo liability waiver	Kutak	COMPLETED	Kutak to email out ASAP so that whoever signs up has to fill out a liability waiver. Kutak sent this to Mark on Friday 01.09.2026	Waiver sent to staff for utilization with onsite vendors.
1.8.26	USA Fence case	Kutak	1.9.26	New letter received from USA Fence - IPCT forwarded to litigation counsel on 01.12.2026.	Kutak litigation counsel sent response letter 1.14.26. No further correspondence received.
1.8.26	Redtree Map Invoice	Kutak	01.16.2026	Kyle & litigation team to send letter for RedTree Map Invoice	Kutak litigation counsel sent response letter 1.13.26. No further correspondence received.
1.8.26	Italian Ice Liability Waiver	Kutak	COMPLETED	Needs a liability waiver, Kyle to bring language to the next meeting	Vendor liability waiver drafted for business expo can be utilized for this purpose.
1.8.26	Security cameras update	Kutak & PCT	COMPLETED	Need to get signatures on contract. Need to get revised contract. Need to get a revised scope	Revised contract was received from ECS on 01.15.2026 and forwarded for District execution. Contract was executed and deposit sent on 01.26.2026. Awaiting ECS 1 to schedule upgrade. 02.03.2026 Performed a Property walk thru with ECS sales person to discuss cameras, location, capabilities and a way forward. Project is now under Mark for tracking
1.8.26	Tree replacement project permitting	Mark	2.12.26	Mark is working with county to look at permitting	Permitting for this work is contingent upon the Board's decision to proceed with tree removal and replanting. If the Board elects not to proceed, a permit will not be required.
1.8.26	Straightening signs	Mark	ONGOING	Juan is on the process of straightening signs. Ongoing Project	In progress
01.08.2026	Easter Party	Mark	02.12.2026	Mark to reach out to the vendor to confirm a final date and time	The Amenities Manager recommends proceeding with YTE Events for Saturday, March 28, 2026. Staff is coordinating with the vendor to obtain the required business license and certificate of insurance. 1/4/2026 Once an event has been approved by the Board of Supervisors, the Amenities Manager should be granted authority to manage and execute the event logistics under a not-to-exceed budget.
1.8.26	Business Expo	Mark	COMPLETED	Mark to coordinate Business expo on Jan 17. Another approved for February 7th and in April. Carryforward on task list until after the April meeting	The January 17 Business Expo was held with eight participating vendors and was considered successful. As of today, six vendors have signed up for the February 7 Business Expo.
1.8.26	Waterford Fountain	Mark	COMPLETED	Needs a new pigtail and Site will be sending one at no cost.	The pigtail has been received. Plans are in place to install the pigtail and restore pump operations by the end of this week (January 16, 2026). All waterpump fountains are in operation
1.8.26	Clean clubhouse floor	Mark	2.12.26	Get it steamed, Mark to reach out to Rhino Grout to schedule	Got two estimates, one for just cleaning tiles/seams, and another for cleaning tiles/seams + repainting the seams.
01.08.2026	Lights for Drexel Fountain need to be repaired	Mark	COMPLETED	Lights on fountain need to be repaired	1/30/26. Lights were covered by algae. Entire fountain was powerwashed and cleaned. Completed.
1.8.26	Clubhouse Use for elections	Mark & PCT	COMPLETED	Mark to send forms to Patricia - need payment information	Form was executed by CDD Chairperson at 1/8/2026 meeting, and mailed back to Pasco county Supervisor of Elections
1.8.26	2026 Projects	Mark & PCT	ONGOING	PCT to look at new projects for the coming year and incorporate into a vision. Need budgetary estimates from Mark for painting interior & exterior., lights on tennis courts, pool deck furniture, repair of basketball fence, repair of volleyball court benches, signposts around the community, pergola at Tuckerton	Interior painting - \$1500, Exterior painting - \$1200, Splash pad paint - \$1500, Pool plaster delamination repair - \$250. Vision List is created and included in the budget amendment
01.08.2026	Suncoast Pool Service	Mark & PCT	02.12.2026	Get an updated COI from Suncoast Pools for new contract.	Email and text sent 01.08.01.13. 01.18.02.02.05. No response until 01.18 whereby a text was received "ok" was the response. Item will be slated for discussion of February agenda
1.8.26	Trespass Agreement	Mark & PCT	ONGOING	Need to get copy of the prior trespass agreement with PCSO asap. Sheriff has not provided from follow-up email. Need to discuss with Mark to identify the parcels the trespass agreement would cover such as the amenity center and any parks	Mark located a prior version and filled out the new agreement and sent to PCSO for execution on 01.15.2026. Waiting for their response and execution
1.8.26	Agenda package	PCT	ONGOING	Landscape maintenance report/ Steadfast Irrigation Reports to be included in agenda package each month. Thus us a carryforward for every month.	Carryforward for every month. Sent reminder email to Steadfast regarding report requirements on 01.18.2026 and on 02.02.2026
1.8.26	Employee Handbook Review	PCT	2.12.26	Follow up with district counsel on red line version of handbook to send to supervisors. Red Line version sent on Friday 09, awaiting feedback.	Sent reminder email to Supervisors on 01.18.2026 for feedback requesting feedback before Feb 3. Sent reminder email on 02.02.2026. Item will be included on the February agenda for discussion
1.8.26	Thrive Hydration Therapy	PCT	COMPLETED	District cannot move forward until the proper insurance is in place. Follow up with Egis	District sent Thrive new requirements from Egis on 01.15 awaiting a response. Thrive advised they are working on it on 01.21. Thrive has advised they cannot meet the insurance requirements at this time
1.8.26	Budget amendment and Vision List	PCT	2.12.26	Bring to February meeting along with vision plan	Budget amendment will be presented at the February meeting
1.8.26	Duke Energy Billing Surge	PCT	2.12.26	Duke to provide answers upon completion of internal research. Need to get an update	Duke sent authorization form on 01.22. Sent for execution
1.8.26	Kal Sales Tax Reimbursement	PCT	COMPLETED	Get status of reimbursement.	Emailed on 01.13 and 01.06 and 01.20. No response to the 01.13 email. Check received 02.02 and deposited
1.8.26	Sales Tax Reimbursement from state	PCT	2.12.26	In progress - PCT to check with State on this	Called on 01.13 and on 02.05.2026, 850-488-6800, refunds take an average of 90 days or more. Left vm for refund dept to try to validate potential deliverable date
1.8.26	Review Oct & Dec Minutes	PCT	COMPLETED	Minutes from PCT need to include the end of meeting time.	Noted and revised
1.8.26	Steadfast Landscape Contract	PCT	COMPLETED	Need to change district counsel listed on contract. Revised contract sent to Steadfast on 01.09 and 01.13	Revised contract was sent for District execution. Complete executed contract was filed and sent to vendor on 01.20.2026
1.8.26	Duke Energy - Streetlights	PCT	ONGOING	Pct to send to Greg Seals at Duke	Greg Seels was sent document on 01.20.2026 and 02.02.2026, received a delivered receipt from outlook on both items, also requested timeline to deliverable. Spoke to Greg on 02.02 and he advised they have just hired new staff and he will get back to me on deliverable

**EXHIBIT 4A**

**RETURN TO AGENDA**





Contractor	Contact	Proposal Amount	Notes
ADS - Priority 1 Erosion Items	Chad Harris		
2026-1		\$2,950	
2026-2		\$16,604	
2026-3		\$5,125	
Enclave North Section		\$4,725	
Trilby		\$8,250	
Total		\$37,654	Total ADS Proposals

ESTIMATE

Advanced Drainage Solutions  
P.O. Box 526  
Land O Lakes, FL 34639

adsofflorida@gmail.com  
+1 (813) 568-2891



Bill to  
Concord Station CDD

Estimate details  
Estimate no.: 1209  
Estimate date: 12/18/2025

Job Site Address: The Retreat

#	Product or service	Description	Qty	Rate	Amount
Field Report Number: 2026-1					
1.	Services	Location 1: Install FlexiMat along the pond bank where stormwater runoff is occurring between homes. Approximate repair area is 10'x12' in two locations.	1	\$2,950.00	\$2,950.00
2.	Services	Location 4: Clear approximately 5 feet around the outfall structure. Remove all vegetation and overgrowth to restore access and flow.	1	\$875.00	\$875.00
3.	Services	Location 8: Repair erosion around the mitered end section. Install compacted fill dirt and #57 stone beneath the mitered end section to prevent undermining. Install filter fabric and extend rip rap 2 feet out from the existing structure to stabilize the area.	1	\$1,250.00	\$1,250.00
Total				\$5,075.00	

Accepted date

Accepted by

Emergency items  
\$2,950



## FIELD OBSERVATION REPORT



Date: December 1<sup>st</sup>, 2025 Field Observation Report Number: 2026-1  
Project Name: Concord Station Operation and Maintenance Review (The Retreat)  
Project Number: 238202030  
Stantec Representative (s): Braydon 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:

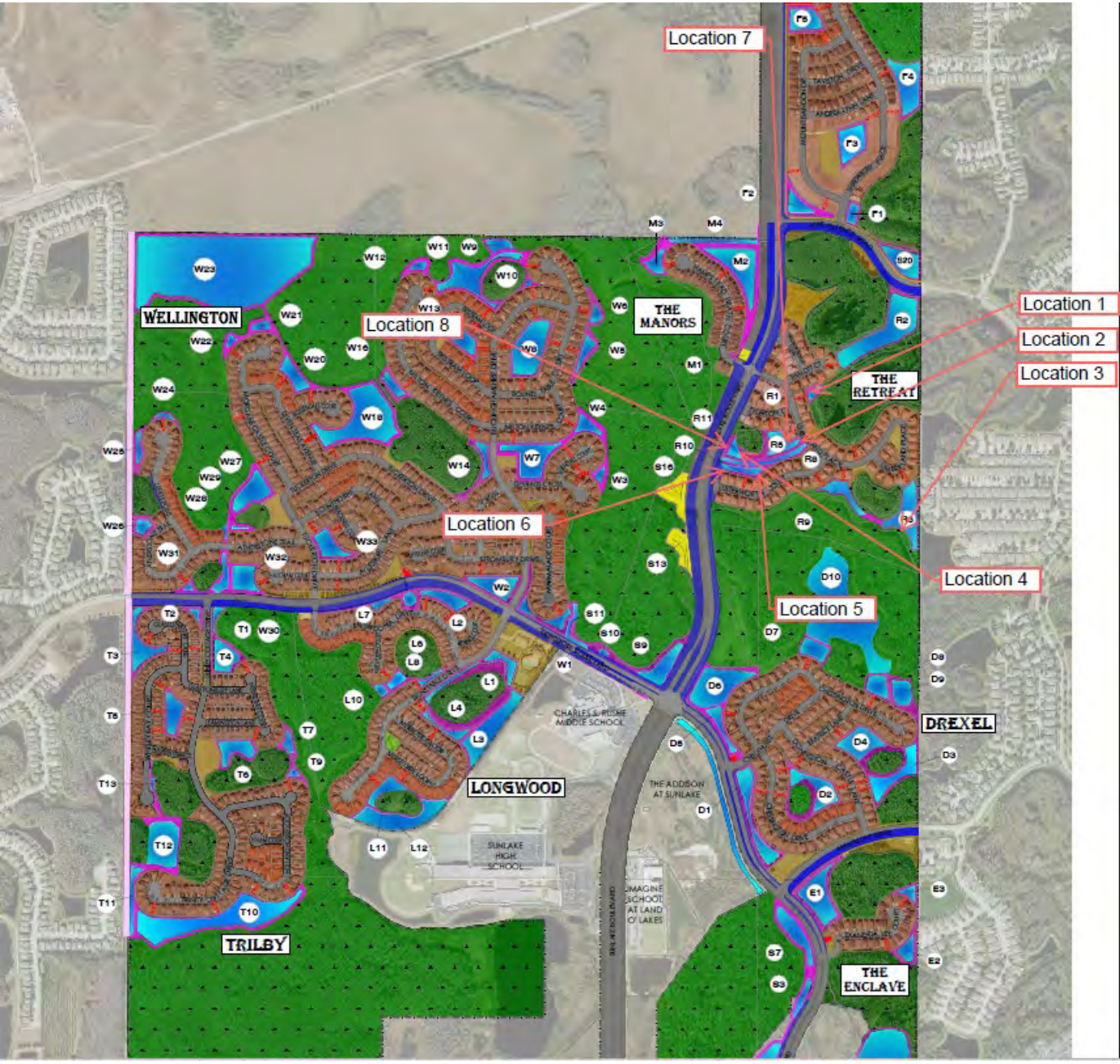
Location: (Street Names/MH#s, etc.) Concord Station O and M Review (The Retreat)

General: Stantec staff reviewed The Retreat stormwater management system, including control structures and pond banks for erosion for items requiring maintenance. Below is a location map showing the locations of each maintenance item as well as corresponding photos documenting the condition while onsite.

Report By: BTW

FIELD OBSERVATION REPORT

Location map:





## FIELD OBSERVATION REPORT

**Location 1:** Erosion present along pond bank. Erosion caused by channelization of stormwater runoff from the roof between houses. Recommend installing rip rap or extend existing flexamat to encompass eroded area. Sod all disturbed areas.





## FIELD OBSERVATION REPORT



**Location 2:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 3:** Minor erosion along pond bank due to dead grass. Monitor for future maintenance.



**Location 4:** Clear vegetation 5 feet around existing structure to ensure proper outflow.





## FIELD OBSERVATION REPORT

**Location 5:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. See pond rip rap erosion detail page for recommended repair. Sod all disturbed areas.



Defer due to budget constraints.

**Location 6:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. See pond rip rap erosion detail page for recommended repair. Refer to key map for location details.



Defer due to budget constraints.



FIELD OBSERVATION REPORT



## FIELD OBSERVATION REPORT

**Location 7:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. See pond rip rap erosion detail page for recommended repair. Refer to key map for location details.



Defer due to budget constraints.

**Location 8:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



# ESTIMATE

Advanced Drainage Solutions  
P.O. Box 526  
Land O Lakes, FL 34639

adsofflorida@gmail.com  
+1 (813) 568-2891



Bill to  
Concord Station CDD

Estimate details  
Estimate no.: 1210  
Estimate date: 12/18/2025

Job Site Address: Longwood

#	Product or service	Description	Qty	Rate	Amount
Field Report Number: 2026-2					
1.	Services	Location 1: Remove overgrown vegetation within a 5-foot perimeter around the control structure. Access to this location will be by boat only.	1	\$1,500.00	\$1,500.00
2.	Services	Location 3: Remove overgrown vegetation within a 5-foot perimeter around the control structure.	1	\$875.00	\$875.00
3.	Services	Location 4: Repair crack in the control structure where water is seeping through.	1	\$675.00	\$675.00
4.	Services	Location 6: Remove existing skimmer and install a new aluminum skimmer. Install aluminum L-brackets with all new hardware. Repair eroded corners of the structure using compacted fill dirt and riprap	1	\$2,850.00	\$2,850.00
5.	Services	Location 7: Repair crack in the control structure. Remove overgrown vegetation around the control structure.	1	\$1,250.00	\$1,250.00
6.	Services	Location 9: Remove silt and debris buildup from the mitered end section.	1	\$875.00	\$875.00
7.	Services	Location 11: Repair erosion around the mitered end section. Install compacted fill dirt and #57 stone beneath the structure. Install filter fabric and riprap from the top of	1	\$1,450.00	\$1,450.00

the bank to the end of the mitered end section.

8.	Services	Location 12: Clear vegetation and remove silt buildup approximately 7 inches beneath the skimmer.	1	\$275.00	\$275.00
9.	Services	Location 13: Remove approximately 100 existing concrete bags around the control structure. Replace with approximately 100 riprap bags installed using proper methods and rebar for anchoring. Re-sod all disturbed areas.	1	\$3,900.00	\$3,900.00
10.	Services	Location 14: Repair erosion using compacted fill dirt and #57 stone beneath the structure to prevent undermining. Install filter fabric and riprap around the structure.	1	\$1,450.00	\$1,450.00
11.	Services	Location 16: Excavate silt buildup from the front of the structure opening.	1	\$1,450.00	\$1,450.00
12.	Services	Location 17: Repair cracked and separated concrete structure using standard repair practices.	1	\$950.00	\$950.00
13.	Services	Location 18: Repair severely undermined structure using riprap on the downstream side. Backfill eroded areas with fill material and #57 stone. Install filter fabric 6 feet in front of the downstream side and place riprap for stabilization.	1	\$5,404.00	\$5,404.00
14.	Services	Location 19: Repair erosion using compacted fill dirt and #57 stone. Install filter fabric and riprap around the structure to stabilize.	1	\$1,450.00	\$1,450.00
15.	Services	Location 20: Rebuild both sidewalls using compacted fill dirt and #57 stone. Armor sidewalls with filter fabric and riprap.	1	\$1,450.00	\$1,450.00
16.	Services	Location 21: Repair erosion using compacted fill dirt and #57 stone. Install filter fabric and riprap around the structure to stabilize.	1	\$1,250.00	\$1,250.00
17.	Services	Location 23: Repair erosion using compacted fill dirt and #57 stone. Install filter fabric and riprap around the structure to stabilize.	1	\$1,250.00	\$1,250.00
18.	Services	Location 24: Build up outsides of the control structure. Secure structure with riprap and grout cracks using proper repair methods.	1	\$1,450.00	\$1,450.00

Total

\$29,754.00

\$16,604



Accepted date

Accepted by

## FIELD OBSERVATION REPORT



Date: December 1<sup>st</sup>, 2025 Field Observation Report Number: 2025-2  
Project Name: Concord Station O and M Review (Longwood)  
Project Number: 238202030  
Stantec Representative (s): Braydon 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 O and M Review.

General: Stantec staff reviewed the existing stormwater system in Longwood community to document the any maintenance observed. Below is a location map showing the location of the maintenance items as well as corresponding photos with description of the maintenance recommended.



# FIELD OBSERVATION REPORT

**Location map:**





## FIELD OBSERVATION REPORT

**Location 1:** Remove over grown vegetation 5ft around Control structure.



**Location 2:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. See pond erosion detail page for recommended repair. Refer to key map for location details.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 3:** Remove over grown vegetation 5ft around Control structure.



**Location 4:** Crack in the control structure water seeping through the existing structure.





## FIELD OBSERVATION REPORT

**Location 5:** Adjacent ditch is starting to erode. Stantec to review ownership with district attorney for verification of ownership and maintenance of ditch.



Defer due to budget constraints.

**Location 6:** Missing skimmer and corners of structure are starting to erode.





## FIELD OBSERVATION REPORT

**Location 7:** Crack in the control structure water seeping into the control structure. seal crack with grout or approved equal.



**Location 8:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff from the pool system.



Defer due to budget constraints.

## FIELD OBSERVATION REPORT

**Location 9:** Silt and debris build up in mitered end section (MES). This mitered end section is for the outfall from Dunstable Drive, which is a County owned road. Recommend putting in a service request to the County for this item.



**Location 10:** Remove tree stump sod all disturbed areas.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 11:** Mitered end sections are undermining due to fluctuation in water levels over time. Recommend compacting 57 stone under structure and installing rip rap from the top of bank to end of MES. Sod all disturbed areas. Remove debris from top of structure.



Defer due to budget constraints.

**Location 12:** Clear build up of vegetation and silt a minimum of 7 inches under skimmer. Sod all disturbed areas.





## FIELD OBSERVATION REPORT

**Location 13:** Erosion observed along the existing concrete bags and the corners of the structure wing walls are starting to erode. Remove displaced sand cement bags and reinstall new bags staked with rebar. Rebar is not to be exposed. Sod all disturbed areas.



Defer due to budget constraints.

**Location 14:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.





## FIELD OBSERVATION REPORT

**Location 15:** Remove vegetation 5 feet around structure.





## FIELD OBSERVATION REPORT

**Location 16:** Silt build up at structure opening.



Defer due to budget constraints.

**Location 17:** Corner of concrete structure has cracked and separated.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 18:** Major erosion and undermining of structure. Recommend installing rip rap on the downstream side of the structure to prevent future erosion and undermining.





FIELD OBSERVATION REPORT





## FIELD OBSERVATION REPORT

**Location 19:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

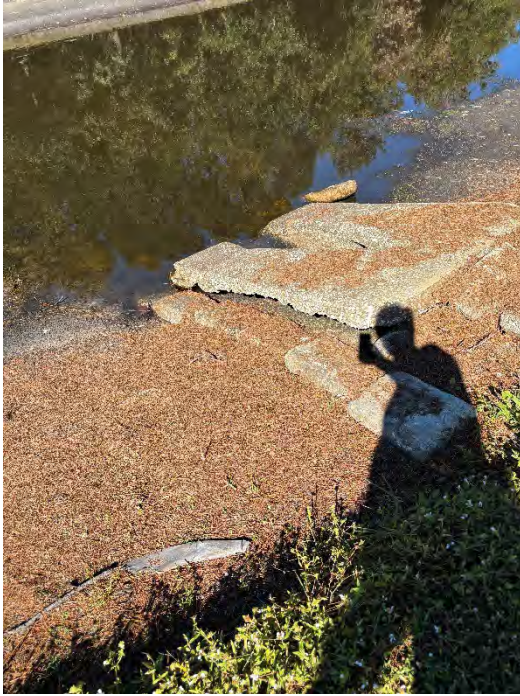


**Location 20:** Sides of structure have eroded away, and water is bypassing the structure. Reconstruct side bank and armor with rip rap. Sod all disturbed areas.



## FIELD OBSERVATION REPORT

**Location 21:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 22:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. Recommend extending cement bags up slope at eroded areas to prevent future erosion. Sod all disturbed areas.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 23:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 24:** Crack observed in existing structure. Grout crack to provide watertight seal. Erosion observed at ends of control structure and water is bypassing structure. Reconstruct side bank and armor with rip rap.



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Bill to  
Concord Station CDD

Estimate details

Estimate no.: 1208  
Estimate date: 12/18/2025

Job Site Address: Manors, Waterford and Enclave

#	Product or service	Description	Qty	Rate	Amount
Field Report Number: 2026-3					
1.	Services	Location 2: Clear and remove all vegetation surrounding the outfall mitered end section.	1	\$875.00	\$875.00
2.	Services	Location 3: Remove broken and displaced mitered end section. Install new section, form and pour concrete, install Mirafi filter fabric, place riprap 2 feet around, and compact fill dirt and #57 stone.	1	\$8,200.00	\$8,200.00
3.	Services	Location 4: Repair erosion using compacted fill dirt and #57 stone. Install Mirafi filter fabric and riprap 2 feet around.	1	\$1,250.00	\$1,250.00
4.	Services	Location 5: Repair erosion using compacted fill dirt and #57 stone. Install Mirafi filter fabric and riprap 2 feet around.	1	\$1,250.00	\$1,250.00
5.	Services	Location 6: Repair erosion using compacted fill dirt and #57 stone. Install Mirafi filter fabric and riprap 2 feet around.	1	\$1,250.00	\$1,250.00
6.	Services	Location 7: Repair erosion using compacted fill dirt and #57 stone. Install Mirafi filter fabric and riprap 2 feet around.	1	\$1,250.00	\$1,250.00
7.	Services	Location 8: Repair erosion using compacted fill dirt and #57 stone. Install Mirafi filter fabric and riprap 2 feet around.	1	\$1,450.00	\$1,450.00
8.					



	<b>Services</b>	Location 9: Repair erosion using compacted fill dirt and #57 stone. Install Mirafi filter fabric and riprap 2 feet around.	1	\$1,250.00	\$1,250.00
9.	<b>Services</b>	Location 10: Remove and replace sidewalk approx. 26' x 4', grind stump/root, pour new sidewalk flush with inlet.	1	\$2,800.00	\$2,800.00
10.	<b>Services</b>	Location 11: Repair erosion using compacted fill dirt and #57 stone. Install Mirafi filter fabric and riprap 2 feet around.	1	\$1,250.00	\$1,250.00
11.	<b>Services</b>	Location 12: Clear vegetation 5 feet around MES, install Flexamat extending 6 feet, compact fill, restore sod.	1	\$2,325.00	\$2,325.00
12.	<b>Services</b>	Location 17: Backfill and compact beneath structure, install Mirafi filter fabric and riprap 2 feet around.	1	\$1,450.00	\$1,450.00

Total \$24,600.00

\$5,125

Accepted date

Accepted by

## FIELD OBSERVATION REPORT



Date: December 1<sup>st</sup>, 2025 Field Observation Report Number: 2026-3  
Project Name: Concord Station O and M Review (Manors, Waterford and the Enclave)  
Project Number: 238202030  
Stantec Representative (s): Braydon 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 O and M Review (Manors, Waterford and the Enclave).

General: Stantec staff reviewed the existing stormwater system in Manors, Waterford and Enclave community to document the maintenance items observed. Below is a location map showing the location of the maintenance items as well as corresponding photos with description of the maintenance recommended.

Report By: BTW



# FIELD OBSERVATION REPORT

Location map:





## FIELD OBSERVATION REPORT

**Location 1:** Erosion present on both sides of structure recommend adding additional sand cement bags to deter additional erosion.



Defer due to budget constraints.

**Location 2:** Clear vegetation around outfall mitered end section.





## FIELD OBSERVATION REPORT

**Location 3:** The Mitered End Section (MES) shown in photo 1 has cracked and is displaced from pipe. Remove MES and reconstruct new MES. Place rip rap with filter fabric 2' around MES to protect from future erosion. Photo 2 shows a MES that is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.

**Photo 1**



**Photo 2**



Defer due to budget constraints.

## FIELD OBSERVATION REPORT

**Location 4:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

**Location 5:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 6:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location..



Defer due to budget constraints.

**Location 7:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

## FIELD OBSERVATION REPORT

**Location 8:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

**Location 9:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 10:** Tripping hazard. The existing sidewalk is higher than the top of the structure and should be removed and replaced to match the elevation of the structure top.



**Location 11:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 12:** Clear vegetation 5' around (MES) and use flexamat extending 6' from the structure back to protect control structure pipe. Sod all disturbed areas.



Defer due to budget constraints.

**Location 13:** Erosion present along pond bank. Regrade and add flexamat to extend 5' past eroded area.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT





## FIELD OBSERVATION REPORT

**Location 14:** Flared End Section. FES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing flared end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

**Location 15:** Erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 16:** Erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.

**Location 17:** Flared End Sections (FES). FES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing flared end section. Sod disturbed areas. Refer to Key Map for specific location.



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Bill to  
Concord Station CDD

Estimate details  
Estimate no.: 1211  
Estimate date: 12/18/2025

Job Site Address: Enclave – North Section

#	Product or service	Description	Qty	Rate	Amount
Field Report Number: 2026–4					
1.	Services	Location 6: Clear and maintain a 5-foot perimeter around the outfall structure. Remove and properly dispose of all debris within the work area.	1	\$875.00	\$875.00
2.	Services	Location 7: Clear approximately 5 feet around the outfall structure. Reconstruct the side banks of the control structure. Armor both sides using verified rip rap material.	1	\$1,250.00	\$1,250.00
3.	Services	Location 8: Repair and reconstruct eroded (runaway) side banks on both sides of the control structure. Rebuild side banks using rip rap material. Verify and clear 7 inches beneath the skimmer opening. Remove existing skimmer and install a new aluminum skimmer. Install aluminum L-brackets with all new hardware.	1	\$2,600.00	\$2,600.00
4.	Services	Location 12: Repair erosion located behind the control structure. Backfill and compact the area using approved fill material and #57 stone. Approximate repair area: 30 ft x 24 ft. Area will be sodded once properly backfilled and compacted.	1	\$2,900.00	\$2,900.00

Total \$7,625.00

\$4,725



Accepted date

Accepted by

## FIELD OBSERVATION REPORT



Date: December 1, 2025 Field Observation Report Number: 2026-4  
Project Name: Concord Station O and M Review (Enclave – North Section)  
Project Number: 238202030  
Stantec Representative (s): Braydon 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 O and M Review.

