

**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT  
REGULAR MEETING**

Tuesday, June 02, 2026 at 6:30 P.M.

Concord Station Clubhouse 18636 Mentmore Blvd. Land O'Lakes, FL 34638

[ZOOM LINK](#)

**Call In: +1 305 224 1968**

**Meeting ID: 992 6086 7956**

**Pass Code: 643944**

**Mute/Unmute: \*6**

**AGENDA**

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

- I. Call to Order / Roll Call**
- II. Business Items**
  - A. Presentation of DRAFT PRELIMINARY Proposed Budget FY 2026- 2027 [EXHIBIT 1](#)
  - B. Discussion Topic - Updated Employee Handbook [EXHIBIT 2](#)
  - C. Discussion Topic – Proposed Concierge Maintenance Hybrid Job Description [EXHIBIT 3](#)
  - D. Discussion Topic - A Summary Overview and Status of Reserves [EXHIBIT 4](#)  
*(to be distributed)*
- III. Audience Comments – New Business - (limited to 3 minutes per individual)**
- IV. Adjournment**

EXHIBIT 1

RETURN TO AGENDA

---

# CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

---

FISCAL YEAR 2027  
PROPOSED ANNUAL BUDGET

CONCORD STATION  
*COMMUNITY DEVELOPMENT DISTRICT*



	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 ADOPTED AMENDED	FY 2026 YE PROJECTION	Variance	FY 2027 PROPOSED	VARIANCE 2026 to 2027
<b>5 REVENUES</b>										
<b>6 INTEREST INCOME</b>										
7 INTEREST EARNINGS-GF	434	3,653	34,806	76,368	96,709	-	47,683	47,683	-	-
<b>8 INTEREST INCOME Total</b>	<b>434</b>	<b>3,653</b>	<b>34,806</b>	<b>76,368</b>	<b>96,709</b>	<b>-</b>	<b>47,683</b>	<b>47,683</b>	<b>-</b>	<b>-</b>
<b>9 SPECIAL ASSESSMENTS</b>										
10 TAX ROLL	1,377,642	1,374,032	1,576,172	1,763,921	1,724,473	1,694,847	1,694,847	-	1,694,847	-
11 TAX ROLL FOR TRANSFER TO RESERVE FUND	-	-	-	-	50,000	50,000	50,000	-	50,000	-
<b>12 SPECIAL ASSESSMENTS Total</b>	<b>1,377,642</b>	<b>1,374,032</b>	<b>1,576,172</b>	<b>1,763,921</b>	<b>1,774,473</b>	<b>1,744,847</b>	<b>1,744,847</b>	<b>-</b>	<b>1,744,847</b>	<b>-</b>
<b>13 PRIOR YEAR BALANCE</b>										
14 FUND BALANCE - CAPITAL PROJECTS TO MISCELLANEOUS CONTINGENCY	-	-	-	-	-	350,000	350,000	-	-	(350,000)
15 FUND BALANCE FORWARD - UNASSIGNED	-	-	-	-	-	96,368	96,368	-	300,000	203,632
<b>16 PRIOR YEAR BALANCE Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>446,368</b>	<b>446,368</b>	<b>-</b>	<b>300,000</b>	<b>(146,368)</b>
<b>17 OTHER MISC. REVENUES</b>										
18 INSURANCE PROCEEDS	30,456	-	8,269	-	-	-	20,850	20,850	-	-
19 CLUB HOUSE RENTALS & TRANSPONDER	14,842	18,785	20,186	11,104	21,245	-	15,621	15,621	-	-
20 FEES FOR FENCE PROJECT	1,553	650	1,400	400	-	-	-	-	-	-
21 MISCELLANEOUS REVENUES	-	-	-	1,114	1,795	-	4,086	4,086	-	-
<b>22 OTHER MISC. REVENUES Total</b>	<b>46,851</b>	<b>19,435</b>	<b>29,855</b>	<b>12,618</b>	<b>23,040</b>	<b>-</b>	<b>40,557</b>	<b>40,557</b>	<b>-</b>	<b>-</b>
<b>23 REVENUES Total</b>	<b>1,424,927</b>	<b>1,397,120</b>	<b>1,640,833</b>	<b>1,852,907</b>	<b>1,894,222</b>	<b>2,191,215</b>	<b>2,279,455</b>	<b>88,240</b>	<b>2,044,847</b>	<b>(146,368)</b>
<b>24 EXPENDITURES</b>										
<b>25 FINANCE AND ADMINISTRATIVE</b>										
26 SUPERVISORS FEES	11,800	11,801	10,200	14,000	14,000	13,000	14,800	(1,800)	14,000	1,000
27 ADMINISTRATIVE SERVICES	6,560	6,560	6,822	6,076	2,250	3,000	1,500	1,500	3,000	-
28 DISTRICT MANAGEMENT	31,148	31,323	33,208	35,775	33,497	33,750	30,181	3,569	33,750	-
29 DISTRICT ENGINEER	74,686	59,545	18,529	12,600	34,800	30,000	38,615	(8,615)	35,000	5,000
30 ASSESSMENT ROLL	5,408	5,408	5,625	7,376	2,500	2,500	1,879	621	-	(2,500)
31 FINANCIAL & REVENUE COLLECTIONS	5,408	5,408	5,624	3,709	2,500	2,500	1,879	621	2,500	-
32 ACCOUNTING SERVICES	22,000	22,000	22,880	18,788	16,000	16,000	12,000	4,000	16,000	-
33 AUDITING SERVICES	4,026	4,000	4,000	7,000	3,600	5,500	5,500	-	6,000	500
34 MISCELLANEOUS MAILINGS	-	1,852	1,659	927	1,966	1,500	1,800	(300)	1,800	300
35 PUBLIC OFFICIALS LIABILITY INSURANCE	2,502	2,627	2,824	3,737	3,215	3,519	3,519	-	3,648	129
36 BANK FEES	535	540	1,138	1,364	1,335	800	815	(15)	800	-
37 DUES, LICENSES & FEES	275	175	425	1,797	254	175	3,235	(3,060)	175	-
38 LEGAL ADVERTISING	946	1,136	2,483	600	925	1,500	1,406	94	1,600	100
39 TAX COLLECTOR/ PROPERTY APPRAISER FEES	150	150	150	150	702	150	-	150	150	-
40 ADA WEBSITE COMPLIANCE	1,538	1,538	1,515	1,515	1,515	2,015	1,837	178	2,015	-
41 WEBSITE FEES & FOR REMEDIATION	2,600	2,100	2,100	773	287	1,500	-	1,500	1,200	(300)
42 DISTRICT COUNSEL	32,643	39,793	28,494	40,311	76,904	45,000	75,385	(30,385)	55,000	10,000
<b>43 FINANCE AND ADMINISTRATIVE Total</b>	<b>202,225</b>	<b>195,956</b>	<b>147,676</b>	<b>156,498</b>	<b>196,250</b>	<b>162,409</b>	<b>194,351</b>	<b>(31,942)</b>	<b>176,638</b>	<b>14,229</b>

