

**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
REGULAR MEETING**

Thursday, July 09, 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: 965 7735 0400

Pass Code: 524986

Mute/Unmute: *6

AGENDA

For the full agenda packet, please contact Patricia@havenmgt.com

- I. Call to Order / Roll Call**
- II. Audience Comments**
- III. Professional Vendor Presentations**
 - A. Solitude Lake Management
 - 1. Waterway Inspection Report **EXHIBIT 1**
 - B. Steadfast Environmental Services
 - 1. Irrigation Maintenance Report *(to be distributed)* **EXHIBIT 2**
 - 2. Landscape Accomplishment Logs **EXHIBIT 3**
 - 3. Consideration for Approval: Steadfast Fertilization and Pesticide Application Proposal - \$2,808 **EXHIBIT 4**
 - 4. Consideration for Approval: Steadfast Wood Line Cleanup Proposal - \$280 **EXHIBIT 5**
 - 5. Consideration for Approval: Steadfast Annuals Installation to the Monument Signs - \$2,320 **EXHIBIT 6**
 - C. Presentation of Team Deliverables **EXHIBIT 7**
 - D. District Engineering Report – Stantec - Greg Woodcock
 - E. District Counsel – Kutak Rock
 - F. Clubhouse and Amenity Manager
 - 1. Presentation of Amenity Center Report **EXHIBIT 8**

2. Consideration for Approval Furniture Proposals:
 - Polywood Furniture Proposal – Shopping Cart - \$44,770 **EXHIBIT 9**
 - Home Depot Polywood Pool Furniture Proposal - \$38,470 **EXHIBIT 10**
 - Home Depot Polywood Furniture - \$12,873.77 **EXHIBIT 11**
 - Vinyl Strap Armrests 16 Inch - \$23,764.30 **EXHIBIT 12**
3. Consideration for Approval AED and First Aid Training Proposals:
 - American Red Cross AED Packages **EXHIBIT 13**
 - American Red Cross First Aid/CPR/AED Group Training Proposal **EXHIBIT 14**
 - Individual CPR and AED Training Proposal **EXHIBIT 15**
4. **Consideration of Trash Bin Proposals:**
 - Consideration for Approval: Barco Products Trash Bin Proposal - \$4,970 **EXHIBIT 16A**
 - Consideration for Approval: Outdoorsiness Trash Bin Proposal - \$\$2,726.50 **EXHIBIT 16B**
5. Discussion of the Updated Concord Station CDD Employee Handbook **EXHIBIT 17**
6. **Consideration for Adoption Resolution 2026-12 Adopting Employee Policy Manual; Providing a Severability Clause; and Providing an Effective Date** **EXHIBIT 18**

G. District Manager

IV. Administrative Items

- A. Consideration for Acceptance – May, 2026 Unaudited Financial Statements **EXHIBIT 19**
- B. Consideration for Approval - The Minutes of the Board of Supervisors of Concord Station CDD Held on May 14, 2026 **EXHIBIT 20**
- C. Consideration for Approval - The Minutes of the Board of Supervisors of Concord Station CDD Held on June 11, 2026 **EXHIBIT 21**

V. Other Items to be Introduced

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

VII. Supervisor’s Request

VIII. Adjournment

EXHIBIT 1

[RETURN TO AGENDA](#)

SOLITUDE

LAKE MANAGEMENT



Concord Station CDD Waterway Inspection Report

Reason for Inspection: Monthly required

Inspection Date: 2026-06-16

Prepared for:
Concord Station CDD

Prepared by:

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

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Site: T8

Comments:

Site looks good
 Site looks well and the structure is in good condition.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: T9

Comments:

Normal growth observed
 Shoreline growth within site and some beneficials are presenting themselves in the empty site.



Action Required:

Routine maintenance next visit

Target:

Shoreline weeds

Site: T10

Comments:

Site looks good
 This site is looking good and the site is free of algae or any submersed vegetation.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: T11

Comments:

Normal growth observed
Site is almost completely dry.
Some minor growth.



Action Required:

Routine maintenance next visit

Target:

Shoreline weeds

Site: T12

Comments:

Site looks good
The shorelines on both sides of
this site are free and clear of any
growth.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: T13

Comments:

Site looks good
Both flow structures within site
are in good condition. Site
remains dry.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L1

Comments:

Normal growth observed
 Site is looking well and has a large population of GSR within it. Mild shoreline growth but overall site looks well.



Action Required:

Routine maintenance next visit

Target:

Shoreline weeds

Site: L2

Comments:

Normal growth observed
 Site has some torpedograss growth that will clear up quickly once treated. Overall site is looking well.



Action Required:

Routine maintenance next visit

Target:

Torpedograss

Site: L3

Comments:

Site looks good
 Site is good shape. Shorelines are clear and site has a full perimeter of beneficial plants.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L4

Comments:

Site looks good

This site has some beneficial plants blooming. Site is almost completely empty.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: L5

Comments:

Site looks good

Site has gone completely dry. Structures are in good condition. We will be maintaining growth where water would normally be.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: L6

Comments:

Site looks good

No notable concerns with this site.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: L7

Comments:

Site looks good

Site looks well.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L8

Comments:

Site looks good

Site is almost dry but the beneficials that are present are in good shape.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L9

Comments:

Normal growth observed

Minor growth within site but overall no concerns at this time.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L10

Comments:

Normal growth observed

Site has some growth within it that will need to be addressed.



Action Required:

Routine maintenance next visit

Target:

Shoreline weeds

Site: L11

Comments:

Site looks good

Site is in good shape with no notable concerns.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L12

Comments:

Site looks good

Site has a great perimeter of GSR within it. Small group of spatterdock. Overall in good condition.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: S11

Comments:

Site looks good
No concerns at this time.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Management Summary

The native plants within the sites are looking great. Almost every site inspected has some beneficial plants which helps with nutrient reduction limiting algae blooms and they help prevent erosion on pond banks. Trash was less present within the sites this month.. We are monitoring the condition of the flow structures monthly during inspections as well as erosion on pond banks. As an update from last report, the rocks inside W30 and W31 flow structures were removed and now has proper flow path restored. Overall, sites are looking well with little to no algae within them and as water levels rise we are focusing on keeping shorelines clear of nuisance growth. As of now sites are still very dry and we are looking forward to getting some more consistent rain fall.

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

Thank you for choosing SOLitude Lake Management!

Site	Comments	Target	Action Required
T8	Site looks good	Species non-specific	Routine maintenance next visit
T9	Normal growth observed	Shoreline weeds	Routine maintenance next visit
T10	Site looks good	Species non-specific	Routine maintenance next visit
T11	Normal growth observed	Shoreline weeds	Routine maintenance next visit
T12	Site looks good	Species non-specific	Routine maintenance next visit
T13	Site looks good	Species non-specific	Routine maintenance next visit
L1	Normal growth observed	Shoreline weeds	Routine maintenance next visit
L2	Normal growth observed	Torpedoglass	Routine maintenance next visit
L3	Site looks good	Species non-specific	Routine maintenance next visit
L4	Site looks good	Species non-specific	Routine maintenance next visit
L5	Site looks good	Species non-specific	Routine maintenance next visit
L6	Site looks good	Species non-specific	Routine maintenance next visit
L7	Site looks good	Species non-specific	Routine maintenance next visit
L8	Site looks good	Species non-specific	Routine maintenance next visit
L9	Normal growth observed	Species non-specific	Routine maintenance next visit
L10	Normal growth observed	Shoreline weeds	Routine maintenance next visit
L11	Site looks good	Species non-specific	Routine maintenance next visit
L12	Site looks good	Species non-specific	Routine maintenance next visit
S11	Site looks good	Species non-specific	Routine maintenance next visit

SOLITUDE
LAKE MANAGEMENT
A RESTORIX COMPANY
Restoring Balance. Enhancing Beauty.

Concord Station CDD
Land O' Lakes, Florida

Call 888.480.LAKE

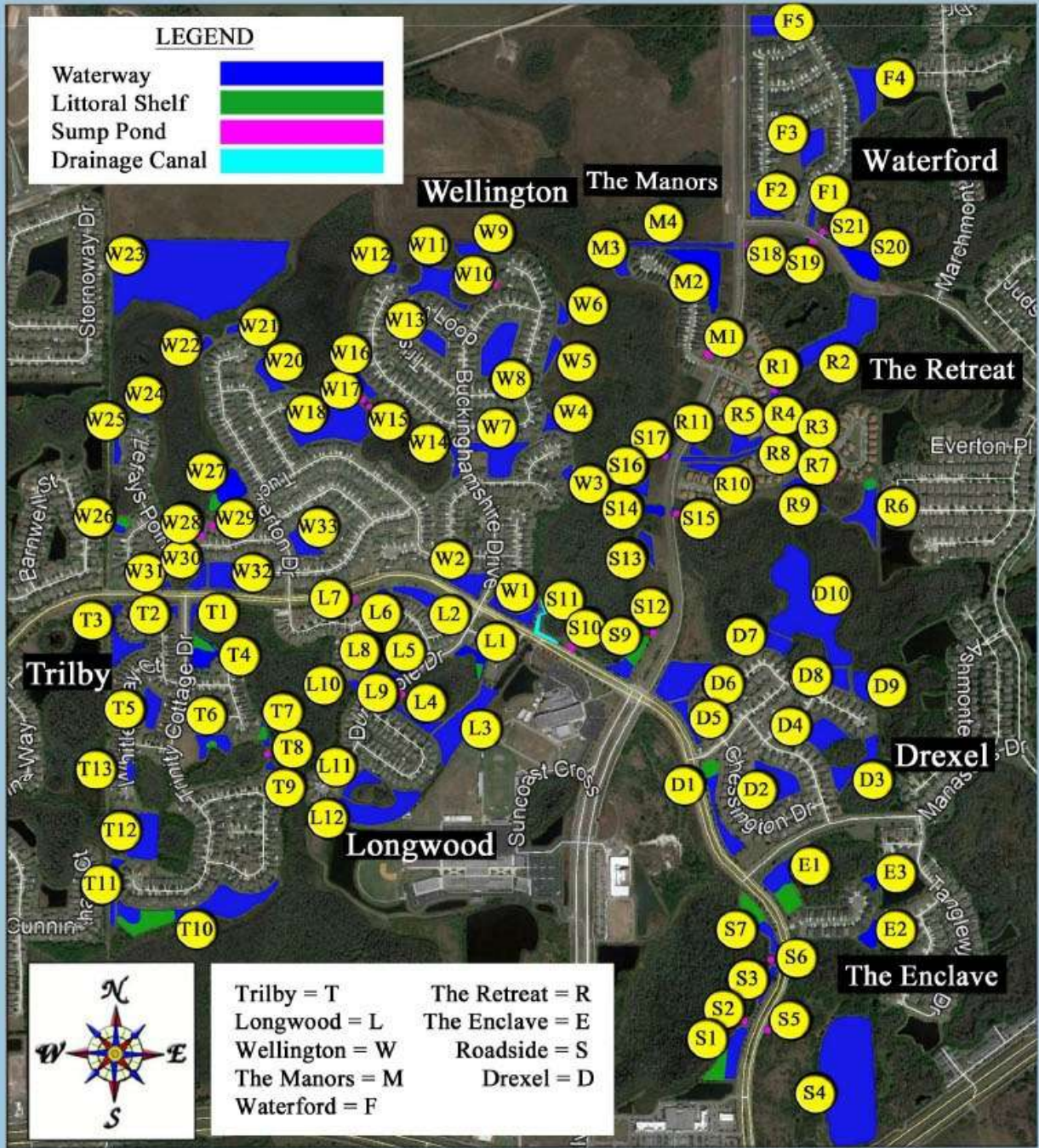


EXHIBIT 2

[RETURN TO AGENDA](#)



Printed: Jul 7, 2026
30435 Commerce Drive Unit 102, San Antonio, FL 33576
Phone: 844-347-0702
Fax: 813-501-1432

Daily Logs List

Jul 6, 2026

Job: SM1348 Concord Station CDD

Title: Annual Irrigation Prep

Added By: Jeanette Cordero

Log Notes:

On site with Brian to inspect the drip irrigation system and verify proper operation of the plant beds scheduled for new annual installations.

We inspected and tested the majority of the landscape beds throughout the property to identify any irrigation issues prior to the annual installation. However, before the inspection could be completed, we discovered a mainline leak near the clubhouse.

At that time, we were instructed to suspend the irrigation inspection and shift our efforts to locating and repairing the mainline leak. The repair required the remainder of the workday, preventing us from completing the inspection of the remaining plant beds scheduled for annual installation.

The mainline leak was addressed; however, the irrigation inspection of the remaining plant beds could not be completed due to time constraints after the repair. The remaining beds will require inspection prior to or during the annual installation as needed.