General: Stantec staff reviewed the existing stormwater system in the Enclave community to document the maintenance items observed. Below is a location map showing the location of the maintenance items as well as corresponding photos with description of the maintenance recommended.

Report By: BTW



# FIELD OBSERVATION REPORT

Location map:





## FIELD OBSERVATION REPORT

**Location 1:** Minor pond bank erosion due to channelization of water between the houses discharging to the pond bank causing erosion over a period. Review in future for maintenance.



Defer due to budget constraints.

**Location 2:** Minor erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 3:** Minor erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.

**Location 4:** Minor erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 5:** Minor erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.

**Location 6:** Clear vegetation 5 ft around structure and grout crack in structure on inside and outside of structure.





## FIELD OBSERVATION REPORT



**Location 7:** Side bank on both sides of structure has eroded away. Reconstruct side bank and armor with rip rap. to eliminate water from bypassing the structure.





## FIELD OBSERVATION REPORT

**Location 8:** Side bank on both sides of structure has eroded away. Reconstruct side bank and armor with rip rap. to eliminate water from bypassing the structure. Clear around skimmer and repair if damaged.



**Location 9:** Erosion present along pond bank. Regrade eroded area and compact fill as needed and sod all disturbed areas.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 10:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

**Location 11:** Minor erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 12:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. Add fill and sod all disturbed areas behind control structure.



Defer due to budget constraints.

**Location 13:** Minor erosion present along pond bank. Review in future for maintenance.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 14:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. See pond bank repair detail at the end of this report.



Defer due to budget constraints.

**Location 15:** Exposed control structure pipe recommend installing flexamat extending 6' from structure over pipe to protect the pipe from future erosion.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 16:** Erosion present along pond bank. Based on location and historical photographic imagery, erosion appears to have been caused by surface water runoff and fluctuating water levels. See pond bank erosion detail page for recommended repair. Refer to key map for location details.



Defer due to budget constraints.

**Location 17:** Drainage pipe appears to be coming from residents' property. Not a permitted drainage pipe and should be removed. The drainage associated with this should discharge on residents' property not directly to the pond.



Defer due to budget constraints.



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Stantec

Bill to  
Concord Station CDD

Estimate details  
Estimate no.: 1212  
Estimate date: 12/18/2025

Job Site Address: Trilby

#	Product or service	Description	Qty	Rate	Amount
Field Report Number: 2026-5					
1.	Services	Location 1: Remove overgrown vegetation within a 5-foot perimeter around the control structure. Install a new skimmer to restore proper flow.	1	\$2,475.00	\$2,475.00
2.	Services	Location 3: Clear mitered section restricted from proper flow due to sediment buildup. Re-grade the mitered section to proper elevation and flow line.	1	\$875.00	\$875.00
3.	Services	Location 4: Repair erosion and undermining at the control structure approach. Install compacted #57 stone beneath exposed and undermined areas. Install filter fabric and rip rap extending 2 feet around all approach slabs.		\$2,450.00	\$2,450.00
4.	Services	Location 5: Clear mitered section restricted from proper flow due to sediment buildup. Re-grade the mitered section to proper elevation and flow line.	1	\$875.00	\$875.00
5.	Services	Location 8: Repair erosion and undermining at the control structure approach. Install compacted #57 stone beneath exposed and undermined areas. Install filter fabric and rip rap extending 2 feet around all approach slabs.	1	\$2,450.00	\$2,450.00
6.					

	<b>Services</b>	Location 13: Repair erosion and undermining at the control structure approach. Install compacted #57 stone beneath exposed and undermined areas. Install filter fabric and rip rap extending 2 feet around all approach slabs.	1	\$2,450.00	\$2,450.00
7.	<b>Services</b>	Location 15: Repair erosion within the mitered section. Install compacted fill dirt and #57 stone beneath the MES. Install filter fabric and extend rip rap 2 feet outside of the structure to stabilize the area.	1	\$1,250.00	\$1,250.00
8.	<b>Services</b>	Location 16: Repair erosion and undermining at the control structure approach. Install compacted #57 stone beneath exposed and undermined areas. Install filter fabric and rip rap extending 2 feet around all approach slabs.	1	\$2,450.00	\$2,450.00

**Total** **\$15,275.00**

**\$8,250**

Accepted date

Accepted by



## FIELD OBSERVATION REPORT



Date: December 1, 2025 Field Observation Report Number: 2026-5  
Project Name: Concord Station O and M Review (Trilby)  
Project Number: 238202030  
Stantec Representative (s): Braydon 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 O and M Review (Trilby)

General: Stantec staff reviewed the drainage system associated with Trilby community. Below is a location map showing the locations of maintenance items observed as well as photos documenting the condition during our review.

Report By: BTW

FIELD OBSERVATION REPORT

Location map:





## FIELD OBSERVATION REPORT

**Location 1:** Remove over grown vegetation 5ft around control structure and install skimmer.



**Location 2:** Large, exposed pond bank. Review for future maintenance.



Defer due to budget constraints.

## FIELD OBSERVATION REPORT

**Location 3:** Mitered end section (MES) has silt blocking proper flow. Jet or vac system.



**Location 4:** Structure approach slab is starting to undermine. Install rip rap extending 2 feet out from structure to protect side banks from future erosion. Sod all disturbed areas.



Defer due to budget constraints.



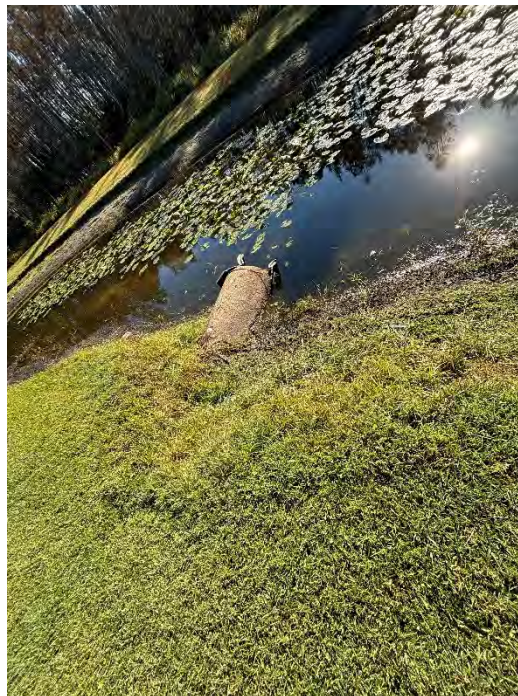
## FIELD OBSERVATION REPORT

**Location 5:** Mitered end section (MES) outflow is blocked restricting flow.. Over time the grass in front of the structure has been elevated and the grass and silt should be removed down to below the invert elevation. Grade to drain. Sod all disturbed areas.



Defer due to budget constraints.

**Location 6:** Minor erosion around pipe. Review for future maintenance.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT



**Location 7:** Minor erosion present along pond bank. Review for future repair.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT



**Location 8:** Control structure approach slab is showing signs of erosion and is being undermined. Erosion observed beneath existing concrete slab. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 9:** Minor erosion present along pond bank. Review for future maintenance.



Defer due to budget constraints.

**Location 10:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 11:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

**Location 12:** Exposed pipe on control structure. Place flexamat extending a minimum of 6' from structure to protect the pipe from being exposed.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 13:** Control structure approach slab is showing signs of erosion and is being undermined. Erosion observed beneath existing concrete slab. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing structure.





## FIELD OBSERVATION REPORT

**Location 14:** Lack of turf makes the ground susceptible to erosion. Recommend getting with landscape maintenance vendor for recommendation for turf cover in this area.



Defer due to budget constraints.

**Location 15:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location..



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 16:** Control structure approach slab is showing signs of erosion and is being undermined. Erosion observed beneath existing concrete slab. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing structure.



**Location 17:** Lack of turf makes the ground susceptible to erosion. Recommend getting with landscape maintenance vendor for recommendation for turf cover in this area.



Defer due to budget constraints.



## FIELD OBSERVATION REPORT

**Location 18:** Mitered End Sections (MES). MES is showing signs of erosion and is being undermined. Erosion observed beneath existing mitered end section. Add #57 stone with compacted fill beneath mitered end section to prevent future erosion and undermining. Place filter fabric and rip rap extending 2' minimum out from existing structure to stabilize the area around the existing mitered end section. Sod disturbed areas. Refer to Key Map for specific location.



Defer due to budget constraints.

**EXHIBIT 4B**

**RETURN TO AGENDA**



## **Arborist Abroad Sunlake Tree Review Summary**

### **Location - Sunlake & Umlerland Review (12) tree's and community options as they relate to Pasco County code**

- Trees are located along Sunlake Blvd, North from Umlerland PI to just west of Wellingborough Ct cul de sac
- Trees are likely protected under LDC (Land Development Code) and now by size and species Permitting exemptions and approvals can be more favorable to CDD's but this is a case by case basis
- Estimated permit fees, which cover our filing cost and Pasco application fee, are \$1,800 - non refundable. This does not include drawings if requested or mitigation

### **We did not observe visible damage to the home fronts that border this line of trees**

- Homeowners could not provide evidence of past or recent damage claims.
- You could make a case for future impacts, as they will arise but due to the distance from the trees to structures (houses & porch areas), absence of past or current damage/impacts and relatively young age of trees, the County would likely counter propose with root pruning. This would be an acceptable mitigation to protect the structures and critical infrastructure, this does not include irrigation.
- Yes, a better species selection would have been beneficial to the residents and the adjacent power lines.
- A case could be made to remove and replant these trees with a better suited TYPE II tree but root pruning and structural pruning are good Arborist 1 counter arguments for controlling the below and above ground tree parts of the current trees.
- The most Southern trees of this line are most likely to have significant power line conflicts. If trees are not removed it would behoove the CDD to be proactive in a structural pruning program, to avoid unsightly trees from power line pruning. Structure pruning reduces crown spread and helps form a more columnar architecture.

### **Removal authority would likely be granted under Pasco Code section, 802.3.B.2 (Individual Tree Removal Permits)**

- This does not mean we would file for each individual tree, all trees would be under one permit application but still classified under the above code section  
These trees do meet "Exemptions" as outlined in 802.3.A

See below link to above code sections  
[https://library.municode.com/fl/pasco\\_county/codes/land\\_development\\_code?nodeId=CH800NACUREPR](https://library.municode.com/fl/pasco_county/codes/land_development_code?nodeId=CH800NACUREPR)

**Certainly this brief review does not capture every detail but hopefully it conveys the cases both sides can make.**

Thank you,  
Arborist Aboard Inc  
**Customer**  
Concord Station



## **EXHIBIT 5**

### **RETURN TO AGENDA**

**PROJECT MANUAL**  
**FOR**  
**AQUATIC MAINTENANCE SERVICES**  
**CONCORD STATION COMMUNITY**  
**DEVELOPMENT DISTRICT**

**FEBRUARY 2026**



**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSALS FOR  
AQUATIC MAINTENANCE SERVICES**

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## INFORMAL REQUEST FOR PROPOSALS

Aquatic Maintenance Services  
Pasco County, Florida

Concord Station Community Development District (the "District") hereby informally requests proposals to provide services relating to the following project, as more specifically set forth in the Project Manual. The project will consist of aquatic maintenance services as detailed herein.

The Project Manual will be available beginning \_\_\_\_\_, 2026 at \_\_:00 \_\_.m. from Haven Management Solutions, LLC ("District Manager"). The Project Manual retrieval process will be as follows:

1. Email the District Manager at Patricia@havenmgt sol.com. Include in the subject line: "Concord Station Aquatic Maintenance Project Manual"
2. Bidder will receive an email from the District Manager confirming receipt of the request and including the Project Manual. Each Project Manual will include, but not be limited to, the Informal Request for Proposal documents, contract documents and the maintenance map and specifications. Patricia Thibault, the District Manager, shall be the contact person with regard to the Project Manual. Ms. Thibault can be reached at 407-574-3250.

**The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases as contemplated herein, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so. This bid is not required to meet public bidding standards and is considered an informal solicitation.**

Proposals will be informally evaluated on the basis of qualifications according to the evaluation criteria contained within the Project Manual. Any and all questions relative to this project shall be directed to the District Manager by e-mail at Patricia@havenmgt sol.com, no later than \_\_\_\_\_, 2026 at \_\_:00 \_\_.m.

Firms desiring to provide services for this project must submit one (1) written proposal & one (1) digital PDF copy (flash drive or disc required) of the required proposal no later than \_\_\_\_\_, 2026 at \_\_:00 \_\_.m., at the offices of Haven Management Solutions, LLC, 255 Primera Boulevard, Suite 160, Lake Mary, FL 32746 ATTN: Patricia Thibault. Proposals shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be opened at a meeting to be held at \_\_:00 \_\_.m., \_\_\_\_\_, 2026. The bid opening meeting will be at the office of the District Manager. Proposals will be 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 as provided in the Project Manual may be disqualified. Any change in the location or method of the bid package pick-up, pre-bid meeting, and/or bid opening location will be noticed in an addendum to the Project Manual.

Please be advised that this is not a formal solicitation for proposals and absolutely no protest or other rights afforded under public procurement laws will be provided. The District explicitly reserves the right to accept or reject any and all proposals received in the District's discretion.

Concord Station Community Development District  
Patricia Thibault, District Manager



**AQUATIC MAINTENANCE SERVICES REQUEST FOR PROPOSALS**  
**CONCORD STATION COMMUNITY DEVELOPMENT**  
**DISTRICT**  
Pasco County, Florida

**Instructions to Proposers**

1. **DUE DATE.** One (1) written sealed proposal (“**Proposals**”) with a PDF file on a flash-drive must be received by interested parties (“**Proposer**”) no later than \_\_\_\_\_, 2026 at \_\_:00 \_\_.m. (EST) at the offices of Haven Management Solutions, LLC, 255 Primera Boulevard, Suite 160, Lake Mary, FL 32746 ATTN: Patricia Thibault. 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 District anticipates the following RFP schedule, though certain dates may be subject to change:

DATE	EVENT
_____, 2026	RFP Notice is issued
_____, 2026	RFP package available for download
_____ at __: __ M	Mandatory pre-proposal meeting
_____, 2026 at __:00 __ M	Deadline for questions
_____, 2026 at __:00 __ M	Proposals submittal deadline and Bid Opening
_____, 2026 at __:00 PM	Board Meeting to Evaluate Proposals & Award Contract

3. **PRE-PROPOSAL MEETING.** There will be a **mandatory pre-proposal meeting** on \_\_\_\_\_, 2026 at \_\_:00 \_\_.m. (EST) to be at Concord Station Clubhouse, 18636 Mentmore Blvd., Land O’ Lakes, Florida 34638. Failure to attend will preclude the District’s consideration of a proposal submitted by a non-attending proposer. Also, Proposers are encouraged to make on-site visits to the area for which services are required in order to gain an understanding of the scope of the area to be served. The Proposer is assumed to be familiar with the area and any natural features that will in any matter affect the work. Ignorance of the part of the Proposer will in no way relieve it from responsibility.

4. **BOARD MEETING.** Proposals will be evaluated at a public meeting of the District’s Board of Supervisors (the “**Board**”) on , \_\_\_\_\_, 2026, at 6:30 p.m. (EST), at the Concord Station Clubhouse, 18636 Mentmore Blvd., Land O’ Lakes, Florida 34638. Proposers are required to attend this meeting of the Board.

5. **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 his authority to do so.

6. **OMITTED**

7. **FAMILIARITY WITH THE PROJECT.** The Proposer, by and through the submission of the Proposal, agrees that he shall be held responsible for having heretofore examined the project site, the location of all proposed work and for having satisfied himself from his own personal knowledge and experience or professional advice as to the character, conditions, and location of the site, 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 aquatic 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.**

**8. 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.

**9. PROJECT MANUAL.** The "Project Manual," and any addenda thereto, will be available from the District Manager's office by sending an email to Patricia Thibault at [Patricia@havenmgt.com](mailto:Patricia@havenmgt.com).

**10. 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.

**11. 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.

**12. INTERPRETATIONS AND ADDENDA.** All questions about the meaning or intent of the Project Manual are to be directed in writing, via e-mail only, Patricia Thibault at [Patricia@havenmgt.com](mailto:Patricia@havenmgt.com), with a further copy to Kyle Magee at [Kyle.Magee@KutakRock.com](mailto:Kyle.Magee@KutakRock.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 \_\_\_\_\_, 2026 at \_\_\_\_:00 PM (EST) will not be answered. Answers to all questions will be provided to all Proposers by e-mail. 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.

**13. SUBMISSION OF PROPOSAL.** Submit one (1) written proposal & one (1) digital PDF copy (flash drive or disc required), along with other requested attachments, at the time and place indicated herein, which shall be 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 – Aquatic Maintenance) ENCLOSED” on the face of it. All costs to prepare and submit a response shall be borne by the Proposer.

**14. 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.

**15. 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 aquatic maintenance plan and technical specifications.

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

- A.** A completed and executed Proposal Form, with all of its four parts and any attachments, as well as executed copies of the Affidavit Regarding Proposal, and the Sworn Statement on Integrity of Public Contracting and Purchasing.
- 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.
- 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.** 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.
- E.** A narrative description of the Proposer’s approach to providing the services as described in the scope of services provided herein.
- F.** Completed proposal pricing. All responses must itemize the cost for each of the items described in the Project Manual, if any, and break out all costs. (the “**Board**”).

**17. 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.

**18. 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 (3) years.

**19. 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.

**20. 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. Upon expiration or termination of any existing contract for aquatic maintenance services, Contractor, if requested by the District, agrees to perform the services on a month-to-month basis until either party has provided the other party written notice of its election to renew or terminate the contract agreement. 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.

**21. MANDATORY AND PERMISSIVE REQUIREMENTS.** Notwithstanding anything else within the Project Manual, the only mandatory requirements of this Project Manual are that each Proposer must (1) be authorized to do business in Florida, (2) hold all required state and federal licenses in good standing; and (3) have at least five (5) years of experience as an aquatic maintenance contractor. 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.

**22. INDEMNIFICATION.** The successful Proposer shall fully indemnify, defend and hold harmless the District and its officers, agents, employees, and staff 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.

**23. 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.

**24. 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, based on information within the proposals, from reference checks, from staff recommendations, and from any other information available, and shall make any final determination with respect to the award of a final contract that is in the best interests of the District.

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.

**25. 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.

**26. BLACK OUT PERIOD/CONE OF SILENCE.** The black out 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, including the Board, 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 District staff or the Board not concerning this solicitation.

**27. 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.

**28. 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.

**29. 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.

**30. PROTESTS.** Please be advised that this is not a formal solicitation for proposals and absolutely no protest or other rights afforded under public procurement laws will be provided.



**AQUATIC MAINTENANCE SERVICES REQUEST FOR  
PROPOSALS  
CONCORD STATION COMMUNITY DEVELOPMENT  
DISTRICT**

St. Lucie County, Florida

**EVALUATION CRITERIA**

**1. Personnel & Equipment (20 Points Possible)**

This category addresses the following criteria: 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; capability of performing the work; geographic location; subcontractor listing; inventory of all equipment; etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc., with proposal. Please also provide evidence of the proposer's ability to meet deadlines and be responsive to client needs.

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

This category addresses whether a Proposer clearly distinguishes past & current record and experience of the Proposer in similar projects; volume of work previously awarded to the firm; past performance in any other contracts; etc.

**3. Understanding Scope of RFP (15 Points Possible)**

This category addresses the following issues: 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 pricing, scheduling, staffing, etc.? Does it demonstrate clearly the ability to perform these services? Were any suggestions for "best practices" included? Does the proposal as a whole appear to be feasible, in light of the scope of work? Did the contractor use the forms provided from the Project Manual in responding to the proposal?

**4. Financial Capacity (5 Points Possible)**

This category addresses whether the Proposer has demonstrated that it has the financial resources and stability as a business entity necessary to implement and execute the work. Proposer should include proof of ability to provide insurance coverage as required by the District as well as audited financial statements, or similar information.

**5. Price (20 Points Possible)**

Twenty (20) points will be awarded to the Proposer submitting the lowest bid for Parts 1 - 4 (the Contract Amount). AN AVERAGE OF ALL FIVE YEARS PRICING IS TO BE CONSIDERED WHEN AWARDING POINTS FOR PRICING - THE INITIAL TERM AND ALL FOUR 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 in this part of the Price evaluation.

EXAMPLE: 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).  $(210,000/265,000) \times 20 = 15.85$ , therefore, Contractor “B” will receive 15.85 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).  $(210,000/425,000) \times 20 = 9.88$ , therefore, Contractor “C” will receive 9.88 of 20 points.

**6. Reasonableness of ALL Numbers**

**(15 Points Possible)**

Up to fifteen (15) points will be awarded as to the reasonableness of ALL numbers, quantities & costs.

**Proposer’s Total Score**

**(100 Points Possible)**

**END**



## **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 aquatic 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, 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 \_\_\_\_\_, 2026.

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 \_\_\_\_\_, 2026, 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**  
**PART I – GENERAL INFORMATION**

• *Proposer General Information:*

Proposer Name \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Parent Company Name (if any) \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

• *Company Standing:*

Proposer's Corporate Form: \_\_\_\_\_  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? \_\_\_\_\_ Date \_\_\_\_\_

Is the Proposer in good standing with that State? Yes \_\_\_\_ No \_\_\_\_

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do

business in Florida? Yes \_\_\_\_ No \_\_\_\_

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *What are the Proposer's current insurance limits?*

General Liability                      \$ \_\_\_\_\_

Automobile Liability                      \$ \_\_\_\_\_

Workers Compensation                      \$ \_\_\_\_\_

Expiration Date                      \_\_\_\_\_

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PROPOSAL FORM**  
**PART II – PERSONNEL AND EQUIPMENT**

- *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 \_\_\_\_\_

- *Proposed Staffing Levels - aquatic 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.

- *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.*
- *Technical Personnel – Does the Proposer currently employ any other technical personnel who have expertise in hydrology, environmental engineering, aquatic biology or any 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: \_\_\_\_\_

- *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: \_\_\_\_\_



- *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:*

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- *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.*

## OFFICER

PROPOSER: \_\_\_\_\_

DATE: \_\_\_\_\_

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

NAME	POSITION OR TITLE	RESPONSIBILITIES	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 PART III –  
EXPERIENCE**

- *Has the Proposer performed work for a community development district 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 Served: \_\_\_\_\_

- *List the Proposer's total annual dollar value of aquatic maintenance services work completed for each of the last three (3) years starting with the latest year and ending with the most current year:*

2025 = \_\_\_\_\_

2024 = \_\_\_\_\_

2023 = \_\_\_\_\_

- *Please provide the following information for each project that is similar to this project, currently undertaken, or undertaken in the past five (5) years. Attach additional sheets if 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of equipment used on site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List of subcontractors used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a current contract? Yes \_\_\_\_ No \_\_\_\_

Duration of contract: \_\_\_\_\_

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any aquatic maintenance contract within the past five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_ For each such incident, please provide the following information (attach additional sheets as needed):*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_*

If yes, please describe each violation, fine, and resolution \_\_\_\_\_  
\_\_\_\_\_

What is the Proposer's current worker compensation rating? \_\_\_\_\_

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes \_\_\_\_\_ No \_\_\_\_\_



If yes, please describe each incident \_\_\_\_\_

\_\_\_\_\_

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from proposing or contracting on any state, local, or federal contracts?*

*Yes \_\_\_\_ No \_\_\_\_ If yes, please provide:*

The names of the entities \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_

Also, please explain the basis for any bar or suspension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL FORM PART IV  
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:

**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**





Under penalties of perjury under the laws of the State of Florida, I represent that I have authority to sign this Proposal Form on behalf of \_\_\_\_\_ (“Proposer”) and declare that I have read the foregoing Proposal Form 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 \_\_\_\_\_, 2026.

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 \_\_\_\_\_, 2026, 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)



**CONCORD STATION COMMUNITY DEVELOPMENT  
DISTRICT REQUEST FOR PROPOSALS FOR  
AQUATIC MAINTENANCE SERVICES**

**SWORN STATEMENT PURSUANT TO CHAPTER 287, *FLORIDA STATUTES*, ON INTEGRITY OF  
PUBLIC CONTRACTING AND PURCHASING**

**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")  
(print name of the public entity)

by \_\_\_\_\_  
(print individual's name and title)

for \_\_\_\_\_ ("Proposer")  
(print name of entity submitting sworn statement)

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

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

\_\_\_\_\_

2. I have read and am familiar with Chapter 287, *Florida Statutes*, and specifically including the following Sections of the Florida Statutes ("Public Integrity Laws"):
- a. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
  - b. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
  - c. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies*;
  - d. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*; and
  - e. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*
3. I understand that the Public Integrity Laws, with limited exceptions, prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District ("Prohibited Criteria").
4. I understand that the Public Integrity Laws apply to the bidding documents applicable to the District's Request for Proposals for [\_\_\_\_\_] Services Project ("Project") and the contract to be executed in connection with the Project.
5. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the

entity, nor any affiliate of the entity, meets any of the Prohibited Criteria. Thus, the entity is not prohibited from bidding on or entering into or renewing a contract with the District.

— The entity submitting this sworn statement, one of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, meets one or more of the Prohibited Criteria.

If this second statement is marked, the Proposer may provide additional information regarding the same in the space provided directly below (or by attaching a separate sheet and indicating this method in the space provided directly below). Such additional information may be related to the Proposer's alleged basis for entitlement to an exception from the prohibition on bidding or contracting, to the extent one is permissible under Florida law.

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6. If awarded the contract, the Proposer will immediately notify the District in writing if either the Proposer, any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity, meets any of the Prohibited Criteria after award of the contract or during the term of the contract. By executing this Affidavit, Proposer agrees that any renewal or extension of the awarded contract shall be deemed a recertification of the statements contained herein.

*[Signature page follows]*



IT SHALL BE THE RESPONSIBILITY OF THE PROPOSER EXECUTING THIS AFFIDAVIT TO VERIFY THAT NONE OF THE SUBCONTRACTORS/SUPPLIERS UTILIZED FOR THIS BID/QUOTE MEET ANY OF THE PROHIBITED CRITERIA. IN THE EVENT IT IS LATER DISCOVERED THAT A SUBCONTRACTOR/SUPPLIER MEETS ANY OF THE PROHIBITED CRITERIA, THE PROPOSER SHALL SUBSTITUTE THE SUBCONTRACTOR/ SUPPLIER WITH ANOTHER WHO DOES NOT MEET ANY OF THE PROHIBITED CRITERIA. ANY COST ASSOCIATED WITH THIS SUBSTITUTION SHALL BE THE SOLE RESPONSIBILITY OF THE PROPOSER.

The foregoing SWORN STATEMENT is dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

(Corporate Seal, if applicable)

\_\_\_\_\_  
(Name of Proposer)

\_\_\_\_\_  
By:\_\_\_\_\_

Title:\_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was sworn and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of Florida  
Print Name:\_\_\_\_\_  
Commission No.:\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**AGREEMENT BETWEEN THE CONCORD STATION COMMUNITY DEVELOPMENT  
DISTRICT AND \_\_\_\_\_ FOR  
AQUATIC MAINTENANCE SERVICES**

**THIS AGREEMENT** (the “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, (the “Effective Date”), by and between:

**Concord Station Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located within the Pasco, County, Florida, with a mailing address of 255 Primera Boulevard, Suite 160, Lake Mary, FL 32746 (the “District”); and

\_\_\_\_\_, a \_\_\_\_\_ corporation, with a mailing address of \_\_\_\_\_ (the “Contractor”, and together with the District, the “Parties”).