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 ADOPTED AMENDED	FY 2026 YE PROJECTION	Variance	FY 2027 PROPOSED	VARIANCE 2026 to 2027
<b>44 DEBT ADMINISTRATION</b>										
45 DISSEMINATION AGENT	5,000	5,000	5,000	5,000	3,750	5,000	2,500	2,500	5,000	-
46 TRUSTEE FEES	5,388	4,938	5,432	5,927	6,009	6,500	6,500	-	6,430	(70)
47 ARBITRAGE REBATE CALCULATION	1,000	500	500	500	-	500	500	-	500	-
<b>48 DEBT ADMINISTRATION Total</b>	<b>11,388</b>	<b>10,438</b>	<b>10,932</b>	<b>11,427</b>	<b>9,759</b>	<b>12,000</b>	<b>9,500</b>	<b>2,500</b>	<b>11,930</b>	<b>(70)</b>
<b>49 LAW ENFORCEMENT</b>										
50 OFF DUTY DEPUTY	105,757	108,929	118,015	140,002	141,331	41,760	5,000	36,760	10,000	(31,760)
<b>51 LAW ENFORCEMENT Total</b>	<b>105,757</b>	<b>108,929</b>	<b>118,015</b>	<b>140,002</b>	<b>141,331</b>	<b>41,760</b>	<b>5,000</b>	<b>36,760</b>	<b>10,000</b>	<b>(31,760)</b>
<b>52 ELECTRIC UTILITY SERVICES</b>										
53 UTILITY SERVICES	7,143	12,316	12,660	13,004	13,410	16,000	16,853	(853)	16,480	480
54 UTILITY-RECREATION FACILITIES	26,689	27,808	33,958	30,210	22,481	32,000	30,314	1,686	32,960	960
55 UTILITY-STREET LIGHTS	80,012	98,000	105,997	100,972	90,137	106,000	91,676	14,324	109,180	3,180
<b>56 ELECTRIC UTILITY SERVICES Total</b>	<b>113,844</b>	<b>138,124</b>	<b>152,615</b>	<b>144,186</b>	<b>126,028</b>	<b>154,000</b>	<b>138,843</b>	<b>15,157</b>	<b>158,620</b>	<b>4,620</b>
<b>57 GARBAGE/SOLID WASTE CONTROL SERVICES</b>										
58 SOLID WASTE ASSESSMENT	757	824	1,003	902	1,068	900	1,104	(204)	1,200	300
59 GARBAGE-RECREATION FACILITY	713	1,002	1,028	1,508	1,399	1,040	1,967	(927)	1,800	760
<b>60 GARBAGE/SOLID WASTE CONTROL SERVICES Total</b>	<b>1,470</b>	<b>1,826</b>	<b>2,031</b>	<b>2,410</b>	<b>2,467</b>	<b>1,940</b>	<b>3,071</b>	<b>(1,131)</b>	<b>3,000</b>	<b>1,060</b>
<b>61 WATER-SEWER COMBINATION SERVICES</b>										
62 UTILITY RECREATION FACILITY	13,817	6,164	8,375	7,817	8,124	10,000	8,009	1,991	14,750	4,750
<b>63 WATER-SEWER COMBINATION SERVICES Total</b>	<b>13,817</b>	<b>6,164</b>	<b>8,375</b>	<b>7,817</b>	<b>8,124</b>	<b>10,000</b>	<b>8,009</b>	<b>1,991</b>	<b>14,750</b>	<b>4,750</b>
<b>64 STORM WATER CONTROL</b>										
65 PEST CONTROL	5,890	-	-	-	-	3,500	500	3,000	3,500	-
66 AQUATIC MAINTENANCE	81,069	74,964	74,152	92,820	110,676	120,837	102,378	18,459	94,075	(26,762)
67 LAKE/POND BANK MAINTENANCE & REPAIR	-	7,350	6,250	5,177	-	20,000	5,000	15,000	75,000	55,000
68 STORMWATER ASSESSMENTS	1,986	1,852	1,851	1,852	2,241	2,000	1,871	129	2,000	-
69 WETLAND MONITORING & MAINTENANCE	57,269	49,785	40,775	18,648	-	-	-	-	-	-
70 FOUNTAIN SERVICE REPAIR & MAINTENANCE	18,573	8,731	1,955	1,500	1,308	4,500	1,000	3,500	4,500	-
71 AQUATIC PLANT REPLACEMENT	-	-	-	-	-	2,500	-	2,500	2,500	-
72 STORMWATER SYSTEM MAINTENANCE	-	400	-	-	-	2,500	-	2,500	85,000	82,500
73 WETLAND INVASIVE AREAS MAINTENANCE	-	-	-	-	-	2,500	-	2,500	2,500	-
<b>74 STORM WATER CONTROL Total</b>	<b>164,787</b>	<b>143,082</b>	<b>124,983</b>	<b>119,997</b>	<b>114,225</b>	<b>158,337</b>	<b>110,749</b>	<b>47,588</b>	<b>269,075</b>	<b>110,738</b>
<b>75 OTHER PHYSICAL ENVIRONMENT</b>										
76 PROPERTY INSURANCE	13,261	15,704	18,888	28,638	34,223	37,161	40,789	(3,628)	33,300	(3,861)
77 GENERAL LIABILITY INSURANCE	2,798	2,938	3,158	3,269	3,596	4,523	4,523	-	4,629	106
78 ENTRY AND WALLS REPAIRS & MAINTENANCE	5,400	-	345	-	-	5,000	2,500	2,500	5,000	-
79 LANDSCAPE MAINTENANCE	228,550	228,000	251,310	257,475	264,458	264,350	277,425	(13,075)	255,000	(9,350)
80 WELL MAINTENANCE	-	-	-	-	-	500	-	500	500	-
81 LANDSCAPE- FERTILIZER	24,000	28,000	13,086	18,800	18,267	18,000	16,242	1,758	16,848	(1,152)
82 LANDSCAPE REPLACEMENT-PLANTS, SHRUBS, TREES	10,520	5,916	1,436	-	13,860	15,000	7,900	7,100	15,000	-
83 LANDSCAPE INSPECTION SERVICES	-	-	8,400	3,090	-	-	-	-	-	-
84 FIRE ANT TREATMENT	-	-	-	-	-	2,500	2,500	-	2,500	-
85 HOLIDAY DECORATIONS	12,875	26,700	17,800	20,763	-	58,280	-	58,280	10,000	(48,280)
86 LANDSCAPE- PEST CONTROL/OTC INJECTIONS	-	2,100	-	2,000	-	8,900	2,700	6,200	2,700	(6,200)
87 LANDSCAPE- MULCH	24,000	-	24,750	-	34,375	32,500	16,200	16,300	32,400	(100)
88 LANDSCAPE ANNUALS	-	-	-	6,420	4,630	5,900	3,675	2,225	8,800	2,900
89 LANDSCAPE- OTHER PEST CONTROL	-	-	-	-	5,266	-	575	(575)	-	-

		FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 ADOPTED AMENDED	FY 2026 YE PROJECTION	Variance	FY 2027 PROPOSED	VARIANCE 2026 to 2027
90	FIELD SERVICES	8,400	8,400	-	-	-	-	-	-	-	-
91	IRRIGATION REPAIR	3,406	5,918	6,859	46,428	48,592	20,000	55,000	(35,000)	30,000	10,000
92	RUST PREVENTION	12,420	12,820	12,335	14,755	13,620	15,000	13,620	1,380	13,800	(1,200)
93	<b>OTHER PHYSICAL ENVIRONMENT Total</b>	<b>345,630</b>	<b>336,496</b>	<b>358,367</b>	<b>401,638</b>	<b>440,887</b>	<b>487,614</b>	<b>443,649</b>	<b>43,965</b>	<b>430,477</b>	<b>(57,137)</b>
94	<b>ROAD &amp; STREET FACILITIES</b>										
95	ROADWAY REPAIR & MAINTENANCE	3,200	-	-	4,400	-	5,000	-	5,000	5,000	-
96	<b>ROAD &amp; STREET FACILITIES Total</b>	<b>3,200</b>	<b>-</b>	<b>-</b>	<b>4,400</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
97	<b>PARK &amp; RECREATION</b>										
98	MANAGEMENT CONTRACT	182,172	13,189	13,314	9,830	3,000	-	-	-	-	-
99	CONTRACTED EMPLOYEE SALARIES	-	200,473	246,239	220,099	218,140	332,020	271,505	60,515	343,130	11,110
100	OPERATIONS MAINTENANCE & REPAIR	26,053	26,971	19,670	16,088	38,415	27,000	38,175	(11,175)	35,000	8,000
101	GATE MAINTENANCE & REPAIRS	-	240	-	29,778	19,732	1,000	6,610	(5,610)	1,000	-
102	COMPUTER SUPPORT MAINTENANCE & REPAIRS	151	2,376	144	460	484	2,000	500	1,500	2,000	-
103	FITNESS EQUIPMENT MAINTENANCE & REPAIRS	1,026	3,575	2,448	1,106	1,229	5,000	2,901	2,099	5,000	-
104	FITNESS EQUIPMENT LEASE PAYMENT	16,860	-	-	-	-	-	-	-	-	-
105	CLUBHOUSE- FACILITY JANITORIAL SERVICE	2,500	6,889	9,600	26,670	15,938	20,500	13,750	6,750	20,500	-
106	CLUBHOUSE- FACILITY JANITORIAL SUPPLIES	8,741	8,732	9,657	2,121	896	5,000	2,500	2,500	5,000	-
107	CLUBHOUSE-LANDSCAPE MAINTENANCE	13,200	13,200	12,375	-	-	-	-	-	-	-
108	POOL SERVICE CONTRACT	23,650	22,780	26,700	27,600	27,600	27,600	27,600	-	27,600	-
109	SECURITY SYSTEM MONITORING & MAINTENANCE	7,918	2,439	10,358	2,533	5,786	11,724	31,606	(19,882)	5,896	(5,828)
110	FACILITY A/C & HEATING MAINTENANCE & REPAIRS	1,208	3,202	-	1,134	-	5,000	5,000	-	5,000	-
111	FURNITURE REPAIR/REPLACEMENT	15,140	6,777	3,428	669	-	7,000	7,000	-	7,000	-
112	POOL PERMITS	425	425	475	425	-	425	425	-	425	-
113	PLAY GROUND EQUIPMENT MAINTENANCE & REPAIRS	695	4,478	1,272	1,395	481	2,500	2,500	-	2,500	-
114	VEHICLE MAINTENANCE	325	1,021	482	241	180	750	750	-	1,000	250
115	TELEPHONE, FAX & INTERNET	7,649	7,212	6,556	7,869	8,700	9,000	6,698	2,302	9,000	-
116	ATHLETIC/PARK COURT/FOUNTAIN MAINTENANCE	17,033	-	1,295	-	196	2,500	2,500	-	2,500	-
117	POOL/WATERPARK/FOUNTAIN MAINTENANCE	807	7,314	1,796	6,920	15,671	6,000	6,000	-	6,000	-
118	PEST CONTROL & TERMITES BOND	1,470	400	607	620	624	1,300	599	701	680	(620)
119	OFFICE SUPPLIES	2,969	1,799	3,928	2,656	525	3,500	6,581	(3,081)	3,500	-
120	WILD LIFE MANAGEMENT SERVICES	6,600	1,650	-	58	-	2,500	2,500	-	2,500	-
121	DOG WASTE STATION SUPPLIES	5,150	9,397	5,447	5,447	8,499	10,000	13,679	(3,679)	10,000	-
122	<b>PARK &amp; RECREATION Total</b>	<b>341,742</b>	<b>344,539</b>	<b>375,791</b>	<b>363,719</b>	<b>366,096</b>	<b>482,319</b>	<b>449,379</b>	<b>32,940</b>	<b>495,230</b>	<b>12,911</b>
123	<b>SPECIAL EVENTS &amp; CONTINGENCY</b>										
124	CLUBHOUSE-SPECIAL EVENTS	8,725	18,404	24,233	17,940	8,400	25,000	18,858	6,142	25,000	-
125	VISION PORJECTS 2026	-	-	-	-	-	200,000	125,000	75,000	-	-
126	MISCELLANEOUS CONTINGENCY	14,554	48,327	56,878	7,191	117,941	250,000	188,372	61,628	98,013	(151,987)
127	CAPITAL OUTLAY	46,148	188,873	315,001	-	39,787	150,836	85,810	65,026	100,000	(50,836)
128	<b>SPECIAL EVENTS &amp; CONTINGENCY Total</b>	<b>69,427</b>	<b>255,604</b>	<b>396,112</b>	<b>25,131</b>	<b>166,128</b>	<b>625,836</b>	<b>418,040</b>	<b>207,796</b>	<b>223,013</b>	<b>(202,823)</b>
129	<b>TOTAL EXPENDITURES BEFORE OTHER FINANCING</b>	<b>1,373,287</b>	<b>1,541,158</b>	<b>1,694,897</b>	<b>1,377,225</b>	<b>1,571,295</b>	<b>2,141,215</b>	<b>1,780,591</b>	<b>360,624</b>	<b>1,797,733</b>	<b>(343,482)</b>