Parts used:

2- 3" elbow

1- 3" tee

1- 3" slipfix

3 ft 3" pipe

1- 1" 1/4 coupling

1- 1" 1/4 elbow

Weather Conditions:

Partly cloudy with showers Mon, Jul 6, 2026, 12:00 AM



92°F

76°F

Wind: 6 mph

Humidity: 93%

Total Precip: 0.08"



EXHIBIT 3

[RETURN TO AGENDA](#)



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

Daily Logs List

Jul 1, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: Soledad Valencia

Log Notes:

Full servicio

Área comunes

Trimer

Weather Conditions:

Partly cloudy with showers Wed, Jul 1, 2026, 5:46 AM



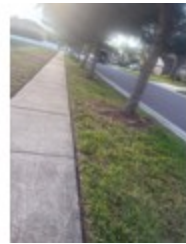
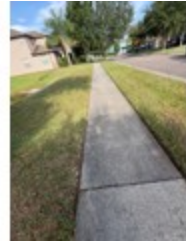
90°F

Wind: 7 mph

70°F

Humidity: 100%

Total Precip: 0.13"





Daily Logs List

Jun 23, 2026

Job: SM1348 Concord Station CDD

Title: Ponds

Added By: Jose Ramirez

Log Notes:

Cut and weed eater the ponds

Weather Conditions:

Mostly sunny Tue, Jun 23, 2026, 3:30 PM



96°F

78°F

Wind: 12 mph

Humidity: 93%

Total Precip: 0"

Attachments: 6





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

Daily Logs List

Jun 15, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: Soledad Valencia

Log Notes:

Corte completo sobre las áreas comunes

Y trimer sobre unas platas en el boulevard principal

Weather Conditions:

Partly cloudy with showers Mon, Jun 15, 2026, 4:28 PM



91°F

Wind: 12 mph

76°F

Humidity: 95%

Total Precip: 0.01"





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

Daily Logs List

Jun 12, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: Soledad Valencia

Log Notes:

Corte completo sobre todo el boulevard

Se Esquivó la edgers en algunas áreas

Weather Conditions:

Partly cloudy with isolated storms Fri, Jun 12, 2026, 2:06 PM



91°F

Wind: 6 mph

74°F

Humidity: 94%

Total Precip: 0.14"





Daily Logs List

Jun 4, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: Soledad Valencia

Log Notes:

Terminamos lo que faltó del boulevard, cortamos las palmas que pidió Kevin, spray y sacar hierbas y faltó mucho por sacar

Weather Conditions:

Partly cloudy Thu, Jun 4, 2026, 4:48 PM



88°F

66°F

Wind: 12 mph

Humidity: 86%

Total Precip: 0"

Attachments: 12





Daily Logs List

Jul 1, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: Soledad Valencia

Log Notes:

Se terminó de hacer las áreas

Trimer full

Weather Conditions:

Partly cloudy with scattered storms Wed, Jul 1, 2026, 3:46 PM



91°F

Wind: 7 mph

73°F

Humidity: 86%

Total Precip: 0.36"

Attachments: 13

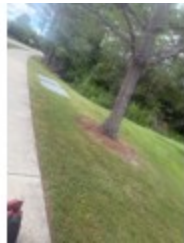


EXHIBIT 4

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EXHIBIT 5

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EXHIBIT 6

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Steadfast Alliance
 Suite 102
 San Antonio FL 33576 US

ESTIMATE

DATE **DUE** **ESTIMATE #**
 6/12/2026

BILL TO

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

SHIP TO

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

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is for the installation of annuals to the monument signs throughout the property. Annuals will be a summer mix.			
Annuals summer mix	800.00	2.75	2,200.00
Soil/Dirt	2.00	60.00	120.00

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

TOTAL **2,320.00**

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

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

EXHIBIT 7

[RETURN TO AGENDA](#)

SEQ	Date Assigned	DELIVERABLE	Responsible	DELIVERABLE DATE	ADDITIONAL INFORMATION	STATUS
1	06.11.2026	Rip Rap Repairs	Greg	07.09.2026	Some of the rocks related to the remediation erosion project are falling	Need to advise as to what can be done with the rocks to stabilize . Greg has advised that he will check on the matter
2	03.12.2026	ADS Erosion Project	Greg	COMPLETED	Project has been completed	Sent follow-up email to Greg on 03.20.2026 for status . Greg advised on 03.23 that the project is almost complete. As of 04.01 the project is complete and final walk thru is scheduled for the week of the 5th. Project is completed
3	03.12.2026	Site D4 and S3	Greg	COMPLETED	Pond D4 and S3 appear to have erosion issues	Greg is to review before next meeting. Review is scheduled for 03.24 and Greg is hoping to have proposal for meeting . Contract was reported as completed in the April meeting
4	04.14.2026	Sites F1, F2, F5 and W13, 2 and M3	Greg	10.01.2027	Erosion repairs	These are included for the FY 27 remediation project and project is on hold till FY 27
5	03.12.2026	ADS Erosion - S9	Greg	COMPLETED	Pond S9 needs to be remediated as well	Walk on proposal from Stantec was presented at the March meeting. ADS executed contract on 03.18 and contract sent for Board execution 03.19. Contract executed . Contract reported as completed in the April meeting
6	03.12.2026	HOA Tot lot	Kutak	04.09.2026	Cisternas – the HOA attorney says they are waiting on CDD to finalize the transfer of the tot lot land - the HOA also wants to transfer the small lot in trilby as a package deal and the HOA will put a pergola and a couple of benches - Wagner wants to know why do they want to give it up - Cisternas advises due to size and maintenance . task to Kutak to work with HOA Also take Sedonia - Kyle to reach out to HOA attorney – Kyle TASK	Kyle is awaiting additional communication from the HOA. Continue to agenda for discussion Board gave direction that projects for the tot lot would not exceed \$50,000 in one year . Kyle received communication from the HOA on 06.11. Still awaiting final terms
7	03.12.2026	Anchor Stone Contract	Kutak	04.12.2026	Kutak & Chairwoman to work on finalizing any amounts due for Anchor Stone	Letter was sent on 03.18 and no response has been received . On hold till additional communication is received from Anchor Stone
8	06.11.2026	Employee Manual - Hybrid Position	Kutak	07.09.2026	Kyle to review the changes to the employee manual	Employee Manual changes reviewed. Resolution sent to Haven for inclusion in agenda.
9	01.08.2026	Duke Energy - Streetlights	Kutak	07.31.2026	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. Emailed Seel and new staff Jaynell on deliverable date on 03.02.2026. Reached out to Jaynell.Oyomire@duke-energy for status on 03.19. Jaynell.Oyomire@duke-energy.com advised in an email dated 3.24 that the project is estimated to be completed 07.31.2026. Reached out to Duke on 05.29 for a status . This has now been assigned to Kutak as of 06.11 for their review of the contracts. Kutak reviewed and has no revisions. Terms are in line with previous agreements. contract was sent to the Chair for execution on 07.01
10	05.14.2026	Bounce House waiver	Kutak/Mark	COMPLETED	Changes to waiver and release for bounce house	Waiver will be used for all events involving the bounce house and was sent to Amenity Manager
11	03.12.2026	Pump in Waterford	Mark	COMPLETED	Pump in Waterford has gone down 2x. Mark is looking to see what makes it go off	Pump has not turned off in months.
12	04.08.2026	Summer Event	Mark	COMPLETED	Summer time event will be held on June 27th	Contract was signed with YTE and deposit was sent. Final payment was made after the event
13	06.11.2026	Suncoast Rust	Mark	07.09.2026	Mark to arrange for Suncoast rust to be on site and treat affected areas	On 06.16 Suncoast advised Concord Station has been added to the cleaning list as a priority client request
14	06.11.2026	Outdoor Patio	Mark	07.09.2026	Get proposals for Pollywood tables and then aluminum for loungers and chairs	Bring back proposals to the July agenda. Proposals are included on the agenda for the July meeting
15	01.08.2026	Seal coating clubhouse parking lot and pothole repair	Mark	COMPLETED	This contract was awarded to Westshore Paving	This was given to Mark and Westshore Paving is slated to complete . Project should be completed by end of June. Project has been completed and invoice is paid the week of 06.22
16	02.12.2026	Stronger magnetic clasp with ECS	Mark	COMPLETED	Maybe get several magnets on a door. PC to send Mark a pamphlet	Looking into options. Magnetic locks were ordered and installed
17	03.12.2026	Trespass	Mark	COMPLETED	Mark sent an email regarding the trespass - waiting on return from Sheriff	need to have contract for district records
18	04.09.2026	Clean clubhouse floor	Mark	COMPLETED	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. Sent contract to Mark 02.20.2026. Work to be performed March 19-21 2026.
19	01.08.2026	Security cameras update	Mark	COMPLETED	Need to get signatures on contract . Need to get revised contract . Need to get a revised scope	All cameras were installed. Operational
20	02.12.2026	Signage Repair Efforts	Mark	Ongoing	Straightening of signage in the District	Continued efforts by the team as schedule allows
21	02.12.2026	Additional Light - Outdoor Play Area	Mark	03.12.2026	Get proposals for outdoor lights at the playground area	looking into options.
22	04.09.2026	Fishing Signage	Mark	07.09.2026	Bring signage language that matches the adopted policy	Kyle discussed the signage at the June meeting, the Board gave direction that No Fishing signage was to be removed. Removal of signs is in progress.
23	05.14.2026	Soccer field nets and structure need repair at Waterford	Mark	07.09.2026		Nets were ordered. Awaiting delivery.
24	06.11.2026	Defib Devices	Mark	07.09.2026	Mark to check on required classes for defib devices and bring back proposals	Decision needs to be made if we would like individual classes or group class. Need to select which AED is to be purchased.
25	06.11.2026	Dog Stations	Mark	07.09.2026	Mark to check on dog stations that may need to be refurbished	

26	02.12.2026	Vision List	Mark/PCT	03.13.2026	Benches at the 2 Tuckerton Fields and lights at the playground. PCT to post to the website ASAP and give FINANCE the revised budget ASAP. Mark to get with ECS about lights on the camera to light up the playground and basketball benches. PCT to move the link to Vision Projects 25/26	The 2026 and 2027 vision plans are incorporated into the FY 27 budget and will be discussed at the workshop meeting on June 2 for discussion . Benches at Tuckerton are earmarked for 2026 install
27	05.14.2026	Easement agreements to Mark for him to review	Mark/Pct		Send easement agreements to Mark so that he can review	PCT sent on 05.14. At the June meeting it was determined that Mark and Steadfast Kevin would tour the property to determine if the crews all have access
28	01.08.2026	Suncoast Pool Service	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, 02.05 . No response until 01.18 whereby a text was received "ok" was the response. Item will be slated for discussion of Feb. agenda Received the COI dated Feb. Called agent on 02.20.2026 813-909-0035 Justine and she will send confirmation of prior policy. Left voicemail on 3.03. Emails sent to Justine on 03.12, 03.24, and 03.30. Justine sent the COI for 01.24 - 08.25.25 on 04.06.26. Emails sent asking Justine for the COI from 07.15.25 on 04.06.26 and 04.10.2026. Email sent to Justine asking for the COI from 07.15.25 - 08.15.25 on 04.13.26. She affirmed there was no COI - sent to Kutak for advice
29	05.14.2026	Budget workshop	PCT	COMPLETED	Schedule budget workshop for FY 27	Scheduled budget workshop for June 2
30	01.08.2026	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. Spoke to refunds and they advised it still under review and advised where to look on the website . Sent email to Supervisors on 02.10.2026. Mr. Olan 850-717-7147 left vm for 5000365666 on 02.20.2026 Web status on 03.02 says still under audit . Left another vm at 11:49 am on 03.02. On 3.09 web status still under audit . Status on 03.03.17 and 03.24 says still under audit . Web status on 03.30 advised still under audit. Web status on 4.14. advised still under audit. Checked status on 05.29 and still under refund audit . Checked on 06.08 and on 06.24 and the requested refund amount of 3,897.88 is still under review https://taxapps.floridarevenue.com/Refunds/RefundCheckStatus.aspx . 07.01.2026 still under review
31	03.12.2026	MPLC License	PCT	COMPLETED	Discussion of MPLC license - do not pay and cancel the service (PCT Task motion to terminate the agreement license	termination notice sent. MPLC has advised that we are not in the termination period. Received contract from MPLC and it was not a CDD contract. Sent email to Chair to clarify on the contract. Will need to get Kutak involved. MPLC has advised that we cannot terminate for this year. District Counsel says the non CDD contract is very clear on the matter Awaiting final confirmation and direction as to payment based on Counsel observations. 03.24. Need to pay the overdue payment and include termination letter. Amount was paid and termination letter sent again
32	03.12.2026	Site S3 and D4	PCT	COMPLETED	- send this to Greg and have him take a look at the two	Sent email to Greg on 03.20.2026. Please see under Stantec Greg current status
33	01.08.2026	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. Ongoing for every month
34	06.11.2026	Balls in W18	Solitude	07.09.2026	Clean out the balls in pond W18	Solitude will address on their next visit
35	03.12.2026	Annals	Steadfast	04.09.2026	revise the count for annuals-bring back revised proposal to April agenda - break out by location like monument locations and amenity center	Proposal for amenity annuals was executed and sent to District for counter execution / Executed and annuals to be installed by 04.03.2026/ Total amount was provided for the FY 27 budget. New annuals will be installed on July 8th
36	03.12.2026	Irrigation Repairs	Steadfast	Ongoing	Before and After photos for irrigation repairs. Document which ones are out of compliance. Photo review along with manufacturer warranty terms	Ongoing Project
37	06.11.2026	Mowing	Steadfast	06.30.2026	residents have been very vocal in advising that certain areas of the District have not been mowed and maintained	Steadfast management will meet with Mark on Tuesday 06.23 to discuss areas that were potentially not included in the contract and areas that are in need of maintenance . An on site meeting was held and issues should now be handled

EXHIBIT 8

[RETURN TO AGENDA](#)

Concord Station CDD

Clubhouse & Amenities Manager Report

Board Meeting Date: June 11, 2026

1. Operations Summary

- Employee Handbook updated with newly adopted PTO policy.