**RECITALS**

**WHEREAS**, District is a local unit of special-purpose government created for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure and providing certain public services; and

**WHEREAS**, District operates and maintains certain drainage system improvements within the boundaries of the District, including but not limited to, lakes, wetlands, conservation areas and ditches which are identified in greater detail in the maintenance map attached hereto as **Exhibit A** (the “**Improvements**”); and

**WHEREAS**, District desires to enter into an agreement with an independent contractor to provide aquatic maintenance services to the Improvements; and

**WHEREAS**, the Contractor represents that it is qualified to provide such services and has agreed to provide to the District the services for the Improvements as identified in **Exhibit B**, attached hereto and incorporated by reference herein (the “**Services**”); and

**WHEREAS**, District and the Contractor accordingly desire to enter into this Agreement to set forth the rights, duties, and obligations of the parties relative to same; and

**WHEREAS**, 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:



**SECTION 1. INCORPORATION OF RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**SECTION 2. DESCRIPTION OF CONTRACTOR'S SERVICES.**

- A.** The Contractor shall provide professional aquatic maintenance services within presently accepted professional standards and in accordance with the terms of this Agreement. The duties, obligations, and responsibilities of the Contractor are described in **Exhibit B** hereto. The portion of the Services related to pond maintenance shall be provided on a monthly basis and the portion of the Services related to aerator maintenance shall be provided on a quarterly basis, as set forth in more detail in **Exhibit B**.
- B.** The Contractor agrees, as an independent contractor, to perform the Services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by District issued in connection with this Agreement and accepted by the Contractor. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of the Services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.
- C.** This Agreement grants to the Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and the Contractor hereby agrees to comply with all applicable laws, rules, and regulations.
- D.** Contractor shall perform all Services in a neat and professional manner reasonably acceptable to District. The performance of the Services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by District. In the event District in its sole determination, finds that the work of the Contractor is not satisfactory to District, District shall have the right to immediately terminate this Agreement and will only be responsible for payment of the Services satisfactorily completed and for materials actually incorporated into the Services.
- E.** The Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of District. While providing the Services, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Services.
- F.** The Contractor agrees that none of the District shall be liable for the payment of any work or services not included in this **Section 2** unless District, through an authorized representative of District, authorizes the Contractor, in writing, to perform such work.
- G.** District shall designate in writing a person to act as District's representative with respect to the services to be performed under this Agreement. District's representative 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.

- (1) District hereby designates the District's Manager to act as its representative.
- (2) Upon request, the Contractor shall meet with District's representative to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement and other items.

**H.** The Contractor shall use all due care to protect the property of the District, their residents, and landowners from damage. The Contractor agrees to repair any damage resulting from the Contractor's activities and work within twenty-four (24) hours.

### **SECTION 3. COMPENSATION; TERM.**

- A.** As compensation for the Services described in this Agreement, District agrees to pay the Contractor \_\_\_\_\_ **Dollars and** \_\_\_\_\_ **Cents** (\$\_\_\_\_\_.\_\_) per year in equal monthly installments. The initial term of this Agreement shall be from \_\_\_\_\_, 2026, through \_\_\_\_\_, 2027, unless terminated earlier by either party in accordance with the provisions of this Agreement. Thereafter, the Agreement shall be automatically renewed for up to four (4) additional one-year (1) terms.
- B.** If District should desire additional work or services, or to add additional areas to be maintained, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.
- C.** District may require, as a condition precedent to making any payment to the Contractor that all subcontractors, materialmen, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.
- D.** The Contractor shall maintain records conforming to usual accounting practices. As soon as may be practicable at the beginning of each month, the Contractor shall invoice District for all services performed in the prior month and any other sums due to the Contractor. District shall pay the invoice amount within forty-five (45) days after the



invoice date. The Contractor may cease performing services under this Agreement if any payment due hereunder is not paid within forty-five (45) days of the invoice date. Each monthly invoice will include such supporting information as District may reasonably require the Contractor to provide.

#### **SECTION 4. INSURANCE.**

- A.** The Contractor shall maintain throughout the term of this Agreement the following insurance:
- 1.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
  - 2.** Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than One Million Dollars (\$1,000,000) combined single limit bodily injury and property damage liability, and covering at least the following hazards:
    - i.** Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
  - 3.** Employer's Liability Coverage with limits of at least One Million Dollars (\$1,000,000) per accident or disease.
  - 4.** Automobile Liability Insurance for bodily injuries in limits of not less than One Million Dollars (\$1,000,000) combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
  - 5.** Herbicide and Pesticide Applicators Coverage of at least One Million Dollars (\$1,000,000).
- B.** The District, their staff, consultants, officers, and supervisors shall be named as additional insured. The Contractor shall furnish District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- C.** If the Contractor fails to have secured and maintained the required insurance, District has the right but not the obligation to secure such required insurance in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon

demand, all information that may be required in connection with District's obtaining the required insurance.

**SECTION 5. INDEMNIFICATION.**

- A. The Contractor agrees to defend, indemnify, and hold harmless the District and their officers, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by the Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto.
- 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, expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

**SECTION 6. LIMITATIONS ON GOVERNMENTAL LIABILITY.** Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth 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 such limitations of liability or by operation of law.

**SECTION 7. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify 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 action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

**SECTION 8. LIENS AND CLAIMS.** The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the property of the District free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business



days after the filing of notice thereof, District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

**SECTION 9. 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, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. 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 District's right to protect its rights from interference by a third party to this Agreement.

**SECTION 10. CUSTOM AND USAGE.** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that 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 District in refraining from so doing; and further, that the failure of 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.

**SECTION 11. SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Contractor and the District, except as expressly limited in this Agreement.

**SECTION 12. TERMINATION.** District agrees that the Contractor may terminate this Agreement with cause by providing sixty (60) days' written notice of termination to District stating a failure of District to perform according to the terms of this Agreement; provided, however, that District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that District may terminate this Agreement immediately for cause by providing written notice of termination to the Contractor. District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, 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 District may have against the Contractor.

**SECTION 13. PERMITS AND LICENSES.** All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by District. All other permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

**SECTION 14. ASSIGNMENT.** Neither District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

**SECTION 15. 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.

**SECTION 16. 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.

**SECTION 17. ENFORCEMENT OF AGREEMENT.** A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity. In the event that either District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees and expert witness fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**SECTION 18. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the Parties relating to the subject matter of this Agreement.

**SECTION 19. AMENDMENTS.** 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 Parties.

**SECTION 20. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties, the Parties have complied with all the requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

**SECTION 21. NOTICES.** All notices, requests, consents and other communications under this Agreement (the "Notice" or "Notices") shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent by overnight delivery service, to the Parties, as follows:

**A. If to the District:** Concord Station Community Development District  
C/O Haven Management Solutions, LLC  
255 Primera Boulevard, Suite 160,  
Lake Mary, FL 32746  
Attn: District Manager

**With a copy to:** Kutak Rock LLP  
107 West College Avenue  
Tallahassee, Florida 32301  
Attn: District Counsel

**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 Notices on behalf of District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the 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 in this Agreement.

**SECTION 22. 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. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto 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 Parties hereto and their respective representatives, successors, and assigns.

**SECTION 23. CONTROLLING LAW AND VENUE.** This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Pasco County, Florida.

**SECTION 24. COMPLIANCE WITH PUBLIC RECORDS LAWS.** 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 **Patricia Thibault** (the “**Public Records Custodian**”). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by District to perform the service; 2) upon request by the Public Records Custodian, provide 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 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 District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO PROFESSIONAL'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 407-574-3250, PATRICIA@HAVENMANAGEMENTSOL.COM, OR 255 PRIMERA BOULEVARD, SUITE 160, LAKE MARY, FL 32746.**

**SECTION 25. 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.

**SECTION 26. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties 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.

**SECTION 27. 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. Additionally, the Parties acknowledge and agree that the Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature, electronically scanned and transmitted versions (e.g. via PDF) of an original signature, or signatures created in a digital format.

**SECTION 28. E-VERIFY REQUIREMENTS.** The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, 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. District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*.

If the Contractor anticipates entering into agreements with a subcontractor for the Services, the Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to District upon request.

In the event that District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, District shall promptly notify the Contractor. The Contractor agrees to immediately



terminate the agreement with the subcontractor upon notice from District. Further, absent such notification from District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

**SECTION 29. COMPLIANCE WITH SECTION 20.055, *FLORIDA STATUTES*.** The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

**SECTION 30. STATEMENT REGARDING CHAPTER 287 REQUIREMENTS.** Contractor acknowledges that, in addition to all Laws and Regulations that apply to this Agreement, the following provisions of Florida law ("Public Integrity Laws") apply to this Agreement:

- A. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
- B. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
- C. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies*;
- D. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*; and
- E. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*.

Contractor acknowledges that the Public Integrity Laws prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District ("Prohibited Criteria").

Contractor acknowledges that District may terminate this Agreement if the Contractor is found to have met the Prohibited Criteria or violated the Public Integrity Laws.

Contractor certifies that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, meets any of the Prohibited Criteria, and in the event such status changes, Contractor shall immediately notify District. By entering into this Agreement, Contractor agrees that any renewal or extension of this Contract shall be deemed a recertification of such status.

**SECTION 31. ANTI-HUMAN TRAFFICKING STATEMENT.** The Contractor does not use coercion for labor or services as defined in Section 787.06, *Florida Statutes*, and the Contractor has complied, and agrees to comply, with the provisions of Section 787.06, *Florida Statutes*.

*[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]*



**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the day and year first written above.

**CONCORD STATION COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Chairperson, Board of Supervisors

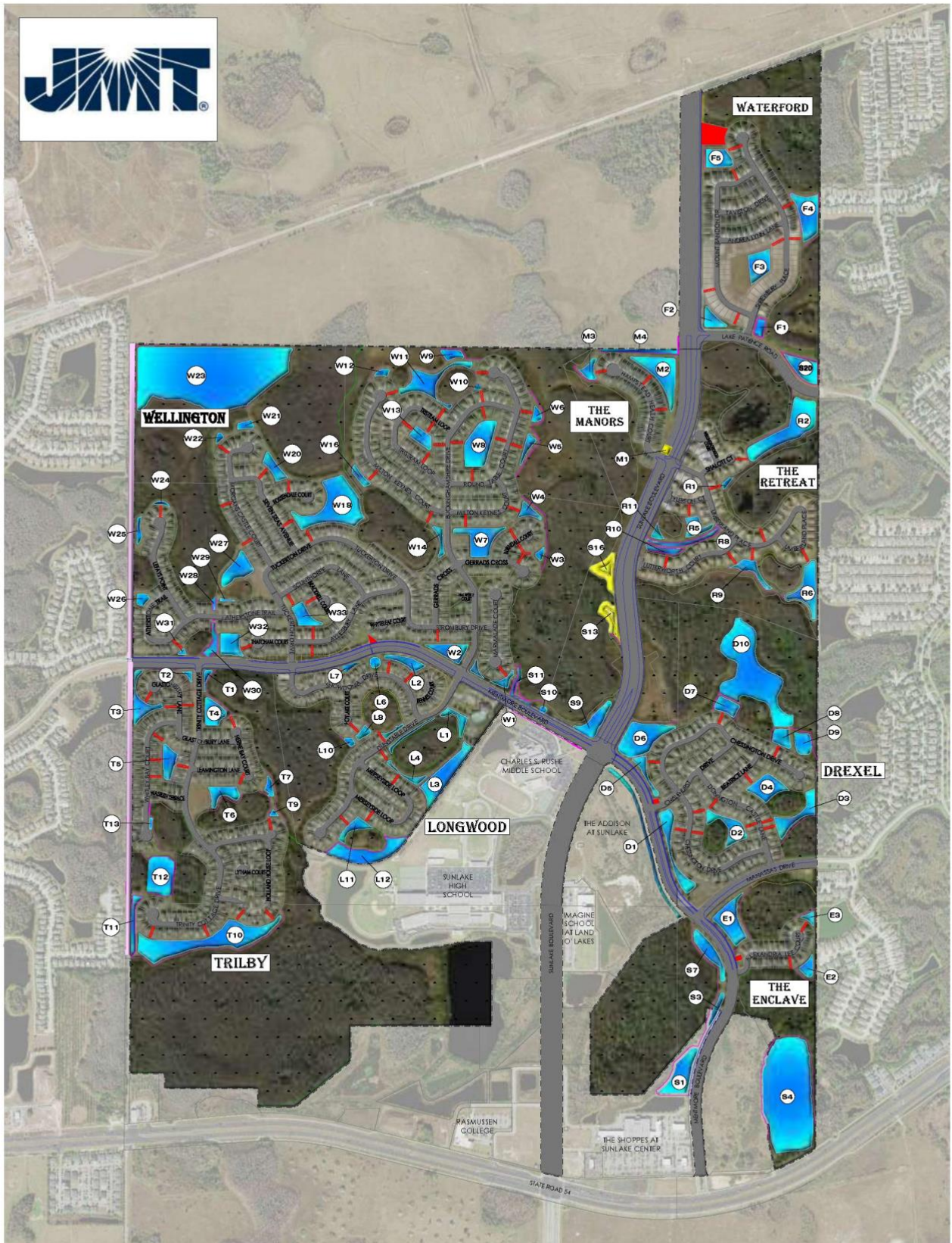
\_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:** Maintenance Map  
**Exhibit B:** Scope of Services

EXHIBIT A  
Maintenance Map





COUNTY OWNED & MAINTAINED   
 CONSERVATION AREA   
 CDD-OWNED PARCEL/TRACT   
 CDD OWNED POND BANKS MAINTAINED   
 COUNTY OWNED/ CDD MAINTAINED STORMWATER POND WITH REFERENCE No.

COUNTY OWNED/CDD MAINTAINED LANDSCAPE AREAS   
 PRIVATELY-OWNED PARCEL   
 HOA PARCEL   
 COUNTY OWNED SANITARY WFT STATION   
 CDD OWNED & MAINTAINED STORMWATER POND WITH REFERENCE No.

EXHIBIT B  
Scope of Services

- I. Aquatic Weed Control :
  - a. Ponds will be inspected on a **seven (7) times per month** basis.
  - b. Any growth of undesirable aquatic weeds and vegetation found in the pond(s) with each inspection shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the pond(s) at the time of application.
  - c. Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic herbicides at the rate appropriate for control of the target species. Application rates will be designed to allow for selective control of unwanted species while allowing for desirable species of submersed and emergent wetland plants to prosper.
- II. Shoreline Weed Control :
  - a. Shoreline areas will be inspected on a **seven (7) times per month** basis.
  - b. Any growth of cattails, phragmites, or other unwanted shoreline vegetation found within the pond areas shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required for control of the plants present at time of application.
  - c. Any growth of unwanted plants or weeds growing in areas where stone has been installed for bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present at the time of application.
  - d.
- III. Pond Algae Control:
  - a. Pond(s) will be inspected on a **seven (7) times per month** basis.
  - b. Any algae found in the pond with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.
- IV. Pond Dye :
  - a. Pond Dye will be applied to the ponds on an as needed basis. A combination of blue and/or black dye will be used as required to maintain a dark natural water color.
- V. Trash Removal:
  - a. Trash will be removed from the ponds with each service and disposed off site. Any large item or debris that is not easily and reasonably removable by one person during the routine visit will be removed with the District's approval for an additional fee. Routine trash and debris removal services are for the pond areas only, and do not include any trash or debris removal from the surrounding terrestrial (dry land) areas.



- VI. Water Quality Testing :
- a. Pond water samples will be taken and tested **one (1) time** per year on **4 (four)** sites to be determined by Contractor for the following parameters:
    - i. Standard Lake Assessment: Water Column Profile with DO, Temperature, (2) pH, Depth, Secchi with (2) Total Phosphorus, (2) Total Nitrogen, (2) Nitrogen Ammonia
  - b. The results of the tests along with recommendations and analysis of the results will be provided to the District in a written report following each testing period.
  - c. Any data collected that needs immediate action to resolve an issue will be brought to the District's attention at once.
- VII. Wetland Management : (39) Wetland Buffers (26.48 Acres)
- a. Wetland Buffers will be inspected on a **four (4) times per month** basis.
  - b. The treatment out up to 15 feet will include all FLEPPC Category 1 & 2 species and nuisance vines.
  - c. All Species will be killed in place with an approved herbicide,
- VIII. Service Reporting:
- a. District will be provided with a service report detailing all of the work performed as part of this contract after each visit.
- .

**EXHIBIT 6**

**RETURN TO AGENDA**



## RESOLUTION 2026-10

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN AMENDED GENERAL FUND BUDGET FOR FISCAL YEAR 2025/2026, PROVIDING FOR APPROPRIATIONS; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, on August 14th, 2025, the Board of Supervisors of the Concord Station Community Development District (“**Board**”), adopted Resolution 2025-10 providing for the adoption of the District’s Fiscal Year 2025/2026 annual budget (“**Budget**”); and

**WHEREAS**, the District Manager, at the direction of the Board, has prepared an amended Budget, to reflect changes in the actual appropriations of the Budget; and

**WHEREAS**, Chapters 189 and 190, *Florida Statutes*, and Section 3 of Resolution 2025-10 authorize the Board to amend the Budget during Fiscal Year 2025/2026 or within sixty (60) days following the end of the Fiscal Year 2025/2026; and

**WHEREAS**, the Board finds that it is in the best interest of the District and its landowners to amend the Budget to reflect the actual appropriations; and

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

#### 1. BUDGET AMENDMENT.

- a. The Board has reviewed the District Manager’s proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of Sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “**Adopted Annual Budget**”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2025/2026.

- c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as “The Adopted Budget for the Concord Station Community Development District for the fiscal year ending September 30, 2026, as amended and adopted by the Board of Supervisors effective February 12th, 2026.”

**2. APPROPRIATIONS.** There is hereby appropriated out of the revenues of Concord Station Community Development District, for the fiscal year beginning October 1, 2025, and ending September 30, 2026, the sums set forth in **Exhibit A**, to be raised by special assessments, which sums are deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the amounts set forth in **Exhibit A**.

**3. CONFLICTS.** This Resolution is intended to amend, in part, Resolution 2025-10, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2025-10 that are not amended by this Resolution apply to the Adopted Annual Budget as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**4. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**5. EFFECTIVE DATE.** This Resolution shall take effect as of November 25th, 2025.

Introduced, considered favorably, and adopted this 12th day of February 2025.

**ATTEST:**

**CONCORD STATION COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Amended Fiscal Year 2025/2026 Budget



**Exhibit A**  
Amended Fiscal Year 2025/2026 Budget

**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**  
**FY 2026 AMENDED BUDGET GENERAL FUND (O&M)**

	FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 09.30.2025	VARIANCE ADOPTED TO ACTUAL	FY 2026 ADOPTED	FY 2026 Proposed Amendment	FY 2026 Amended
<b>4 REVENUES</b>						
<b>5 INTEREST INCOME</b>						
6 INTEREST EARNINGS-GF	-	96,708	96,708	-	-	-
7 <b>INTEREST INCOME Total</b>	-	96,708	96,708	-	-	-
<b>8 SPECIAL ASSESSMENTS</b>						
9 TAX ROLL	1,694,847	1,716,430	21,583	1,694,847	-	1,694,847
10 TAX ROLL FOR TRANSFER TO RESERVE FUND	50,000	50,000	-	50,000	-	50,000
11 <b>SPECIAL ASSESSMENTS Total</b>	1,744,847	1,766,430	21,583	1,744,847	-	1,744,847
<b>12 PRIOR YEAR BALANCE</b>						
13 FUND BALANCE - CAPITAL PROJECTS & MISC. CONTINGENCY	400,000	-	(400,000)	150,000	200,000	350,000
14 FUND BALANCE FORWARD - UNASSIGNED	-	-	-	96,368	-	96,368
15 <b>PRIOR YEAR BALANCE Total</b>	400,000	-	(400,000)	246,368	200,000	446,368
<b>16 OTHER MISC. REVENUES</b>						
17 INSURANCE PROCEEDS	-	-	-	-	-	-
18 CLUB HOUSE RENTALS	-	9,738	9,738	-	-	-
19 ROOM RENTALS	-	-	-	-	-	-
20 FEES FOR FENCE PROJECT	-	-	-	-	-	-
21 KEY/ACCESS/TRANSPONDER REVENUE	-	5,943	5,943	-	-	-
22 MISCELLANEOUS REVENUES	-	1,795	1,795	-	-	-
23 PRIOR YEAR A/P CREDITS	-	-	-	-	-	-
24 <b>OTHER MISC. REVENUES Total</b>	-	17,476	17,476	-	-	-
25 <b>REVENUES Total</b>	2,144,847	1,880,614	(264,233)	1,991,215	200,000	2,191,215
<b>26 EXPENDITURES</b>						
<b>27 FINANCE AND ADMINISTRATIVE</b>						
28 SUPERVISORS FEES	13,000	14,000	1,000	13,000	-	13,000
29 ADMINISTRATIVE SERVICES	3,000	2,250	(750)	3,000	-	3,000
30 DISTRICT MANAGEMENT	35,000	33,467	(1,533)	33,750	-	33,750
31 DISTRICT ENGINEER	30,000	34,800	4,800	30,000	-	30,000
32 ASSESSMENT ROLL	2,500	2,500	-	2,500	-	2,500
33 FINANCIAL & REVENUE COLLECTIONS	2,500	2,500	-	2,500	-	2,500
34 ACCOUNTING SERVICES	16,000	16,000	-	16,000	-	16,000
35 AUDITING SERVICES	5,000	3,600	(1,400)	5,500	-	5,500
36 MISCELLANEOUS MAILINGS	1,500	1,816	316	1,500	-	1,500
37 PUBLIC OFFICIALS LIABILITY INSURANCE	3,215	3,215	-	3,519	-	3,519
38 BANK FEES	800	1,335	535	800	-	800
39 DUES, LICENSES & FEES	175	254	79	175	-	175
40 LEGAL ADVERTISING	1,500	1,105	(395)	1,500	-	1,500
41 TAX COLLECTOR/ PROPERTY APPRAISER FEES	150	702	552	150	-	150
42 ADA WEBSITE COMPLIANCE	2,015	1,903	(112)	2,015	-	2,015
43 WEBSITE FEES & FOR REMEDIATION	1,500	-	(1,500)	1,500	-	1,500
44 DISTRICT COUNSEL	30,000	76,904	46,904	45,000	-	45,000
45 <b>FINANCE AND ADMINISTRATIVE Total</b>	147,855	196,351	48,496	162,409	-	162,409



		FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 09.30.2025	VARIANCE ADOPTED TO ACTUAL	FY 2026 ADOPTED	FY 2026 Proposed Amendment	FY 2026 Amended
46	DEBT ADMINISTRATION						
47	DISSEMINATION AGENT	5,000	3,750	(1,250)	5,000	-	5,000
48	TRUSTEE FEES	6,000	12,359	6,359	6,500	-	6,500
49	ARBITRAGE REBATE CALCULATION	500	-	(500)	500	-	500
50	<b>DEBT ADMINISTRATION Total</b>	<b>11,500</b>	<b>16,109</b>	<b>4,609</b>	<b>12,000</b>	-	<b>12,000</b>
51	LAW ENFORCEMENT						
52	OFF DUTY DEPUTY	132,802	130,265	(2,537)	41,760	-	41,760
53	<b>LAW ENFORCEMENT Total</b>	<b>132,802</b>	<b>130,265</b>	<b>(2,537)</b>	<b>41,760</b>	-	<b>41,760</b>
54	ELECTRIC UTILITY SERVICES						
55	UTILITY SERVICES	16,000	13,409	(2,591)	16,000	-	16,000
56	UTILITY-RECREATION FACILITIES	32,000	22,481	(9,519)	32,000	-	32,000
57	UTILITY-STREET LIGHTS	106,000	90,137	(15,863)	106,000	-	106,000
58	<b>ELECTRIC UTILITY SERVICES Total</b>	<b>154,000</b>	<b>126,027</b>	<b>(27,973)</b>	<b>154,000</b>	-	<b>154,000</b>
59	GARBAGE/SOLID WASTE CONTROL SERVICES						
60	SOLID WASTE ASSESSMENT	900	1,068	168	900	-	900
61	GARBAGE-RECREATION FACILITY	1,040	1,640	600	1,040	-	1,040
62	<b>GARBAGE/SOLID WASTE CONTROL SERVICES Total</b>	<b>1,940</b>	<b>2,708</b>	<b>768</b>	<b>1,940</b>	-	<b>1,940</b>
63	WATER-SEWER COMBINATION SERVICES						
64	UTILITY RECREATION FACILITY	12,000	8,135	(3,865)	10,000	-	10,000
65	<b>WATER-SEWER COMBINATION SERVICES Total</b>	<b>12,000</b>	<b>8,135</b>	<b>(3,865)</b>	<b>10,000</b>	-	<b>10,000</b>
66	STORM WATER CONTROL						
67	PEST CONTROL	3,500	-	(3,500)	3,500	-	3,500
68	AQUATIC MAINTENANCE	110,676	110,676	-	120,837	-	120,837
69	LAKE/POND BANK MAINTENANCE & REPAIR	20,000	-	(20,000)	20,000	-	20,000
70	STORMWATER ASSESSMENTS	2,000	2,241	241	2,000	-	2,000
71	WETLAND MONITORING & MAINTENANCE	-	-	-	-	-	-
72	FOUNTAIN SERVICE REPAIR & MAINTENANCE	4,500	1,683	(2,817)	4,500	-	4,500
73	AQUATIC PLANT REPLACEMENT	2,500	-	(2,500)	2,500	-	2,500
74	STORMWATER SYSTEM MAINTENANCE	2,500	-	(2,500)	2,500	-	2,500
75	WETLAND INVASIVE AREAS MAINTENANCE	2,500	-	(2,500)	2,500	-	2,500
76	<b>STORM WATER CONTROL Total</b>	<b>148,176</b>	<b>114,600</b>	<b>(33,576)</b>	<b>158,337</b>	-	<b>158,337</b>
77	OTHER PHYSICAL ENVIRONMENT						
78	PROPERTY INSURANCE	32,361	34,223	1,862	37,161	-	37,161
79	GENERAL LIABILITY INSURANCE	3,596	3,596	-	4,523	-	4,523
80	ENTRY AND WALLS REPAIRS & MAINTENANCE	5,000	-	(5,000)	5,000	-	5,000
81	LANDSCAPE MAINTENANCE	253,040	264,458	11,418	264,350	-	264,350
82	WELL MAINTENANCE	500	-	(500)	500	-	500
83	LANDSCAPE- FERTILIZER	18,800	18,268	(532)	18,000	-	18,000
84	LANDSCAPE REPLACEMENT-PLANTS, SHRUBS, TREES	15,000	13,860	(1,140)	15,000	-	15,000
85	LANDSCAPE INSPECTION SERVICES	-	-	-	-	-	-
86	FIRE ANT TREATMENT	7,600	-	(7,600)	2,500	-	2,500
87	HOLIDAY DECORATIONS	35,000	-	(35,000)	58,280	-	58,280
88	LANDSCAPE- PEST CONTROL/OTC INJECTIONS	2,400	5,267	2,867	8,900	-	8,900
89	LANDSCAPE- MULCH	45,238	34,375	(10,863)	32,500	-	32,500
90	LANDSCAPE ANNUALS	8,800	6,105	(2,695)	5,900	-	5,900
91	LANDSCAPE- OTHER PEST CONTROL	2,000	-	(2,000)	-	-	-

		FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 09.30.2025	VARIANCE ADOPTED TO ACTUAL	FY 2026 ADOPTED	FY 2026 Proposed Amendment	FY 2026 Amended
92	FIELD SERVICES	-	-	-	-	-	-
93	IRRIGATION REPAIR	30,000	49,211	19,211	20,000	-	20,000
94	RUST PREVENTION	15,000	13,620	(1,380)	15,000	-	15,000
95	<b>OTHER PHYSICAL ENVIRONMENT Total</b>	<b>474,335</b>	<b>442,983</b>	<b>(31,352)</b>	<b>487,614</b>	<b>-</b>	<b>487,614</b>
96	<b>ROAD &amp; STREET FACILITIES</b>						
97	ROADWAY REPAIR & MAINTENANCE	5,000	-	(5,000)	5,000	-	5,000
98	<b>ROAD &amp; STREET FACILITIES Total</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
99	<b>PARK &amp; RECREATION</b>						
100	MANAGEMENT CONTRACT	12,000	3,000	(9,000)	-	-	-
101	CONTRACTED EMPLOYEE SALARIES	205,000	218,140	13,140	332,020	-	332,020
102	OPERATIONS MAINTENANCE & REPAIR	27,000	38,876	11,876	27,000	-	27,000
103	GATE MAINTENANCE & REPAIRS	1,000	19,733	18,733	1,000	-	1,000
104	COMPUTER SUPPORT MAINTENANCE & REPAIRS	2,000	683	(1,317)	2,000	-	2,000
105	FITNESS EQUIPMENT MAINTENANCE & REPAIRS	17,000	1,230	(15,770)	5,000	-	5,000
106	FITNESS EQUIPMENT LEASE PAYMENT	-	-	-	-	-	-
107	CLUBHOUSE- FACILITY JANITORIAL SERVICE	9,600	15,913	6,313	20,500	-	20,500
108	CLUBHOUSE- FACILITY JANITORIAL SUPPLIES	10,000	896	(9,104)	5,000	-	5,000
109	CLUBHOUSE-LANDSCAPE MAINTENANCE	-	-	-	-	-	-
110	POOL SERVICE CONTRACT	27,600	27,600	-	27,600	-	27,600
111	SECURITY SYSTEM MONITORING & MAINTENANCE	3,000	5,786	2,786	11,724	-	11,724
112	FACILITY A/C & HEATING MAINTENANCE & REPAIRS	5,000	-	(5,000)	5,000	-	5,000
113	FURNITURE REPAIR/REPLACEMENT	7,000	-	(7,000)	7,000	-	7,000
114	POOL PERMITS	425	-	(425)	425	-	425
115	PLAY GROUND EQUIPMENT MAINTENANCE & REPAIRS	2,500	481	(2,019)	2,500	-	2,500
116	VEHICLE MAINTENANCE	750	181	(569)	750	-	750
117	TELEPHONE, FAX & INTERNET	9,000	8,700	(300)	9,000	-	9,000
118	ATHLETIC/PARK COURT/FOUNTAIN MAINTENANCE	2,500	197	(2,303)	2,500	-	2,500
119	POOL/WATERPARK/FOUNTAIN MAINTENANCE	3,000	15,672	12,672	6,000	-	6,000
120	PEST CONTROL & TERMITE BOND	1,300	624	(676)	1,300	-	1,300
121	OFFICE SUPPLIES	3,500	2,252	(1,248)	3,500	-	3,500
122	WILD LIFE MANAGEMENT SERVICES	2,500	-	(2,500)	2,500	-	2,500
123	DOG WASTE STATION SUPPLIES	6,000	8,496	2,496	10,000	-	10,000
124	<b>PARK &amp; RECREATION Total</b>	<b>357,675</b>	<b>368,460</b>	<b>10,785</b>	<b>482,319</b>	<b>-</b>	<b>482,319</b>
125	<b>SPECIAL EVENTS &amp; CONTINGENCY</b>						
126	CLUBHOUSE-SPECIAL EVENTS	35,000	8,400	(26,600)	25,000	-	25,000
127	MISCELLANEOUS CONTINGENCY	500,000	118,081	(381,919)	250,000	200,000	450,000
128	CAPITAL OUTLAY - POND EROSION IN FY 25	114,564	34,613	(79,951)	150,836	-	150,836
129	<b>SPECIAL EVENTS &amp; CONTINGENCY Total</b>	<b>649,564</b>	<b>161,094</b>	<b>(488,470)</b>	<b>425,836</b>	<b>200,000</b>	<b>625,836</b>
130	<b>TOTAL EXPENDITURES BEFORE OTHER FINANCING</b>	<b>2,094,847</b>	<b>1,566,732</b>	<b>(528,115)</b>	<b>1,941,215</b>	<b>200,000</b>	<b>2,141,215</b>
131	<b>ADDITIONAL SOURCES/(USES) OF FUNDS</b>						
132	<b>OTHER FINANCING</b>						
133	INTERFUND TRANSFER TO CAPITAL RESERVE FUND	50,000	50,000	-	50,000	-	50,000
134	<b>OTHER FINANCING Total</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
135	<b>EXPENDITURES Total</b>	<b>2,144,847</b>	<b>1,616,732</b>	<b>(528,115)</b>	<b>1,991,215</b>	<b>200,000</b>	<b>2,191,215</b>



	FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 09.30.2025	VARIANCE ADOPTED TO ACTUAL	FY 2026 ADOPTED	FY 2026 Proposed Amendment	FY 2026 Amended
NET CHANGE IN FUND BALANCE	-	263,882		0	-	0
AUDIT TRUE UP FY 23						
FUND BALANCE - BEGINNING - AUDITED FY 24	1,122,175	1,122,175		1,122,175		1,122,175
LESS FUND BALANCE FORWARD & AMT DEDICATED TO RESERVES IN F	-			(296,368)		(496,368)
AUDITED FUND BALANCE ENDING - FY 24	1,122,175	1,386,057		825,807		625,807
FUND BALANCE ANALYSIS	Unaudited - FY 25			Unaudited		Unaudited
NONSPENDABLE	6,591	Nonspendable		6,591		6,591
ASSIGNED TO OPERATING RESERVES	282,475	Assigned to Operating reserves		331,869		331,869
ASSIGNED TO PROJECTS	-	-	-	-		-
UNASSIGNED	833,110			487,347		287,347
	1,122,175			825,807		625,807

**STATEMENT 1**  
**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**  
**FY 2026 AMENDED BUDGET GENERAL FUND (O&M) VISION PROJECTS - \$200,000**

Known Estimates

Interior Painting	\$	1,500.00
Exterior Painting	\$	1,200.00
Splash Pad Painting	\$	1,500.00
Pool Plaster Repair	\$	250.00
	\$	4,450.00

To Be Determined Estimates

Tennis Court Lights  
Pool Deck Furniture  
Clubhouse Furniture  
Basketball Fence  
Volleyball Court Benches  
Signposts Around the District  
Pergola at Tuckerton



**EXHIBIT 7**

**RETURN TO AGENDA**

## **Clubhouse and Amenities Manager Report**

**February 2026**

### **1. General Updates**

#### **a. Irrigation System Repairs**

CDD staff has continued performing irrigation system repairs throughout the community. Multiple sprinkler heads have been repaired or replaced, and several system leaks have been identified and repaired.

#### **b. Ongoing project of straightening of signpost and road signs throughout the property.**

c. Repairs to the clubhouse equipment, to include replacement of the men's bathroom door hydraulic closure, light fixtures repair/replacement, flag pole flag (torn during high winds), restoration of the Gym's Tv (we need to purchase 2 new Tvs), repairs of meeting room long tables, repairs to the center table wheels, tighten of all toilet seats, pool gate hydraulic closure, oiling of playground swings, etc.

### **2. CDD Employee Policy Manual / Handbook**

a. The CDD Employee Policy Manual and Handbook has been distributed to the Board of Supervisors, District Manager, and District Counsel for review and feedback.

### **3. Events**

#### **a Small Business Expo**

Second Small Business Expo will be conducted on February 7, 2026, from 10:00 a.m. to 2:00 p.m. Six businesses have registered to participate.

#### **b. Upcoming Event Planning**

For the Easter event, we have decided to use YTE Events for Saturday March 28 from 1:00 to 5:00pm.

### **4. Access Control Update**

a. Access control restoration to the playground, basketball, and tennis courts remains pending.

### **5. Security Camera**

a. Agreement has been executed by all parties. ECS performed a property visit on February 3, 2026, to discuss upgrade plan and camera locations. Plans are to start upgrading in the next two weeks.

### **6. Fountain Pump Status**

a. All fountain pumps are operational.



## **7. Playground Fence Replacement**

a. Access control fob readers still need to be repaired following the playground fence replacement. Additional updates may be provided by the District Manager or District Counsel.

## **8. Landscaping and Irrigation Services**

a. Steadfast started on the right track in regard to services.

## **9. Resident Concerns / Complaints**

a. Trees in the CDD side of the properties continue to be a main concern for some residents. Particularly the encroachment of the branches and roots.

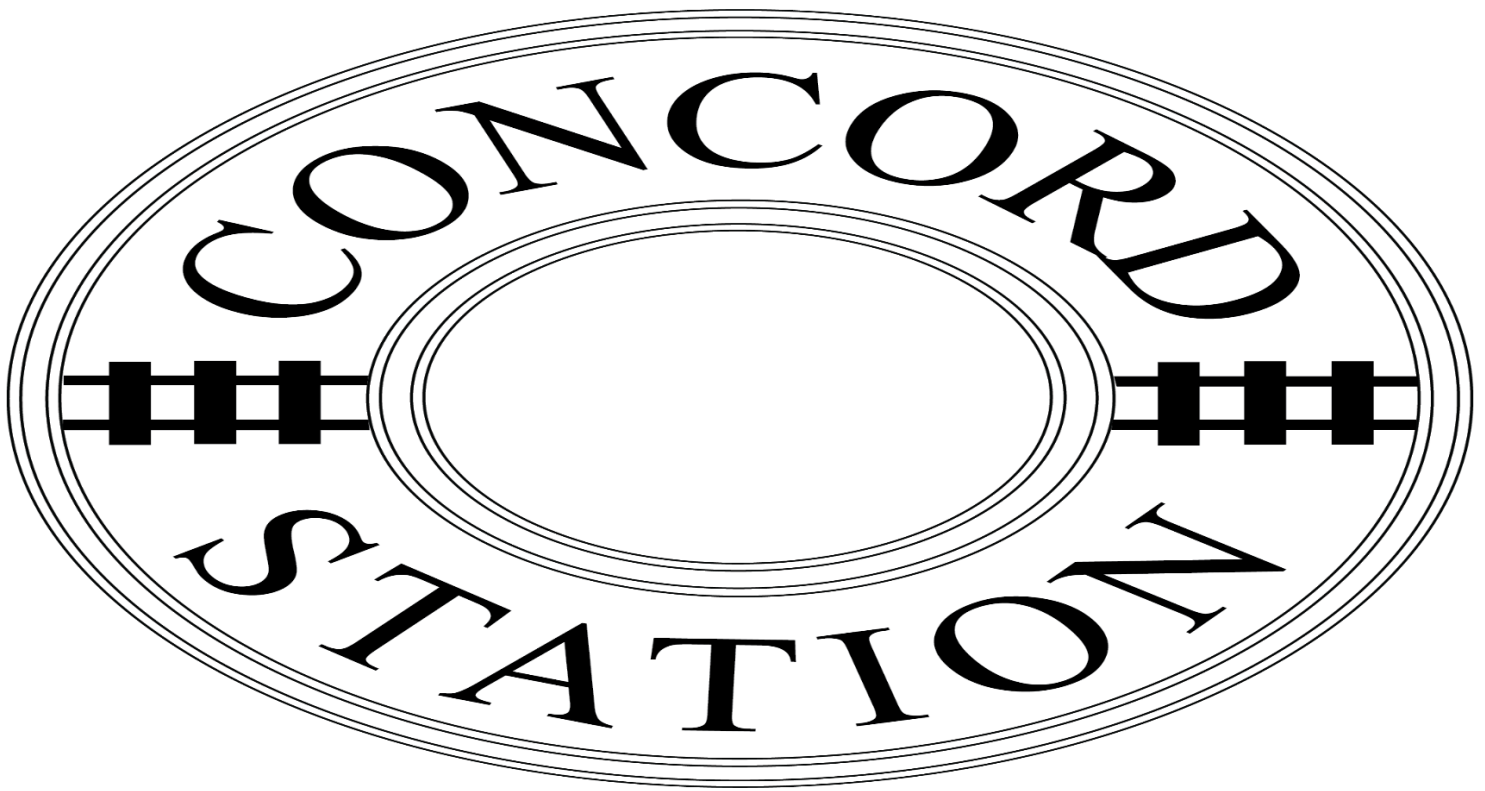
## **10. 2026 Projects Under Consideration**

- Splash pad painting – Spring 2026 (est. \$1,480)
- Pool floor plaster delamination repair – Spring 2026 (est. \$250)
- Interior and exterior Clubhouse painting – April 2026 (est. \$1,850)
- Lighting improvements for courts, pool, and playground
- Court fencing repairs
- Pool deck furniture repairs or replacement
- Volleyball court bench repairs

**EXHIBIT 8A**

**RETURN TO AGENDA**





**CONCORD STATION**  
**COMMUNITY DEVELOPMENT DISTRICT**

**EMPLOYEE POLICY**  
**MANUAL**

February 2026

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## **I. ORGANIZATION OVERVIEW**

A. Relationships between Concord Station CDD Board of Supervisors, the District Employee Liaison, District Manager, Clubhouse and Amenities Manager, Clubhouse and Amenities Staff, and Third Party Payroll Company.

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.). The District Manager has no supervisory role over Concord Station CDD directly hired employees.

The Board has designated an Employee Liaison for employees directly hired by the District. The Employee Liaison serves as a point of communication between staff and the Board on employee-related matters but does not participate in day-to-day management or supervision.

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. The CAM coordinates employee related matters with the District Employee Liaison.

The District, through the Employee Liaison and CAM, maintains a co-employment relationship with a Third Party Payroll Company for payroll processing and workers’ compensation coverage/claims handling.

New hires shall acknowledge receipt of this handbook (Appendix 1) and sign an at-will employment agreement (Appendix 2).

### **B. Organization Chart**

See Appendix 3 for the CSCDD Organization Chart.

### **C. Job Descriptions**

See Appendix 4 for job descriptions.

## **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 Public 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

Florida Law requires that all new employees shall have employment verification through E-Verify. The District, with the assistance of the Third Party Payroll Company, hires only individuals authorized to work in the United States. New employees must provide required documentation to complete the I-9 Form 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. The District will review concerns fairly, maintain confidentiality to the extent possible, and address complaints as necessary and within the bounds of the law.

#### C. Performance Review Policy



Performance reviews clarify responsibilities, evaluate performance, identify development needs, and inform compensation decisions. Performance reviews will be scheduled and conducted by the Clubhouse and Amenities Manager using Appendix - 5.

#### 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 laws. Appendix – 6 will be used to document termination.

#### E. Exit Interview

Departing employees are encouraged to complete an exit interview with the CAM and when feasible with the Employee Liaison.

### **IV. COMPENSATION AND BENEFITS**

#### A. Compensation for Hours Worked

Starting wages are competitive and commensurate with experience and job scope as established in hiring documentation and job offer letters.

#### B. Raises

All positions are subject to a 90-day probationary period; a wage adjustment within the Board-approved range may be granted after the probationary period at the CAM's discretion. Annual and longevity/performance increases are at the discretion and approval of the Board of Supervisors.

#### C. Benefits

Eligible salaried employees may receive health, dental, vision, 401(k), and ancillary benefits per prescribed on the job offer letter. The District contributes 50% of the lowest employee-only health insurance premium if employees elect to receive health insurance through employment. As a health incentive benefit, use of the gym will be permitted during off-duty hours only and in a manner that does not interfere with residents' use of the equipment. 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.

In compliance with the PUMP Act for Nursing Mothers, nursing mothers will be provided with a private, non-bathroom space in which to express breast milk. Employees are permitted to use their two 15-minute paid rest break period and meal break for this purpose, though additional unpaid break time may be granted based on need. Employees intending to make use of this policy should inform the CAM in advance so that the space can be designated and availability ensured.

### C. Employee Attendance Records

The CAM, assisted by the Front Desk 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 for personal time off should be submitted at least two (2) weeks in advance, and requests for vacation leave should be submitted at least one (1) month in advance, using the PTO Request Form (Appendix 7). Requests for weekend PTO (Friday through Monday) require prior approval from the Clubhouse & Amenities Manager. All PTO request will be granted or denied based on operational and staffing needs.

Accrual						Schedule:
•After	probation	through	Year	2:	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 at 5:00pm (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).

## **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 to urgent matters; 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. If you believe that something has been stolen from you, please report it to appropriate law enforcement entities and inform the CAM so that we can retain any security footage in our possession.

### **E. District Property**

District property and systems are for work-related purposes only. Report loss or damage promptly to the CAM.

### **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. 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, reservations management and handling of minor maintenance related issues.

#### 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. 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 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. 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 6 and 8.

## APPENDIX – 1

### 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**

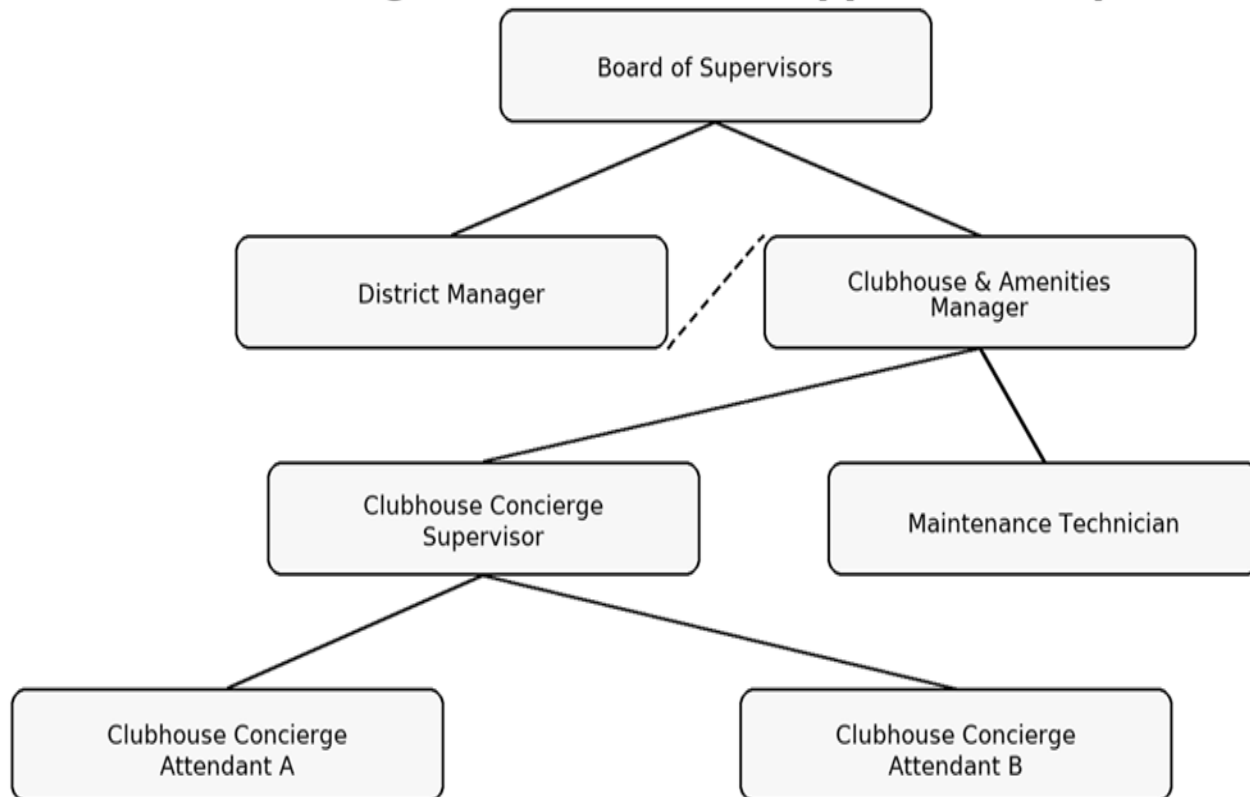
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**Signature**

---

**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

## **APPENDIX-4 (CONT.)**

### **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 point of contact during the absence or leave of the Clubhouse & Amenities Manager.

#### **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 and amenities areas clean, orderly, and maintained
- Assist Clubhouse Manager as directed.
- 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: Assist the CAM in the supervision of the Concierge Attendants

## **APPENDIX-4 (CONT.)**

### **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 and amenities areas 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



## **APPENDIX-4 (CONT.)**

### **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.
- 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- 5

## EMPLOYEE EVALUATION

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Manager: \_\_\_\_\_

Anniversary Date: \_\_\_\_\_

Department: \_\_\_\_\_

Year Hired: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

Raise Approved: Yes ☐ No ☐

New Hourly Rate: \_\_\_\_\_

BEHAVIOR	ASSESSMENT				COMMENTS
	Role Model Outstanding	Highly Effective	Effective	Needs Improvement	
Adaptability					
Communication					
Customer Service					
Interpersonal Skills					
Judgment					
Personal Account- Ability/Ownership					
<b>JOB PERFORMANCE</b>					
Quality of Work					
Quantity of Work					
Job Knowledge					
Dependability					
Initiative					
Organizational Skills					
<b>ATTENDANCE</b>					
Absences					
Tardiness					

Overall Rating (Check One):

☐ Outstanding

☐ On-Target Performance

☐ Strong Performance

☐ Action Needed

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

## APPENDIX – 6

### 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 ☐ Absenteeism or Tardiness  
☐ Dissatisfied (type of work) ☐ Failure to Meet Performance Expectations  
☐ Dissatisfied (salary) ☐ Insubordination  
☐ Dissatisfied (supervisor) ☐ Not qualified for the position  
☐ Dissatisfied (working conditions)  
☐ Generally dissatisfied ☐ Dishonesty or Theft  
☐ Retirement  
☐ Returned to school  
☐ Moving out of area  
☐ Family or personal circumstances  
☐ In Lieu of Discharge  
☐ No Reason Given

##### Involuntary Termination (check one)

- ☐ Gross Misconduct  
☐ 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



**APPENDIX – 7**

**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: \_\_\_\_\_

\_\_\_\_\_  
of Employee Date \_\_\_\_\_ Signature

Approval:

\_\_\_\_\_  
Clubhouse and Amenities Manager Date \_\_\_\_\_

## EMPLOYEE WARNING REPORT

**-CONFIDENTIAL-**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Client Company Name: \_\_\_\_\_ Violation Date: \_\_\_\_\_

Violation			
<input type="checkbox"/> Alcohol/Drug Abuse	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attitude	<input type="checkbox"/> Carelessness
<input type="checkbox"/> Conduct	<input type="checkbox"/> Fighting	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Personal Work
<input type="checkbox"/> Quality of Work	<input type="checkbox"/> Safety	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Work Rules
<input type="checkbox"/> Other: _____			

**Company Statement:** \_\_\_\_\_

---



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(Use additional sheets if necessary)

**Employee Statement:**

- ☐ I agree with the company statement.  
☐ I do not agree with the company statement.

**Comments:** \_\_\_\_\_

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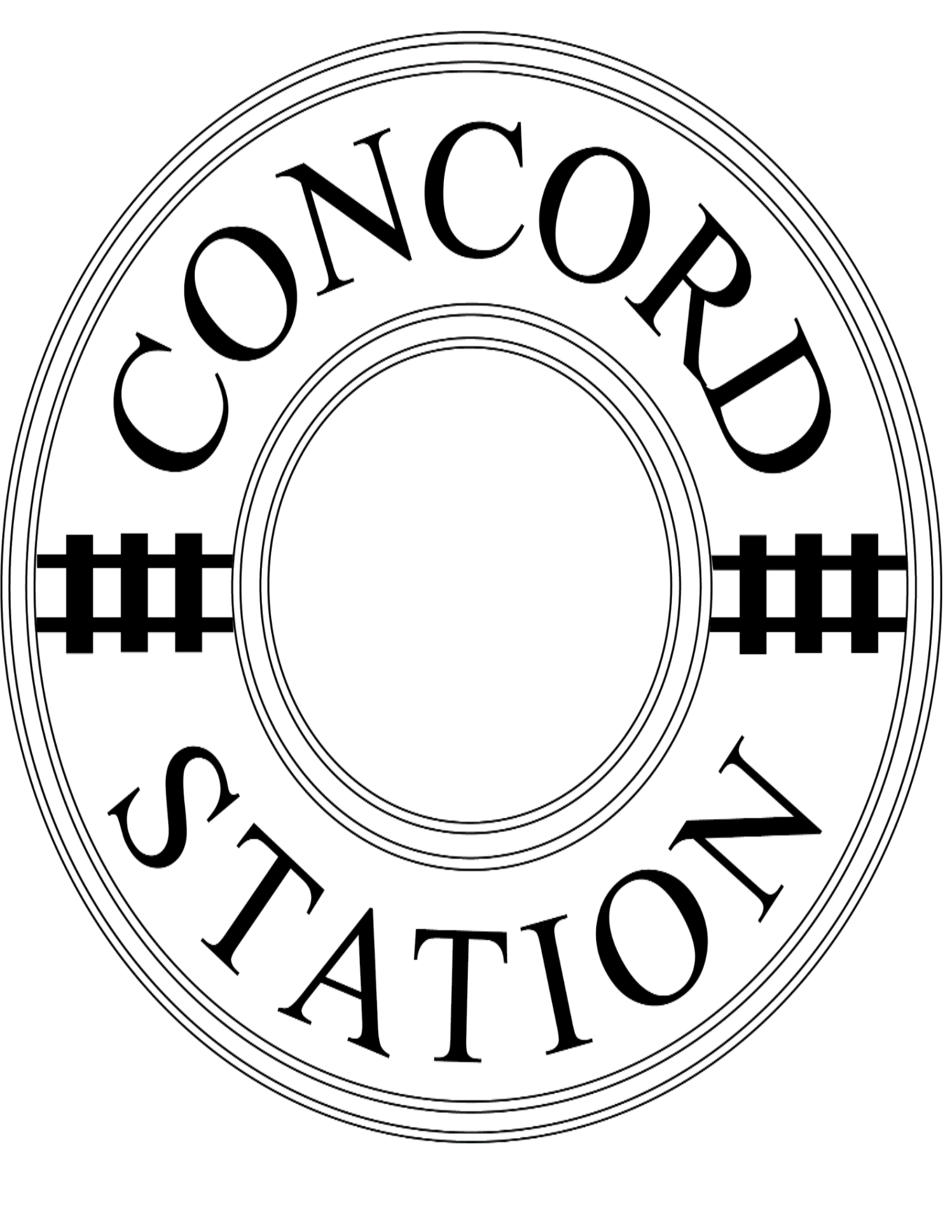
(Use additional sheets if necessary)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Indicates receipt of written warning)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

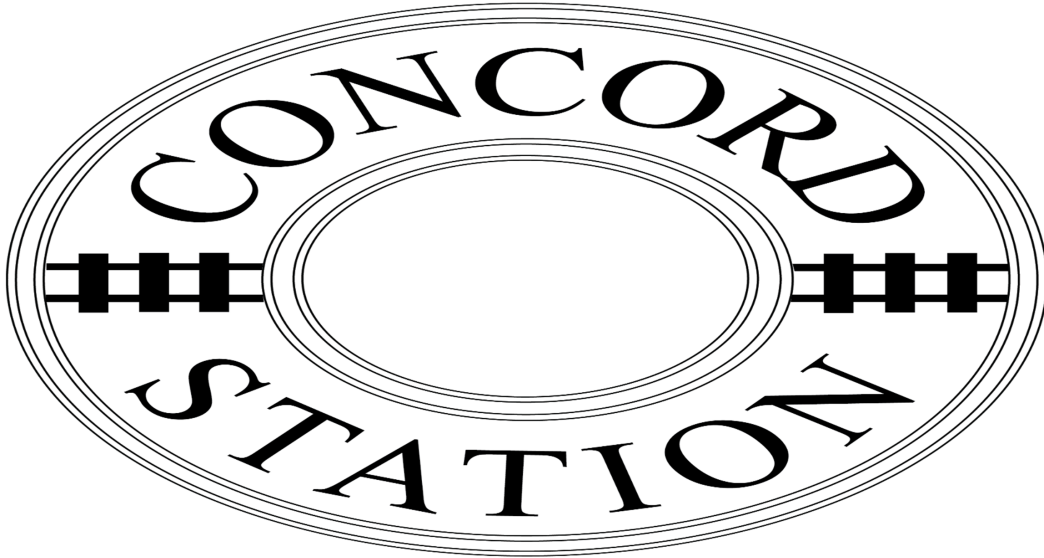
## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





**EXHIBIT 8B**

**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)

**Commented [MH1]:** Do you have 15 or more employees? Otherwise these do not apply and we may want to change the language to be less statute specific. Additionally, if we have 50 or more employees, we will likely need to add in some language regarding the FMLA, though I doubt that we have those numbers at this time.