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 ADOPTED AMENDED	FY 2026 YE PROJECTION	Variance	FY 2027 PROPOSED	VARIANCE 2026 to 2027
<b>130 ADDITIONAL SOURCES/(USES) OF FUNDS</b>										
<b>131 OTHER FINANCING</b>										
132 INTERFUND TRANSFER TO CAPITAL RESERVE FUND	-	-	-	-	57,330	50,000	50,000	-	247,114	197,114
<b>133 OTHER FINANCING Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,330</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>247,114</b>	<b>197,114</b>
<b>134 EXPENDITURES Total</b>	<b>1,373,287</b>	<b>1,541,158</b>	<b>1,694,897</b>	<b>1,377,225</b>	<b>1,628,625</b>	<b>2,191,215</b>	<b>1,830,591</b>	<b>360,624</b>	<b>2,044,847</b>	<b>(146,368)</b>
NET CHANGE IN FUND BALANCE	51,640	(144,038)	(54,064)	475,682	265,597	-	448,864	448,864	(0)	(0)
AUDIT TRUE UP FY 24	-	-	-	-	-	-	-	-	-	-
FUND BALANCE - BEGINNING - AUDITED FY 24	1,478,811	1,530,451	1,386,412	1,332,348	1,808,030	2,073,627	-	-	2,073,627	-
LESS FUND BALANCE FORWARD	-	-	-	-	-	-	-	-	(300,000)	-
FUND BALANCE ENDING	<b>1,530,451</b>	<b>1,386,413</b>	<b>1,332,348</b>	<b>1,808,030</b>	<b>2,073,627</b>	<b>2,073,627</b>	<b>448,864</b>	<b>-</b>	<b>1,773,627</b>	<b>(0)</b>
<b>FUND BALANCE ANALYSIS</b>	<b>Audited FY 21</b>	<b>Audited FY 22</b>	<b>Audited FY 23</b>	<b>Audited - FY 24</b>	<b>Unaudited FY 25</b>	<b>Unaudited FY 26</b>	<b>Unaudited FY 27</b>			
NONSPENDABLE	46,725	45,559	56,864	12,023	12,023	12,023	56,864			
ASSIGNED TO SUBSEQUENT YEARS EXPENDITURES	70,655	-	-	282,475	282,475	282,475	282,475			
ASSIGNED TO CAPITAL RESERVES	576,735	357,740	623,960	685,856	735,856	785,856	1,032,970			
ASSIGNED TO PROJECTS	-	-	-	-	-	446,368	-			
UNASSIGNED	836,335	983,113	651,525	827,676	1,043,273	546,905	401,318			
	<b>1,530,450</b>	<b>1,386,412</b>	<b>1,332,349</b>	<b>1,808,030</b>	<b>2,073,627</b>	<b>2,073,627</b>	<b>1,773,627</b>			

**STATEMENT 2**  
**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**  
**FY 2027 PROPOSED BUDGET - RESERVES ALLOCATION**

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 AMENDED	FY 2027 PROPOSED
<b>REVENUES</b>					
INTEREST	9,768	19,146	-	-	-
SPECIAL ASSESSMENTS	20,000	50,000	-	-	-
<b>REVENUES Total</b>	<b>29,768</b>	<b>69,146</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>					
CAPITAL RESERVES	3,548	7,250	-	-	-
INCREASE IN FUND BALANCE	-	-	-	-	247,114
<b>EXPENDITURES Total</b>	<b>3,548</b>	<b>7,250</b>	<b>-</b>	<b>-</b>	<b>247,114</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>26,220</b>	<b>61,896</b>	<b>-</b>	<b>-</b>	<b>(247,114)</b>
<b>OTHER FINANCING SOURCES &amp; USES</b>					
TRANSFER IN - GENERAL FUND	26,220	-	50,000	-	247,114
<b>OTHER FINANCING SOURCES &amp; USES Total</b>	<b>26,220</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>247,114</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES</b>					
FUND BALANCE BEGINNING	597,740	623,960	685,856	735,856	785,856
INCREASE IN FUND BALANCE	26,220	61,896	50,000	50,000	247,114
<b>FUND BALANCES Total</b>	<b>623,960</b>	<b>685,856</b>	<b>735,856</b>	<b>785,856</b>	<b>1,032,970</b>

**STATEMENT 3  
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT  
FY 2027 PROPOSED BUDGET - ASSESSMENT ALLOCATION**

**1. EAU ASSIGNMENT**

Lot Type/Size	Assigned EAU	Total Units	Total EAU
Single Family 40'	1.00	289	289.00
Single Family 50'	1.00	822	822.00
Single Family 50' Prepaid	1.00	1	1.00
Single Family 65'	1.00	404	404.00
<b>Total</b>		<b>1516</b>	<b>1,516.00</b> [A]

**2. O&M BUDGET & TOTAL ASSESSMENT**

Total O&M Expenditures- Less Interest & Miscellaneous & Balance Forward	1,694,847	from STMT 1
Total Reserves Allocation	50,000	Reserves
<b>Grand Total Expenditures &amp; Reserves, net</b>	<b>1,744,847</b>	
Plus: Early Payment Discount (4%)	74,249	
Plus: County Collection Fees (2%)	37,124	
<b>Total Assessment, gross</b>	<b>1,856,220</b>	[B]

**3. O&M ASSESSMENT PER EAU**

Total Assessment, gross	1,856,220	[B]
Total EAU	1,516.00	[A]
<b>O&amp;M Assessment per EAU, gross</b>	<b>1,224.42</b>	[B] / [A]

**4. O&M ASSESSMENT ALLOCATION 2027**

Lot Type/Size	Assigned EAU	O&M Assmt per Unit, gross	Total Units	Total O&M Assmt, gross
Single Family 40'	1.00	\$1,224.42	289	\$353,857.28
Single Family 50'	1.00	\$1,224.42	822	\$1,006,472.96
Single Family 50' Prepaid	1.00	\$1,224.42	1	\$1,224.42
Single Family 65'	1.00	\$1,224.42	404	\$494,665.54
<b>Total</b>			<b>1,516</b>	<b>\$1,856,220.21</b>

**5. CHANGE IN O&M ASSESSMENTS, FY 2027 VS FY 2026**

Lot Type/Size	FY25 per Unit, gross	FY26 per Unit, gross	\$ Change	% Change	Mo Change
Single Family 40'	\$1,224.42	\$1,224.42	\$0.00	0.00%	\$0.00
Single Family 50'	\$1,224.42	\$1,224.42	\$0.00	0.00%	\$0.00
Single Family 50' Prepaid	\$1,224.42	\$1,224.42	\$0.00	0.00%	\$0.00
Single Family 65'	\$1,224.42	\$1,224.42	\$0.00	0.00%	\$0.00