2. Community Events

- Summer Splash Bash Event, June 27, 2026 (\$2329.00 YTE, \$295.90 Games, \$44.25 Propane/ice, \$1585.86 Costco, \$120.14 Popsicles/Ice/Grille, \$169.00 UPS Waivers=\$4544.15)
- Oktoberfest/Halloween Event, (October 31, 2026)
- Holiday Event. (December)

3. Resident Concerns / Trends

- Trilby resident concerns in regard to children crossing thru his yard to gain access to the wooded area between the Concord Station and Ballantre
- Erosion around pond F-5 in the Waterford community

4. Current Project Updates

- Replacement of magnets to access control gates post lighting strike damages and vandalism (\$6610.00)
- Replacement of the net at the volleyball court – (\$148.99)
- Replacement of volleyball court poles padding – (\$316.00)
- Clubhouse interior painting, intensive labor to move furniture and equipment around, tape areas, paint, and edge – (\$307.83+\$91.06+\$349.71+\$65.99+\$13.59)
- Correction of tennis court fence bent upwards and not completely to the bottom of the court- (\$159.86)
- Replacement of photocontrol at Longwood monument – (\$13.20)
- Repairs to the playground water fountain – (\$70.20)
- Clubhouse parking lot asphalt repairs and seal coating (\$7550.00)
- Water fountain filter replacement
- Tennis court gate adjustment
- Progress in the removal of “No Fishing” signs from ponds throughout the Community
- Purchasing and installation of trash cans at fishing ponds
- Purchasing and installation of solar motion activated lighting at pool deck (\$115.72)
- Replacement of 11 diffuser vents throughout the Clubhouse (metal to plastic) (\$950.62)
- Installation of Clubhouse “Under Camera Surveillance” signs
- Replacement/repair of soccer field nets – (\$1279.68+\$49.41=\$1329.09)

6. Upcoming Maintenance & Projects Fiscal year 2026 thru 2027

- Opening deck drains at pool deck for cleaning, will take several days to open drains and power wash the canals– (\$20 in gas for power washer)
- Replace plants at Clubhouse entrance – (\$250)
- Courts fencing repairs – (\$1000)
- Lights improvements for courts, pool, and playground – (\$3000)

- Pool deck furniture repair or replacement. Furniture will be received in boxes and needs to be assembled. Labor intensive when it comes to manhours – (\$45,000)
- Benches for Tuckerton Field, will require the removal of sod, digging hole for the slab, pounding the area for pouring of concrete, building the frame for the slabs, cutting the rebars for the slabs, tying the rebars together for framing of the slab, turning and pouring 1280lbs of concrete, waiting 9 days for the slab to cure, installation of the benches– (\$3000 for benches, \$1250 for materials)
- Pergola with solar panel by pond W33. Will require the removal of sod, digging hole for the foundation, pounding the area for pouring of concrete, building the frame for the foundation, cutting the rebars for the foundation, tying the rebars together for framing of the foundation, turning and pouring 3,480 lbs. of concrete, waiting 9 days for the slab to cure, building of the frames for the columns (4), turning and pouring the concrete for the columns 2,200 x 4 (8,800) waiting 9 days for the columns to cure, building the frame for the roof, installing jacks for the roof, cutting the rebars for the roof, tying the rebars together for framing of the roof, turning and pouring 5,400 lbs. of concrete, waiting 9 days for the concrete to cure. Painting of the gazebo. Installation of the power panel on the roof of the gazebo. Installation of bench at the gazebo. (\$12,000)
- Sidewalks repair. We will be cutting and repairing sidewalks throughout the community.
- Replacement/upgrading pool equipment
- Replacement/upgrading splash path equipment
- Repairs or replacing pool chair lifts
- Raking playground rubber mulch to better distribute mulch
- Raking of the volleyball sand to better distribute sand
- Replacement of damaged/stained ceiling tiles throughout the Clubhouse

7. In House Projects and Repairs Completed since May 2025 (for reference)

- Repairs to the clubhouse entrance doors
- Power washing of the entire amenities pool deck and sidewalks
- Replacement of cabinets knobs at the kitchen, game room, and restrooms
- Replacement of the Volleyball court net
- Repairs and painting of the playground water fountain
- Monuments upgrade. Removal of al
- I wood, and construction of 27 concrete columns, and painting of all columns (\$5,500)
- Correction of Clock Tower top, damaged by Hurricane Milton in October 2024 (\$1,500)
- Repairs of many of the irrigation system components throughout the community after landscaping company canceled the contract
- Repairs to the fountain pumps (2)
- The cutting and disposal of several tress throughout the Community, preventing being overcharged by landscaping company
- Cleaning of the gym rubber floor for new equipment installation
- In house maintenance of the Kawasaki mule
- Clubhouse Exterior Painting – Completed (\$1659.89)
- Splash Pad Cleaning & Recoating – Completed (\$3117.62)
- Gym TV Installation 3 – Completed (\$234.00)
- White Fence by Pool equipment – Completed (\$14.57)
- Water fountain at Sunlake/Mentmore intersection pond is down – Completed.

- Monument lights repair (Mentmore/Sunlake and Drexel second entrance) – Completed
- Pool gate has worn out hinge – Completed (Replaced hinges at Splash and Playground gates) (\$131.94)
- Replacing shower curtains –Completed (\$49.98)
- Troubleshooting and repairs to the light poles by sidewalk going to basketball court – (\$52.44)
- Pool floor plaster delamination repair – (\$543.90)
- Bounce house ordered and received – (\$2,791.00)
- Painting of gazebos – (\$743.35)
- Installed four hand air dryers in the restrooms – (\$540)
- Installation of wind breaker nets at tennis court – (\$985.07)
- Replacement of tennis court net ratchet – (\$189.95)
- Replacement of gym floor receptacle covers – (\$199.95)
- Replacement of leaf blower – (\$189.00)
- Replacement of garbage disposal – (\$114.00)
- Refurbishment of first aid kit items – (\$62.36)

Contracted Projects Completed Since May 2025

- Sidewalk repair on Mentmore by Wellington II
- Tennis and Basketball courts crack seal/coating
- Gym equipment replacement
- Monuments holiday lights installation
- Playground fence replacement
- Clubhouse Tile Cleaning / Regrouting – Completed (\$2517.70)
- Security Cameras upgrade/installation

COLOR CODING OF ITEMS:

Projects Directly Supporting the Reserve Study

Projects Outside the Reserve Study – Completed, In Progress, and Planned

Projects Outside the Reserve Study - in progress or to be completed

Items outside the Reserve Study that require construction planning and building

EXHIBIT 9

[RETURN TO AGENDA](#)



TABLES
48" Round Farmhouse Dining Table
POLYWOOD Color: Slate Grey
SKU: RT248GY

\$519.00

- 10 +



WOVENDALE
Wovendale Dining Arm Chair
POLYWOOD Color: Slate Grey
SKU: CLCDD230GY

\$389.00

- 40 +



TABLES
Round 18" Side Table
POLYWOOD Color: Slate Grey
SKU: RST18GY

\$99.00

- 10 +



NAUTICAL
Nautical Chaise
POLYWOOD Color: Slate Grey
SKU: NAC2280GY

\$329.00



Eligible for White Glove Delivery

Select this premium service at checkout. Scheduled delivery to your outdoor space, including assembly and removal of all packaging.

Estimated Ship Date

7/16 - 7/23
If you order by 3 PM ET 6/3

Subtotal

\$44,770.00

Taxes, discounts and shipping calculated at checkout.

CHECK OUT

EXHIBIT 10

[RETURN TO AGENDA](#)



Pollywood Pool Furniture





i Price valid until: Jun. 10, 2026 at 11:59PM

Quote #: HA100296833094
Created Date: Jun. 03, 2026
Created By: Mark Looknanan
PO/Job Name: Concord Station Pool
Project: ---

Mark Looknanan
(813)679-4353

CONCORD STATION CDD
CLUBHOUSE
18636 MENTMORE BLVD
LAND O LAKES, FL 34638

Items: **130** Total: **\$38470.00**

	Item	How To Get It	Unit Price	Qty	Item Total
1	 <p>POLYWOOD Grant Park Slate Grey Chaise Lounge with Arms Model #GPNCC2280GY Store Sku #1009600768</p>	Ship To Store	\$349.00/item	70	\$24430.00
2	 <p>POLYWOOD La Casa Cafe Slate Grey All-Weather Plastic Outdoor Dining Side Chair Model #TD100GY Store Sku #1000624403</p>	Ship To Store	\$239.00/item	40	\$9560.00
3	 <p>POLYWOOD Slate Grey 38 in. Round Patio Conversation Table Model #RCT38GY Store Sku #1000617672</p>	Ship To Store	\$329.00/item	10	\$3290.00
4	 <p>POLYWOOD 18 in. Sand Round Patio Side Table Model #RST18SA Store Sku #1000612459</p>	Ship To Store	\$119.00/item	10	\$1190.00

Notes and Description:

Subtotal	\$38470.00
Pick Up In Store	FREE
Estimated Delivery*	-
Sales Tax (determined in checkout)	-

Total

\$38470.00

EXHIBIT 11

[RETURN TO AGENDA](#)



Customer Quote

6/17/2026, 2:42 PM EDT

Sales Person CL89PM

Store Phone # (813) 960-0051

Store # 0245

Location 16121 N DALE MABRY HWY, TAMPA, FL 33618

Customer Information

MARK LOOKNANAN

(813) 909-4569

CONCORDSTATIONMGR@GMAIL.COM

CONCORD STATION CDD CLUBHOUSE

18636 MENTMORE BLVD

LAND O LAKES, FL 34638



Quote # H0245-557208

PO / Job Name patio concord station

Will Call

Will Call Details
POLYWOOD

Estimated Arrival
7 Days
Customer will be notified when order is ready for pickup

Alternate Pickup Person
MARK LOOKNANAN

Special Order Products	Model #	SKU #	Unit Price	Qty	Subtotal
POLYWOOD					
Las casa cafe dinging side chair in slate gray [QC:48381477] Las casa cafe dinging side chair in slate gray [QC:48381477]	TD100GY	1006598579	\$274.57 / each \$198.00 / each	40	\$7,920.00
DISCOUNT \$76.57 OFF EACH					
Round 37" conversation table in slate grey [QC:48381477] Round 37" conversation table in slate grey [QC:48381477]	RCT38GY	1006598579	\$377.96 / each \$312.00 / each	10	\$3,120.00
DISCOUNT \$65.96 OFF EACH					
Round 18" side table in slate grey [QC:48381477] Round 18" side table in slate grey [QC:48381477]	RST18GY	1006598579	\$113.56 / each \$93.56 / each	10	\$935.60
DISCOUNT \$20.00 OFF EACH					

Prices Valid Through: 06/24/2026
at The Home Depot #0245

Subtotal	\$15,898.00
Discounts	-\$3,922.40
Sales Tax	\$898.17
Quote Total	\$12,873.77

EXHIBIT 12

[RETURN TO AGENDA](#)

Quote QT26-13550 from Outdoorsiness

1 message

chad@outdoorsiness.com <chad@outdoorsiness.com>
To: concordstationmaint@gmail.com

Mon, Jun 29, 2026 at 4:45 PM

Estimate QT26-13550

From Outdoorsiness

Estimate Details

Estimate Number: QT26-13550

Date: 6/29/2026

Valid Until: N/A

Hi Mark Lookanan,


Thank you for your interest. Please find your quote QT26-13550 for \$23999.30.


This quote is valid until N/A.

If you have any questions, please don't hesitate to reach out.

Best regards

Items

Item	Qty	Orig Price	Discount	Price/Unit	Total
 Vinyl Strap Commercial Pool Chaise Lounge with Flat Armrests – 16in SKU: CDR165 Default Title	70	\$345.05	1.61%	\$339.49	\$23764.30

Item	Qty	Orig Price	Discount	Price/Unit	Total
 LiftGate - Mandatory for non loading dock/forklift SKU: LiftGate	1	\$55.00	-	\$55.00	\$55.00

🎉 Your Total Savings

-\$388.87

1.6% off original price

Subtotal:\$23819.30

Shipping:\$180.00

Total:\$23999.30

Click to View Estimate

Click the button above to review and accept this estimate

Questions? Contact us at sales@outdoorsiness.com








Or copy this link: <https://crm.outdoorsiness.com/quote/a9fa9bec-b7ce-44c6-a0fe-0a4be4c65960>

EXHIBIT 13

[RETURN TO AGENDA](#)



Automated External Defibrillator Packages

Product Features	 Avice Connect	 Heartstream FRX	 Heartstream Onsite	 Zoll AED Plus	 Cardiac Science Powerheart G5	 ZOLL AED3	 Physio Control Lifepak CR2 Bag OR Handle	
Shock Delivery	Fully -Automatic	Semi-Automatic	Semi-Automatic	Fully / Semi-Automatic	Fully /Semi-Automatic	Fully /Semi-Automatic	Fully /Semi-Automatic	
Real Time CPR Feedback	No	NO	NO	Rate and Depth	Rate and Depth	Rate and Depth	NO	
CPR Support	Yes	YES	YES	YES	YES	YES	YES	
Child Mode *additional purchase	Button	*KEY	*PADS	*PADS	*PADS	BUTTON	BUTTON	
Bilingual	YES	NO	NO	NO	YES	NO	YES	
Battery/Pad Life	Rechargeable/2 years Battery charge lasts 12 months	4 Years/ 2 Years	4 Years / 2 Years	5 Years / 5 Years	4 Years / 2 Years	5Years / 5 Years	4 Years / 4 Years	
Warranty	8 years with 1 time REALConnect Activation	8 Years	8 Years	5 years 7 with Registration	8 Years	6 Years 8 with Registration	8 Years	
Remote Readiness Check	YES - Daily	NO	NO	NO	NO	YES - Weekly	YES - Monthly	
Red Cross Exclusive Packages	LifeSaver Plan	Purchase	<ul style="list-style-type: none"> AED unit Carrying case Battery 2 Adult pad cartridges Wall Sign Wall Cabinet 	<ul style="list-style-type: none"> AED unit Carrying case Battery 2 Adult pad cartridges Wall Sign Wall Cabinet 	<ul style="list-style-type: none"> AED unit Soft carrying case 10 Duracell 123 lithium batteries 1 Pair CPR-D-PADZ ARC Responder Pack FREE Wall Cabinet 	<ul style="list-style-type: none"> AED Unit Carrying case 1 Pair electrodes 1 Lithium battery FREE Wall Cabinet 	<ul style="list-style-type: none"> AED Unit Operating Manual CPR Uni-padz III Battery ARC Responder Pack FREE Wall Cabinet 	
	**Free pad replacement with expiration							English Handle Semi \$2324
	→ \$540/yr	\$1,650	\$2,324	\$1,815	\$1,700	\$1,800	\$1,900	English Bag Semi \$2510 English/Spanish Bag Fully \$2763 English/Spanish Handle Fully \$2661
5 year lease term								

ZOLL IS RUNNING A TRADE-IN REBATE OFFER THRU JUNE 30th. Take \$400 OFF YOUR PURCHASE PRICE FROM THE ZOLL AED PLUS OR AED3 BY TRADING IN ANY AED MODEL/MANUFACTURER UNIT.