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.

Commented [MH2]: See comment above.

#### E. Veterans' Preference

The District follows Chapter 295, Florida Statutes, providing veterans' preference in employment, retention, and promotion for eligible individuals.

#### F. Florida Public 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 to complete the Form I-9 within three (3) business days of employment. Employees with work authorization that expires must provide updated documentation prior to expiration. In accordance with Florida Law, all new employees will have their employment authorization checked through E-Verify.

#### 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 address complaints as necessary and within the bounds of the law.

#### 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.

Commented [MH3]: This needs to be done consistently if it is part of the handbook, especially the portion about performance reviews every three months.

#### 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.~~

**Commented [MH4]:** As a suggestion, make this policy all or nothing, either the employee will be paid for unused PTO under specified circumstances or not, it is an adverse employment action to give some people a PTO payout and not others.

#### 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 ~~AND BENEFITS~~

#### ~~A. Job Descriptions~~

~~Job descriptions are provided in Appendix 4.~~

**Commented [MH5]:** This just makes things more complicated as positions are added or changed. I recommend just keeping the job descriptions separate.

#### 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 after the probationary period 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.

**Commented [MH6]:** I do not recommend having this as an available option. To begin, this payment likely will be considered wages for the purpose of the FLSA, and which means that it needs to be factored into any overtime calculations. Secondly, you will need to pay employer side taxes on this amount as well as factor this into wage calculations for the purposes of most retirement plans. Finally, you will need to track this and take it away in the event of a qualifying event that results in the employee getting health insurance, which is likely going to be unpopular.

### 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 unpaid 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.

In compliance with the PUMP Act for Nursing Mothers, nursing mothers will be provided with a private, non-bathroom space in which to express breast milk. Employees are permitted to use their two 15-minute paid rest break period and meal break for this purpose, though additional unpaid break time may be granted based on need. Employees intending to make use of this policy should inform the CAM in advance so that the space can be designated and availability ensured.

#### 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 for personal time off should be submitted at least two (2) weeks in advance, and requests for vacation leave should be submitted at least one (1) month in advance, using the PTO Request Form (Appendix 9). Requests for weekend PTO (Friday through Monday) require prior approval from the Clubhouse & Amenities Manager, and will be granted based on operational and staffing 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 at 5:00pm (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.

**Commented [MH7]:** This is kind of an odd statement, if the intent is that only salaried employees receive paid holidays, then I recommend the included changes, if it is something else, I think further revisions may be necessary.



## 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. If you believe that something has been stolen from you, please report it to appropriate law enforcement entities and inform the CAM so that we can retain any security footage in our possession.

### E. District Property

District property and systems are for work-related purposes only. Report loss or damage promptly to the CAM.

### 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.

**Commented [MH8]:** Don't include the examples, it will create First Amendment concerns as a government entity.

## 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.

**Commented [MH9]:** This is likely to cause First Amendment and NLRA concerns, it is best to remove it.

# 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.

**APPENDIX – 1**

**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.

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**Employee name**

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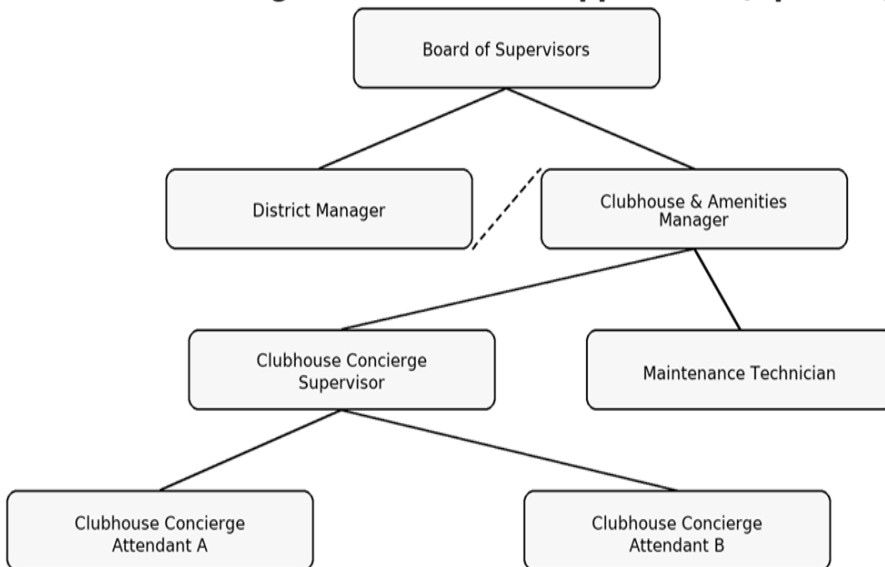
**Signature**

---

**Date**



### CSCDD Organization Chart - Appendix 3 (Updated)



----- Dashed line indicates liaison/coordination (no direct supervision).

## **APPENDIX – 4**

### **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
- Administering 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



## **APPENDIX-4 (CONT.)**

- 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.

#### **APPENDIX – 4**

- Respond promptly to emergency maintenance situations and perform after-hours work when required.
- 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.

**Commented [MH10]:** Again, I don't recommend this.



**APPENDIX – 5**  
**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)?

**Commented [MH11]:** Please bear in mind that all of this will be a public record.

#### **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?

**APPENDIX-5 (CONT.)**

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	ASSESSMENT				COMMENTS
	Role Model Outstanding	Highly Effective	Effective	Needs Improvement	
Adaptability					
Communication					
Customer Service					
Interpersonal Skills					
Judgment					
Personal Account- Ability/Ownership					
<b>JOB PERFORMANCE</b>					
Quality of Work					
Quantity of Work					
Job Knowledge					
Dependability					
Initiative					
Organizational Skills					
<b>ATTENDANCE</b>					
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			
<input type="checkbox"/> Alcohol/Drug Abuse	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attitude	<input type="checkbox"/> Carelessness
<input type="checkbox"/> Conduct	<input type="checkbox"/> Fighting	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Personal Work
<input type="checkbox"/> Quality of Work	<input type="checkbox"/> Safety	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Work Rules
<input type="checkbox"/> 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: \_\_\_\_\_

APPENDIX – 8

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 ☐ Absenteeism or Tardiness  
☐ Dissatisfied (type of work) ☐ Failure to Meet Performance Expectations  
☐ Dissatisfied (salary) ☐ Insubordination  
☐ Dissatisfied (supervisor) ☐ Not qualified for the position  
☐ Dissatisfied (working conditions) ☐ Gross Misconduct  
☐ Generally dissatisfied ☐ Dishonesty or Theft  
☐ Retirement ☐ Job abandonment  
☐ Returned to school ☐ Death  
☐ Moving out of area ☐ Other  
☐ Family or personal circumstances  
☐ In Lieu of Discharge  
☐ No Reason Given

**Involuntary Termination (check one)**

**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



**APPENDIX – 9**

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_

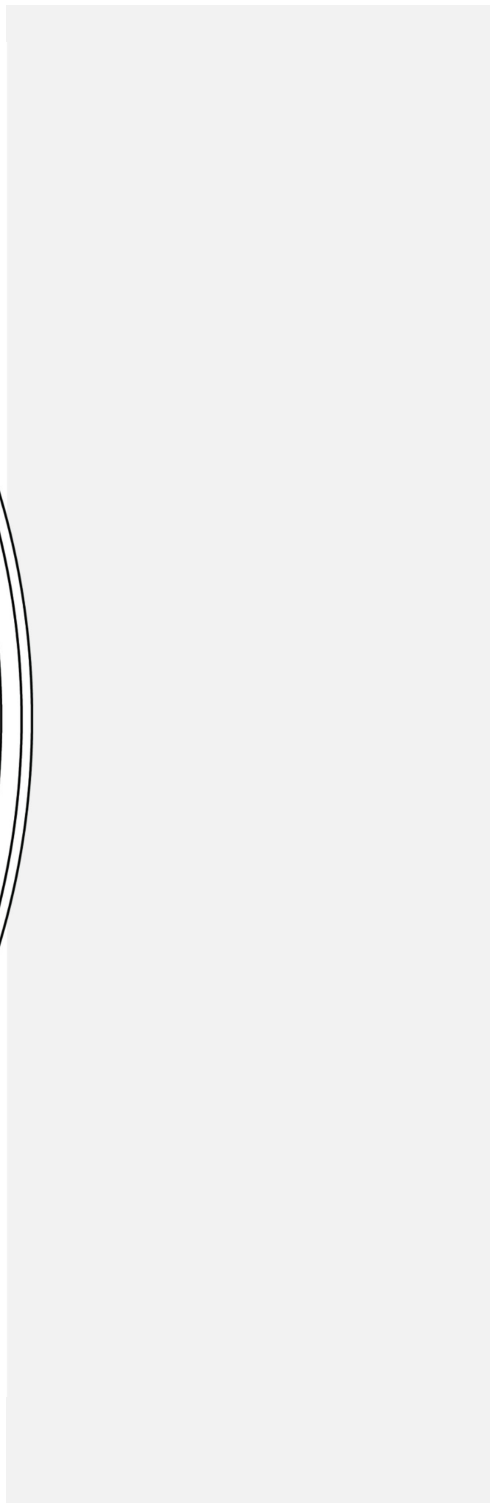
Total Number of Days Requested: \_\_\_\_\_

\_\_\_\_\_  
of Employee Date \_\_\_\_\_ Signature

Approval:

\_\_\_\_\_  
Clubhouse and Amenities Manager Date \_\_\_\_\_

[illegible]





## **EXHIBIT 9**

### **RETURN TO AGENDA**







**EXHIBIT 10**

**RETURN TO AGENDA**

# **Concord Station Community Development District**

## **Summary Financial Statements (Unaudited)**

**December 31, 2025**

**Concord Station  
Balance Sheet  
December 31, 2025**

	<b>General Fund</b>	<b>Reserve Fund</b>	<b>Debt Srv Fund</b>	<b>Total</b>
<b>1 Assets:</b>				
2 Cash - Operating Account	\$ -	\$ -	\$ -	-
3 Cash - Restricted Cash	-	-	-	-
4 Cash - Operating Account Southstate	82,733	-	-	82,733
5 Cash - Money Market Account	4,387,080	752,056	-	5,139,136
6 Cash - Operating (Square)	8,407	-	-	8,407
7 Debit Card	1,205	-	-	1,205
8 Investments:				
9 Revenue Trust Fund	-	-	2,805	2,805
10 Interest Fund	-	-	-	-
11 Debt Service Reserve Fund	-	-	917,982	917,982
12 Prepayment Fund	-	-	84,164	84,164
13 Accounts Receivable	1,030	-	-	1,030
14 On-Roll Assessments Receivable	92,616	-	97,235	189,851
15 Due from Other Funds	-	-	1,809,868	1,809,868
16 Deposits	6,591	-	-	6,591
17 Prepaid Items	-	-	-	-
<b>18 Total Assets</b>	<b>\$ 4,579,661</b>	<b>\$ 752,056</b>	<b>\$ 2,912,054</b>	<b>\$ 8,243,771</b>
<b>19 Liabilities:</b>				
20 Accounts Payable	21,497	-	-	21,497
21 Accrued Payable	18,007	-	-	18,007
22 Due to Other Funds	1,809,868	-	-	1,809,868
23 Deposits Payable	5,564	-	-	5,564
24 Deferred Revenue - On-Roll	92,616	-	97,235	189,851
<b>25 Fund Balance:</b>				
26 Non-Spendable:	6,591	-	-	6,591
27 Assigned - Reserved	331,869	752,056	-	1,083,925
28 Restricted	-	-	2,814,818	2,814,818
28 Unassigned	1,044,573	-	-	1,044,573
29 Net Change in Fund Balance	1,249,077	-	-	1,249,077
<b>30 Total Liabilities &amp; Fund Balance</b>	<b>\$ 4,579,661</b>	<b>\$ 752,056</b>	<b>\$ 2,912,054</b>	<b>\$ 8,243,771</b>



**Concord Station**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the Period of October 1, 2025 through December 31, 2025**

	<b>FY2026 Adopted Budget</b>	<b>FY2026 Budget Year to Date</b>	<b>FY2026 Actual Year to Date</b>	<b>Variance Over/(Under) Budget</b>
<b>1 Revenues:</b>				
2 Special Assessments	\$ 1,694,847	\$ 677,939	\$ 1,652,231.97	\$ 974,293
3 Tax Roll for Transfer to Reserve Fund	50,000	-	-	-
4 Fund Balance Forward	246,368	-	-	-
5 Interest Income	-	-	23,462	23,462
6 Clubhouse Rentals	-	-	3,024	3,024
7 Fees for Fence Project	-	-	-	-
8 Key/Access/Transponder Revenue	-	-	-	-
9 Miscellaneous Revenue	-	-	23,562	23,562
<b>10 Total Revenues</b>	<b>1,991,215</b>	<b>677,939</b>	<b>1,702,280</b>	<b>1,024,341</b>
11				
<b>12 Expenditures:</b>				Variance (Over) / Under
<b>13 Financial &amp; Administrative</b>				
14 Supervisor Compensation	13,000	3,250	3,800	(550)
15 Administrative Services	3,000	750	-	750
16 District Management	33,750	8,438	6,250	2,188
17 District Engineer	30,000	7,500	9,594	(2,094)
18 Assessment Roll	2,500	625	625	-
19 Financial & Revenue Collections	2,500	625	625	-
20 Accounting Services	16,000	4,000	4,000	-
21 Auditing Services	5,500	-	-	-
22 Miscellaneous Mailings	1,500	-	-	-
23 Public Officials Liability Insurance	3,519	3,316	3,316	-
24 Bank Fees	800	200	113	87
25 Dues, Licenses & Fees	175	175	2,648	(2,473)
26 Legal Advertising	1,500	375	407	(32)
27 Tax Collector/Property Appraiser Fee	150	-	-	-
28 ADA Website Compliance	2,015	1,515	1,515	-
29 Website Hosting, Maintenance & Backup	1,500	1,500	72	1,428
30 District Counsel	45,000	11,250	21,942	(10,692)
<b>31 Total Financial &amp; Administrative</b>	<b>162,409</b>	<b>43,519</b>	<b>54,907</b>	<b>(11,388)</b>
32				
<b>33 Debt Administration</b>				
34 Dissemination Agent	5,000	1,250	1,250	-
35 Trustee Fees	6,500	-	-	-
36 Arbitrage Rebate Calculation	500	-	-	-
<b>37 Total Debt Administration</b>	<b>12,000</b>	<b>1,250</b>	<b>1,250</b>	<b>-</b>
38				
<b>39 Security Operations</b>				
40 Off Duty Deputy	41,760	10,440	-	10,440
<b>41 Total Security Operations</b>	<b>41,760</b>	<b>10,440</b>	<b>-</b>	<b>10,440</b>
42				
<b>43 Electric Utility Services</b>				
44 Utility Services	16,000	4,000	4,025	(25)
45 Utility - Recreation Facilities	32,000	8,000	7,125	875
46 Utility - Streetlights	106,000	26,500	22,840	3,660
<b>47 Total Electric Utility Services</b>	<b>154,000</b>	<b>38,500</b>	<b>33,989</b>	<b>4,511</b>
48				
<b>49 Garbage/Solid Waste Control Services</b>				
50 Solid Waste Assessment	900	900	1,104	(204)
51 Garbage - Recreation Facilities	1,040	260	510	(250)
<b>52 Total Garbage/Solid Waste Control Services</b>	<b>1,940</b>	<b>1,160</b>	<b>1,614</b>	<b>(454)</b>

**Concord Station**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the Period of October 1, 2025 through December 31, 2025**

53					
54	<b>Water-Sewer Combination Services</b>				
55	Utility - Recreation Facilities	10,000	2,500	2,075	425
56	<b>Total Water-Sewer Combination Services</b>	<b>10,000</b>	<b>2,500</b>	<b>2,075</b>	<b>425</b>
57					
58	<b>Stormwater Control</b>				
59	Pest Control	3,500	875	-	875
60	Aquatic Maintenance	120,837	30,209	27,669	2,540
61	Lake/Pond Bank Maintenance & Repair	20,000	5,000	-	5,000
62	Stormwater Assessments	2,000	1,871	1,871	-
63	Wetland Monitoring & Maintenance	-	-	-	-
64	Fountain Service Repair & Maintenance	4,500	1,125	-	1,125
65	Acquatic Plant Replacement	2,500	-	-	-
66	Stormwater System Maintenance	2,500	-	-	-
67	Wetland Invasive Areas Maintenance	2,500	-	-	-
68	<b>Total Stormwater Control</b>	<b>158,337</b>	<b>39,080</b>	<b>29,540</b>	<b>9,540</b>
69					
70	<b>Other Physical Environment</b>				
71	Property Insurance	37,161	37,161	39,261	(2,100)
72	General Liability Insurance	4,523	-	-	-
73	Entry & Walls Maintenance & Repair	5,000	1,250	-	1,250
74	Landscape Maintenance	264,350	66,088	70,238	(4,150)
75	Well Maintenance	500	125	-	125
76	Landscape - Fertilizer	18,000	4,500	1,500	3,000
77	Landscape Replacement Plants, Shrubs, Trees	15,000	3,750	-	3,750
78	Landscape Inspection Services	-	-	-	-
79	Fire Ant Treatment	2,500	625	-	625
80	Holiday Decorations	58,280	14,570	-	14,570
81	Landscape - Pest Control/OTC Injections	8,900	2,225	575	1,650
82	Landscape - Mulch	32,500	8,125	-	8,125
83	Landscape - Annuals/Flowers	5,900	1,475	1,475	-
84	Landscape - Pest Control	-	-	-	-
85	Irrigation Repair	20,000	5,000	-	5,000
86	Rust Prevention	15,000	3,750	3,405	345
87	<b>Total Other Physical Environment</b>	<b>487,614</b>	<b>148,644</b>	<b>116,454</b>	<b>32,190</b>
88					
89	<b>Road &amp; Street Facilities</b>				
90	Roadway Repair & Maintenance	5,000	-	-	-
91	<b>Total Road &amp; Street Facilities</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
92					
93	<b>Parks &amp; Recreation</b>				
94	Management Contract	-	-	-	-
95	Amenity Management Contracted Employee Salaries	332,020	83,005	71,217	11,788
96	Clubhouse Maintenance & Repair	27,000	6,750	7,483	(733)
97	Gate Maintenance & Repair	1,000	250	-	250
98	Computer Support, Maintenance & Repair	2,000	500	-	500
99	Fitness Equipment Maintenance & Repair	5,000	1,250	350	900
100	Clubhouse Facility Janitorial Services	20,500	5,125	3,750	1,375
101	Clubhouse Facility Janitorial Supplies	5,000	1,250	-	1,250
102	Pool Service Contract	27,600	6,900	4,600	2,300
103	Security System Monitoring Services & Maintenance	11,724	2,931	871	2,060
104	Facility A/C & Heating Maintenance & Repair	5,000	1,250	-	1,250
105	Furniture Repair & Replacement	7,000	1,750	-	1,750
106	Pool Permits	425	106	-	106
107	Playground Equipment Maintenance & Repairs	2,500	625	-	625
108	Vehicle Maintenance	750	188	-	188

**Concord Station**  
**General Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the Period of October 1, 2025 through December 31, 2025**

109 Telephone, Fax & Internet	9,000	2,250	2,187	63
110 Athletic Court/Field/Playground Maintenance	2,500	625	-	625
111 Pool/Water Park/Fountain Maintenance	6,000	1,500	2,745	(1,245)
112 Pest Control & Termite Bond	1,300	325	156	169
113 Office Supplies	3,500	875	-	875
114 Wildlife Management Services	2,500	625	-	625
115 Dog Waste Station Supplies and Maintenance	10,000	7,979	7,979	-
116 <b>Total Parks &amp; Recreation</b>	<b>482,319</b>	<b>126,059</b>	<b>101,337</b>	<b>24,722</b>
117				
118 <b>Special Events &amp; Contingency</b>				
119 Clubhouse - Special Events	25,000	6,250	1,500	4,750
120 Miscellaneous Contingency	250,000	1,571	110,538	(108,967)
121 Capital Outlay	150,836	-	-	-
122 <b>Total Special Events &amp; Contingency</b>	<b>425,836</b>	<b>7,821</b>	<b>112,038</b>	<b>(104,217)</b>
123				
124 <b>Total Expenditures Before Other Financing Sources</b>	<b>1,941,215</b>	<b>418,973</b>	<b>453,203</b>	<b>(34,230)</b>
125				
126 <b>Total Other Financing Sources (Uses)</b>				
127 Interfund Transfer to Capital Reserve Fund	50,000	-	-	-
128 <b>Total Other Financing Sources (Uses)</b>	<b>1,991,215</b>	<b>418,973</b>	<b>453,203</b>	<b>(34,230)</b>
129				
130 Transfer In			-	
131				
132 <b>Total Excess Expenditures Over (Under) Revenues</b>	<b>-</b>	<b>258,966</b>	<b>1,249,077</b>	<b>990,111</b>
133				
134 <b>Fund Balance - Beginning</b>			<b>1,383,033</b>	
135				
136 <b>Fund Balance - Ending</b>			<b>2,632,110</b>	



**Concord Station**  
**Capital Reserve Fund**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the Period of October 1, 2025 through December 31, 2025**

	FY025 Adopted Budget	FY2025 Actual Year to Date
1 <b>Revenues:</b>		
2 Interest Earnings	\$ -	\$ -
3 Special Assessments	-	-
4 <b>Total Revenues</b>	<u>-</u>	<u>-</u>
5 <b>Expenditures:</b>		
6 Increase in Fund Balance	50,000	-
7 <b>Total Expenditures</b>	<u>50,000</u>	<u>-</u>
8 <b>Excess Expenditures Over (Under) Revenues</b>	<u>(50,000)</u>	<u>-</u>
9 <b>Other Sources (Uses)</b>		
10 Transfer In from General Fund	50,000	-
12 <b>Total Other Sources (Uses)</b>	<u>50,000</u>	<u>-</u>
Transfer Out	<u>-</u>	<u>-</u>
13 <b>Fund Balance - Beginning</b>	-	752,056
14 <b>Fund Balance - Ending</b>	<u>-</u>	<u>752,056</u>

**Concord Station**  
**Debt Service 2016**  
**Statement of Revenue, Expenditures and Change in Fund Balance**  
**For the Period of October 1, 2025 through December 31, 2025**

	Adopted Budget	Actual Year to Date
1 <b><u>Revenues:</u></b>		
2 Special Assessments - On-Roll, Net	\$ 1,831,880	\$ 1,734,645
3 Prepayment Revenue	-	-
4 Interest	-	11,487
5		
6 <b>Total Revenues</b>	<b>1,831,880</b>	<b>1,746,131</b>
7		
8		
9 <b><u>Expenditures:</u></b>		
10		
11 Debt Service Obligation , Net	1,831,880	365,577
18		
19 <b>Total Expenditures</b>	<b>1,831,880</b>	<b>365,577</b>
20		
21 <b>Excess Expenditures Over (Under) Revenues</b>	<b>-</b>	<b>1,380,555</b>
22		
23 <b><u>Other Sources (Uses)</u></b>		
24 Transfer In	-	-
25 Transfer Out	-	-
26 <b>Total Other Sources (Uses)</b>	<b>-</b>	<b>-</b>
27		
28 <b>Fund Balance - Beginning</b>	<b>-</b>	<b>1,434,264</b>
29		
30 <b>Fund Balance - Ending</b>	<b>-</b>	<b>2,814,819</b>

**Concord Station  
Balance Sheet  
December 31, 2025**

Balance per Bank Statement	\$	105,778.14
Plus: Deposits in Transit		-
Less: Outstanding Checks		(23,045.09)
	<b>\$</b>	<b>82,733.05</b>

Beginning Balance		118,107.76
Receipts		152,511.90
Disbursements		(176,717.49)
<b><i>Balance per Book</i></b>	<b>\$</b>	<b>93,902.17</b>