**STATEMENT 4  
 CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT  
 BUDGET DESCRIPTIONS / CONTRACTS SUMMARY**

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>24</b>	<b>EXPENDITURES</b>	
<b>25</b>	<b>FINANCE AND ADMINISTRATIVE</b>	
<b>26</b>	<b>SUPERVISORS FEES</b>	
	Compensation paid to elected members of the CDD Board of Supervisors for attending officially scheduled meetings, as authorized by Florida Statutes.	14,000
<b>27</b>	<b>ADMINISTRATIVE SERVICES</b>	
	Costs associated with providing administrative support to the District, including preparation of meeting agendas, minutes, correspondence, and records management.	3,000
<b>28</b>	<b>DISTRICT MANAGEMENT</b>	
	Professional management services provided by a licensed firm responsible for overseeing the District's day-to-day operations, vendor coordination, board support, and statutory compliance.	33,750
<b>29</b>	<b>DISTRICT ENGINEER</b>	
	Fees for the District's consulting engineer who provides technical services including infrastructure inspections, preparation of bid specifications, project oversight, and compliance with regulatory requirements.	35,000
<b>30</b>	<b>ASSESSMENT ROLL</b>	
	Expenses related to the preparation and certification of the annual assessment roll, which determines each property owner's share of the District's operating and debt service costs.	-
<b>31</b>	<b>FINANCIAL &amp; REVENUE COLLECTIONS</b>	
	Costs incurred for the administration and collection of assessments, including coordination with the county tax collector and monitoring of payments.	2,500
<b>32</b>	<b>ACCOUNTING SERVICES</b>	
	Charges for preparing the District's financial statements, general ledger maintenance, accounts payable processing, and financial reporting in accordance with governmental standards.	16,000
<b>33</b>	<b>AUDITING SERVICES</b>	
	Professional fees for the annual independent audit of the District's financial records, as required by Florida Statutes.	6,000
<b>34</b>	<b>MISCELLANEOUS MAILINGS</b>	
	Postage and material costs for District-wide mailings such as public hearing notices, budget summaries, meeting announcements, and regulatory correspondence.	1,800
<b>35</b>	<b>PUBLIC OFFICIALS LIABILITY INSURANCE</b>	
	Insurance coverage protecting the District and its Board members from claims arising from alleged wrongful acts while performing their official duties.	3,648

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
36	<b>BANK FEES</b>	
	Charges incurred for banking services, including account maintenance, check processing, wire transfers, and other financial transactions related to District operations.	800
37	<b>DUES, LICENSES &amp; FEES</b>	
	Annual fees required for the District to remain in good standing with state and regulatory entities, including Florida Department of Economic Opportunity (DEO) and other applicable agencies.	175
38	<b>LEGAL ADVERTISING</b>	
	Costs for publishing statutorily required public notices in a local newspaper, such as budget hearings, meeting schedules, and rule adoptions, in compliance with Florida law.	1,600
39	<b>TAX COLLECTOR/ PROPERTY APPRAISER FEES</b>	
	Fees paid to the County Tax Collector and Property Appraiser for the administration, collection, and distribution of non-ad valorem special assessments on the tax roll.	150
40	<b>ADA WEBSITE COMPLIANCE</b>	
	Costs associated with ensuring the District's website is accessible to individuals with disabilities, in accordance with the Americans with Disabilities Act (ADA), including platform support and accessibility scanning.	2,015
41	<b>WEBSITE FEES &amp; FOR REMEDIATION</b>	
	Expenses for hosting, maintaining, and updating the District's official website, as well as remediating documents to ensure ongoing ADA compliance.	1,200
42	<b>DISTRICT COUNSEL</b>	
	Legal services provided by the District's attorney, including contract reviews, legal guidance to the Board, and representation in matters related to governance and operations.	55,000
43	<b>FINANCE AND ADMINISTRATIVE Total</b>	<b>176,638</b>
44	<b>DEBT ADMINISTRATION</b>	
45	<b>DISSEMINATION AGENT</b>	
	Fees paid to a designated agent responsible for submitting the District's financial and operating disclosures to bondholders and regulatory agencies, as required by continuing disclosure agreements.	5,000
46	<b>TRUSTEE FEES</b>	
	Annual fees paid to the bond trustee (usually a bank or financial institution) for administering the District's bond accounts, processing debt service payments, and maintaining compliance with trust indenture provisions.	6,430
47	<b>ARBITRAGE REBATE CALCULATION</b>	
	Professional services for calculating arbitrage liability on tax-exempt bonds to ensure the District remains compliant with IRS regulations and avoids penalties.	500
48	<b>DEBT ADMINISTRATION Total</b>	<b>11,930</b>
49	<b>LAW ENFORCEMENT</b>	
50	<b>OFF DUTY DEPUTY</b>	
	Costs associated with hiring local law enforcement officers to provide supplemental security patrols and community presence during peak hours or special events and serve in the off duty capacity	10,000
51	<b>LAW ENFORCEMENT Total</b>	<b>10,000</b>

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
52	<b>ELECTRIC UTILITY SERVICES</b>	
53	<b>UTILITY SERVICES</b> Expenses for electric, water, and other utility services required for the general operation of District infrastructure and common areas. Duke was approved for an approximate rate increase of 3%	16,480
54	<b>UTILITY-RECREATION FACILITIES</b> Utility charges specifically related to the operation of recreation amenities such as clubhouses, pools, and sports courts. Duke was approved for an approximate rate increase of 3%	32,960
55	<b>UTILITY-STREET LIGHTS</b> Electric service fees for streetlights throughout the District to ensure roadway and pedestrian safety. Duke was approved for an approximate rate increase of 3%	109,180
56	<b>ELECTRIC UTILITY SERVICES Total</b>	<b>158,620</b>
57	<b>GARBAGE/SOLID WASTE CONTROL SERVICES</b>	
58	<b>SOLID WASTE ASSESSMENT</b> Annual assessment levied by the local government for solid waste and recycling services within the District.	1,200
59	<b>GARBAGE-RECREATION FACILITY</b> Trash collection services dedicated to recreation facilities, including the clubhouse, pools, and parks.	1,800
60	<b>GARBAGE/SOLID WASTE CONTROL SERVICES Total</b>	<b>3,000</b>
61	<b>WATER-SEWER COMBINATION SERVICES</b>	
62	<b>UTILITY RECREATION FACILITY</b>  Water and electric utilities needed for the continuous operation and upkeep of the District's recreational facilities. Pasco was approved for a multi year rate hike plan of about 4.75%	14,750
63	<b>WATER-SEWER COMBINATION SERVICES Total</b>	<b>14,750</b>
64	<b>STORM WATER CONTROL</b>	
65	<b>PEST CONTROL</b> Routine pest control services for District-owned properties and amenities to mitigate insects, rodents, and other nuisances.	3,500
66	<b>AQUATIC MAINTENANCE</b> Ongoing maintenance and treatment of community lakes and ponds to control algae, maintain water quality, and preserve aquatic health. Contract auto renews on March 31 and was renegotiated in 2026	94,075
67	<b>LAKE/POND BANK MAINTENANCE &amp; REPAIR</b> Repairs and restoration of lake and pond banks due to erosion or storm damage, ensuring structural integrity and aesthetic appeal.	75,000
68	<b>STORMWATER ASSESSMENTS</b> Annual charges assessed by the local government for stormwater management services, including drainage and runoff control.	2,000
69	<b>WETLAND MONITORING &amp; MAINTENANCE</b> Professional monitoring and upkeep of the District's designated wetland areas to ensure environmental compliance and ecological health.	-
70	<b>FOUNTAIN SERVICE REPAIR &amp; MAINTENANCE</b> Routine service, maintenance, and repairs of decorative and aeration fountains located in lakes, ponds, or common areas.	4,500
71	<b>AQUATIC PLANT REPLACEMENT</b> Costs related to replacing aquatic vegetation to support shoreline stabilization, enhance aesthetics, and improve water quality.	2,500

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	<b>STORMWATER SYSTEM MAINTENANCE</b>	
	Maintenance activities such as cleaning, inspection, and repair of stormwater drainage systems, pipes, and control structures.	85,000
73	<b>WETLAND INVASIVE AREAS MAINTENANCE</b>	
	Specialized maintenance of wetland areas to control and remove invasive plant species that threaten native ecosystems.	2,500
74	<b>STORM WATER CONTROL Total</b>	<b>269,075</b>
75	<b>OTHER PHYSICAL ENVIRONMENT</b>	
76	<b>PROPERTY INSURANCE</b>	
	Premiums for property insurance coverage on District-owned facilities and assets, protecting against damage or loss due to fire, weather, or vandalism.	33,300
77	<b>GENERAL LIABILITY INSURANCE</b>	
	Premiums for general liability insurance to protect the District against claims of bodily injury, property damage, or personal injury occurring on District property.	4,629
78	<b>ENTRY AND WALLS REPAIRS &amp; MAINTENANCE</b>	
	Repair and upkeep of community entrance features, perimeter walls, and signage to preserve appearance and structural condition.	5,000
79	<b>LANDSCAPE MAINTENANCE</b>	
	Ongoing landscaping services including mowing, trimming, fertilization, and plant bed maintenance throughout District common areas as well as monthly wet checks	255,000
80	<b>WELL MAINTENANCE</b>	
	Routine maintenance and repairs for irrigation wells that support the District's landscape and common area irrigation systems.	500
81	<b>LANDSCAPE- FERTILIZER</b>	
	Application of fertilizers to turf and plant beds to promote healthy growth and maintain attractive landscaping throughout the District.	16,848
82	<b>LANDSCAPE REPLACEMENT-PLANTS, SHRUBS, TREES</b>	
	Replacement of damaged, diseased, or aging plants, shrubs, and trees within common areas and along community roadways.	15,000
83	<b>LANDSCAPE INSPECTION SERVICES</b>	
	Third-party inspections and reporting to ensure the landscape contractor is meeting performance standards and maintenance expectations.	-
84	<b>FIRE ANT TREATMENT</b>	
	Treatment and control of fire ant infestations within common areas, parks, and recreational spaces to protect residents and property.	2,500
85	<b>HOLIDAY DECORATIONS</b>	
	Purchase, installation, and removal of holiday lights and decorations at community entrances and designated common areas.	10,000
86	<b>LANDSCAPE- PEST CONTROL/OTC INJECTIONS</b>	
	Specialized treatments, including over-the-counter (OTC) injections, to prevent or eliminate pests and diseases affecting high-value landscape elements. Pest control is included in the contract and OTC injections are at \$2, 700 for 15 palm trees	2,700
87	<b>LANDSCAPE- MULCH</b>	
	Periodic application of mulch to plant beds for weed control, moisture retention, and enhancement of community aesthetics. Contract considers 540 cy large pine bark mulch to be installed at \$60 per cy .	32,400