*Additional Cost

**During active REAL Connect Program - \$199/year with purchase option

Prices subject to change at manufacturer's discretion

EXHIBIT 14

[RETURN TO AGENDA](#)

American Red Cross First Aid/CPR/AED Group Training Proposal

Training Includes:

Adult & Pediatric First Aid

CPR/AED

Bloodborne Pathogens

Injuries & Splinting

2-year American Red Cross certification (Bloodborne Pathogens certification valid for 1 year)

Digital training materials and certificates

Training Format:

3 hours 51 minutes of self-paced online training.

4 hours 30 minutes of in-person skills evaluation conducted at the Concord Station Clubhouse by a Red Cross instructor.

Cost:

\$1,732 for up to 8 participants (minimum billing).

\$179 for each additional participant.

Includes a \$300 onsite instructor fee.

Additional Information:

Quote valid for 60 days.

\$120 fee for cancellations or rescheduling within three business days.

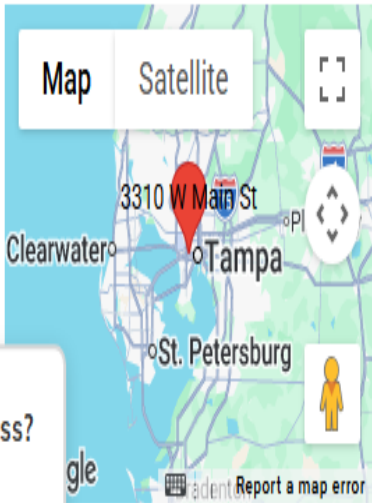
Each participant must provide a unique email address to receive certification.

Recommendation: Approve the American Red Cross proposal to provide First Aid/CPR/AED certification training for District staff and Board members, if desired, to enhance emergency preparedness and ensure nationally recognized certifications.

EXHIBIT 15

[RETURN TO AGENDA](#)

<p>JUL 09 THURSDAY</p>	<p>02:45 PM - 05:00 PM</p>	<p>Adult And Pediatric First Aid/CPR/AED-BL-R.25 TAMPA FL (21.74 Miles Away) ★★★★★ 4.8 (258)</p>	<p>ONLINE + CLASSROOM</p>	<p>\$129.00</p>	<p>SEE DETAILS ^</p>	<p>SIGN ME UP →</p>
--	------------------------------------	---	---------------------------	-----------------	----------------------	---------------------



What class?
Find the
QUIZ

Summary

The American Red Cross Adult and Pediatric First Aid/CPR/AED blended learning course equips students to recognize and care for a variety of first aid breathing and cardiac emergencies involving adults children and infants. It is designed for students who need a certification that satisfies OSHA workplace or other regulatory requirements. This class is taught in a blended learning format and the online portion (accessed via mobile desktop or tablet) must be completed prior to attending the Instructor-led skills session. Upon successful completion a valid 2 year digital certificate for Adult and Pediatric First Aid/CPR/AED is issued.

[Learn More](#)

<p>Location 3310 W Main St Tampa FL 33607 (21.74 Miles Away)</p>	<p>Provider American Red Cross</p>	<p>Language English</p>	<p>Cancellation Policy</p>
---	---	------------------------------------	--

EXHIBIT 16A

[RETURN TO AGENDA](#)



Shopping Cart

[Continue Shopping](#)

SUMMARY

Subtotal	1 Item
Shipping (To be determined)	\$4,970.00
Order Total	\$4,970.00

[ESTIMATE SHIPPING & TAX](#) ▼

[PROMOTION CODE](#) ▼

PROCEED TO CHECKOUT

[Save as Quote](#) | [Continue Shopping](#)



[OPTIONS SELECTED](#) ▼

SuperSaver™ Receptacles

SKU: 08SA2603-BK

Treetop SKU: 4WG4965-BK

Kirby SKU: VIL5400-BK

Ships in 1 to 2 Days

Subtotal: **\$4,970.00** Save 6% (~~529.00~~)

- 10 + Price Per Unit: ~~\$~~497.00

[EDIT](#) [REMOVE](#)

EXHIBIT 16B

[RETURN TO AGENDA](#)

Quote QT26-13549 from Outdoorsiness

1 message

chad@outdoorsiness.com <chad@outdoorsiness.com>
To: concordstationmaint@gmail.com

Mon, Jun 29, 2026 at 3:42 PM

Estimate QT26-13549

From Outdoorsiness

Estimate DetailsEstimate Number: **QT26-13549**Date: **6/29/2026**Valid Until: **N/A**

Hi Mark Lookanan,


Thank you for your interest. Please find your quote QT26-13549 for \$3143.50.


This quote is valid until N/A.

If you have any questions, please don't hesitate to reach out.

Best regards

Items

Item	Qty	Orig Price	Discount	Price/Unit	Total
 48 Gallon Steel Mesh Commercial Outdoor Trash Can – Plastic Dome Lid, Corrosion Resistant SKU: CD-MSH48-DM-1 Black	10	\$287.00	5%	\$272.65	\$2726.50

Item	Qty	Orig Price	Discount	Price/Unit	Total
 LiftGate - Mandatory for non loading dock/forklift SKU: LiftGate	1	\$55.00	-	\$55.00	\$55.00

 Your Total Savings

-\$143.50

4.9% off original price

Subtotal:\$2781.50

Shipping:\$362.00

Total:\$3143.50

Click to View Estimate

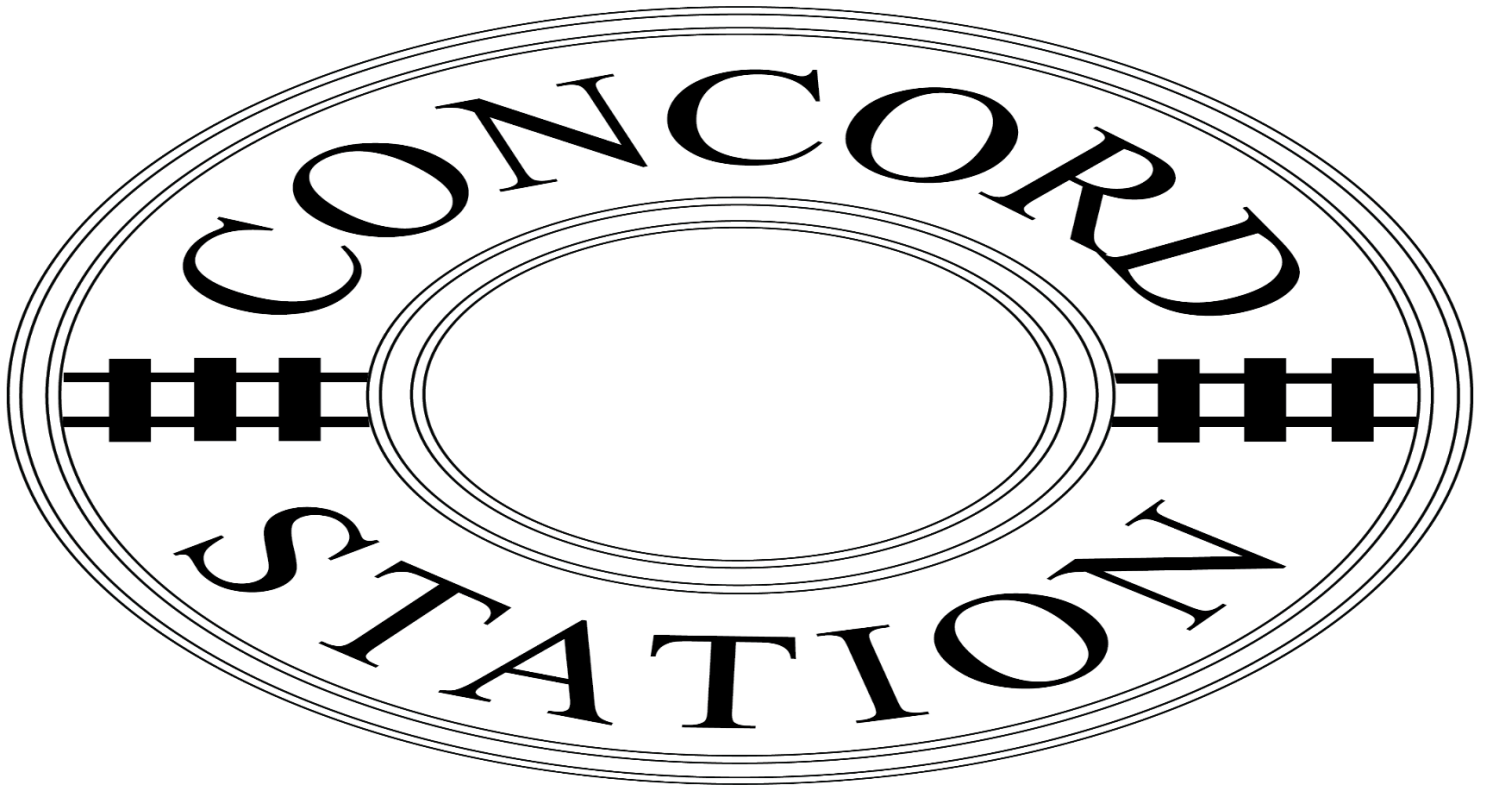
Click the button above to review and accept this estimate

Questions? Contact us at sales@outdoorsiness.com

Or copy this link: <https://crm.outdoorsiness.com/quote/2e7c8fa1-a531-4613-ba02-cda2e4343323>

EXHIBIT 17

[RETURN TO AGENDA](#)



**CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT**

**EMPLOYEE POLICY
MANUAL**

June 2026

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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 (PTO) for Salaried Positions

Paid Time Off (PTO) covers sick leave, personal leave, 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.

Eligible salaried employees shall begin accruing PTO upon successful completion of the probationary period. PTO shall accrue monthly based upon continuous years of service with the District as follows:

Years of Continuous Service	Annual PTO	Monthly Accrual
Through Year 2	10 days (80 hours)	6.67 hours per month
Beginning Year 3 through Year 5	12 days (96 hours)	8.00 hours per month
More than 5 years	15 days (120 hours)	10.00 hours per month

Employees may only use PTO that has been accrued and available in their PTO balance. PTO may not be borrowed or used in advance of accrual.

Any approved absence in excess of an employee's available accrued PTO balance shall be considered Leave Without Pay (LWOP), unless otherwise authorized by the District Board of Supervisors. Leave Without Pay may be subject to operational requirements and shall not relieve employees from complying with the District's attendance and leave policies.

Unused PTO shall carry over from year to year. Employees may accumulate a maximum PTO balance of one hundred and sixty (160) hours. Any accrued PTO in excess of the maximum allowable balance shall be forfeited unless otherwise approved by the District Board of Supervisors.

No more than twelve (12) consecutive business days may be taken at one time (excluding weekends if not normally scheduled) unless specifically approved by the Clubhouse & Amenities Manager.

Unauthorized absences may result in Leave Without Pay and may be subject to disciplinary action. In emergency situations, employees shall notify the Clubhouse & Amenities Manager as soon as practicable.

Approval of PTO requests shall be based upon operational and staffing requirements. The District reserves the right to limit the number of employees on leave at any given time to ensure continuity of operations.

Transition of Existing PTO Balances. Effective June 11, 2026, PTO shall accrue in accordance with this policy. Any PTO accrued or previously approved under prior District practices or policies shall remain available to employees and shall not be forfeited by the adoption of this revised policy. Future PTO shall accrue monthly and may only be used once accrued. PTO may not be borrowed or advanced beyond an employee's available balance.

Separation from Employment. Upon separation from employment, employees shall be compensated for accrued but unused PTO, up to the maximum allowable accrual balance, in accordance with District policy and applicable law.

Reservation of Rights. The District reserves the right to amend, suspend, or modify this PTO policy at any time, subject to approval by the Board of Supervisors and applicable law.

E. Holidays

Closed Holidays: New Year's Day (January 1), Thanksgiving Day (fourth Thursday in November), Christmas Day (December 25).

Early Close at 3:00pm (Floating) Holidays: Christmas Eve (December 24), New Year's Eve (December 31), Valentines Day (February 14), Mother's Day (2nd Sunday in May), Father's Day (2nd Sunday in June).