**Concord Station  
Check Register  
FY2026**

Date	Check #	Payee	Deposit	Deposit	Disbursement	Balance
9/30/25		Balance		-	-	118,107.76
10/1/25	5098	Anchor Stone Management, LLC	District Management Service		4,250.00	113,857.76
10/1/25	5099	RedTree Landscape Systems	Amen cent landscape		10,400.00	103,457.76
10/1/25	5100	RedTree Landscape Systems	Irrigation Repairs		5,000.00	98,457.76
10/1/25	5101	Let's Plan A Party	Event-DEPOSIT (50%)		1,500.00	96,957.76
10/1/25	5102	RedTree Landscape Systems	landscape maint		24,104.17	72,853.59
10/1/25	5103	Suncoast Rust Control, Inc.	Monthly water treatment		1,135.00	71,718.59
10/1/25	5104	ECS Integrations LLC	camera mgmt		750.00	70,968.59
10/2/25			Funds Transfer	50,000.00		120,968.59
10/2/25	100225ach	Duke Energy	0000 Trinity Cottage Dr.		1.91	120,966.68
10/3/25			Deposit	2,511.90		123,478.58
10/4/25	5105	M&G Investors, LLC	Janitorial Services-Cleaning		1,250.00	122,228.58
10/9/25	100925ach	Florida Department of Commerce	Annual District Fee		175.00	122,053.58
10/9/25	10/9/25	Heartland Payroll	Payroll		91.00	121,962.58
10/9/25	10/9/25	Heartland Payroll	Employee Payroll		1,771.68	120,190.90
10/9/25	10/9/25	Heartland Payroll	PR		8,298.08	111,892.82
10/10/25	5106	Kilinski Van Wyk PLLC	Legal Services		7,697.20	104,195.62
10/10/25	5107	Fitness Logic	Repairs/Maint		175.00	104,020.62
10/13/25	5112	Piper Fire Protection, LLC	Svc Fire Alarm		310.00	103,710.62
10/13/25	5113	Piper Fire Protection, LLC	Fire Monitoring		300.00	103,410.62
10/13/25	5108	RedTree Landscape Systems	Landscape Enhacement		1,475.00	101,935.62
10/13/25	5109	Randall W. Griffin	100925 BOSMTG		200.00	101,735.62
10/13/25	5110	Marcela Cisternas	100925 BOSMTG		200.00	101,535.62
10/13/25	5111	Kevin Wagner	100925 BOSMTG		200.00	101,335.62
10/14/25	5114	Advanced Drainage Solutions			29,002.50	72,333.12
10/14/25	5115	Jessica LaBarbera.	BOS MTG 100925		200.00	72,133.12
10/14/25			Funds Transfer	50,000.00		122,133.12
10/14/25	101425ach	ADT Security Services	18636 Mentmore Blvd		60.33	122,072.79
10/14/25	101425achj2	FL Dept of Revenue	Sales Tax		149.34	121,923.45
10/15/25	5116	Stantec Consulting Services Inc.	Professional Engineering svc		1,761.00	120,162.45
10/20/25	5117	Advanced Drainage Solutions	Repairs/Maint		5,610.00	114,552.45
10/20/25	5118	Arrow Exterminators Inc	Reference: Pest Control Service- Oct		52.00	114,500.45
10/20/25	102025ach	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		95.49	114,404.96
10/20/25	102025ach1	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		458.03	113,946.93
10/20/25	102025ach3	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		32.86	113,914.07
10/23/25			Funds Transfer	50,000.00		163,914.07
10/23/25	10/23/25	Heartland Payroll	Payroll		91.00	163,823.07
10/23/25	10/23/25	Heartland Payroll	Employee Payroll		1,711.93	162,111.14
10/23/25	10/23/25	Heartland Payroll	PR		8,006.74	154,104.40
10/24/25	102425ach	Duke Energy	3440 Buckinghamshire Blvd - Entry Light		30.80	154,073.60
10/24/25	102425ach2	Duke Energy	18636 Mentmore Blvd - Cibhs-Pool		2,141.30	151,932.30
10/24/25	102425ach3	Duke Energy	18230 Snowdonia Dr - Entry Light		30.80	151,901.50
10/24/25	102425ach4	Duke Energy	18108 Mentmore Blvd - Entry Light		30.80	151,870.70
10/24/25	102425ach5	Duke Energy	19069 Lake Patience Rd - Entry Light		30.80	151,839.90
10/24/25	102425ach6	Duke Energy	18433 Mentmore Blvd - Irrig		35.52	151,804.38
10/24/25	102425ach6	Duke Energy	19109 Mentmore Blvd - Entry Wall Light 9/3-10/1		30.80	151,773.58
10/24/25	102425ach8	Duke Energy	18552 Mentmore Blvd - Entry Light		30.80	151,742.78
10/24/25	102425ach9	Duke Energy	3753 Tuckerton Dr - Irrig		122.81	151,619.97
10/24/25	102425ach1	Duke Energy	18933 Chislehurst Dr - Irrig		48.21	151,571.76
10/24/25	102425ach11	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	151,540.96
10/24/25	102425ach12	Duke Energy	3936 Buckinghamshire Drive - Irrig		73.47	151,467.49
10/24/25	102425ach13	Duke Energy	18661 State Road 54		53.92	151,413.57
10/24/25	102425ach13	Duke Energy	18933 Mentmore Blvd - Sign Lights		1,348.06	150,065.51
10/24/25	102425ach14	Duke Energy	18636 Mentmore Blvd - CH Main		76.32	149,989.19
10/24/25	102425ach15	Duke Energy	3869 Sunlake Blvd - Sign Irrig		30.80	149,958.39
10/24/25	102425ach16	Duke Energy	18636 Mentmore Blvd - Splash,		225.49	149,732.90
10/24/25	102425ach17	Duke Energy	3444 Tuckerton		30.80	149,702.10
10/24/25	102425ach19	Duke Energy	3882 SUNLAKE BLVD SIGN,		85.68	149,616.42
10/27/25	5119	Egis Insurance Advisors LLC	Policy # 100125607		42,577.00	107,039.42
10/27/25	5121	Bandit Fitness Equipment	Fitness equip maint		316.97	106,722.45
10/28/25	5128	Arrow Exterminators Inc	Pest - Sept		52.00	106,670.45
10/28/25	102825ach1	Duke Energy	(576) 10920 STATE ROAD 54		5,978.05	100,692.40
10/30/25	5129	Cintas Fire 636525	compliance engine fee		51.00	100,641.40
10/30/25	5131	Cintas Fire 636525	Alarm repair		373.16	100,268.24
10/30/25	5133	Cintas Fire 636525	Alarm repair		636.70	99,631.54
10/30/25	103025ach	Bright House Networks	18636 MENTMORE Blvd		728.86	98,902.68
10/30/25	103025ach	ECS Integrations LLC	Main Access Panels		4,880.00	94,022.68
10/31/25	103025ach1	WASTE MANAGEMENTINC.OF FLORIDA,	Waste svc		120.51	93,902.17
10/31/25				152,511.90	176,717.49	93,902.17
11/3/25	5134	RedTree Landscape Systems	landscape maint		24,104.17	69,798.00
11/3/25	5135	Solitude Lake Management	5464		9,223.00	60,575.00
11/3/25	5136	Anchor Stone Management, LLC	District Management Service		4,250.00	56,325.00
11/3/25			Funds Transfer	75,000.00		131,325.00
11/3/25	110325	Duke Energy	Reference: 0000 Trinity Cottage Dr. (9/11-10/10)		1.91	131,323.09
11/4/25	5137	M&G Investors, LLC	Janitorial Services-Weekly Cleaning		1,250.00	130,073.09
11/4/25	5138	Suncoast Rust Control, Inc.	Commercial Svc: Monthly water treatment		1,135.00	128,938.09
11/4/25	5139	Stericycle Inc	Shred Services (Autopay)		1,570.80	127,367.29
11/4/25	11/4/25	Heartland Payroll	Payroll 10/19-11/1/25		91.00	127,276.29
11/4/25	11/4/25	Heartland Payroll	Employee Payroll 10/19/25-11/4/25		1,714.77	125,561.52
11/4/25	11/4/25	Heartland Payroll	PR 10/19/25-11/1/25		8,101.86	117,459.66
11/6/25	5140	ECS Integrations LLC	100 bar codes		550.00	116,909.66
11/14/25	ACH 111425	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Oct		60.33	116,849.33
11/17/25	5141	Jessica LaBarbera.	BOS MTG 111325		200.00	116,649.33
11/17/25	5142	Randall W. Griffin	111325 BOSMTG		200.00	116,449.33
11/17/25	5143	Marcela Cisternas	111325 BOSMTG		200.00	116,249.33

11/17/25	5144 Kevin Wagner	111325 BOSMTG	200.00	116,049.33
11/17/25	5145 Fred Berdeguez	111325 bos mtg	200.00	115,849.33
11/17/25	11/17/25 Heartland Payroll	PR 11/2-11/15/25	8,191.82	107,657.51
11/17/25	11/17/25 Heartland Payroll	Payroll 11/2-11/15/25	91.00	107,566.51
11/17/25	11/17/25 Heartland Payroll	Employee Payroll 11/2-11/15/25	1,804.47	105,762.04
11/18/25	111825acg FL Dept of Revenue	Sales Tax	109.22	105,652.82
11/18/25	5147 Suncoast Pool Service	Reference: Swimming Pool Service	2,300.00	103,352.82
11/18/25	5148 Suncoast Pool Service	Pool Repair	2,745.00	100,607.82
11/18/25	111825ach WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: 12/1-12/31//25	120.51	100,487.31
11/19/25		Deposit	200.00	100,687.31
11/21/25	112125acj Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,	117.84	100,569.47
11/21/25	112125ach Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD	496.61	100,072.86
11/21/25	112125ach2 Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR	73.46	99,999.40
11/23/25	5150 Stantec Consulting Services Inc.	Professional Engineering Services	2,735.89	97,263.51
11/23/25	5151 Kilinski Van Wyk PLLC	Legal Services	12,476.23	84,787.28
11/23/25	5152 Business Observer	Legal Advertising	166.25	84,621.03
11/23/25	5153 Business Observer	Legal Advertising	70.00	84,551.03
11/23/25	5154 Business Observer	Legal Advertising	61.25	84,489.78
11/26/25	112625ach1 Duke Energy	3440 Buckinghamshire Blvd - Entry Light, (10/2-11/3)	30.80	84,458.98
11/26/25	112625ach2 Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool,10/2-11/3	2,077.99	82,380.99
11/26/25	112625ach3 Duke Energy	18230 Snowdonia Drive - Entry Light, 10/2-11/3	30.80	82,350.19
11/26/25	112625ach4 Duke Energy	18108 Mentmore Blvd - Entry Light 10/2-11-3	30.80	82,319.39
11/26/25	112625ach5 Duke Energy	19069 Lake Patience Rd - Entry Light 10/2-11/3	30.80	82,288.59
11/26/25	112625ach6 Duke Energy	18433 Mentmore Blvd - Irrigation 10-2-11/3	71.98	82,216.61
11/26/25	112625ach7 Duke Energy	19109 Mentmore Blvd - Entry Wall Light 10/2-11/3	30.80	82,185.81
11/26/25	112625ach8 Duke Energy	18552 Mentmore Blvd - Entry Light 10/2-11/3	32.17	82,153.64
11/26/25	112625ach9 Duke Energy	3753 Tuckerton Dr - Irrigation 10/2-11/3	137.70	82,015.94
11/26/25	112625ach10 Duke Energy	18933 Chislehurst Dr - Irrigation 10/2-11/3	44.53	81,971.41
11/26/25	112625ach11 Duke Energy	19135 Manassas Dr - Sign Lights 10-2-11/3	30.80	81,940.61
11/26/25	112625ach12 Duke Energy	3936 Buckinghamshire Drive - Irrigation 10/2-11/3	81.65	81,858.96
11/26/25	112625ach13 Duke Energy	18661 State Road 54 10/2-11/3	60.42	81,798.54
11/26/25	112625ach14 Duke Energy	18933 Mentmore Blvd - Sign Lights 10/2-11/3	1,348.06	80,450.48
11/26/25	112625ach15 Duke Energy	18636 Mentmore Blvd - CH Main Buildi 10/2-11/3	74.96	80,375.52
11/26/25	112625ach16 Duke Energy	3869 Sunlake Blvd - Sign Irrigation 10/2-11/3	30.80	80,344.72
11/26/25	112625ach17 Duke Energy	18636 Mentmore Blvd - Splash, 10/2-11/3	242.06	80,102.66
11/26/25	112625ach18 Duke Energy	3444 Tuckerton 10/2-11/3	30.80	80,071.86
11/26/25	112625ach20 Duke Energy	3882 SUNLAKE BLVD SIGN, 10/2-11/3	124.14	79,947.72
11/30/25			75,200.00	89,154.45
12/1/25	5155 Business Observer	Legal Advertising	109.38	79,838.34
12/1/25	5156 U.S. BANK	trustee fees	6,926.25	72,912.09
12/1/25	5157 ECS Integrations LLC	100 bar codes	350.00	72,562.09
12/1/25	5158 RedTree Landscape Systems	landscape maint	24,104.17	48,457.92
12/1/25	120125ach Bright House Networks	18636 MENTMORE Blvd	728.86	47,729.06
12/1/25		Funds Transfer	100,000.00	147,729.06
12/1/25	120125ach Duke Energy	(576) 10920 STATE Rd 54 - Sign	5,978.05	141,751.01
12/1/25	5159 POOP 911	annual svc pmt	7,979.40	133,771.61
12/1/25	5162 Solitude Lake Management	5464	9,223.00	124,548.61
12/2/25	120225ach Duke Energy	0000 Trinity Cottage Dr.	1,103.76	123,444.85
12/2/25	5160 Finn Outdoor, LLC	pond/lake maint	67,300.00	56,144.85
12/2/25	5161 Finn Outdoor, LLC	pond/lake maint	5,350.00	50,794.85
12/4/25	5163 Fitness Logic	Repairs/Maint	175.00	50,619.85
12/4/25	12/4/25 Heartland Payroll	PR 11/16-11/29/25	8,260.28	42,359.57
12/4/25	12/4/25-2 Heartland Payroll	Employee Payroll 11/16-11/29/25	1,778.89	40,580.68
12/4/25	12/4/25-3 Heartland Payroll	Payroll 11/16-11/29/25	268.50	40,312.18
12/5/25		Deposit	16,486.00	56,798.18
12/7/25	5164 Cintas Fire 636525	sprinkler system	338.22	56,459.96
12/7/25	5165 Suncoast Rust Control, Inc.	Monthly water trtmnt	1,135.00	55,324.96
12/7/25	5166 Blue Wave Lighting	LED lighting (rem bal)	28,294.00	27,030.96
12/7/25	5167 Jessica LaBarbera.	BOS MTG 12-02-25	200.00	26,830.96
12/7/25	5168 Randall W. Griffin	12-02-25 BOSMTG	200.00	26,630.96
12/7/25	5169 Marcela Cisternas	12-02-25 BOSMTG	200.00	26,430.96
12/7/25	5170 Kevin Wagner	12-02-25 BOSMTG	200.00	26,230.96
12/7/25	5171 Fred Berdeguez	12-02-25 bos mtg	200.00	26,030.96
12/8/25		Funds Transfer	100,000.00	126,030.96
12/8/25	5172 Mike Fasano Pasco County Tax Collector	property taxes	1,870.64	124,160.32
12/8/25	5175 Mike Fasano Pasco County Tax Collector	2025 Solid Waste Disposal2126180010245000000	1,104.02	123,056.30
12/8/25	5176 Pasco Cty Fire Rescue	Inspection	100.00	122,956.30
12/8/25	5177 Schoolnow	SchoolNow CDD ADA -PDF	1,515.00	121,441.30
12/10/25	5178 Suncoast Pool Service	pool maint	2,300.00	119,141.30
12/10/25		Deposit	20,850.00	139,991.30
12/14/25	5179 Jessica LaBarbera.	BOS MTG 12-11-25	200.00	139,791.30
12/14/25	5180 Randall W. Griffin	12-11-25 BOSMTG	200.00	139,591.30
12/14/25	5181 Marcela Cisternas	12-11-25 BOSMTG	200.00	139,391.30
12/14/25	5182 Kevin Wagner	12-11-25 BOSMTG	200.00	139,191.30
12/14/25	5183 Fred Berdeguez	12-11-25 bos mtg	200.00	138,991.30
12/15/25	5184 Solitude Lake Management	5464	9,223.00	129,768.30
12/15/25	121525ach ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Oct	60.33	129,707.97
12/16/25	121625ach WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: 12/1-12/31//25	120.51	129,587.46
12/17/25	121725ach FL Dept of Revenue	Sales Tax	6.91	129,580.55
12/18/25	121825ach Heartland Payroll	PR 11/30/25-12/13/25	8,637.69	120,942.86
12/18/25	121825ach1 Heartland Payroll	Employee Payroll 11.30-12.13.25	1,793.02	119,149.84
12/18/25	121825ach2 Heartland Payroll	Payroll 11.30-12.13.25	94.00	119,055.84
12/22/25	ACH 122225 Pasco County Utilities Services Branch	multiple bills	800.62	118,255.22
12/24/25	122425ach FL Dept of Revenue	Sales Tax	50.03	118,205.19
12/29/25	122925ach1 Duke Energy	3882 Sunlake Blvd	142.38	118,062.81
12/29/25	122925ach2 Duke Energy	3444 TUCKERTON DR sign entry	30.80	118,032.01
12/29/25	122925ach3 Duke Energy	18636 MENTMORE BLVD splash	211.61	117,820.40
12/29/25	122925ach4 Duke Energy	3869 SUNLAKE BLVD sign irrig	30.80	117,789.60
12/29/25	122925ach5 Duke Energy	18636 MENTMORE BLVD maint	40.01	117,749.59
12/29/25	122925ach6 Duke Energy	18933 MENTMORE BLVD lite	1,348.06	116,401.53
12/29/25	122925ach7 Duke Energy	18661 STATE Rd 54	92.38	116,309.15
12/29/25	122925ach8 Duke Energy	3936 BUCKINGHAMSHIRE DR irrig	71.63	116,237.52
12/29/25	122925ach9 Duke Energy	19135 MANASSAS DR LITE	30.80	116,206.72

12/29/25	122925ach10 Duke Energy	18933 CHISLEHURST DR irrig	30.80	116,175.92
12/29/25	122925ach11 Duke Energy	3753 TUCKERTON DR irrig	119.30	116,056.62
12/29/25	122925ach12 Duke Energy	18552 MENTMORE BLVD lite entry	31.17	116,025.45
12/29/25	122925ach13 Duke Energy	19109 MENTMORE BLVD entr wall	30.80	115,994.65
12/29/25	122925ach14 Duke Energy	18433 MENTMORE BLVD irrig	44.21	115,950.44
12/29/25	122925ach16 Duke Energy	18108 MENTMORE BLVD lite entry	30.80	115,919.64
12/29/25	122926ach17 Duke Energy	18230 SNOWDONIA DR	30.80	115,888.84
12/29/25	122925ach18 Duke Energy	18636 MENTMORE BLVD clbhouse/pool	2,437.79	113,451.05
12/29/25	122925ach19 Duke Energy	3440 BUCKINGHAMSHIRE DR sign	30.80	113,420.25
12/29/25	122925ach20 Duke Energy	19069 lake patience rd sign	30.80	113,389.45
12/31/25	5185 Anchor Stone Management, LLC	District Management Service	4,250.00	109,139.45
12/31/25	5186 FL Dept of Revenue	Sales Tax	2,157.28	106,982.17
12/31/25	5187 USA Fence Company	Fence	7,123.00	99,859.17
12/31/25	123125ach1 Heartland Payroll	PR	8,447.21	91,411.96
12/31/25	123125ach2 Heartland Payroll	Employee Payroll	1,880.88	89,531.08
12/31/25	123125ach3 Heartland Payroll	Payroll	91.00	89,440.08
12/31/25	123125ach5 Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights	5,978.05	83,462.03
12/31/25	123125ach6 Bright House Networks	18636 MENTMORE Blvd (12.14-1.13.26)	728.98	82,733.05
12/31/25			237,336.00	234,550.67
				82,733.05



**EXHIBIT 11**

**RETURN TO AGENDA**

**MINUTES OF 01/08/2026 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, January 8th, 2026, 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, Chairwoman
Randall Griffin .....	Board of Supervisors, Vice Chairman
Marcela Cisternas.....	Board of Supervisors, Assistant Secretary
Kevin Wagner .....	Board of Supervisors, Assistant Secretary
Fred Berdeguez .....	Board of Supervisors, Assistant Secretary

**Also present were:**

Patricia Thibault.....	District Management, Haven Management Solutions
Mark Looknanan, Jr. ....	Amenity Manager, Concord Station CDD
Lindsay A. Moczynski (via virtual means) .....	District Counsel, Kilinski Van Wyk
Greg Woodcock.....	Project Manager, Stantec
Kyle Magee.....	Kutak Rock

**Opening Remarks and Attendance Notes**

The Meeting was called to order. Establishing the quorum, Supervisors LaBarbera, Griffin, Cisternas, Wagner, and Berdeguez were present in person. Ms. Thibault attempted to connect with Ms. Moczynski before moving on to audience comments.

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

Members of the public were invited to speak. Chairwoman LaBarbera agreed to entertain the comments on non-agenda items. An audience member brought two concerns to the table. First, trash in the common areas in Trilby, the entrance of the Trilby subdivision and the Park. Resident stated there is a pond in the back where she has had to pick up tires, bicycle parts, and large pieces of Styrofoam. The resident expressed confusion as to why the trash is not being picked up if landscapers are frequently mowing. Board members agreed that it was a fair complaint. Second, there was a comment regarding motorized vehicles, the resident is still having an issue with kids cutting through her property. The resident claimed it disturbs the peace and the wildlife in the common area and requested to know what the plan to address the matter is. Chairwoman LaBarbera addressed the issue, stating that the board can send out a cease-and-desist but can't pursue further action if they are unable to identify the perpetrators, made difficult by the helmets. Chairwoman LaBarbera stated she spoke to the Pasco County Sheriff's, they reiterated that nothing can be done as they have a right to be there; as long as they are not destroying any property. Chairwoman LaBarbera also spoke to the Pasco County Sheriff's office about hosting a community safety event in reference to the scooters. The Sheriff Office agreed to speak to the adolescents about the laws and respecting other people's property. Chairwoman LaBarbera suggested to the resident to feel free to send a picture/proof if they knew who the individual is. Once identified, the board would be able to send a cease-and-desist letter through legal. The Sheriff's department suggests calling the non-emergency number if the kids/motorists are spotted on public roadways. Chairwoman LaBarbera reinforced that, stating that motorcycle licenses are required for dirt bikes, and all bike riders need to follow bicycle laws, including wearing a helmet, so it is best to report anything to the police.

Chairwoman LaBarbera also requested a stronger police presence in the community, which the department will attempt to accommodate. Resident claimed to have seen the destruction of property herself, and have a video, which she was advised to send to Chairwoman LaBarbera and Ms. Thibault to be dealt with through legal. The resident suggested fences, but the board informed her that it would not be possible due to cost and how often they would need to be repaired. Chairwoman LaBarbera reiterated that identification is needed to pursue any legal action and informed the resident that if she has video of the kids trespassing, or if they are actively trespassing, she can call the police. Resident claimed she is going to speak to the parents of the resident trespassing before taking the footage to the police. Ms. Moczynski joined and informed the audience that any video submitted to the district would become a public record, something she warned the audience to be cognizant of, especially regarding anything that depicts minors. Ms. Thibault made a last call for audience comments; hearing none, the board moved on to the agenda items.

### III. Professional Vendor Presentations

*Item addressed out of order.*

#### Presentation & Discussion of Responses to District Counsel Informal RFP

Chairwoman requested to move the order and bring up District Counsel matter before the vendor presentations. Chairwoman LaBarbera referenced emails requests Ms. Thibault had sent, making a request for qualifications (RFQ) for three district attorneys. One responded back, stating they were not taking on new clients, one responded stating they would get back to the board and never did, and the law firm of Kutak Rock submitted.

Associate Kyle Magee began the Kutak Rock presentation, giving background information on the firm and himself. Kutak Rock's Florida office focuses on District Counsel work for CDD's, with 19 attorneys and 5 paralegals dedicated to this office, and 2 litigators on staff in Tallahassee. The firm also has litigators in Georgia who can provide backup if needed. Mr. Magee explained the overall experience of the team using Partner Jonathan Johnson as he has been in the industry a long time. Mr. Magee explained that most of the lower-level work gets pushed down to the assistants, saving the Districts money in legal fees. Mr. Magee shared some of his own experience, having worked in government practice for the last ten years: six with a state agency, and four with Kutak Rock.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Griffin, WITH ALL IN FAVOR, the Board Approved to Engage Kutak Rock District Counsel for the Concord Station Community Development District.

*Item addressed out of order.*

#### District Counsel – Kilinski Van Wyk

1. Employee Handbook – The complete red-line version of the employee handbook needed to be sent to the Supervisors.

Ms. Moczynski explained what the red-line version would show, including removed provisions that would not apply, and added provisions that would apply. There was a not-to-exceed (NTE) for \$1,250 with an hour remaining. Supervisor Griffin questioned whether Ms. Moczynski reviewed the comments before forwarding them to the Supervisors. Ms. Moczynski advised that she did not as she did not want to duplicate any work for the District and was not experienced in employment counsel and just took what Mr. Looknanan and Ms. Thibault sent over.

2. Thrive Hydration Therapy – District could not move forward before the vendor request for January 1<sup>st</sup>, as insurance requirements were not satisfied. Some of the insurance requirements have since been obtained and have been sent to Mr. Looknanan and management to be reviewed as the board sees fit. Ms. Thibault advised the board that she sent the information to the district insurance carrier for their insight.

3. RedTree Invoice – Demand letter was not sent to the correct person, entity, or address. Kutak Rock will handle the matter moving forward.



89                    **4. Kilinski Van Wyk - Letter of Resignation – Dated December 12<sup>th</sup> with an effective date of January 8<sup>th</sup>**

90                    On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board  
91                    Approved the Resignation of Kilinski Van Wyk - District Counsel - for the Concord Station Community Development  
92                    District.

93                    Ms. Moczynski requested an official motion for Kutak Rock to be retained for the remainder of the meeting and  
94                    confirmed that billing would end immediately.

95                    On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board  
96                    Approved to Retain Kutak Rock for the Remainder of the Meeting at 6:54 pm for the Concord Station Community  
97                    Development District.

98                    As to the tot lot transition, MS. Moczynski has not received confirmation that they would cover all the transfer costs.  
99                    New counsel will follow up. Ms. Moczynski and Mr. Webb communicated about the actions affiliated with the transfer,  
100                    i.e. a title search, documents, and an engineer to double-check the bill of sale for items left out. Mr. Webb received a  
101                    rough estimate of the hours and hourly rate, and he was going to go to his client to see if the terms were agreeable. Ms.  
102                    Moczynski has not heard from him since. She will send a copy of the email to Ms. Thibault.

103                    **A. District Engineering Report – Stantec Project Manager Greg Woodcock**

104                    **1. Update on Stormwater bids & Discussion of Seal Coating Clubhouse Parking Lot and Pothole Repair**

105                    Item on hold until the drainage project is nailed down. Tentative estimate, as briefly mentioned during the meeting,  
106                    is between \$7,000-\$8,000.

107                    **2. Update & Discussion of Tree Replacement Project; Arborist Walk**

108                    On the matter of the tree removal project, a meeting was scheduled for Monday, January 12, 206 at 9:30 a.m, with  
109                    Arborist Aboard to review the area and provide expertise on the situation. The report from that meeting will be brought  
110                    back at the next Concord Station CDD meeting.

111                    Mr. Looknanan is working with the county to get a permit (if needed). Chairwoman LaBarbera raised concerns as  
112                    the decision at the last meeting was to take no action towards removing the trees; she was reminded by Supervisor Wagner  
113                    of the board's motion to allow a professional arborist to conduct a review at \$400. Mr. Woodcock shared Mr. Looknanan's  
114                    findings, stating that he did not find any visible damage to any structures, and that the residents have an obligation and  
115                    right to maintain the tree roots on their own property. Mr. Woodcock was able to clarify that the board is paying for the  
116                    review but not the permit at this time. The board agreed that they are not removing the trees unless they are found to be  
117                    causing damage. Mr. Woodcock recommended waiting to submit anything for permitting to the county until after the  
118                    meeting on Monday to ensure all parties are on the same page. Mr. Looknanan mentioned Steve Falenci and his attempts  
119                    to come to the board with requests. The topic was wrapped up with a note that the residents are more than welcome to  
120                    be present at the arborist meeting to hear what the arborist has to say.

121                    **3. Update on Drainage Project/Stormwater System Assessment**

122                    *Item addressed first under Exhibit 1*

123                    Drainage work from ADS would total \$82,329, associated with the previous priority 1 items. As this was not included  
124                    in the budget, Mr. Woodcock will go through the list and note emergency items and tailor the list by order of magnitude.

125                    **4. Update on the Plats and Ownership Review: SR 54 Street Lights**

126                    *Item addressed second under Exhibit 1*

On ownership of the parcels at Mentmore and Sun Lake, Mr. Woodcock requested Kutak Rock review the agreement and dedication language with the lighting company. The streetlights are located outside of the right of way. The CDD pays for the streetlights through a lease option with Duke Energy. The District wants to validate their responsibility for paying for lights on the country road. Mr. Magee agreed to investigate.