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
88	<b>LANDSCAPE ANNUALS</b> Installation and seasonal replacement of flowering annual plants in high-visibility locations such as entrances and amenity centers. Contractor shall install 500 (4") annuals up to 4 times per year	8,800
91	<b>LANDSCAPE- PEST CONTROL</b> Targeted pest control treatments for landscaped areas to prevent damage from insects and other harmful organisms not accounted for in other expenditure lines	-
91	<b>IRRIGATION REPAIR</b> Costs for the repair and replacement of irrigation system components, including valves, pumps, sprinkler heads, and controllers.	30,000
92	<b>RUST PREVENTION</b> Treatment systems and products used to prevent rust staining on buildings, sidewalks, and landscape features caused by irrigation using well water.	13,800
93	<b>OTHER PHYSICAL ENVIRONMENT Total</b>	<b>430,477</b>
94	<b>ROAD &amp; STREET FACILITIES</b>	
95	<b>ROADWAY REPAIR &amp; MAINTENANCE</b> Expenses for the repair and upkeep of community roadways, including asphalt patching, signage, striping, and minor resurfacing work.	5,000
96	<b>ROAD &amp; STREET FACILITIES Total</b>	<b>5,000</b>
97	<b>PARK &amp; RECREATION</b>	
98	<b>MANAGEMENT CONTRACT</b> Payment for professional management services provided under contract to oversee the District's operations, vendors, compliance, and Board support.	-
99	<b>CONTRACTED EMPLOYEE SALARIES</b> Salaries and wages for on-site employees such as full time general manager, full time maintenance, full time concierge supervisor and concierge team member as well as part time concierge at 20 hours per week . All applicable taxes included as well as \$350 per month for health insurance stipend for the full time team.	343,130
100	<b>OPERATIONS MAINTENANCE &amp; REPAIR</b> General repairs and upkeep of District assets and infrastructure not covered under specific line items, including minor facility and equipment fixes.	35,000
101	<b>GATE MAINTENANCE &amp; REPAIRS</b> Service and repair costs for mechanical gates and access control systems located at entrances or restricted areas within the community.	1,000
102	<b>COMPUTER SUPPORT MAINTENANCE &amp; REPAIRS</b> Technical support, maintenance, and upgrades for District-owned computer hardware, software, and IT infrastructure.	2,000
103	<b>FITNESS EQUIPMENT MAINTENANCE &amp; REPAIRS</b> Scheduled maintenance and repairs for fitness equipment located in the clubhouse or amenity center to ensure safety and usability.	5,000
105	<b>CLUBHOUSE- FACILITY JANITORIAL SERVICE</b> Routine janitorial services for cleaning and sanitizing the clubhouse facilities, including restrooms, floors, and common areas.	20,500
106	<b>CLUBHOUSE- FACILITY JANITORIAL SUPPLIES</b> Purchase of cleaning products, paper goods, and other consumables needed for janitorial staff to maintain clubhouse cleanliness and hygiene.	5,000

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>108</b>	<b>POOL SERVICE CONTRACT</b> Contracted services for regular cleaning, chemical balancing, and maintenance of community pools to ensure safety and regulatory compliance. Th Distrriect contracts with Suncoast for \$2,300 per month	27,600
<b>109</b>	<b>SECURITY SYSTEM MONITORING &amp; MAINTENANCE</b> Monitoring, maintenance, and periodic updates of alarm systems, access control devices, and surveillance cameras to enhance facility security. ECS contract management for access management is \$750 per mo, ADT Security is \$60.33 per month and Cintas approximates \$2,500 annually for inspection and repair. Included an additional 3% for any increase	5,896
<b>110</b>	<b>FACILITY A/C &amp; HEATING MAINTENANCE &amp; REPAIRS</b> Scheduled service and emergency repairs for HVAC systems in District-owned facilities to ensure climate control and equipment efficiency.	5,000
<b>111</b>	<b>FURNITURE REPAIR/REPLACEMENT</b> Costs for repairing or replacing worn or damaged furniture in community amenities, including the clubhouse and common areas.	7,000
<b>112</b>	<b>POOL PERMITS</b> Permit fees required by local or state health departments for operation of public swimming pools within the District.	425
<b>113</b>	<b>PLAY GROUND EQUIPMENT MAINTENANCE &amp; REPAIRS</b> Repairs and upkeep of playground structures, surfacing, and safety features to maintain usability and comply with safety standards.	2,500
<b>114</b>	<b>VEHICLE MAINTENANCE</b> Routine maintenance and repair costs for District-owned vehicles used by staff for community operations and inspections.	1,000
<b>115</b>	<b>TELEPHONE, FAX &amp; INTERNET</b> Monthly service charges and equipment support for telephone, fax, and internet connections at District facilities and amenities. Brighthouse approximates \$750 per month	9,000
<b>116</b>	<b>ATHLETIC/PARK COURT/FOUNTAIN MAINTENANCE</b> Ongoing maintenance and minor repairs of athletic courts, parks, and decorative fountains to ensure usability and visual appeal.	2,500
<b>117</b>	<b>POOL/WATERPARK/FOUNTAIN MAINTENANCE</b> Ongoing maintenance and repair services for pools, waterparks, and fountains, including water treatment, equipment upkeep, and aesthetic enhancements.	6,000
<b>118</b>	<b>PEST CONTROL &amp; TERMITE BOND</b> Scheduled pest control services and termite protection to safeguard District facilities from infestation and structural damage. District is currently paying \$55 monthly included a 3% increase	680
<b>119</b>	<b>OFFICE SUPPLIES</b> Purchase of general office materials such as paper, pens, folders, and administrative supplies necessary for District operations and recordkeeping.	3,500
<b>120</b>	<b>WILD LIFE MANAGEMENT SERVICES</b> Contracted services for the humane removal, relocation, or management of wildlife that may pose safety or property concerns within the District.	2,500
<b>121</b>	<b>DOG WASTE STATION SUPPLIES</b> Expenses for purchasing and restocking dog waste bags and supplies for community dog waste stations to support cleanliness and resident compliance. Amount allows for an additional amount of \$2,000 for any extra stations to be considered. FY 25 contract = \$7,979	10,000
<b>122</b>	<b>PARK &amp; RECREATION Total</b>	<b>495,230</b>

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
123	<b>SPECIAL EVENTS &amp; CONTINGENCY</b>	
124	<b>CLUBHOUSE-SPECIAL EVENTS</b>	
	Funding for resident-oriented events and programs held at the clubhouse or community areas, including holiday celebrations, socials, and activities.	25,000
126	<b>MISCELLANEOUS CONTINGENCY</b>	
	Unallocated reserve funds set aside to cover unforeseen or miscellaneous expenses not specifically budgeted elsewhere.	98,013
	<b>CAPITAL OUTLAY</b>	
	Funds allocated for significant purchases or construction projects involving new assets or major facility improvements. Includes an amount of \$36,272 for fence	100,000
128	<b>SPECIAL EVENTS &amp; CONTINGENCY Total</b>	<b>223,013</b>
129	<b>TOTAL EXPENDITURES BEFORE OTHER FINANCING</b>	<b>1,797,733</b>
130	<b>ADDITIONAL SOURCES/(USES) OF FUNDS</b>	
131	<b>OTHER FINANCING</b>	
132	<b>INTERFUND TRANSFER TO CAPITAL RESERVE FUND</b>	
	Transfer of funds from the operating budget to the capital reserve fund to support future infrastructure replacements and large-scale repairs.	247,114
133	<b>OTHER FINANCING Total</b>	<b>247,115</b>
	<b>ADDITIONAL SOURCES/(USES) OF FUNDS Total</b>	<b>247,115</b>
134	<b>EXPENDITURES Total</b>	<b>2,044,848</b>

0

Concierge Supervisor - FT	\$	66,227.54
Maintenance - FT	\$	84,104.82
General Manager - FT	\$	110,807.51
Full time Concierge	\$	55,328.50
Part Time Concierge	\$	24,165.43
Payroll Billing	\$	2,496.00
<b>TOTAL</b>	<b>\$</b>	<b>343,129.81</b>