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:

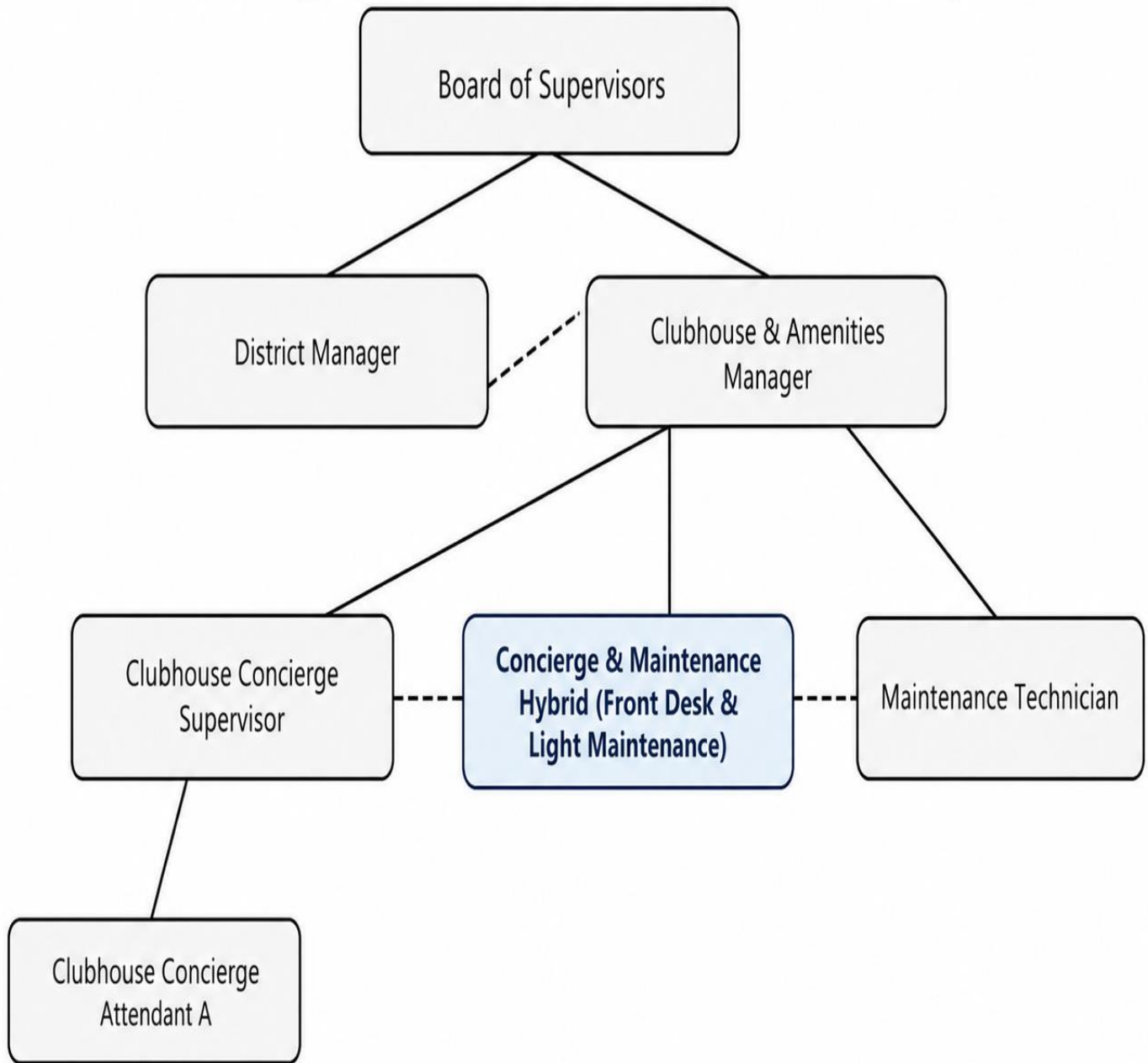
Nothing in this policy affects or limits employees’ rights under federal or state laws prohibiting unlawful discrimination or retaliation. Employees are protected from termination or other adverse employment actions based on race, color, religion, sex, national origin, age, disability, marital status, 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

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

Overall Rating (Check One):

Outstanding

On-Target Performance

Strong Performance

Action Needed

Employee Signature: _____ Supervisor Signature: _____

APPENDIX – 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)

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:

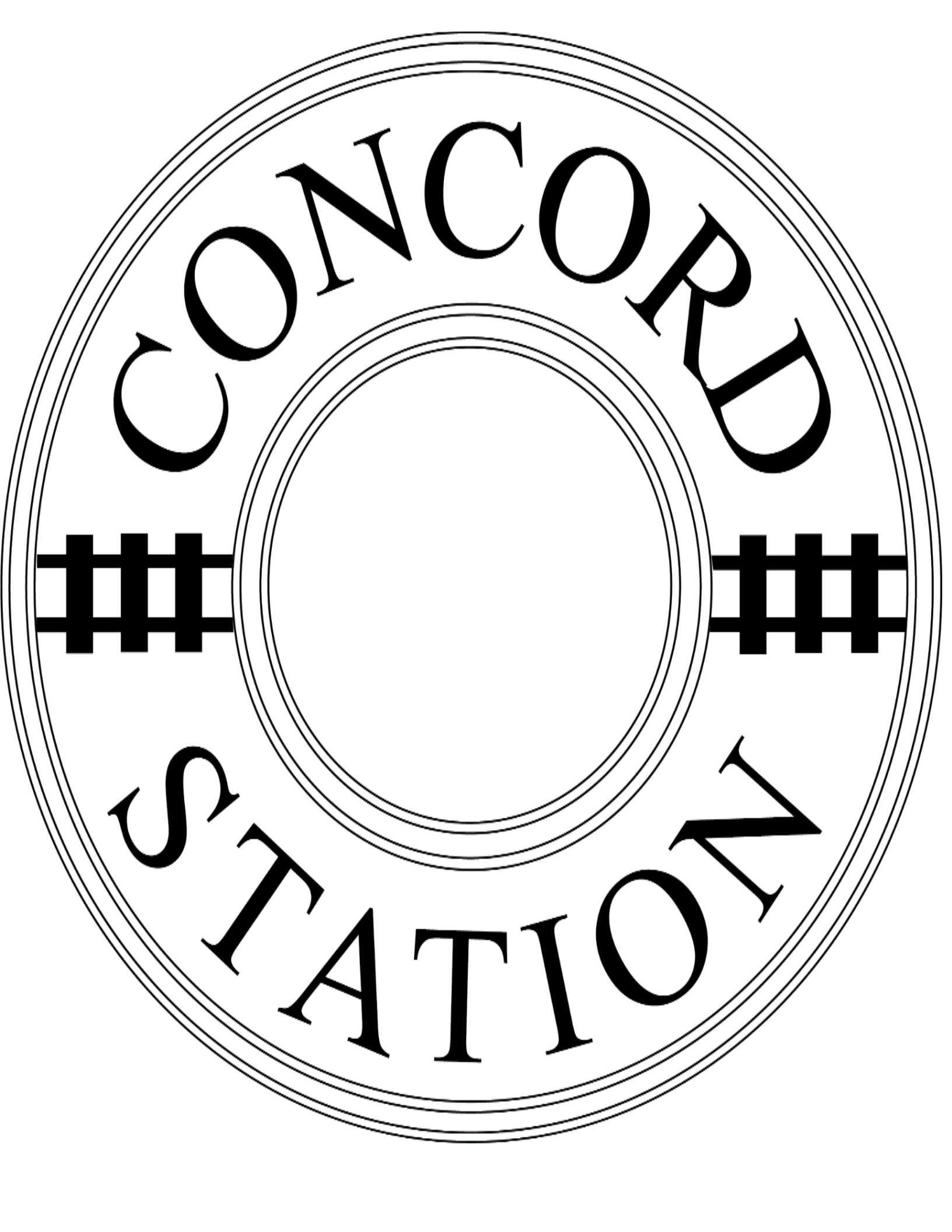
- I agree with the company statement.
- I do not agree with the company statement.

Comments: _____

(Use additional sheets if necessary)

Employee Signature: _____ Date: _____
(Indicates receipt of written warning)

Supervisor Signature: _____ Date: _____



CONCORD



STATION

EXHIBIT 18

[RETURN TO AGENDA](#)

RESOLUTION 2026-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT ADOPTING EMPLOYEE POLICY MANUAL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Concord Station Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, to provide for efficient and effective District operations, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Employee Policy Manual attached hereto as **Exhibit A** for immediate use and application; and

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

SECTION 1. The attached Employee Policy Manual are hereby adopted pursuant to this resolution as necessary for the conduct of District business. This Employee Policy Manual replace any prior versions of the Employee Policy Manual, and shall stay in full force and effect until such time as the Board of Supervisors may amend these policies.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____, 2026.

ATTEST:

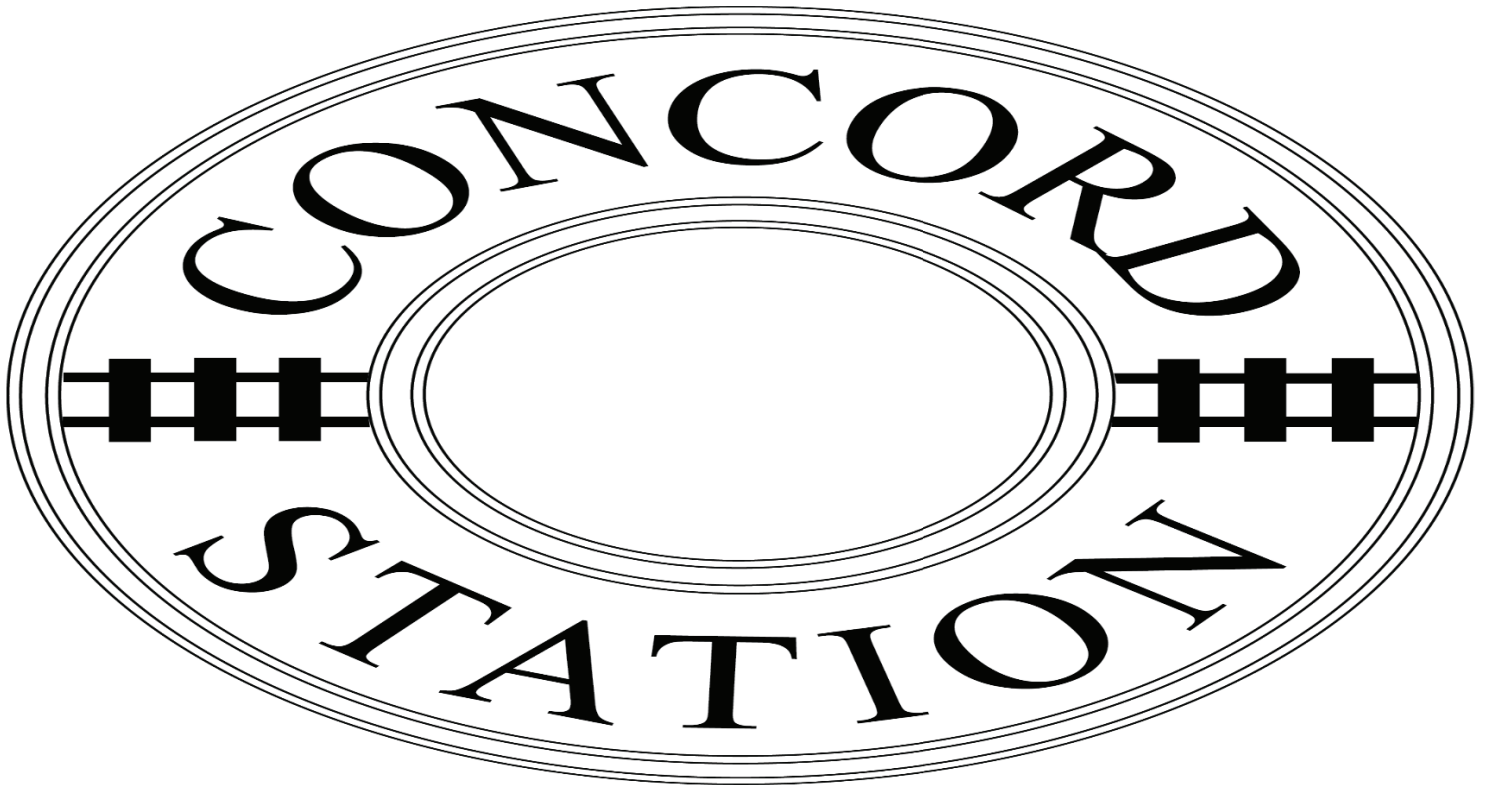
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Employee Policy Manual

EXHIBIT A:
Employee Policy Manual



**CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT**

**EMPLOYEE POLICY
MANUAL**

June 2026

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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 (PTO) for Salaried Positions

Paid Time Off (PTO) covers sick leave, personal leave, 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.

Eligible salaried employees shall begin accruing PTO upon successful completion of the probationary period. PTO shall accrue monthly based upon continuous years of service with the District as follows:

Years of Continuous Service	Annual PTO	Monthly Accrual
Through Year 2	10 days (80 hours)	6.67 hours per month
Beginning Year 3 through Year 5	12 days (96 hours)	8.00 hours per month
More than 5 years	15 days (120 hours)	10.00 hours per month

Employees may only use PTO that has been accrued and available in their PTO balance. PTO may not be borrowed or used in advance of accrual.

Any approved absence in excess of an employee's available accrued PTO balance shall be considered Leave Without Pay (LWOP), unless otherwise authorized by the District Board of Supervisors. Leave Without Pay may be subject to operational requirements and shall not relieve employees from complying with the District's attendance and leave policies.

Unused PTO shall carry over from year to year. Employees may accumulate a maximum PTO balance of one hundred and sixty (160) hours. Any accrued PTO in excess of the maximum allowable balance shall be forfeited unless otherwise approved by the District Board of Supervisors.

No more than twelve (12) consecutive business days may be taken at one time (excluding weekends if not normally scheduled) unless specifically approved by the Clubhouse & Amenities Manager.

Unauthorized absences may result in Leave Without Pay and may be subject to disciplinary action. In emergency situations, employees shall notify the Clubhouse & Amenities Manager as soon as practicable.

Approval of PTO requests shall be based upon operational and staffing requirements. The District reserves the right to limit the number of employees on leave at any given time to ensure continuity of operations.

Transition of Existing PTO Balances. Effective June 11, 2026, PTO shall accrue in accordance with this policy. Any PTO accrued or previously approved under prior District practices or policies shall remain available to employees and shall not be forfeited by the adoption of this revised policy. Future PTO shall accrue monthly and may only be used once accrued. PTO may not be borrowed or advanced beyond an employee's available balance.

Separation from Employment. Upon separation from employment, employees shall be compensated for accrued but unused PTO, up to the maximum allowable accrual balance, in accordance with District policy and applicable law.

Reservation of Rights. The District reserves the right to amend, suspend, or modify this PTO policy at any time, subject to approval by the Board of Supervisors and applicable law.

E. Holidays

Closed Holidays: New Year's Day (January 1), Thanksgiving Day (fourth Thursday in November), Christmas Day (December 25).

Early Close at 3:00pm (Floating) Holidays: Christmas Eve (December 24), New Year's Eve (December 31), Valentines Day (February 14), Mother's Day (2nd Sunday in May), Father's Day (2nd Sunday in June).