## **B. Solitude Lake Management**

### **1. Waterway Inspection Report**

Supervisor Cisternas stated that the board will have to go out for RFP on aquatic systems. Mr. Looknanan mentioned a resident has been complaining about trash by the ponds. Supervisor Berdeguez noted that Mr. Hernandez has been going down to pick up trash by the ponds but there are a lot of ponds. Ms. Thibault asked the board if they would like Counsel to draft an RFP for the February meeting, to which the board said yes. Mr. Magee agreed to bring them back an RFP to the next meeting.

## **C. RedTree Landscape Maintenance**

### **1. Landscape Maintenance Report**

Under landscape maintenance, the RedTree monthly maintenance report was included in the agenda materials.

### **2. RedTree Irrigation Reports:**

A compiled set of all irrigation reports covering RedTree's entire tenure was included in the agenda materials. The board wants irrigation reports included on the agenda every month. Mr. Looknanan advised that Mr. Hernandez opened valve boxes, repaired and replaced 19 sprinkler heads and addressed 6 system leaks, starting at the clubhouse. Mr. Looknanan noted that any visibly cracked sidewalk is because there is a water leak under it. Chairwoman LaBarbera estimated current irrigation costs to be about \$12,000, before Ms. Thibault confirmed the precise number to be \$15,000. The board discussed the issue, finding that most of the money spent thus far was on getting the systems to operate correctly. It was mentioned that Mr. Hernandez could concentrate on the irrigation issue if he doesn't have any major projects going on.

## **D. Presentation & Discussion of Responses to District Counsel Informal RFP**

*Item addressed under Professional Vendor Presentation*

1. Erin McCormick, Esq – *currently not submitting*
2. Kutak Rock – *Motion by Chair, seconded by Griffin*
3. Persson, Cohen, Mooney, Fernandez & Jackson, P.A. – *no response*

## **E. District Counsel – Kilinski Van Wyk**

*Item addressed under Professional Vendor Presentation*

1. Employee Handbook – Updated version needed to be sent to the Supervisors
2. Thrive Hydration Therapy – District could not move forward until proper insurance is in place.

## **F. Presentation of Amenity Center Report**

Mr. Looknanan presented the Amenity Management Report:

The Pasco County Supervisor of Elections submitted a request to use the clubhouse to hold the primary and general elections. Mr. Looknanan informed the board of the due date for the paperwork to be executed (the 18<sup>th</sup> of this month) and inquired about the best District individual to execute. The election dates are August 18<sup>th</sup> and November 3<sup>rd</sup>.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Voted to Allow Pasco County Supervisor of Election the Use of the Clubhouse for the Primary and General Elections, for the Concord Station Community Development District.

Mr. Looknanan provided the inspection of the backflows and dehydrating devices invoices to the District Manager.

Mr. Looknanan informed the Board that Mr. Hernandez is correcting the sign damage that he has come across. He has already started on the clubhouse, repainted white poles that were bent, and straightened the stop signs. The Board suggested taking pictures and noting the exact location of the misaligned signs.

**December Holiday Event** - The December holiday event was a success, with only two minor complaints that have since been addressed. One complaint regarded the lines at the funnel cake station and the second regarded the face painting station closing 20 minutes before the event ended, leaving a child declined. Mr. Looknanan stated his intent for next time, namely, ensuring that vendors will stay for all hours, and monitoring the portions of funnel cake served and purchased. Supervisor Cisternas thanked Mr. Looknanan, elaborating that she thought the event was a success and that he did a great job. Supervisor Cisternas suggested an age limit for the train, which sparked a personal anecdote from Chairwoman LaBarbera.

**Easter Event** - Regarding the Easter event, Mr. Looknanan has gathered two proposals: one estimate for March 22<sup>nd</sup>, and a second estimate for April 4<sup>th</sup>. Supervisor Cisternas shared concerns over holding the event the Saturday of Easter, as she stated people are likely to be getting ready for Easter and may not be prepared to bring their kids dressed up to see the Easter Bunny. She recommended the weekend before. Mr. Looknanan agreed to reach out to the company for a new date.

**Small Business Expo** - The small business expo is scheduled for January 17<sup>th</sup>. Mr. Looknanan reported that thirteen companies signed up but the expo only has room for ten. He told the last three companies that the next event will be scheduled in the next couple of weeks (March 21<sup>st</sup>), and he wants to see how this first expo goes. Chairwoman LaBarbera questioned the method of organization, to which Mr. Looknanan confirmed set-up. Supervisor Cisternas suggested holding a second expo in February, as there were so many people interested in the January expo. Mr. Looknanan reiterated that there are already three companies signed up for the next expo. The board agreed to hold an expo in February as well (tentative date February 7<sup>th</sup>). Supervisor Cisternas raised a question to legal counsel as to the exchange of money. As per a recommendation from the previous legal counsel, the board had noted that money could not be exchanged at the expo tables, as there were concerns about CDD property being utilized for profit. A resident interested in participating in the small business expo questioned why that is the case, as she does arts and crafts. After hearing the counsel's recommendation, the resident raised a counter point to which Supervisor Cisternas asking how it is any different from the food trucks that are allowed to park and sell food for profit in the community. She also referenced the bake sales in the clubhouse i.e. Girl Scouts events that had been hosted in the past, questioning the difference between them and arts and crafts as well. Mr. Magee answered, stating a liability waiver is needed for each vendor coming to use the property. He stated he doesn't see a distinction between vendors who use the clubhouse and selling arts and crafts at the small business expo.

Chairwoman LaBarbera suggested a dual indoor and outdoor expo, maybe a Saturday community craft fair/small business fair. She suggested opening the overflow lot for vendors who want to set up shop. Supervisor Cisternas recommended attempting this set up a couple of times to see what the traffic looks like. She expressed her own interest in setting up a table. Chairwoman LaBarbera suggested informing the three vendors who have been pushed off to next month that they are more than welcome to participate as long as they participate outside. Supervisor Wagner suggested informing the three vendors that they can participate if they bring their own tables, as that is the only stipulation on space. Supervisor Wagner asked Mr. Looknanan if he planned to do his own table. Supervisor Cisternas suggested having the January 17<sup>th</sup> and February expos indoors as they were advertised, allocating for an outdoor expo if there is enough interest in the products and services being offered. It was suggested that vendors could bring their own tents and tables.



Mr. Magee offered to raise the previous question at the monthly meeting with all the attorneys about general concerns. The board was previously advised that they didn't need a liability waiver as the event is comprised of residents so it's not any different from them coming to use the clubhouse in their own time. Chairwoman LaBarbera asked if there is any clarification that these people are residents. Mr. Looknanan stated when they sign up online, they must verify that they are residents. Mr. Magee would be more comfortable with a liability waiver in place, especially if there are going to be transactions. Supervisor Cisternas, in full transparency, shared her tentative plan with the board, finding that it might be easier for her to sell her items after the expo. However, she pointed out that that is not the case for all vendors selling products, for example, baked goods, as that is usually more of an "impulse buy". Mr. Looknanan reiterated with Supervisor Cisternas: finding that February 7<sup>th</sup> will be a small business expo. They will skip an expo in March and do it again in April, which may be the outdoor expo. Mr. Magee will email the standard liability waiver so anyone who participates in the upcoming months can fill it out before setting up a table. The board discussed advertising, which was done through a newsletter, and posted on the community Facebook.

**Security Cameras Update** – After a lightning strike in August, control of the gates was lost. They have regained access to the pool, tennis, and basketball courts. Access to the playground has not been restored. Mr. Looknanan's proposed idea was to upgrade the cameras first. Mr. Looknanan needed to know the status of the proposal he submitted in September. Ms. Thibault had established contact immediately with the vendor, finding that the District is still waiting to review a final as there were some changes to the warrantee agreement and some verbiage that the vendor added. Ms. Thibault has requested the final version; Chairwoman LaBarbera said as soon as she receives it, she'll sign it. Supervisor Cisternas raised a point of concern regarding the board's previous decision to only allow two key fobs per family. She inquired if the board would be interested in expanding that in the future, as she has had a few residents reach out and inform her that two fobs are not enough for some families. Supervisor Cisternas commented for the sake of resident ease, claiming that switching key fobs between family members is hard. She acknowledged that the 2-fob policy was initially placed to keep checks and balances. Mr. Looknanan noted that the CDD makes a profit off the key fobs as they buy them for \$7.50 and sell them for \$30.00. He stated that financially it would be a good idea, but it is up to the board to decide. Chairwoman LaBarbera held her position, stating 2 fobs are fine, especially if kept in a universal area of the home rather than a keychain. Supervisor Cisternas advised again on user friendly applications.

Mr. Looknanan informed the board that the center still allows people in without a fob, it's just a lengthy process of bringing them inside to verify their information, i.e. their address. Mr. Looknanan advised that they can't deny residents access if they can verify that they live there. Chairwoman LaBarbera claimed that they can deny them if they do not have their key fob. Supervisor Cisternas advised the board what the manual says, stating if the resident doesn't have their fob, but can verify that they live there, they can be let in. Chairwoman LaBarbera proposed a change to the manual, explaining the issue that arises from enforcing that policy. She stated that now they opened themselves to dealing with unruly, rude teenagers who can verify they live there, noting that at 16, some of them are disturbing the peace with foul language and behavior. Supervisor Cisternas claimed them to be the outliers, with Chairwoman LaBarbera in disagreement, as she claimed it is the norm. As the key fob works for everything on the premises, so does the rule in the manual apply to everywhere on the premises. It was noted that everyone must be at least 16 years of age to use the fob alone, on top of having proof of residence. The supervisors geared towards parental checks and balances along the lines of ensuring teenagers must have permission from their parents to use the fob and subsequently the facilities rather than allocating more fobs. Supervisor Cisternas included the board in the reasoning one of the residents gave her, stating that she (the resident) wanted more key fobs because she has a teen daughter who wants to use the restroom when she is walking home (to Trilby) from school. Chairwoman LaBarbera suggested she use the restroom at school. The board discovered the girl does not have an ID, finding that she would not be allowed into the clubhouse alone even with a fob. Supervisor Cisternas argued on the side of consideration. Chairwoman LaBarbera was reluctant to manage to the outlier. Supervisor Cisternas was not in support of this decision.

Chairwoman LaBarbera argued increasing fobs will end in a slew of vandalism; Supervisor Cisternas claimed they would have access to the cameras and fob information, and as such would be able to know who committed the vandalism. Chairwoman LaBarbera voted for 2 fobs as they are not policing who uses it or when.

On a MOTION by Supervisor Cisternas, SECONDED by No One, the Motion to Increase Key Fobs per Family to 3 Failed for the Concord Station Community Development District.

**Waterford Pump Status** – The pump is back and the fountain was repaired at no cost; it was on the warrantee. Supervisor Griffin applauded Mr. Looknanan, noting that it took him 3 hours there and back to drive up and pick up the necessary equipment. Chairwoman LaBarbera noted it took 2 years and one right person to get this done. Thanks were given to Mr. Looknanan. Mr. Looknanan noted the pig tail still needed to be replaced. Sitex will be sending a new one free of charge.

**Contract with Steadfast** – The contract was initiated while Ms. Thibault was not with the district. When she reached out to validate status and any changes they wanted to incorporate, Steadfast advised her that they had not received a contract. Ms. Thibault promptly sent it to them, and they executed. It should be in the board's inboxes.

**Condition of the Grass** – Mr. Hernandez goes almost every morning, and he opens the valves manually; grass is looking a lot better.

**Resident Complaints** – Parent complained about daughter not being able to use the clubhouse restroom, became a nightmare to accommodate so Mr. Looknanan has been saying no to any student trying to use the restroom.

**Last Year** – After the board decided to hire their own staff, they have saved approximately \$7,000 on projects that if they had sent to vendors would have cost the CDD well over \$7,000.

**New Projects in the Coming Year:**

1. Painting the splash pad – \$1,500

Supervisor Griffin questioned the type of paint used; Mr. Looknanan explained it is paint with sealant specifically for splashpad and pool. He explained a bit of the process, stating they will need to power wash the area, place a coat, let it dry, place a second coat, and then let that dry. The paint comes with non-slip, and sealant. Chairwoman LaBarbera remembered two types of paint can be used for splash pad, one is good, one wears down a lot faster. Mr. Looknanan guaranteed he had done his research and is confident in the paint selection. The board debated the name of the paint. Ms. Thibault shared that Long Lake just had done similar work and it cost them close to \$3,000. Chairwoman LaBarbera stated that Mr. Looknanan has probably saved the community the better part of a \$100,000; the board was in agreement.

2. Delamination of small section of the pool (plaster) - \$250

3. Painting interior and exterior of clubhouse –

Mr. Looknanan advised the board to match the color of the monuments; lighter color on top and darker on the bottom (what was used for the trim). Supervisors discussed the color of the paint. Supervisor Cisternas had made the original paint decision; Supervisor Griffin stated that shade of white shows all the dirt and grime. Mr. Looknanan shared that he and Mr. Hernandez were looking at the monuments and found that the same sprinkler system that stained the sidewalk has been staining the monument as well. Supervisor Griffin cautioned that the light color would show bird defecation and other grime. Supervisor Berdeguez questioned if that would be the main color; Supervisor Griffin suggested flipping the colors, so the dark would be on top and the light on the bottom. Supervisor Cisternas requested an AI picture. Mr. Looknanan will provide a visual.

4. Lights on the tennis courts, basketball courts, the pool, and the playground –

Supervisor Wagner asked if there was an issue with the projects. Mr. Looknanan reiterated that he would need his credit card paid off to cover the costs of working on a project a month. He

300 guaranteed the board that he is going to spend the least amount of money possible on the planned  
301 projects.

302 Supervisor Cisternas asked about a pergola for the solar panel in Tuckerton. Amid board  
303 discussion, Ms. Thibault shared intent to establish a formal vision project, noting these projects  
304 will be incorporated on that list. She requested a high watermark budget per project from Mr.  
305 Looknanan so they can bring back a budget amendment to establish a line item for these projects.  
306 She wanted him to estimate a higher monetary figure rather than a lower one. Chairwoman  
307 LaBarbera stated they have the 2025 Solar Panel. Supervisor Wagner Suggested prioritizing the  
308 pool deck chairs as a project, as it is going to get hot out. Supervisor Berdeguez inquired if anyone  
309 has turned on the bubblers. When Mr. Looknanan checked, he found them off. He stated he is  
310 going to have to contact someone to check the system.

311 A resident present, asked Mr. Looknanan if they were putting lights on the courts, to which he  
312 responded, stating he was glad to, but he wasn't sure if there was an ongoing conversation and  
313 approval. Supervisor Cisternas advised that they did vote on it when they put it on the vision board.  
314 Mr. Looknanan reminded the board that there was a conversation about controlling the time, to  
315 which numerous Supervisors expressed concern. Supervisor Cisternas reminded the Board that  
316 the lights would remain on the same schedule, rendering the same question: if they are on the same  
317 schedule, why do they need the lights? She answered the question, advising that it is due to the  
318 time change, as it gets darker earlier at different times of the year. She stated the dawn to dusk  
319 setting was only for the pool, everything else should be following the clubhouse schedule. The  
320 board wanted the lights to extend, but not too late.

321 **G. District Manager 8:01**

322 **1. Suncoast Pool Service – Updated COI**

323 They provided a COI, but it was dated incorrectly. Ms. Thibault requested a new COI that reflects the new  
324 contract date. Ms. Thibault has informed them through numerous means to bring the COI directly to Mr.  
325 Looknanan. Ms. Thibault can confirm her messages are being received, as she messaged to ensure he could receive  
326 the billing information from the new email/address, and he replied affirmatively. Supervisor Griffin inquired if  
327 Mr. Looknanan had been able to get in contact with him, to which he had. Mr. Looknanan's relayed message stated  
328 that Suncoast Pool Service had provided the COI but an updated version was needed. Ms. Thibault reiterated her  
329 request for a new COI. Supervisor Griffin advised Mr. Looknanan to inform him in person that this document is  
330 urgently needed. Mr. Looknanan informed the board that the pool company that submitted a proposal months ago  
331 swung by that day.

332 **2. Status of SR 54 LED Streetlight – Upgrade from Duke Energy**

333 Duke provided an estimate: existing rates are about \$1,085.42, to switch to solar it would be \$872.30, yielding  
334 almost \$200 a month saved on utilities. Ms. Thibault elaborated that most of the charges are for lease of the pole  
335 and the light fixture. Ms. Thibault asked for board approval to approve the lighting estimate. This estimate does  
336 not take into account any of the research done by Mr. Woodcock in regard to the payment of the streetlights on  
337 the county road. Mr. Magee is going to review the dedication language to make sure that Concord Station is  
338 responsible for that. Supervisor Griffin questioned what was being changed. Ms. Thibault explained that they  
339 would only be changing the bulbs, not the light fixtures. Upon the change, the LED lights will be brighter than the  
340 old bulbs. Chairwoman LaBarbera elaborated further, informing the board that the purple lights are an issue with  
341 the bulb, usually replaced by Duke once they are informed of them. Supervisors discussed the shade and intensity  
342 of the lights before moving on.



On a MOTION by Supervisor Berdeguez, SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Moved to Execute the Lighting Estimate Provided by Duke Energy, for the Concord Station Community Development District.

### **3. Update on Duke Energy Account \*0087 Billing Surge**

They have not reached back out. Supervisor Berdeguez reiterated the quantity of the billing surge and questioned if the cause had yet been found. Ms. Thibault confirmed that the charges were approximately \$1,000, followed by a couple of months where the charge was around \$3,500, before dropping down to \$1.39 for 2 months before then jumping up to \$1,000 again. Supervisor Griffin hypothesized possible reasons for the overcharge, such as the well pump or sprinklers. Supervisor Wagner divided the \$3,547 by 3 months, finding that it comes out to be \$1,182, which is repeated a couple lines down on the analysis. The board wondered if it is an overpayment or if it might be balancing out a billing issue (wherein the CDD was underbilled previously and then overbilled to compensate). Ms. Thibault committed to checking with Duke.

### **4. Status of Sales Tax Reimbursed by Kai**

Ms. Thibault sent them an email on Tuesday and has not heard back from them. She had been told that the reimbursement was sent, but she had yet to receive anything. Ms. Thibault informed the board that Haven Management took over the same building that Anchor had, so they just transferred the mail. There was no check in the mail. Anchor Stone advised they did make the previously discussed payment to the Department of Revenue by check.

### **5. Status of Sales Tax Reimbursement from State – The State has yet to confirm any refund amount and any deliverable date.**

### **6. Board of Supervisors CDD Email License / Microsoft 365 Business Basic Subscription Renewal – Processed.**

### **7. Update on the USA Fence Case –**

Ms. Thibault advised the board that the check, with the final amount of \$7,300 was sent to them. Ms. Thibault and Chairwoman LaBarbera reached out and spoke to USA Fence and spoke to David Manns, the contractor/administrator. He advised that he cannot make any decisions based on their statement that they would like this to be the last payment. Ms. Thibault broke down the charges, explaining that \$4,377 was from damage that was caused by the USA fence crew. She moved on to mention that they also spoke to the owner, Greg, no last name provided. At this point Chairwoman LaBarbera took over and shared that he told them he is going to send a notice of intent to remove the fence because the fence is property of USA Fence until the invoice is paid in full. She advised him that they are in the process of switching district counsel and would notify him tomorrow with the details of the new counsel and where he can send the notice of intent. He advised them to pay the remaining \$4,300 to avoid having to cover the \$50 an hour corporate attorney for an extended period of time to address the matter. Chairwoman LaBarbera continued, stating that Greg advised that he was sure Concord Station had their own attorney as well, and that they were sure to be expensive, to which she agreed before informing him that he would be covering District attorney charges under their contract. Chairwoman LaBarbera reiterated their stance, that Concord did not properly prep the area, Concord's stance is that they damaged the area. The total charges are \$23,000. The District has paid roughly \$18,000 at this point. Mr. Magee advised involving a litigator from the office. Ms. Thibault was going to send them his and Mr. Earlywine's information so they can continue to address. Mr. Magee to send a response to RedTree Invoice. Supervisor Cisternas found that there is a record indicating that they failed to inform that there will be a cost for certain services. The board confirmed that there was no contract; nobody agreed to pay an invoice.

## **H. Public Hearings for Adopting Restated Rules of Procedure**

### **1. Open the Public Hearing**

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved to Open the Public Hearing, for the Concord Station Community Development District.

## **2. Presentation of the Restated Rules of Procedure**

Ms. Thibault referred to the copies of the restated rules of procedure that had been advanced to the board by their former District Counsel. She also referenced the red line copies she had sent through email.

## **3. Public Comments on the Restated Rules of Procedure**

Ms. Thibault opened the floor to any public comments on the rules of procedure. There were no public comments or questions.

## **4. Close the Public Hearing**

On a MOTION by Supervisor Wagner, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Approved to Close the Public Hearing, for the Concord Station Community Development District.

Mr. Magee questioned the content on the red line copies, as he had not received his own. Ms. Thibault committed to sending him the document at a later time.

## **5. Consideration for Adoption Resolution 2026-09, Adopting Amended & Restated Rules of Procedure**

On a MOTION by Supervisor Wagner, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Adopted Resolution 2026-09, Adopting Amended & Restated rules of Procedure, for the Concord Station Community Development District.

Mr. Magee informed Ms. Thibault that a rule number 2026-01 needs to be assigned as a requirement under new legislation. This would need to be included at the top, by the effective date, and in the resolution as well.

## **1. Administrative Items**

### **A. Consideration for Acceptance: November 2025 Unaudited Financial Report**

Ms. Thibault alerted the board to the fact that several projects are running grossly over budget, primarily due to not having a budget amendment in place. This was regarding the \$70,000 project Mr. Woodcock was overseeing. As the billing came in afterward, the budget amendment can be moved to next month. She informed the board that other than that, everything was on track. Supervisor Berdeguez expressed concern over having only received the report yesterday. Ms. Thibault explained the delay, stating the report was shuffled between the prior district manager and herself for numerous rounds of revision. Haven Management didn't receive the revised copy until the day before the meeting. Supervisor Berdeguez reiterated the need to have these documents available sooner. Chairwoman LaBarbera voiced her thoughts on the matter, explaining that it was not Ms. Thibault's fault. Chairwoman LaBarbera vouched for the back-and-forth process, claiming it as a "whole lesson" in accounting principles. In regard to the invoice check details, the report was recompiled, as the original report did not include about \$28,000 in disbursements that Ms. Thibault's team isolated when they took over on January 1<sup>st</sup>. After one more review, Ms. Thibault will distribute the report. Starting Tuesday, the board will have access to last week's detailed report, continuing on a weekly basis. Ms. Thibault clarified that the report they are discussing is for December, not November. Supervisor Griffin had a question about the date, to which Ms. Thibault and Supervisor Wagner provided the answer.

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Griffin, WITH ALL IN FAVOR, the Board Accepted the September Unaudited Financial Report, for the Concord Station Community Development District.

### **B. Consideration for Approval – Brought back – The minutes of the Concord Station October 9, 2025 Regular Meeting of the Board of Supervisors**

Ms. Thibault sent the redline version of the minutes to the board members, followed by the red line revisions from prior District Counsel. Supervisor Cisternas expressed concern over the use of “another supervisor stated” and would prefer to have the Supervisor identified. See line 435 of October minutes for reference. Chairwoman agreed. Supervisor Berdeguez requested the minutes include the end of meeting time, as they were missing from the October and December minutes. Ms. Thibault agreed to try and identify by voice which supervisor is speaking and to include meeting end times in the minutes.

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Minutes of Concord Station October 9, 2025 Regular Meeting of the Board of Supervisors, for the Concord Station Community Development District.

**C. Consideration for Approval – Brought back – The Minutes of the Concord Station November 13, 2025 Regular Meeting of the Board of Supervisors**

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Minutes of Concord Station November 13, 2025 Regular Meeting of the Board of Supervisors, for the Concord Station Community Development District.

**D. Consideration for Approval – Brought back – The Minutes of the Concord Station December 2, 2025 Regular Meeting of the Board of Supervisors**

Supervisor Berdeguez reiterated incorporating the end time in the minutes moving forward. Supervisor Cisternas was only present for a portion of the meeting.

On a MOTION by Supervisor Berdeguez, SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Approved the Minutes of Concord Station December 2, 2025 Regular Meeting of the Board of Supervisors, for the Concord Station Community Development District.

**E. Consideration for Approval – The Minutes of the Concord Station December 11, 2025 Regular Meeting of the Board of Supervisors**

On a MOTION by Supervisor Griffin, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Approved the Minutes of Concord Station December 11, 2025 Regular Meeting of the Board of Supervisors, for the Concord Station Community Development District.

**F. Presentation & Ratification of Steadfast Contract for Landscaping Services**

Ms. Thibault had sent the executed copy of the contract earlier that day; the Chairwoman can execute upon the Board’s final approval. There were no changes to the contract. The only thing noted for change by Chairwoman LaBarbera was the District Counsel listed on the contract. Board agreed to change it and have them resign it. Chairwoman LaBarbera issued a new rule: moving forward, any contract that is signed electronically, by vendors or members of the board, will require the DocuSign or Adobe certificates or would need to be a live, wet signature.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved Ratification of the Steadfast Contract for Landscaping Services, for the Concord Station Community Development District.

Chairwoman LaBarbera noticed Steadfast irrigation was charging \$85.00 an hour and initiated a re-execution of the contract to bring billing down to \$60. Chairwoman LaBarbera requested a new contract on principle. Ms. Thibault reached out to Steadfast associate during the meeting but did not receive a response. She posed a question to the board, asking what they would like to do about negotiating if Steadfast does not agree to the \$60.00 an hour. The board decided they would like the Chairperson to negotiate.



- Mr. Looknanan raised concerns to Ms. Thibault about the irrigation charges per year in the contract under landscaping. Ms. Thibault explained that the monthly irrigation wet check is included in the contract, but it does not include repairs. The Board found that the hourly would only apply if there was an active work authorization for repairs.
- Mr. Looknanan reiterated, what the Board would need from Steadfast is the report, as part of the contract and in case they need to go through it to measure a repair. He would require reports to be accurate and true. As a matter of principle, Chairwoman LaBarbera would like for the contract to reflect \$60.00 per hour for irrigation repairs
- Ms. Thibault advised that the mulch is too high and shouldn't be more than 4 inches high.

On a MOTION by Supervisor Cisternas, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board will Allow the Chairperson to Negotiate on Behalf of the District for the Irrigation Labor Rate, for the Concord Station Community Development District.

**G. Presentation & Ratification of Haven Management Solutions Contract for District Management Services effective January 1, 2026**

Board stated new counsel needed to be listed.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Approved Ratification of the Haven Management Solutions Contract for District Management Services effective January 1, 2026, for the Concord Station Community Development District.

**H. Other Items to be Introduced**

**1. Consideration of Trespass Agreement with Pasco County Sherrif**

Ms. Thibault advised on behalf of the Pasco County Sherrif, that the trespass agreement is to be renewed annually. The prior trespass agreement has not been received yet, and as such, a current trespass agreement is not in place. Supervisor Cisternas suggested reviewing the prior agreement with the identified parcels, to determine if a list of all Board members had been maintained and whether verbal confirmation from any Board member could be obtained to determine whether someone was trespassing. Ms. Thibault is going to ask for last year's trespass agreement so they can see what needs to be changed.

**2. Discussion of Process for Allowing Vendors to Utilize Amenity Center Parkin & Other Areas**

Ms. Thibault raised a question to the board: do they want to establish a process or set of rules to maintain and control amenity center parking when being used by vendors? The question was brought up considering the Thrive situation. Chairwoman LaBarbera reiterated Ms. Thibault's question, explaining that it could be good to have a process in place to limit the amount of people who can use the space, ideally to keep order. Supervisor Cisternas noted that a system like that already exists organically, as it is already the board's prerogative whether to allow vendors like the Big Red Bus on the property. She expressed if the vendors are interested, they can reach out to Mr. Looknanan and put themselves on the list for the next event. Mr. Magee informed the board that Kutak Rock does have a standard liability waiver for vendors who are using district property, and they do prefer the districts use it. The Italian ice guy needs to sign a liability waiver. Supervisor Wagner suggested putting the individuals attending the expo in the overflow parking so the residents can use resident parking. Chairwoman LaBarbera clarified that she was speaking about oversized vehicles Mr. Magee to bring language to the next meeting.