Concierge Supervisor	Hernandez	Maintenance	Gonzalez	General Manager	Looknanan	Full time Concierge	Welden
Base Hourly Rate	24.08	Base Hourly Rate	30.29	Base Hourly Rate	39.66	Base Hourly Rate	20
Hours per Year	2080	Hours per Year	2080	Hours per Year	2080	Hours per Year	2080
FICA (%)	7.65	FICA (%)	7.65	FICA (%)	7.65	FICA (%)	7.65
FUTA (%)	0.6	FUTA (%)	0.6	FUTA (%)	0.6	FUTA (%)	0.6
SUTA (%)	2.7	SUTA (%)	2.7	SUTA (%)	2.7	SUTA (%)	2.7
Workers Comp (%)	0.1148	Workers Comp (%)	2.8054	Workers Comp (%)	2.8054	Workers Comp (%)	0.1148
Health Insurance (\$/year)	\$ 4,200.00	Health Insurance (\$/year)	\$ 4,200.00	Health Insurance (\$/year)	\$ 4,200.00	Health Insurance (\$/year)	\$ 4,200.00
PTO Days (Vacation/Holidays)	12	PTO Days (Vacation/Holidays)	10	PTO Days (Vacation/Holidays)	10	PTO Days (Vacation/Holidays)	10
Admin Fee (%)	3	Admin Fee (%)	3	Admin Fee (%)	3	Admin Fee (%)	3
PTO Hours	96	PTO Hours	80	PTO Hours	80	PTO Hours	80
Effective Work Hours	1984	Effective Work Hours	2000	Effective Work Hours	2000	Effective Work Hours	2000
Base Annual Pay	\$ 50,086.40	Base Annual Pay	\$ 63,003.20	Base Annual Pay	\$ 82,492.80	Base Annual Pay	\$ 41,600.00
FICA Cost	\$ 3,831.61	FICA Cost	\$ 4,819.74	FICA Cost	\$ 6,310.70	FICA Cost	\$ 3,182.40
FUTA Cost	\$ 300.52	FUTA Cost	\$ 378.02	FUTA Cost	\$ 494.96	FUTA Cost	\$ 249.60
SUTA Cost	\$ 1,352.33	SUTA Cost	\$ 1,701.09	SUTA Cost	\$ 2,227.31	SUTA Cost	\$ 1,123.20
Workers Comp Cost	\$ 57.50	Workers Comp Cost	\$ 1,767.49	Workers Comp Cost	\$ 2,314.25	Workers Comp Cost	\$ 47.76
Admin Cost - Payroll Process	\$ 1,502.59	Admin Cost - Payroll Process	\$ 1,890.10	Admin Cost - Payroll Process	\$ 2,474.78	Admin Cost - Payroll Process	\$ 1,248.00
Total Burden Cost	\$ 11,244.55	Total Burden Cost	\$ 14,756.44	Total Burden Cost	\$ 18,022.00	Total Burden Cost	\$ 10,050.96
<b>Total Annual Cost</b>	<b>\$ 61,330.95</b>	<b>Total Annual Cost</b>	<b>\$ 77,759.64</b>	<b>Total Annual Cost</b>	<b>\$ 100,514.80</b>	<b>Total Annual Cost</b>	<b>\$ 51,650.96</b>
Fully Burdened Hourly Rate	\$ 30.91	Fully Burdened Hourly Rate	\$ 38.88	Fully Burdened Hourly Rate	\$ 50.26	Fully Burdened Hourly Rate	\$ 25.83
Increase (%)	3	Increase (%)	4	Increase (%)	6	Increase (%)	3
New Hourly Rate w/ Increase	31.84016157	New Hourly Rate w/ Increase	40.43501185	New Hourly Rate w/ Increase	53.27284326	New Hourly Rate w/ Increase	26.60024275
New Annual Amount	\$ 66,227.54	New Annual Amount	\$ 84,104.82	New Annual Amount	\$ 110,807.51	New Annual Amount	\$ 55,328.50

Part time does not receive vacation or health insurance

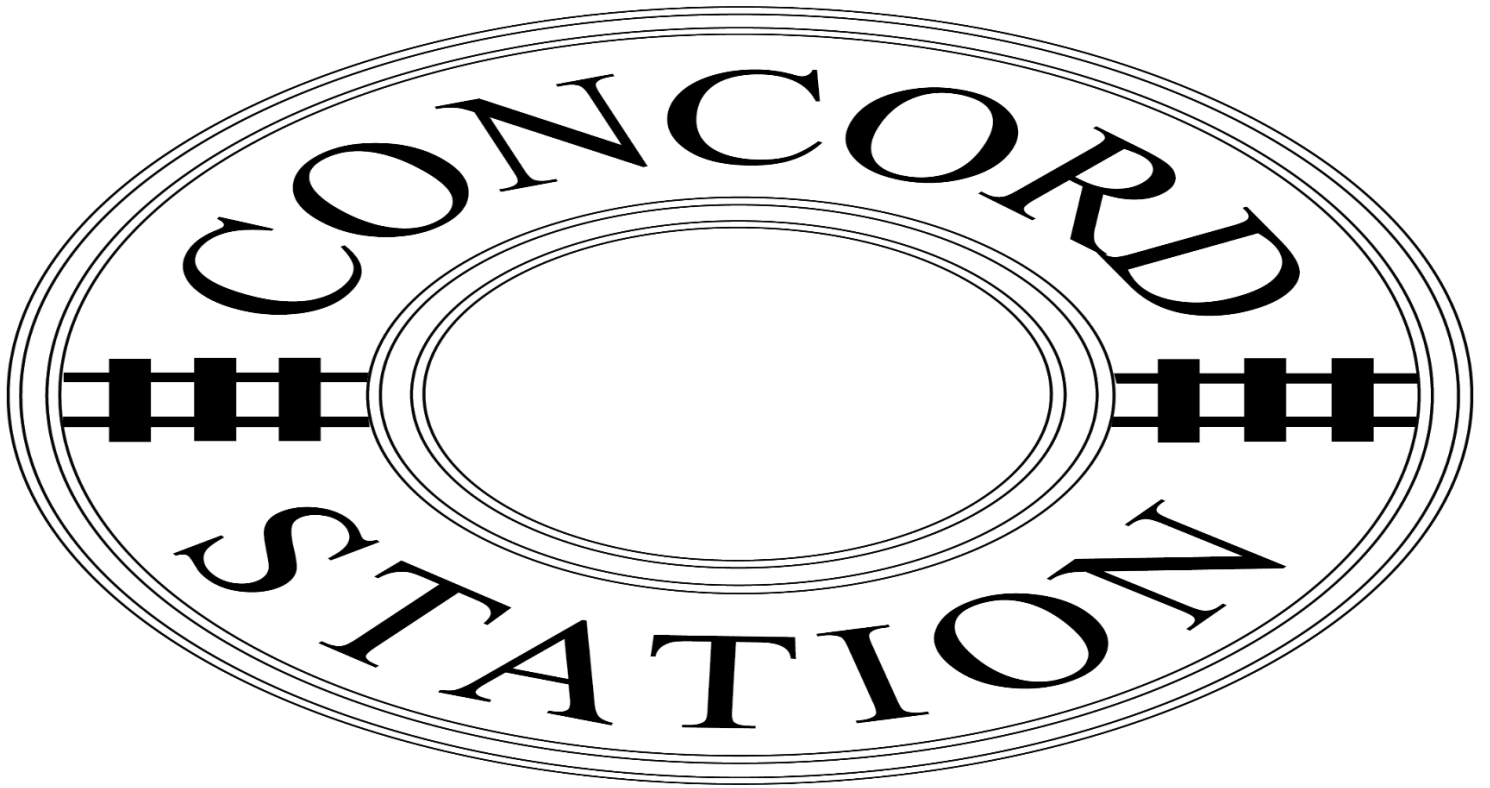
Part Time Concierge	Brown
Base Hourly Rate	17
Hours per Year - 302.48 hrs 1st qtr	
2026. Avg = 100.83 hrs mo	1209.92
FICA (%)	7.65
FUTA (%)	0.6
SUTA (%)	2.7
Workers Comp (%)	0.1148
Health Insurance (\$/year)	\$ -
PTO Days (Vacation/Holidays)	0
Admin Fee (%)	3
PTO Hours	0
Effective Work Hours	1209.92
Base Annual Pay	\$ 20,568.64
FICA Cost	\$ 1,573.50
FUTA Cost	\$ 123.41
SUTA Cost	\$ 555.35
Workers Comp Cost	\$ 23.61
Admin Cost - Payroll Process	\$ 617.06
Total Burden Cost	\$ 2,892.94
<b>Total Annual Cost</b>	<b>\$ 23,461.58</b>
Fully Burdened Hourly Rate	\$ 19.39
Increase (%)	3
New Hourly Rate w/ Increase	19.97274648
New Annual Rate	\$ 24,165.43

PROJECTS	VISION IDEA	FY 26	FY 27	CATEGORY
Sidewalk Repairs in the District	Miscellaneous repairs throughout the District		\$ 5,000.00	Safety
Replace Pool Equipment	To include pool pump and chemical feeders		\$ 32,000.00	Safety
Replace Splash Pad Equipment	replace the pump and equipmen at the splash pad		\$ 26,000.00	Safety
Pool Chair Lift Replacement	Replace ADA Handicap Chair		\$ 20,000.00	Safety
Trash Receptacles Repair/Replacement/Cans Repair	replacement/repair of trash cans in the District		\$ 2,400.00	Safety
Park Benches Repair & Replacement	replacement/repair of benches in the District		\$ 2,000.00	Safety
Picnic Tables Repair/Replace	replacement/repair of picninc tables in the District		\$ 3,000.00	Safety
Contingency for FY 27 Projects	contingency		\$ 9,600.00	Safety
		<b>Total</b>	<b>\$ 100,000.00</b>	