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:

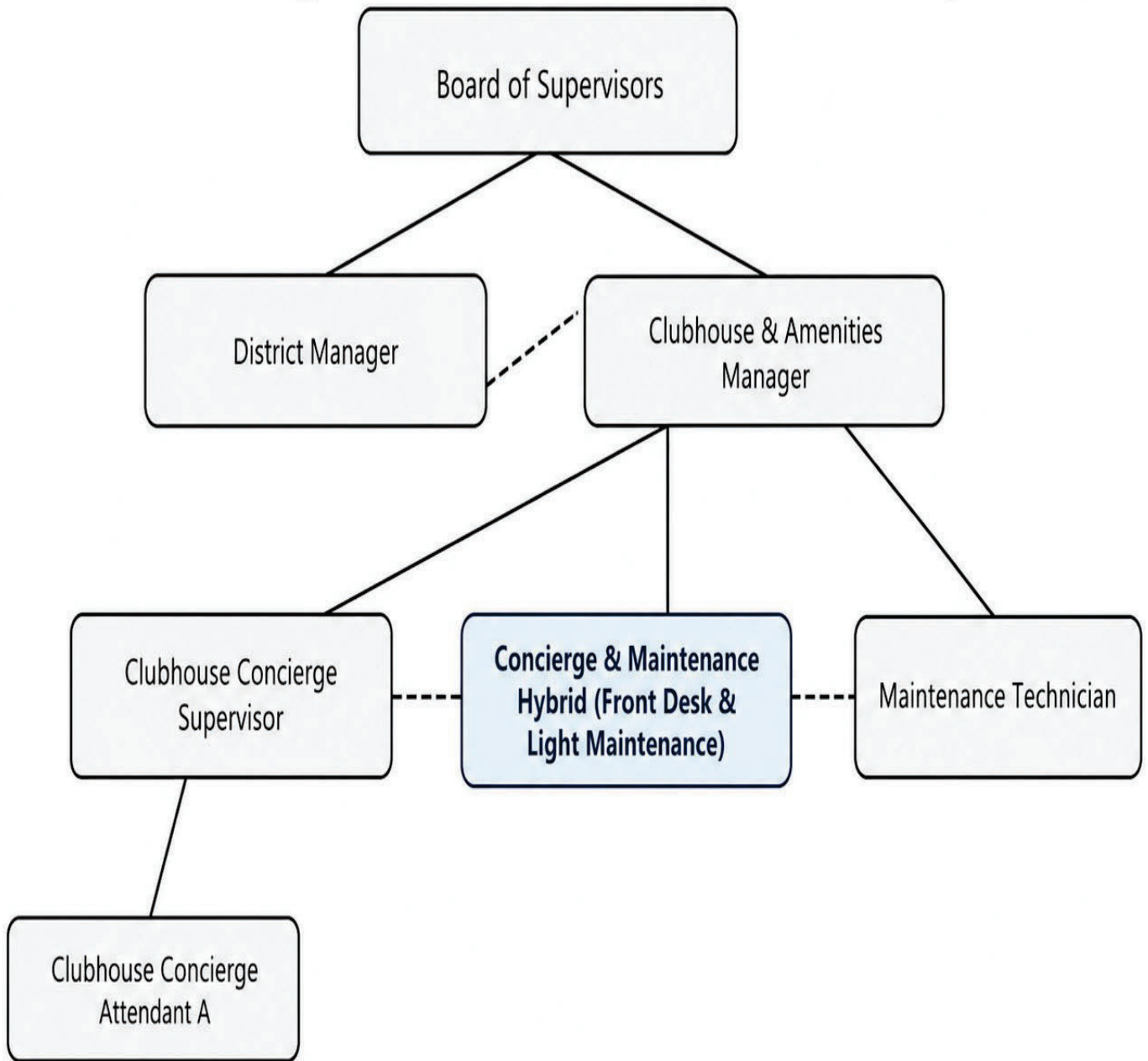
The at-will employment relationship may be modified only by a written agreement signed by both the employee and the Board of Supervisors or their authorized designee. This policy does not apply where a valid collective-bargaining agreement or specific written employment contract provides otherwise.

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).

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

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.
- 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					
JOB PERFORMANCE					
Quality of Work					
Quantity of Work					
Job Knowledge					
Dependability					
Initiative					
Organizational Skills					
ATTENDANCE					
Absences					
Tardiness					

Overall Rating (Check One):

Outstanding

On-Target Performance

Strong Performance

Action Needed

Employee Signature: _____ Supervisor Signature: _____

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)

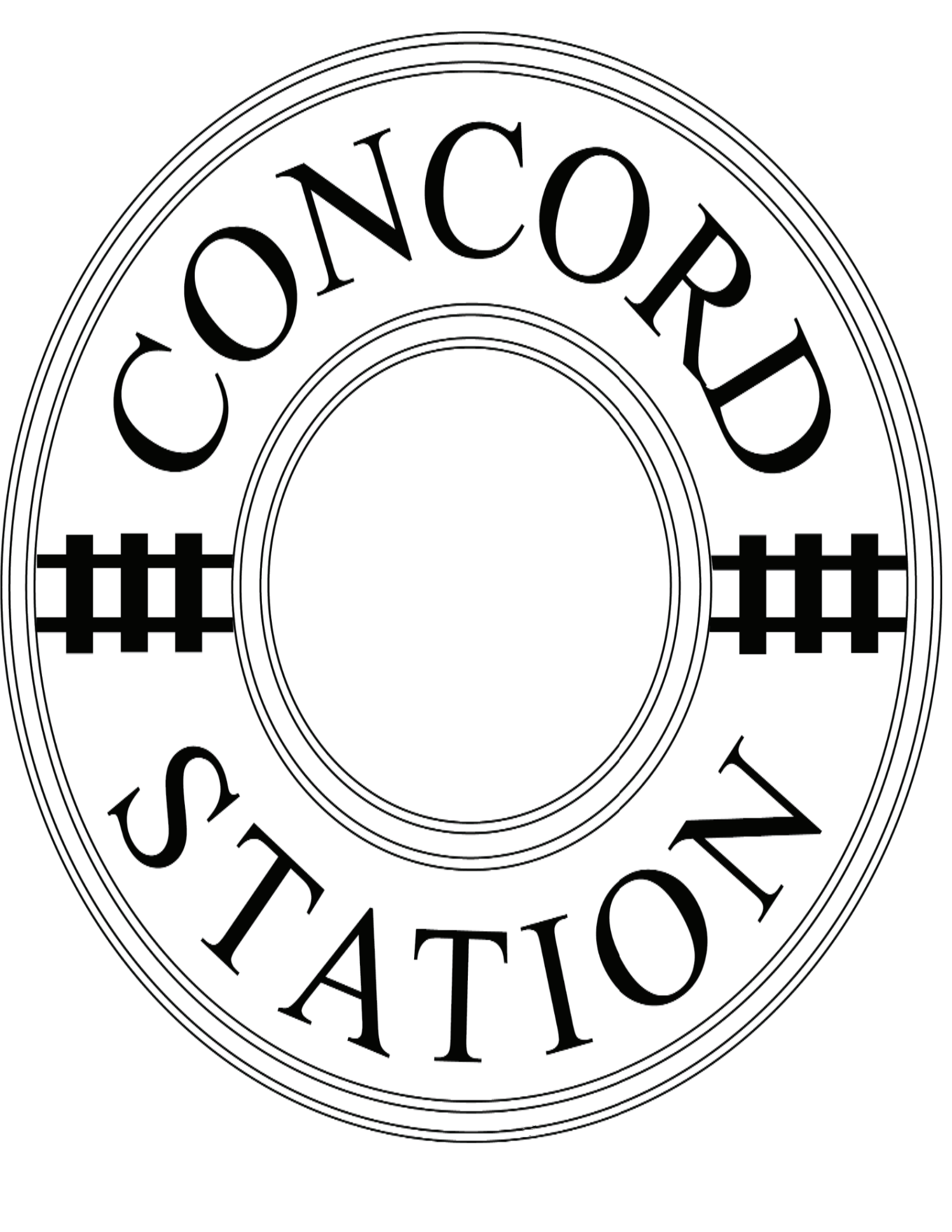
Employee Statement:
 I agree with the company statement.
 I do not agree with the company statement.

Comments: _____

(Use additional sheets if necessary)

Employee Signature: _____ Date: _____
(Indicates receipt of written warning)

Supervisor Signature: _____ Date: _____



CONCORD



STATION

EXHIBIT 19

[RETURN TO AGENDA](#)

Concord Station Community Development District

**Summary Financial Statements
(Unaudited)**

May 31, 2026

**Concord Station
Balance Sheet
May 31, 2026**

	<u>General Fund</u>	<u>Reserve Fund</u>	<u>Debt Srv Fund</u>	<u>Total</u>
1 <u>Assets:</u>				
2 Cash - Operating Account Southstate	132,006	-	-	132,006
3 Cash - Money Market Account	2,110,485	809,387	-	2,919,872
4 Cash - Operating (Square)	21,996	-	-	21,996
5 Debit Card	1,926	-	-	1,926
6 Investments:				
7 Revenue Trust Fund	-	-	431,379	431,379
8 Interest Fund	-	-	-	-
9 Debt Service Reserve Fund	-	-	917,982	917,982
10 Prepayment Fund	-	-	85,325	85,325
11 Accounts Receivable	1,000	-	-	1,000
12 On-Roll Assessments Receivable	23,126	-	24,279	47,405
13 Due from Other Funds	-	-	23,913	23,913
14 Deposits	6,591	-	-	6,591
15 Prepaid Items	6,349	-	-	6,349
16 Total Assets	<u>\$ 2,303,479</u>	<u>\$ 809,387</u>	<u>\$ 1,482,878</u>	<u>\$ 4,595,744</u>
17 <u>Liabilities:</u>				
18 Accounts Payable	68,392	-	-	68,392
19 Accrued Payable	15,312	-	-	15,312
20 Due to Other Funds	23,913	-	-	23,913
21 Deposits Payable	-	-	-	-
22 Deferred Revenue - On-Roll	23,126	-	24,279	47,405
23 <u>Fund Balance:</u>				
24 Non-Spendable:	12,940	-	-	12,940
25 Assigned - Reserved	331,869	809,387	-	1,141,256
26 Restricted	-	-	1,458,597	1,458,597
26 Unassigned	1,042,662	-	-	1,042,662
27 Net Change in Fund Balance	785,267	-	-	785,267
28 Total Liabilities & Fund Balance	<u>\$ 2,303,479</u>	<u>\$ 809,387</u>	<u>\$ 1,482,878</u>	<u>\$ 4,595,744</u>

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through May 31, 2026

	FY2026 Adopted Budget	FY2026 Budget Year to Date	FY2026 Actual Year to Date	Variance Over/(Under) Budget
1 Revenues:				
2 Special Assessments	\$ 1,694,847	\$ 1,694,847	\$ 1,671,721.64	\$ (23,125)
3 Tax Roll for Transfer to Reserve Fund	50,000	50,000	50,000	-
4 Fund Balance Forward	446,368	-	-	-
5 Interest Income	-	-	77,018	77,018
6 Clubhouse Rentals	-	-	16,671	16,671
7 Fees for Fence Project	-	-	-	-
8 Key/Access/Transponder Revenue	-	-	-	-
9 Miscellaneous Revenue	-	-	26,646	26,646
10 Total Revenues	2,191,215	1,744,847	1,842,056	97,209
11				
12 Expenditures:				Variance (Over) / Under
13 Financial & Administrative				
14 Supervisor Compensation	13,000	8,667	8,600	67
15 Administrative Services	3,000	2,000	750	1,250
16 District Management	33,750	22,500	16,928	5,572
17 District Engineer	30,000	20,000	20,614	(614)
18 Assessment Roll	2,500	1,667	625	1,042
19 Financial & Revenue Collections	2,500	1,667	1,250	417
20 Accounting Services	16,000	10,667	8,000	2,667
21 Auditing Services	5,500	-	1,500	(1,500)
22 Miscellaneous Mailings	1,500	-	-	-
23 Public Officials Liability Insurance	3,519	3,316	3,316	-
24 Bank Fees	800	533	754	(221)
25 Dues, Licenses & Fees	175	175	3,825	(3,650)
26 Legal Advertising	1,500	1,000	468	532
27 Tax Collector/Property Appraiser Fee	150	150	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	45,000	51,313	(6,313)
31 Total Financial & Administrative	162,409	120,357	119,680	677
32				
33 Debt Administration				
34 Dissemination Agent	5,000	3,333	1,875	-
35 Trustee Fees	6,500	-	-	-
36 Arbitrage Rebate Calculation	500	500	500	-
37 Total Debt Administration	12,000	3,833	2,375	-
38				
39 Security Operations				
40 Off Duty Deputy	41,760	27,840	-	27,840
41 Total Security Operations	41,760	27,840	-	27,840
42				
43 Electric Utility Services				
44 Utility Services	16,000	10,667	8,333	2,334
45 Utility - Recreation Facilities	32,000	21,333	17,868	3,465
46 Utility - Streetlights	106,000	70,667	64,464	6,203
47 Total Electric Utility Services	154,000	102,667	90,664	12,003
48				
49 Garbage/Solid Waste Control Services				
50 Solid Waste Assessment	900	900	1,104	(204)
51 Garbage - Recreation Facilities	1,040	1,040	1,228	(188)
52 Total Garbage/Solid Waste Control Services	1,940	1,940	2,332	(392)