Board discussed Kutak Rock billing, namely how much they will be charged for travel. Mr. Magee informed the board they will only be charged for 30 minutes to and 30 minutes from.

Supervisor Cisternas inquired as to what the realistic turnaround time is for Kutak Rock, noting that previous counsel did not have a quick turn-around time. Mr. Magee answered a week, week and a half at most.

Mr. Looknanan has been working in the irrigation system for the grass outside of his normal hours.

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

Resident complained of streetlights behind his home that are constantly shining in his backyard. He requested the shield cost be researched. Ms. Thibault offered to call Duke, the Board decided to think on it and get back to the resident.

**2. Supervisor Request**

Supervisor Cisternas wanted to know if there are plans to clean the clubhouse floors again. Supervisor Cisternas wanted to ask Mr. Looknanan to reach out to Rhino to get the floors steamed. The water pump for the pool was fixed. The health department came by and the district passed with hits on maximum depth signage and the section of the pool that needs to be repatched.

Supervisor Berdeguez requested the lights on the fountain be repaired. Board brainstormed color combinations per holiday/month. Supervisor Cisternas recommended making the fountain lights pink for the week of Valentine's day rather than the entire month. Supervisor Cisternas also asked if Mr. Looknanan knows where the remote for lights are.

**3. Adjournment**

With no further business, a motion to adjourn was made and seconded. Upon unanimous consent, the Chair concluded the meeting.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Adjourned the Meeting for the Concord Station Community Development District at 9:02pm.

*~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                     , 2026.

**Signature**

**Signature**

**Printed Name** ☐ Secretary ☐ Assistant Secretary

**Printed Name** ☐ Chairman ☐ Vice Chairman

**EXHIBIT 12**

**RETURN TO AGENDA**



## AGREEMENT FOR LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES

THIS AGREEMENT ("Agreement") is made and entered into this 16 day of January 2026, 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 Haven Management Solutions, LLC, 255 Primera Avenue, Suite 160, Lake Mary, Florida 32746 ("**District**"); and

**STEADFAST CONTRACTORS ALLIANCE, LLC**, a Florida limited liability company, whose mailing address is 30435 Commerce Drive, Suite 102, San Antonio, Florida 33756 ("**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 January 11, 2026, and continue through September 30, 2027 ("**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 four (4) additional times on an annual basis each October 1, in the District's sole discretion and at the amounts set forth in **Exhibit B**. 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 **Two Hundred Seventy One Thousand Eight Hundred Forty Eight Dollars and Zero Cents (\$271,848.00)** per year, in monthly installments of **Twenty Two Thousand Six Hundred Fifty Four Dollars and Zero Cents (\$22,654.00)** ("**Compensation**") for the Initial Term, 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 Haven Management Solutions, LLC  
255 Primera Avenue, Suite 160  
Lake Mary, Florida 32746  
Attn: District Manager

**With a copy to:** Kutak Rock, LLP  
107 West College Avenue  
Tallahassee, Florida 32301  
Attn: District Counsel, Concord Station CDD

**B. If to the Contractor:** Steadfast Contractors Alliance, LLC  
30435 Commerce Drive, Suite 102  
San Antonio, Florida 33576  
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 **Haven Management Solutions, 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. Contractor acknowledges that, pursuant to Section 287.058(c), *Florida Statutes*, the District may unilaterally cancel this Agreement if the Contractor refuses to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with this Agreement, unless such records are exempt under Florida law.

**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 (407) 221-9153, PATRICIA@HAVENMGTSOL.COM, 255 PRIMERA BLVD., 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.

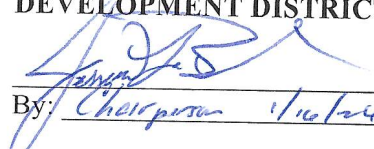
**33. PUBLIC ENTITY CRIMES.** The Contractor represents that in entering into this Agreement, the Contractor has not been placed on the convicted vendor list as described in Section 287.133(3)(a), *Florida Statutes*, within the last thirty-six (36) months and, if the Contractor is placed on the convicted 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.

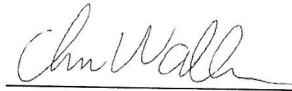
**35. SCRUTINIZED COMPANIES STATEMENT.** In accordance with Section 287.135, *Florida Statutes*, the Contractor represents that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities 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.

IN WITNESS WHEREOF, the parties execute this Agreement as set forth below.

**CONCORD STATION COMMUNITY  
DEVELOPMENT DISTRICT**

By: Chairman

**STEADFAST CONTRACTORS ALLIANCE,  
LLC, a Florida limited liability company**



By: Director of Maintenance

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. HAND PULLING MUST BE PERFORMED.

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 RESPONSIBILITY 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**

**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**

**\$ 231,000.00 yr.**

- Storm Cleanup \$ 125.00/hr. (do not include in General Landscape Maintenance total or Grand Total)

- Freeze Protection (description of ability) Freeze cloth where applicable

\_\_\_\_\_

\_\_\_\_\_

\$ 1000.00 /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)

\$ 60.00 /hr. for employee with hand-held hose

\$ 170.00 /hr. for water truck/tanker

Contractor is asked to provide a price per acre for:

Verticutting \$ 1100.00 / acre

Core Aeration \$ 420.00 / acre

**\*\*\*Moss removal and in contract tree elevation will occur in the off months (not June-Sept)**



## **PART 2**

**Fertilization (All labor and materials)** \$ 16,848.00 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
February	20-0-10 w/pre-emergent	1	680	\$1675.50
April	21-0-0	.5	350	\$1675.50
June	15-0-15	1	680	\$1675.50
October	20-0-10 w/pre-emergent	1	680	\$1675.50

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
February	20-0-10 w/pre-emergent	1	300	\$767.00
April	21-0-0	.5	300	\$767.00
May	24-2-11	1	300	\$767.00
July	24-2-11	1	300	\$767.00
September	24-2-11	1	300	\$767.00
November	20-0-10 w/pre-emergent	1	300	\$767.00

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

ORNAMENTALS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12	1	750	\$1134.00
June	8-2-12	1	750	\$1134.00
October	8-2-12	1	750	\$1134.00

PALMS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. /PALM)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12+4	3	90	\$535.50
June	8-2-12+4	3	90	\$535.50
September	8-2-12+4	3	90	\$535.50
November	8-2-12+4	3	90	\$535.50

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

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

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) \$ Included 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)

\$ 2700.00 /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)
Medjool	15	1	45.00	\$2700.00

**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. \$ 1440.00 / 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)

\$ 24,000.00 /Yr

Freeze Protection (description of ability) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ 500.00 /application **(do not include in Irrigation Total or Grand Total)**

After hours emergency service hourly rate \$ 250.00 /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.**

**The DISTRICT reserves the right to subcontract any irrigation event to an outside vendor.**



## **PART 5**

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

270 CY Medium Pine Bark Mulch per specs for the first top-dressing at \$ 60.00 /CY  
(app. October) \$ 16,200.00/installation

And

270 CY Medium Pine Bark Mulch per specs for the second top-dressing at \$ 60.00 /CY  
(app. April) \$ 16,200.00 /installation

Installation of Pine Bark Mulch (medium) (All labor and materials) \$ 32,400.00 /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 \$ 2.75 /annual

\$ 8,800.00 /rotation

\$ 35,200.00 /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.)**

\$ 271,848.00 / Initial Term

FIRST ANNUAL RENEWAL	\$ <u>271,848.00</u>	/yr.
SECOND ANNUAL RENEWAL	\$ <u>280,003.44</u>	/yr.
THIRD ANNUAL RENEWAL	\$ <u>280,003.44</u>	/yr.
FOURTH ANNUAL RENEWAL	\$ <u>288,003.44</u>	/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.**

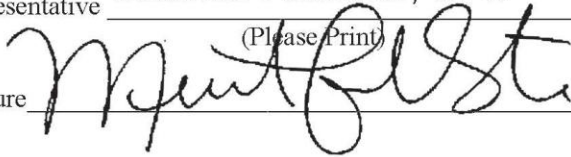
Contractor/Firm Name Steadfast Contractors Alliance, LLC

Firm Address 30435 Commerce Dr, Unit 102

City/State/Zip San Antonio, FL 33576

Phone Number 844-347-0702 Fax Number 813-388-4490

Name and Title of Representative Miranda Faulkner, CFO  
(Please Print)

Representative's Signature 

Date 12/4/25

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: \$ 6,000.00 / event

Pond bank mowing, including line-trimming to water's edge: \$ 3,000.00 / event

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

Tree Lifting: \$ per service / event

Palm Pruning, including seed pods, old flower stalks, and inflorescence, vines & volunteers: \$ per service / 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	\$ <u>60.00</u>	Hour
B.	Bush-Hog w/operator	\$ <u>Per service</u>	Hour
C.	Tractor w/operator	\$ <u>Per service</u>	Hour
D.	Supervisor with Transportation	\$ <u>60.00</u>	Hour
E.	Laborer with hand equipment	\$ <u>60.00</u>	Hour
F.	Truck w/driver	\$ <u>60.00</u>	Hour
G.	Irrigation Tech	\$ <u>85.00</u> <u>60.00</u>	Hour
H.	Granular Pesticide Applicator Person with Drop Spreader	\$ <u>60.00</u>	Hour
I.	Liquid Pesticide Applicator Person with Spray Truck	\$ <u>60.00</u>	Hour
J.	Granular Fertilizer Applicator Person with Drop Applicator	\$ <u>60.00</u>	Hour
K.	Liquid Fertilizer Applicator Person with Spray Truck	\$ <u>60.00</u>	Hour
L.	Granular Weed Control Applicator Person with Drop Applicator	\$ <u>60.00</u>	Hour
M.	Liquid Weed Control Applicator Person with Spray Truck	\$ <u>60.00</u>	Hour
N.	Laborer for Additional Trash Pick-Up	\$ <u>60.00</u>	Hour
O.	Lump Sum Mowing ( <sup>1</sup> ), entire community	\$ <u>\$4800.00</u>	Per Mow

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<sup>1</sup> 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:

Labor	\$ 60.00	per Hour
	\$	per Hour
	\$	per Hour

B. Debris removal equipment unit costs:

Dump	\$ 250.00/load	per Hour
	\$	per Hour
	\$	per Hour

C. Other emergency/disaster related unit costs:

Storm	\$ 125.00	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.

# Proposal Forms

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1st Annual Renewal  
Year 2



**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**

\$ 231,000.00 yr.

- Storm Cleanup \$ 125.00/hr. (do not include in General Landscape Maintenance total or Grand Total)

- Freeze Protection (description of ability) Freeze cloth where applicable

\$ 1000.00 /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)

\$ 60.00 /hr. for employee with hand-held hose

\$ 170.00 /hr. for water truck/tanker

Contractor is asked to provide a price per acre for:

Verticutting \$ 1100.00 / acre

Core Aeration \$ 420.00 / acre

**\*\*\*Moss removal and in contract tree elevation will occur in the off months (not June-Sept)**

## PART 2

**Fertilization (All labor and materials)** \$ 16,848.00 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
February	20-0-10 w/pre-emergent	1	680	\$1675.50
April	21-0-0	.5	350	\$1675.50
June	15-0-15	1	680	\$1675.50
October	20-0-10 w/pre-emergent	1	680	\$1675.50

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
February	20-0-10 w/pre-emergent	1	300	\$767.00
April	21-0-0	.5	300	\$767.00
May	24-2-11	1	300	\$767.00
July	24-2-11	1	300	\$767.00
September	24-2-11	1	300	\$767.00
November	20-0-10 w/pre-emergent	1	300	\$767.00

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



ORNAMENTALS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12	1	750	\$1134.00
June	8-2-12	1	750	\$1134.00
October	8-2-12	1	750	\$1134.00

PALMS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. /PALM)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12+4	3	90	\$535.50
June	8-2-12+4	3	90	\$535.50
September	8-2-12+4	3	90	\$535.50
November	8-2-12+4	3	90	\$535.50

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

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

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) \$ Included 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)

\$ 2700.00 /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)
Medjool	15	1	45.00	\$2700.00

**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. \$ 1440.00 / 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)

\$ 24,000.00 /Yr

Freeze Protection (description of ability) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ 500.00 /application **(do not include in Irrigation Total or Grand Total)**

After hours emergency service hourly rate \$ 250.00 /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.**

**The DISTRICT reserves the right to subcontract any irrigation event to an outside vendor.**

## **PART 5**

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

270 CY Medium Pine Bark Mulch per specs for the first top-dressing at \$ 60.00 /CY  
(app. October) \$ 16,200.00/installation

And

270 CY Medium Pine Bark Mulch per specs for the second top-dressing at \$ 60.00 /CY  
(app. April) \$ 16,200.00 /installation

Installation of Pine Bark Mulch (medium) (All labor and materials) \$ 32,400.00 /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 \$ 2.75 /annual

\$ 8,800.00 /rotation

\$ 35,200.00 /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.)**

\$ 271,848.00 / 2nd Year

FIRST ANNUAL RENEWAL	\$ <u>271,848.00</u> /yr.
SECOND ANNUAL RENEWAL	\$ <u>280,003.44</u> /yr.
THIRD ANNUAL RENEWAL	\$ <u>280,003.44</u> /yr.
FOURTH ANNUAL RENEWAL	\$ <u>288,003.44</u> /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 Steadfast Contractors Alliance, LLC

Firm Address 30435 Commerce Dr, Unit 102

City/State/Zip San Antonio, FL 33576

Phone Number 844-347-0702 Fax Number 813-388-4490

Name and Title of Representative Miranda Faulkner, CFO

Representative's Signature   
(Please Print)

Date 12/4/25

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

# Proposal Forms

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2nd Annual Renewal  
Year 3



**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**

\$ 239,155.44 yr.

- Storm Cleanup \$ 125.00/hr. (do not include in General Landscape Maintenance total or Grand Total)

- Freeze Protection (description of ability) Freeze cloth where applicable

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ 1000.00 /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)

\$ 60.00 /hr. for employee with hand-held hose

\$ 170.00 /hr. for water truck/tanker

Contractor is asked to provide a price per acre for:

Verticutting \$ 1100.00 / acre

Core Aeration \$ 420.00 / acre

**\*\*\*Moss removal and in contract tree elevation will occur in the off months (not June-Sept)**

## **PART 2**

**Fertilization (All labor and materials)**

\$ 16,848.00 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
February	20-0-10 w/pre-emergent	1	680	\$1675.50
April	21-0-0	.5	350	\$1675.50
June	15-0-15	1	680	\$1675.50
October	20-0-10 w/pre-emergent	1	680	\$1675.50

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
February	20-0-10 w/pre-emergent	1	300	\$767.00
April	21-0-0	.5	300	\$767.00
May	24-2-11	1	300	\$767.00
July	24-2-11	1	300	\$767.00
September	24-2-11	1	300	\$767.00
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CELEBRATION BERMUDA (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
		N/A		



ORNAMENTALS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12	1	750	\$1134.00
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Please list any additional fertilization for those plant materials requiring specialized applications.

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

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) \$ Included 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)

\$ 2700.00 /yr. (based on quantities below)

(OTC injections per specs - **do not include in Grand Total**)

<b>Palm Type</b>	<b>Palm Qty</b>	<b># of Inoculations per quarter per palm (based on size) (i.e. (2) inoculations per large Canary Palm per 1/4, etc.)</b>	<b>Cost per Individual Inoculation</b>	<b>Total Cost per Year (4x per year)</b>
Medjool	15	1	45.00	\$2700.00

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#### **Application of Top Choice for annual treatment of Fire Ants**

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**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)

\$ 24,000.00 /Yr

Freeze Protection (description of ability) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ 500.00 /application **(do not include in Irrigation Total or Grand Total)**

After hours emergency service hourly rate \$ 250.00 /hr. (i.e. broken mainlines, pump & wells, etc.)

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Installation of Pine Bark Mulch (medium) (All labor and materials) \$ 32,400.00 /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 \$ 2.75 /annual

\$ 8,800.00 /rotation

\$ 35,200.00 /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.)**

\$ 280,003.44 / 3rd Year

FIRST ANNUAL RENEWAL	\$ <u>271,848.00</u> /yr.
SECOND ANNUAL RENEWAL	\$ <u>280,003.44</u> /yr.
THIRD ANNUAL RENEWAL	\$ <u>280,003.44</u> /yr.
FOURTH ANNUAL RENEWAL	\$ <u>288,003.44</u> /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 Steadfast Contractors Alliance, LLC

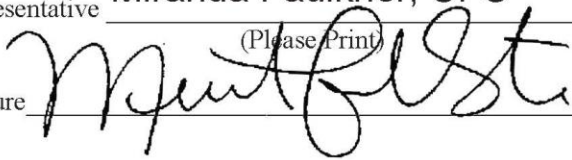
Firm Address 30435 Commerce Dr, Unit 102

City/State/Zip San Antonio, FL 33576

Phone Number 844-347-0702 Fax Number 813-388-4490

Name and Title of Representative Miranda Faulkner, CFO

(Please Print)

Representative's Signature 

Date 12/4/25

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

# Proposal Forms

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3rd Annual Renewal  
Year 4



**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**

\$ 239,155.44 yr.

- Storm Cleanup \$ 125.00/hr. (do not include in General Landscape Maintenance total or Grand Total)

- Freeze Protection (description of ability) Freeze cloth where applicable

\$ 1000.00 /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)

\$ 60.00 /hr. for employee with hand-held hose

\$ 170.00 /hr. for water truck/tanker

Contractor is asked to provide a price per acre for:

Verticutting \$ 1100.00 / acre

Core Aeration \$ 420.00 / acre

**\*\*\*Moss removal and in contract tree elevation will occur in the off months (not June-Sept)**

## **PART 2**

**Fertilization (All labor and materials)** \$ 16,848.00 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
February	20-0-10 w/pre-emergent	1	680	\$1675.50
April	21-0-0	.5	350	\$1675.50
June	15-0-15	1	680	\$1675.50
October	20-0-10 w/pre-emergent	1	680	\$1675.50

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
February	20-0-10 w/pre-emergent	1	300	\$767.00
April	21-0-0	.5	300	\$767.00
May	24-2-11	1	300	\$767.00
July	24-2-11	1	300	\$767.00
September	24-2-11	1	300	\$767.00
November	20-0-10 w/pre-emergent	1	300	\$767.00

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



ORNAMENTALS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12	1	750	\$1134.00
June	8-2-12	1	750	\$1134.00
October	8-2-12	1	750	\$1134.00

PALMS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. /PALM)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12+4	3	90	\$535.50
June	8-2-12+4	3	90	\$535.50
September	8-2-12+4	3	90	\$535.50
November	8-2-12+4	3	90	\$535.50

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

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

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) \$ Included 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)

\$ 2700.00 /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)
Medjool	15	1	45.00	\$2700.00

**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. \$ 1440.00 / 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)

\$ 24,000.00 /Yr

Freeze Protection (description of ability) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$500.00 /application **(do not include in Irrigation Total or Grand Total)**

After hours emergency service hourly rate \$ 250.00 /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.**

**The DISTRICT reserves the right to subcontract any irrigation event to an outside vendor.**

## **PART 5**

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

270 CY Medium Pine Bark Mulch per specs for the first top-dressing at \$ 60.00 /CY  
(app. October) \$ 16,200.00/installation

And

270 CY Medium Pine Bark Mulch per specs for the second top-dressing at \$ 60.00 /CY  
(app. April) \$ 16,200.00 /installation

Installation of Pine Bark Mulch (medium) (All labor and materials) \$ 32,400.00 /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 \$ 2.75 /annual

\$ 8,800.00 /rotation

\$ 35,200.00 /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.)**

\$ 280,003.44 / 4th Year

FIRST ANNUAL RENEWAL	\$ <u>271,848.00</u>	/yr.
SECOND ANNUAL RENEWAL	\$ <u>280,003.44</u>	/yr.
THIRD ANNUAL RENEWAL	\$ <u>280,003.44</u>	/yr.
FOURTH ANNUAL RENEWAL	\$ <u>288,003.44</u>	/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.**

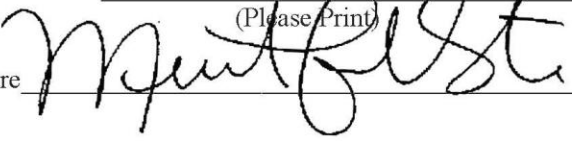
Contractor/Firm Name Steadfast Contractors Alliance, LLC

Firm Address 30435 Commerce Dr, Unit 102

City/State/Zip San Antonio, FL 33576

Phone Number 844-347-0702 Fax Number 813-388-4490

Name and Title of Representative Miranda Faulkner, CFO

Representative's Signature   
(Please Print)

Date 12/4/25

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

# Proposal Forms

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3rd Annual Renewal  
Year 5



**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**

\$ 247,155.44 yr.

- Storm Cleanup \$ 125.00/hr. (do not include in General Landscape Maintenance total or Grand Total)

- Freeze Protection (description of ability) Freeze cloth where applicable

\_\_\_\_\_  
\_\_\_\_\_

\$ 1000.00 /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)

\$ 60.00 /hr. for employee with hand-held hose

\$ 170.00 /hr. for water truck/tanker

Contractor is asked to provide a price per acre for:

Verticutting \$ 1100.00 / acre

Core Aeration \$ 420.00 / acre

**\*\*\*Moss removal and in contract tree elevation will occur in the off months (not June-Sept)**

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(Include any and all turf pesticide/herbicide mixtures you intend to use throughout the year)

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Freeze Protection (description of ability) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

           \$500.00 /application **(do not include in Irrigation Total or Grand Total)**

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\$ 8,800.00 /rotation

\$ 35,200.00 /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.)**

\$ 288,003.44 / 5th Year

FIRST ANNUAL RENEWAL	\$ <u>271,848.00</u> /yr.
SECOND ANNUAL RENEWAL	\$ <u>280,003.44</u> /yr.
THIRD ANNUAL RENEWAL	\$ <u>280,003.44</u> /yr.
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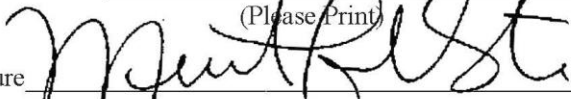
Contractor/Firm Name Steadfast Contractors Alliance, LLC

Firm Address 30435 Commerce Dr, Unit 102

City/State/Zip San Antonio, FL 33576

Phone Number 844-347-0702 Fax Number 813-388-4490

Name and Title of Representative Miranda Faulkner, CFO

Representative's Signature   
(Please Print)

Date 12/4/25

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

**EXHIBIT C**  
**OTHER FORMS**

*[See following pages]*

**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**  
**DAILY WORK JOURNAL**

**DATE:** \_\_\_\_\_

**DESCRIPTION OF WORK PERFORMED TODAY:** \_\_\_\_\_

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**LOCATIONS:** \_\_\_\_\_

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**ISSUES REQUIRING ATTENTION:** \_\_\_\_\_

*(Please notify District Rep. if any)*

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.....

**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]*



LEGEND					
 COUNTY OWNED & MAINTAINED	 CDD BOUNDARY	 TAMPA BAY WATER OWNED/CDD MAINTAINED LANDSCAPE AREAS	 DRAINAGE EASEMENT ACCESS TO PONDS		
 COUNTY OWNED/CDD MAINTAINED LANDSCAPE AREAS	 CONSERVATION AREA	 CDD-OWNED PARCEL/TRACT	 CDD OWNED POND BANKS MAINTAINED	 F6	COUNTY OWNED/CDD MAINTAINED STORMWATER POND WITH REFERENCE No.
	 PRIVATELY-OWNED PARCEL	 HOA PARCEL	 COUNTY OWNED SANITARY LIFT STATION	 F6	CDD OWNED & MAINTAINED STORMWATER POND WITH REFERENCE No.

# CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT OWNERSHIP MAP





## **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 Haven Management Solutions, LLC, 255 Primera Avenue, Suite 160, Lake Mary, Florida 32746 (“**District**”); and

**STEADFAST CONTRACTORS ALLIANCE, LLC**, a Florida limited liability company, whose mailing address is 30435 Commerce Drive, Suite 102, San Antonio, Florida 33756 (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

**STEADFAST CONTRACTORS ALLIANCE, LLC**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Proposal/Scope of Additional Services

**EXHIBIT 13**

**RETURN TO AGENDA**

**DUKE ENERGY CUSTOMER ENERGY DATA DISCLOSURE CONSENT,  
RELEASE OF LIABILITY AND ACCOUNT AUTHORIZATION FORM  
FOR THIRD PARTY ACCOUNT MANAGERS**

Unless required by law, Duke Energy's regulated utilities are unable to disclose customer information, including customer energy data, to any person or company without the customer's consent and then only to the extent specified by the customer.

I authorize Duke Energy to disclose my customer energy data:

For: Account Name: CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

Account Number/s: 9100-8845-0087

☐ [ ] Apply to all Account Numbers for the Account Name.

To:

Third Party Account Manager: Patricia Thibault - Haven Management Solutions

Starting Date: December 16, 2025

Ending Date or On-going: On Going

I authorize Duke Energy to disclose my following customer energy data:

- |   |                       |
|---|-----------------------|
| • Customer Name   | • Service Address     |
| • Customer Type (Ex. Residential or Non-Residential)                                    | • Bill Month and Year |
| • Rate Schedule   | • KWH Usage & Charges |
| • Billing Account Number  | • Gas Usage & Charges |
| • Billing Information (Past, Current and Total Amounts Due, Security Deposit Due, etc.) | • Reading Date        |
| • Billing and Payment History (including bill copies)                                   |                       |

I authorize the above named Third Party Account Manager to take the following actions on my Duke Energy accounts:

- |   |   |
|---|---|
| • Request rate changes  | • Add or remove my accounts from EDI billing                                |
| • Make changes to existing utility services (stop or modify services) | • Update account profile information, including mailing and email addresses |
| • Add new utility services  |   |

**I realize that under the rules and regulations of the North Carolina Utilities Commission, the Public Service Commission of South Carolina, the Public Utilities Commission of Ohio, the Florida Public Service Commission, the Indiana Utility Regulatory Commission, and the Kentucky Public Service Commission, I may refuse to allow Duke Energy to disclose the customer energy data set forth above. I understand that by my signature, I freely give Duke Energy permission to disclose the specified customer energy data to the named Third Party Account Manager during the timeframe indicated above.**

I agree to release Duke Energy from all legal liability from the disclosure of my customer energy data. Specifically, I hereby release Duke Energy from, and waive and agree not to make any claims against Duke Energy, its directors, officers or employees, for any losses, liabilities, claims, damages, costs or expenses which I may have under any theory of law including, but not limited to, negligence, gross negligence, contract, and/or intentional tort, arising out of or in any way connected to the disclosure of my customer energy data.



MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND VOLUNTARILY SIGNED THIS CUSTOMER ENERGY DATA DISCLOSURE CONSENT, RELEASE OF LIABILITY, AND ACCOUNT AUTHORIZATION.

Customer Signature: \_\_\_\_\_  
(Must be the customer of record for the Account Number/s listed above.)

Date: \_\_\_\_\_

Please ensure that the Account Number/s or and Account Name are clearly shown on the form. These are on the customer's monthly bill.