PROJECTS	VISION IDEA	FY 26	FY 27	CATEGORY
<b>FY 26 Upcoming Projects</b>				
Pool Deck Furniture Replacement	replace pool furniture	\$ 45,000.00		Safety
Court Fencing Repairs	miscellaneous repairs of court fencing in the District	\$ 1,000.00		Safety
Pergola with Solar Panel by Pond W33	repair the panel	\$ 12,000.00		Safety
Repair Gate Magnets	stronger gate magnets	\$ 6,610.00		Safety
Purchase Volleyball court poles padding	replace pole padding	\$ 400.00		Safety
Tuckerton Bench Replacement	replace bench	\$ 3,000.00		Safety
Opening Deck Drains at Pool for Cleaning	clean deck drains	\$ -		Safety
Repair of Soccer Field Nets	repair nets at soccer field	\$ 500.00		Safety
Plants at clubhouse entrance	replace plants at entrance	\$ 250.00		Safety
Clubhouse interior paintings - June 2026 start	paint interior of clubhouse	\$ 3,000.00		Safety
Clubhouse asphalt repair - seal coat and striping	repair parking lot seal	\$ 9,000.00		Safety
Installation of wind breaker nets at tennis court	wind nets at tennis court	\$ 1,250.00		Safety
Four Additional Hand dryers for restroom	replace hand dryers in amenity restrooms	\$ 550.00		Safety
Lighting Improvements for courts, pool and playground	lighting improvements	\$ 3,000.00		Safety
Pool Floor Plaster Delamination	repair delamination impacts to pool	\$ 543.90		Safety
Repairs to Light Poles by sidewalk going to basketball court	light pole repairs	\$ 52.44		Safety
Bounce House	Bounce House has been ordered	\$ 2,791.00		Safety
Gazebo Painting	On going and in progress	\$ 500.00		Safety
	<b>TOTAL</b>	<b>\$ 89,447.34</b>	<b>\$ 100,000.00</b>	

EXHIBIT 2

RETURN TO AGENDA



**CONCORD STATION  
COMMUNITY DEVELOPMENT DISTRICT**

**EMPLOYEE POLICY  
MANUAL**

September 2025

# TABLE OF CONTENTS

<b>I. ORGANIZATION OVERVIEW</b>	
A. Relationships between Concord Station CDD, District selected Employee Liaison, Clubhouse and Amenities Manager, the Clubhouse Staff, and Third Party Payroll.....	4
B. Organization Chart.....	
<b>II. MAJOR EMPLOYMENT LAWS</b> .....	<b>4</b>
A. Americans with Disabilities Act (ADA) .....	
B. Equal Employment Opportunity (EEO) .....	
C. Fair Labor Standards Act (FLSA) .....	
D. Florida Civil Rights Act (FCRA) .....	
E. Veterans' Preference .....	
F. Florida Whistle-Blower's Act.....	
<b>III. EMPLOYMENT POLICIES</b> .....	<b>5</b>
A. New Hires.....	
B. Open Door Policy .....	
C. Performance Review Policy .....	
D. Terminations.....	
E. Exit Interview .....	
<b>IV. COMPENSATION AND BENEFITS</b> .....	<b>6</b>
A. Compensation for Hours Worked .....	
B. Raises.....	
C. Benefits .....	
<b>V. ATTENDANCE AND LEAVE</b> .....	<b>6</b>
A. Attendance .....	
B. Work Schedules .....	
C. Employee Attendance Records .....	
D. Paid Time Off .....	
E. Holidays.....	
<b>VI. GENERAL INFORMATION</b> .....	<b>7</b>
A. Personal Appearance/Dress Code .....	
B. Smoking Policy.....	
C. Safe Use of Cellular Phones .....	
D. Personal Property .....	
E. District Property.....	
F. Jury/Civic Duty .....	
G. Severe Weather Conditions .....	
H. Solicitations/Distributions.....	
<b>VII. EMPLOYEE RELATIONS</b> .....	<b>8</b>
A. Drug-Free Workplace.....	
B. Harassment.....	

## **LIST OF APPENDICES**

- APPENDIX - 1: RECEIPT ACKNOWLEDGMENT**
- APPENDIX - 2: CONCORD STATION CDD AT WILL EMPLOYMENT AGREEMENT**
- APPENDIX – 3: CONCORD STATION CDD ORGANIZATION CHART**
- APPENDIX - 4: JOB DESCRIPTIONS**
- APPENDIX - 5: CONCORD STATION CDD EMPLOYEE EVALUATION FORM**
- APPENDIX - 6: CONCORD STATION CDD TERMINATION FORM**
- APPENDIX - 7: PTO/TO REQUEST FORM**
- APPENDIX - 8: CONCORD STATION CDD WARNING FORM**

## **I. ORGANIZATION OVERVIEW**

A. Relationships between Concord Station CDD Board of Supervisors, the District Employee Liaison, Clubhouse and Amenities Manager, Clubhouse 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 authority over Concord Station CDD directly hired employees.

The Board has designated an Employee Liaison for employees directly hired by the District.

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, 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 law. Pay in lieu of unused approved PTO may be provided as required by law. Appendix – 6 will be used to document termination.

#### E. Exit Interview

Departing employees are encouraged to complete an exit interview.

### **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. 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, 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).

## 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. Violations may result in discipline, up to and including discharge.

#### I. Training and Development Policy

New hires receive role-specific onboarding. Cross-training is encouraged to ensure coverage during absences. Ongoing training may include safety, customer service, irrigation systems, pool readings, access control, and reservations management.

#### J. Resident Interaction Protocol

Operational directives to staff come from the CAM; residents should not direct staff duties. Document resident complaints or requests in the designated log and follow the chain of command. Treat all residents and guests with courtesy and professionalism; escalate hostile interactions to the CAM.

#### K. Social Media and Public Communication Policy

Refer media or public inquiries to the CAM. Employees may not speak on behalf of the District without written authorization from the Board of Supervisors.

## 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.

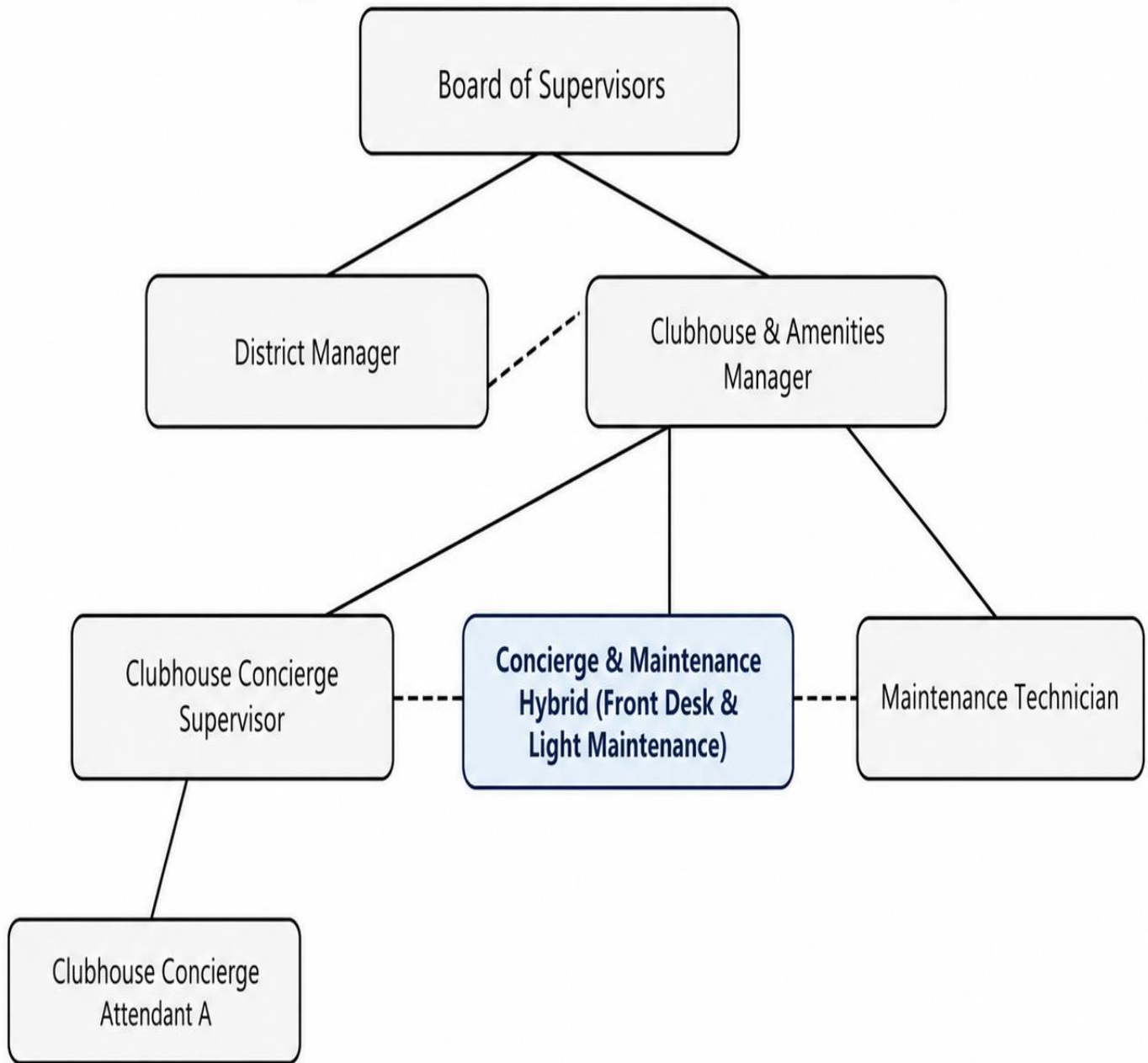
**Legal Protections:**

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**                      **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
- 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 primary point of contact during assigned shifts and serves as the on-site lead when the Clubhouse & Amenities Manager is unavailable.