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through May 31, 2026

53				
54	Water-Sewer Combination Services			
55	Utility - Recreation Facilities	10,000	6,667	4,921
56	Total Water-Sewer Combination Services	10,000	6,667	4,921
57				
58	Stormwater Control			
59	Pest Control	3,500	2,333	-
60	Aquatic Maintenance	120,837	80,558	71,017
61	Lake/Pond Bank Maintenance & Repair	20,000	20,000	40,854
62	Stormwater Assessments	2,000	1,871	1,871
63	Wetland Monitoring & Maintenance	-	-	-
64	Fountain Service Repair & Maintenance	4,500	3,000	-
65	Acquatic Plant Replacement	2,500	-	-
66	Stormwater System Maintenance	2,500	-	-
67	Wetland Invasive Areas Maintenance	2,500	-	-
68	Total Stormwater Control	158,337	107,762	113,742
69				
70	Other Physical Environment			
71	Property Insurance	37,161	37,161	37,473
72	General Liability Insurance	4,523	4,523	4,523
73	Entry & Walls Maintenance & Repair	5,000	3,333	-
74	Landscape Maintenance	264,350	176,233	192,425
75	Well Maintenance	500	333	-
76	Landscape - Fertilizer	18,000	12,000	6,765
77	Landscape Replacement Plants, Shrubs, Trees	15,000	10,000	811
78	Landscape Inspection Services	-	-	-
79	Fire Ant Treatment	2,500	1,667	-
80	Holiday Decorations	58,280	38,853	-
81	Landscape - Pest Control/OTC Injections	8,900	5,933	575
82	Landscape - Mulch	32,500	21,667	-
83	Landscape - Annuals/Flowers	5,900	1,475	1,475
84	Landscape - Pest Control	-	-	-
85	Irrigation Repair	20,000	13,333	17,115
86	Rust Prevention	15,000	10,000	9,080
87	Total Other Physical Environment	487,614	336,511	270,242
88				
89	Road & Street Facilities			
90	Roadway Repair & Maintenance	5,000	-	-
91	Total Road & Street Facilities	5,000	-	-
92				
93	Parks & Recreation			
94	Management Contract	-	-	-
95	Amenity Management Contract Employee Salaries	332,020	221,347	175,567
96	Clubhouse Maintenance & Repair	27,000	18,000	26,642
97	Gate Maintenance & Repair	1,000	1,000	5,825
98	Computer Support, Maintenance & Repair	2,000	1,333	-
99	Fitness Equipment Maintenance & Repair	5,000	3,333	901
100	Clubhouse Facility Janitorial Services	20,500	13,667	10,000
101	Clubhouse Facility Janitorial Supplies	5,000	3,333	-
102	Pool Service Contract	27,600	18,400	18,400
103	Security System Monitoring Services & Maintenance	11,724	11,724	26,326
104	Facility A/C & Heating Maintenance & Repair	5,000	3,333	-
105	Furniture Repair & Replacement	7,000	4,667	-
106	Pool Permits	425	425	425
107	Playground Equipment Maintenance & Repairs	2,500	1,667	-
108	Vehicle Maintenance	750	500	-

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through May 31, 2026

109 Telephone, Fax & Internet	9,000	6,000	5,130	870
110 Athletic Court/Field/Playground Maintenance	2,500	1,667	-	1,667
111 Pool/Water Park/Fountain Maintenance	6,000	4,000	2,745	1,255
112 Pest Control & Termite Bond	1,300	867	422	445
113 Office Supplies	3,500	3,500	3,826	(326)
114 Wildlife Management Services	2,500	1,667	-	1,667
115 Dog Waste Station Supplies and Maintenance	10,000	7,979	7,979	-
116 Total Parks & Recreation	482,319	328,409	284,188	44,221
117				
118 Special Events & Contingency				
119 Clubhouse - Special Events	25,000	16,667	5,023	11,645
120 Miscellaneous Contingency	450,000	113,056	113,622	(567)
121 Capital Outlay	150,836	-	-	-
122 Total Special Events & Contingency	625,836	129,723	118,645	11,078
123				
124 Total Expenditures Before Other Financing Sources	2,141,215	1,165,709	1,006,790	157,461
125				
126 Total Other Financing Sources (Uses)				
127 Interfund Transfer to Capital Reserve Fund	50,000	50,000	50,000	-
128 Total Other Financing Sources (Uses)	2,191,215	1,215,709	1,056,790	157,461
129				
130 Transfer In			-	
131				
132 Total Excess Expenditures Over (Under) Revenues	-	529,138	785,267	254,670
133				
134 Fund Balance - Beginning			1,387,471	
135				
136 Fund Balance - Ending			2,172,737	

**Concord Station
Capital Reserve Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through May 31, 2026**

	FY025 Adopted Budget	FY2025 Actual Year to Date
	<hr/>	<hr/>
1 Revenues:		
2 Interest Earnings	\$ -	\$ -
3 Special Assessments	-	-
	<hr/>	<hr/>
4 Total Revenues	-	-
	<hr/>	<hr/>
5 Expenditures:		
6 Increase in Fund Balance	50,000	-
	<hr/>	<hr/>
7 Total Expenditures	50,000	-
	<hr/>	<hr/>
8 Excess Expenditures Over (Under) Revenues	(50,000)	-
	<hr/>	<hr/>
9 Other Sources (Uses)		
10 Transfer In from General Fund	50,000	50,000
12 Total Other Sources (Uses)	50,000	50,000
	<hr/>	<hr/>
Transfer Out	-	-
	<hr/>	<hr/>
13 Fund Balance - Beginning	-	759,387
	<hr/>	<hr/>
14 Fund Balance - Ending	-	809,387
	<hr/> <hr/>	<hr/> <hr/>

Concord Station
Debt Service 2016
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through May 31, 2026

	Adopted Budget	Actual Year to Date
1 Revenues:		
2 Special Assessments - On-Roll, Net	\$ 1,831,880	\$ 1,807,600
3 Prepayment Revenue	-	-
4 Interest	-	27,684
5		
6 Total Revenues	1,831,880	1,835,285
7		
8		
9 Expenditures:		
10		
11 Debt Service Obligation , Net	1,831,880	1,810,951
18		
19 Total Expenditures	1,831,880	1,810,951
20		
21 Excess Expenditures Over (Under) Revenues	-	24,334
22		
23 Other Sources (Uses)		
24 Transfer In	-	-
25 Transfer Out	-	-
26 Total Other Sources (Uses)	-	-
27		
28 Fund Balance - Beginning	-	1,434,264
29		
30 Fund Balance - Ending	-	1,458,598

**Concord Station
Balance Sheet
May 31, 2026**

Balance per Bank Statement	\$	158,762.48
Plus: Deposits in Transit		-
Less: Outstanding Checks		(26,756.90)
	\$	132,005.58

Beginning Balance		198,787.97
Receipts		775.66
Disbursements		(67,558.05)
<i>Balance per Book</i>	\$	132,005.58

**Concord Station
Check Register
FY2026**

Date	Check #	Payee	Deposit	Deposit	Disbursement	Balance
9/30/2025		Balance				118,107.76
10/1/2025	5098	Anchor Stone Management, LLC	District Management Service		4,250.00	113,857.76
10/1/2025	5099	RedTree Landscape Systems	Amen cent landscape		10,400.00	103,457.76
10/1/2025	5100	RedTree Landscape Systems	Irrigation Repairs		5,000.00	98,457.76
10/1/2025	5101	Let's Plan A Party	Event-DEPOSIT (50%)		1,500.00	96,957.76
10/1/2025	5102	RedTree Landscape Systems	landscape maint		24,104.17	72,853.59
10/1/2025	5103	Suncoast Rust Control, Inc.	Monthly water treatment		1,135.00	71,718.59
10/1/2025	5104	ECS Integrations LLC	camera mgmt		750.00	70,968.59
10/2/2025			Funds Transfer	50,000.00		120,968.59
10/2/2025	100225ach	Duke Energy	0000 Trinity Cottage Dr.		1.91	120,966.68
10/3/2025			Deposit	2,511.90		123,478.58
10/4/2025	5105	M&G Investors, LLC	Janitorial Services-Cleaning		1,250.00	122,228.58
10/9/2025	100925ach	Florida Department of Commerce	Annual District Fee		175.00	122,053.58
10/9/2025	10/9/2025	Heartland Payroll	Payroll		91.00	121,962.58
10/9/2025	10/9/2025	Heartland Payroll	Employee Payroll		1,771.68	120,190.90
10/9/2025	10/9/2025	Heartland Payroll	PR		8,298.08	111,892.82
10/10/2025	5106	Kilinski Van Wyk PLLC	Legal Services		7,697.20	104,195.62
10/10/2025	5107	Fitness Logic	Repairs/Maint		175.00	104,020.62
10/13/2025	5112	Piper Fire Protection, LLC	Svc Fire Alarm		310.00	103,710.62
10/13/2025	5113	Piper Fire Protection, LLC	Fire Monitoring		300.00	103,410.62
10/13/2025	5108	RedTree Landscape Systems	Landscape Enhacement		1,475.00	101,935.62
10/13/2025	5109	Randall W. Griffin	100925 BOSMTG		200.00	101,735.62
10/13/2025	5110	Marcela Cisternas	100925 BOSMTG		200.00	101,535.62
10/13/2025	5111	Kevin Wagner	100925 BOSMTG		200.00	101,335.62
10/14/2025	5114	Advanced Drainage Solutions			29,002.50	72,333.12
10/14/2025	5115	Jessica LaBarbera.	BOS MTG 100925		200.00	72,133.12
10/14/2025			Funds Transfer	50,000.00		122,133.12
10/14/2025	101425ach	ADT Security Services	18636 Mentmore Blvd		60.33	122,072.79
10/14/2025	101425achj2	FL Dept of Revenue	Sales Tax		149.34	121,923.45
10/15/2025	5116	Stantec Consulting Services Inc.	Professional Engineering svc		1,761.00	120,162.45
10/20/2025	5117	Advanced Drainage Solutions	Repairs/Maint		5,610.00	114,552.45
10/20/2025	5118	Arrow Exterminators Inc	Reference: Pest Control Service- Oct		52.00	114,500.45
10/20/2025	102025ach	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		95.49	114,404.96
10/20/2025	102025ach1	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		458.03	113,946.93
10/20/2025	102025ach3	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		32.86	113,914.07
10/23/2025			Funds Transfer	50,000.00		163,914.07
10/23/2025	10/23/2025	Heartland Payroll	Payroll		91.00	163,823.07
10/23/2025	10/23/2025	Heartland Payroll	Employee Payroll		1,711.93	162,111.14
10/23/2025	10/23/2025	Heartland Payroll	PR		8,006.74	154,104.40
10/24/2025	102425ach	Duke Energy	3440 Buckinghamshire Blvd - Entry Light		30.80	154,073.60
10/24/2025	102425ach2	Duke Energy	18636 Mentmore Blvd - Clbhs-Pool		2,143.30	151,930.30
10/24/2025	102425ach3	Duke Energy	18230 Snowdonia Dr - Entry Light		30.80	151,901.50
10/24/2025	102425ach4	Duke Energy	18108 Mentmore Blvd - Entry Light		30.80	151,870.70
10/24/2025	102425ach5	Duke Energy	19069 Lake Patience Rd - Entry Light		30.80	151,839.90
10/24/2025	102425ach6	Duke Energy	18433 Mentmore Blvd - Irrig		35.52	151,804.38
10/24/2025	102425ach6	Duke Energy	19109 Mentmore Blvd - Entry Wall Light 9/3-10/1		30.80	151,773.58
10/24/2025	102425ach8	Duke Energy	18552 Mentmore Blvd - Entry Light		30.80	151,742.78
10/24/2025	102425ach9	Duke Energy	3753 Tuckerton Dr - Irrig		122.81	151,619.97
10/24/2025	102425ach1	Duke Energy	18933 Chislehurst Dr - Irrig		48.21	151,571.76
10/24/2025	102425ach11	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	151,540.96
10/24/2025	102425ach12	Duke Energy	3936 Buckinghamshire Drive - Irrig		73.47	151,467.49
10/24/2025	102425ach13	Duke Energy	18661 State Road 54		53.92	151,413.57
10/24/2025	102425ach13	Duke Energy	18933 Mentmore Blvd - Sign Lights		1,348.06	150,065.51
10/24/2025	102425ach14	Duke Energy	18636 Mentmore Blvd - CH Main		76.32	149,989.19
10/24/2025	102425ach15	Duke Energy	3869 Sunlake Blvd - Sign Irrig		30.80	149,958.39
10/24/2025	102425ach16	Duke Energy	18636 Mentmore Blvd - Splash,		225.49	149,732.90
10/24/2025	102425ach17	Duke Energy	3444 Tuckerton		30.80	149,702.10
10/24/2025	102425ach19	Duke Energy	3882 SUNLAKE BLVD SIGN,		85.68	149,616.42
10/27/2025	5119	Egis Insurance Advisors LLC	Policy # 100125607		42,577.00	107,039.42
10/27/2025	5121	Bandit Fitness Equipment	Fitness equip maint		316.97	106,722.45
10/28/2025	5128	Arrow Exterminators Inc	Pest - Sept		52.00	106,670.45
10/28/2025	102825ach1	Duke Energy	(576) 10920 STATE ROAD 54		5,978.05	100,692.40
10/30/2025	5129	Cintas Fire 636525	compliance engine fee		51.00	100,641.40
10/30/2025	5131	Cintas Fire 636525	Alarm repair		373.16	100,268.24
10/30/2025	5133	Cintas Fire 636525	Alarm repair		636.70	99,631.54
10/30/2025	103025ach	Bright House Networks	18636 MENTMORE Blvd		728.86	98,902.68
10/30/2025	103025ach	ECS Integrations LLC	Main Access Panels		4,880.00	94,022.68
10/31/2025	103025ach1	WASTE MANAGEMENTINC.OF FLORIDA,	Waste svc		120.51	93,902.17
10/31/2025				152,511.90	176,717.49	93,902.17
11/3/2025	5134	RedTree Landscape Systems	landscape maint		24,104.17	69,798.00
11/3/2025	5135	Solitude Lake Management	5464		9,223.00	60,575.00
11/3/2025	5136	Anchor Stone Management, LLC	District Management Service		4,250.00	56,325.00
11/3/2025			Funds Transfer	75,000.00		131,325.00
11/3/2025	110325	Duke Energy	Reference: 0000 Trinity Cottage Dr. (9/11-10/10)		1.91	131,323.09
11/4/2025	5137	M&G Investors, LLC	Janitorial Services-Weekly Cleaning		1,250.00	130,073.09
11/4/2025	5138	Suncoast Rust Control, Inc.	Commercial Svc: Monthly water treatment		1,135.00	128,938.09
11/4/2025	5139	Stericycle Inc	Shred Services (Autopay)		1,570.80	127,367.29
11/4/2025	11/4/2025	Heartland Payroll	Payroll 10/19-11/1/25		91.00	127,276.29
11/4/2025	11/4/2025	Heartland Payroll	Employee Payroll 10/19/25-11/4/25		1,714.77	125,561.52
11/4/2025	11/4/2025	Heartland Payroll	PR 10/19/25-11/1/25		8,101.86	117,459.66
11/6/2025	5140	ECS Integrations LLC	100 bar codes		550.00	116,909.66
11/14/2025	ACH 111425	ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Oct		60.33	116,849.33
11/17/2025	5141	Jessica LaBarbera.	BOS MTG 111325		200.00	116,649.33
11/17/2025	5142	Randall W. Griffin	111325 BOSMTG		200.00	116,449.33
11/17/2025	5143	Marcela Cisternas	111325 BOSMTG		200.00	116,249.33