#### Responsibilities and requirements include (but not limited):

- Represent the Concord Station CDD professionally in appearance and conduct
- Assist in planning and managing community events
- Build and manage relationships with residents, guests, and vendors
- Assist in keeping the Clubhouse clean, orderly, and maintained
- Assist Clubhouse Manager in management duties
- Complete and maintain all necessary reports as directed by Clubhouse Manager
- Participate in meetings and stay current on industry trends
- Support and mentor team members as needed
- Read, understand, and abide with written Concord Station CDD Policies & Procedures

#### Reporting Structure:

- Reports To: Clubhouse & Amenities Manager
- Coordinates With: Maintenance Technician and other staff as needed
- Supervises: Concierge Attendants

## **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 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 – 4 (CONT.)

### CSCDD Concierge and Maintenance (Hybrid Position) Job Description

#### Reporting Structure

- The Concierge & Maintenance Technician is a hybrid role responsible for delivering excellent customer service at the clubhouse front desk while also performing light maintenance and upkeep tasks throughout the community amenities.
- This position ensures a clean, safe, and welcoming environment for residents and guests while supporting daily operations of the facility.
- This hybrid role is designed to maximize staffing efficiency, reduce operational costs, and maintain high service and facility standards by combining front desk coverage with routine maintenance support.

#### Concierge / Front Desk Duties:

- Greet residents and guests in a professional and welcoming manner
- Assist with amenity reservations, access control, and general inquiries
- Monitor clubhouse and amenity areas to ensure proper usage and compliance with community policies
- Support community events and activities as needed
- Perform basic administrative tasks (email, scheduling, reports)
- Maintain a clean, organized, and presentable front desk and clubhouse environment

#### Maintenance & Grounds Duties (Light Maintenance):

- Perform light maintenance tasks including painting, minor repairs, and general upkeep
- Conduct routine property trash collection and disposal across amenity areas
- Assist with inspection and upkeep of clubhouse, pool, playground, courts, and common areas
- Report maintenance issues and assist in completing work orders in a timely manner
- Maintain tools, supplies, and inventory for routine maintenance tasks
- Support cleanliness and overall appearance of all facilities and grounds

#### 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 and Amenities Manager with administrative duties
- Read, understand, and abide with written Concord Station CDD Policies & Procedures
- 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.

- 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, Maintenance Technician, 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	ASSESMENT				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: \_\_\_\_\_

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)

Involuntary Termination (check one)

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

# APPENDIX – 8

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

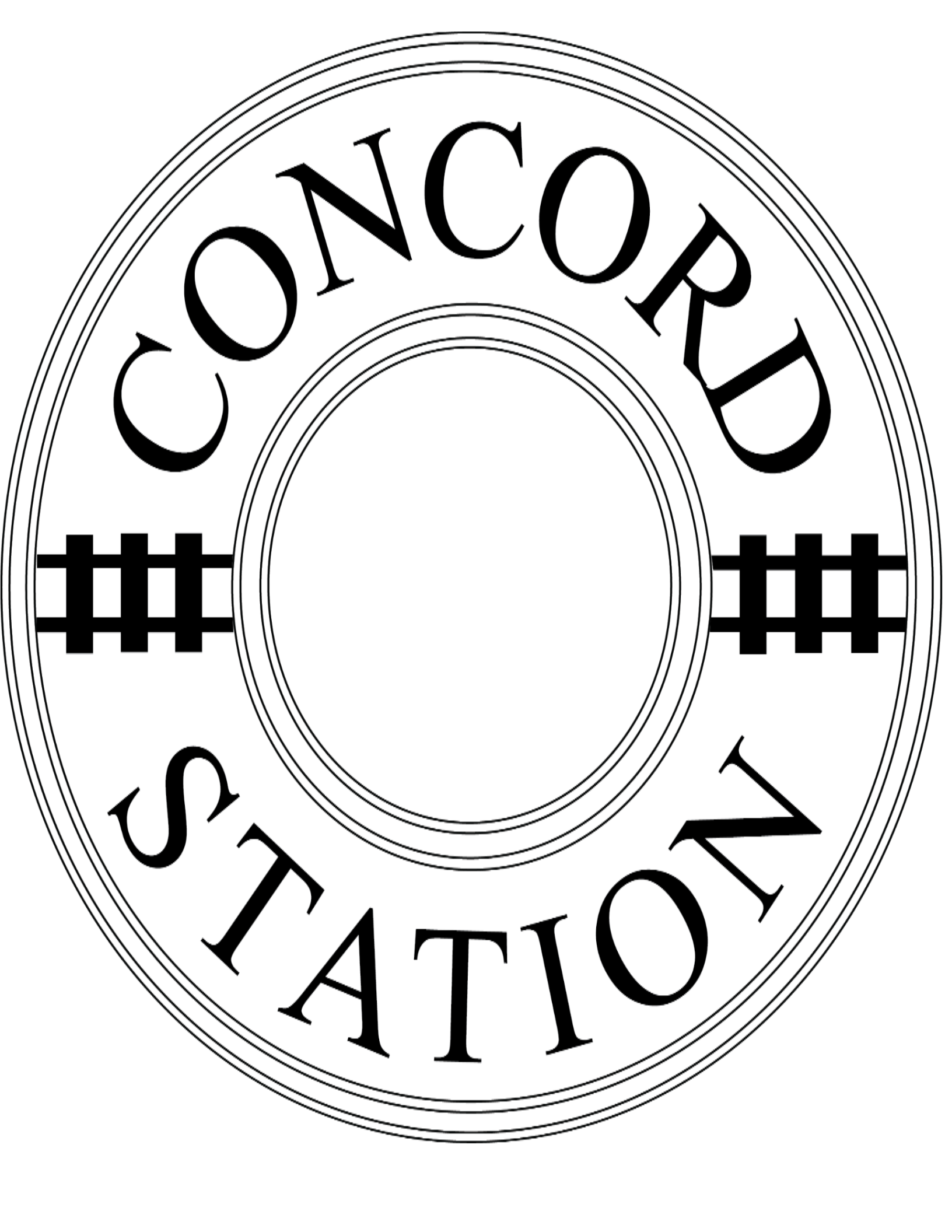
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets if necessary)

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

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





CONCORD



STATION

EXHIBIT 3

RETURN TO AGENDA

**Job Description**  
**Concierge & Maintenance Technician (Hybrid Position)**

Location: Concord Station CDD Clubhouse – Land O’ Lakes, FL

Job Type: Full-Time (Based on Operational Needs)

Compensation: \$18.00 an hour/\$37,440 yearly

Schedule: Flexible; includes evenings, weekends, and holidays as needed

**Position Summary:**

- The Concierge & Maintenance Technician is a hybrid role responsible for delivering excellent customer service at the clubhouse front desk while also performing light maintenance and upkeep tasks throughout the community amenities.
- This position ensures a clean, safe, and welcoming environment for residents and guests while supporting daily operations of the facility.

**Concierge / Front Desk Duties:**

- Greet residents and guests in a professional and welcoming manner
- Assist with amenity reservations, access control, and general inquiries
- Monitor clubhouse and amenity areas to ensure proper usage and compliance with community policies
- Support community events and activities as needed
- Perform basic administrative tasks (email, scheduling, reports)
- Maintain a clean, organized, and presentable front desk and clubhouse environment

**Maintenance & Grounds Duties (Light Maintenance):**

- Perform light maintenance tasks including painting, minor repairs, and general upkeep
- Conduct routine property trash collection and disposal across amenity areas
- Assist with inspection and upkeep of clubhouse, pool, playground, courts, and common areas
- Report maintenance issues and assist in completing work orders in a timely manner
- Maintain tools, supplies, and inventory for routine maintenance tasks
- Support cleanliness and overall appearance of all facilities and grounds

**Qualifications:**

- High school diploma or equivalent
- Minimum 1–2 years of experience in customer service, maintenance, or similar role
- Strong customer service and communication skills
- Basic knowledge of maintenance tasks (painting, minor repairs, etc.)

- Ability to operate basic computer systems (Microsoft Office, email, scheduling tools)
- Ability to work independently and as part of a team
- Must be reliable, punctual, and professional in appearance and demeanor

**Physical Requirements:**

- Ability to lift up to 50 lbs and perform light physical work
- Ability to stand, walk, and work outdoors for extended periods
- Capability to perform both desk and field duties throughout a shift

**Core Competencies:**

- Customer Service Excellence
- Attention to Detail
- Accountability & Reliability
- Problem-Solving Skills
- Team-Oriented Mindset

**Work Environment:**

- This position operates between a professional indoor clubhouse setting and outdoor amenity areas, requiring flexibility to transition between front desk responsibilities and light maintenance tasks.

**Position Purpose:**

- This hybrid role is designed to maximize staffing efficiency, reduce operational costs, and maintain high service and facility standards by combining front desk coverage with routine maintenance support.

EXHIBIT 4

RETURN TO AGENDA