11/17/2025	5144 Kevin Wagner	111325 BOSMTG		200.00	116,049.33
11/17/2025	5145 Fred Berdeguez	111325 bos mtg		200.00	115,849.33
11/17/2025	11/17/2025 Heartland Payroll	PR 11/2-11/15/25		8,191.82	107,657.51
11/17/2025	11/17/2025 Heartland Payroll	Payroll 11/2-11/15/25		91.00	107,566.51
11/17/2025	11/17/2025 Heartland Payroll	Employee Payroll 11/2-11/15/25		1,804.47	105,762.04
11/18/2025	111825acg FL Dept of Revenue	Sales Tax		109.22	105,652.82
11/18/2025	5147 Suncoast Pool Service	Reference: Swimming Pool Service		2,300.00	103,352.82
11/18/2025	5148 Suncoast Pool Service	Pool Repair		2,745.00	100,607.82
11/18/2025	111825ach WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: 12/1-12/31//25		120.51	100,487.31
11/19/2025		Deposit	200.00		100,687.31
11/21/2025	112125acj Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		117.84	100,569.47
11/21/2025	112125ach Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		496.61	100,072.86
11/21/2025	112125ach2 Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		73.46	99,999.40
11/23/2025	5150 Stantec Consulting Services Inc.	Professional Engineering Services		2,735.89	97,263.51
11/23/2025	5151 Kilinski Van Wyk PLLC	Legal Services		12,476.23	84,787.28
11/23/2025	5152 Business Observer	Legal Advertising		166.25	84,621.03
11/23/2025	5153 Business Observer	Legal Advertising		70.00	84,551.03
11/23/2025	5154 Business Observer	Legal Advertising		61.25	84,489.78
11/26/2025	112625ach1 Duke Energy	3440 Buckinghamshire Blvd - Entry Light, (10/2-11/3)		30.80	84,458.98
11/26/2025	112625ach2 Duke Energy	18636 Mentmore Blvd - Clubhouse / Pool,10/2-11/3		2,077.99	82,380.99
11/26/2025	112625ach3 Duke Energy	18230 Snowdonia Drive - Entry Light, 10/2-11/3		30.80	82,350.19
11/26/2025	112625ach4 Duke Energy	18108 Mentmore Blvd - Entry Light 10/2-11-3		30.80	82,319.39
11/26/2025	112625ach5 Duke Energy	19069 Lake Patience Rd - Entry Light 10/2-11/3		30.80	82,288.59
11/26/2025	112625ach6 Duke Energy	18433 Mentmore Blvd - Irrigation 10-2-11/3		71.98	82,216.61
11/26/2025	112625ach7 Duke Energy	19109 Mentmore Blvd - Entry Wall Light 10/2-11/3		30.80	82,185.81
11/26/2025	112625ach8 Duke Energy	18552 Mentmore Blvd - Entry Light 10/2-11/3		32.17	82,153.64
11/26/2025	112625ach9 Duke Energy	3753 Tuckerton Dr - Irrigation 10-2-11/3		137.70	82,015.94
11/26/2025	112625ach10 Duke Energy	18933 Chislehurst Dr - Irrigation 10/2-11/3		44.53	81,971.41
11/26/2025	112625ach11 Duke Energy	19135 Manassas Dr - Sign Lights 10/2-11/3		30.80	81,940.61
11/26/2025	112625ach12 Duke Energy	3936 Buckinghamshire Drive - Irrigation 10/2-11/3		81.65	81,858.96
11/26/2025	112625ach13 Duke Energy	18661 State Road 54 10/2-11/3		60.42	81,798.54
11/26/2025	112625ach14 Duke Energy	18933 Mentmore Blvd - Sign Lights 10/2-11/3		1,348.06	80,450.48
11/26/2025	112625ach15 Duke Energy	18636 Mentmore Blvd - CH Main Buildi 10/2-11/3		74.96	80,375.52
11/26/2025	112625ach16 Duke Energy	3869 Sunlake Blvd - Sign Irrigation 10/2-11/3		30.80	80,344.72
11/26/2025	112625ach17 Duke Energy	18636 Mentmore Blvd - Splash, 10/2-11/3		242.06	80,102.66
11/26/2025	112625ach18 Duke Energy	3444 Tuckerton 10/2-11/3		30.80	80,071.86
11/26/2025	112625ach20 Duke Energy	3882 SUNLAKE BLVD SIGN, 10/2-11/3		124.14	79,947.72
11/30/2025				75,200.00	89,154.45
12/1/2025	5155 Business Observer	Legal Advertising		109.38	79,838.34
12/1/2025	5156 U.S. BANK	trustee fees		6,926.25	72,912.09
12/1/2025	5157 ECS Integrations LLC	100 bar codes		350.00	72,562.09
12/1/2025	5158 RedTree Landscape Systems	landscape maint		24,104.17	48,457.92
12/1/2025	120125ach Bright House Networks	18636 MENTMORE Blvd		728.86	47,729.06
12/1/2025		Funds Transfer	100,000.00		147,729.06
12/1/2025	120125ach Duke Energy	(576) 10920 STATE Rd 54 - Sign		5,978.05	141,751.01
12/1/2025	5159 POOP 911	annual svc pmt		7,979.40	133,771.61
12/1/2025	5162 Solitude Lake Management		5464	9,223.00	124,548.61
12/2/2025	120225ach Duke Energy	0000 Trinity Cottage Dr.		1,103.76	123,444.85
12/2/2025	5160 Finn Outdoor, LLC	pond/lake maint		67,300.00	56,144.85
12/2/2025	5161 Finn Outdoor, LLC	pond/lake maint		5,350.00	50,794.85
12/4/2025	5163 Fitness Logic	Repairs/Maint		175.00	50,619.85
12/4/2025	12/4/2025 Heartland Payroll	PR 11/16-11/29/25		8,260.28	42,359.57
12/4/2025	12/4/25-2 Heartland Payroll	Employee Payroll 11/16-11/29/25		1,778.89	40,580.68
12/4/2025	12/4/25-3 Heartland Payroll	Payroll 11/16-11/29/25		268.50	40,312.18
12/5/2025		Deposit	16,486.00		56,798.18
12/7/2025	5164 Cintas Fire 636525	sprinkler system		338.22	56,459.96
12/7/2025	5165 Suncoast Rust Control, Inc.	Monthly water trtmnt		1,135.00	55,324.96
12/7/2025	5166 Blue Wave Lighting	LED lighting (rem bal)		28,294.00	27,030.96
12/7/2025	5167 Jessica LaBarbera.	BOS MTG 12-02-25		200.00	26,830.96
12/7/2025	5168 Randall W. Griffin	12-02-25 BOSMTG		200.00	26,630.96
12/7/2025	5169 Marcela Cisternas	12-02-25 BOSMTG		200.00	26,430.96
12/7/2025	5170 Kevin Wagner	12-02-25 BOSMTG		200.00	26,230.96
12/7/2025	5171 Fred Berdeguez	12-02-25 bos mtg		200.00	26,030.96
12/8/2025		Funds Transfer	100,000.00		126,030.96
12/8/2025	5172 Mike Fasano Pasco County Tax Collector	property taxes		1,870.64	124,160.32
12/8/2025	5175 Mike Fasano Pasco County Tax Collector	2025 Solid Waste Disposal2126180010245000000		1,104.02	123,056.30
12/8/2025	5176 Pasco Cty Fire Rescue	Inspection		100.00	122,956.30
12/10/2025	5178 Suncoast Pool Service	pool maint		2,300.00	120,656.30
12/10/2025		Deposit	20,850.00		141,506.30
12/14/2025	5179 Jessica LaBarbera.	BOS MTG 12-11-25		200.00	141,306.30
12/14/2025	5180 Randall W. Griffin	12-11-25 BOSMTG		200.00	141,106.30
12/14/2025	5181 Marcela Cisternas	12-11-25 BOSMTG		200.00	140,906.30
12/14/2025	5182 Kevin Wagner	12-11-25 BOSMTG		200.00	140,706.30
12/14/2025	5183 Fred Berdeguez	12-11-25 bos mtg		200.00	140,506.30
12/15/2025	5184 Solitude Lake Management		5464	9,223.00	131,283.30
12/15/2025	121525ach ADT Security Services	18636 Mentmore Boulevard, Land O' Lakes, Florida 34638, Oct		60.33	131,222.97
12/16/2025	121625ach WASTE MANAGEMENTINC.OF FLORIDA,	Waste Management-Service Period: 12/1-12/31//25		120.51	131,102.46
12/17/2025	121725ach FL Dept of Revenue	Sales Tax		6.91	131,095.55
12/18/2025	121825ach Heartland Payroll	PR 11/30/25-12/13/25		8,637.69	122,457.86
12/18/2025	121825ach1 Heartland Payroll	Employee Payroll 11.30-12.13.25		1,793.02	120,664.84
12/18/2025	121825ach2 Heartland Payroll	Payroll 11.30-12.13.25		94.00	120,570.84
12/22/2025	ACH 122225 Pasco County Utilities Services Branch	multiple bills		800.62	119,770.22
12/24/2025	122425ach FL Dept of Revenue	Sales Tax		50.03	119,720.19
12/29/2025	122925ach1 Duke Energy	3882 Sunlake Blvd		142.38	119,577.81
12/29/2025	122925ach2 Duke Energy	3444 TUCKERTON DR sign entry		30.80	119,547.01
12/29/2025	122925ach3 Duke Energy	18636 MENTMORE BLVD splash		211.61	119,335.40
12/29/2025	122925ach4 Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	119,304.60
12/29/2025	122925ach5 Duke Energy	18636 MENTMORE BLVD maint		40.01	119,264.59
12/29/2025	122925ach6 Duke Energy	18933 MENTMORE BLVD lite		1,348.06	117,916.53
12/29/2025	122925ach7 Duke Energy	18661 STATE Rd 54		92.38	117,824.15
12/29/2025	122925ach8 Duke Energy	3936 BUCKINGHAMSHIRE DR irrig		71.63	117,752.52
12/29/2025	122925ach9 Duke Energy	19135 MANASSAS DR LITE		30.80	117,721.72
12/29/2025	122925ach10 Duke Energy	18933 CHISLEHURST DR irrig		30.80	117,690.92

12/29/2025	122925ach11	Duke Energy	3753 TUCKERTON DR irrig	119.30	117,571.62	
12/29/2025	122925ach12	Duke Energy	18552 MENTMORE BLVD lite entry	31.17	117,540.45	
12/29/2025	122925ach13	Duke Energy	19109 MENTMORE BLVD entr wall	30.80	117,509.65	
12/29/2025	122925ach14	Duke Energy	18433 MENTMORE BLVD irrig	44.21	117,465.44	
12/29/2025	122925ach16	Duke Energy	18108 MENTMORE BLVD lite entry	30.80	117,434.64	
12/29/2025	122925ach17	Duke Energy	18230 SNOWDONIA DR	30.80	117,403.84	
12/29/2025	122925ach18	Duke Energy	18636 MENTMORE BLVD clbhouse/pool	2,437.79	114,966.05	
12/29/2025	122925ach19	Duke Energy	3440 BUCKINGHAMSHIRE DR sign	30.80	114,935.25	
12/29/2025	122925ach20	Duke Energy	19069 lake patience rd sign	30.80	114,904.45	
12/31/2025		5185 Anchor Stone Management, LLC	District Management Service	4,250.00	110,654.45	
12/31/2025		5186 FL Dept of Revenue	Sales Tax	2,157.28	108,497.17	
12/31/2025		5187 USA Fence Company	Fence	7,123.00	101,374.17	
12/31/2025	123125ach1	Heartland Payroll	PR	8,447.21	92,926.96	
12/31/2025	123125ach2	Heartland Payroll	Employee Payroll	1,880.88	91,046.08	
12/31/2025	123125ach3	Heartland Payroll	Payroll	91.00	90,955.08	
12/31/2025	123125ach5	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights	5,978.05	84,977.03	
12/31/2025	123125ach6	Bright House Networks	18636 MENTMORE Blvd (12.14-1.13.26)	728.98	84,248.05	
12/31/2025				237,336.00	233,035.67	84,248.05
1/2/2026	010226ach	Duke Energy	0000 Trinity Cottage Dr. stat 4A	1,103.76	83,144.29	
1/5/2026		5188 Solitude Lake Management	Annual Maint	9,223.00	73,921.29	
1/6/2026		5189 Cintas Fire 636525	sprinkler system	485.12	73,436.17	
1/6/2026		5190 M&G Investors, LLC	Janitorial Svcs-Wkly Cleaning	1,250.00	72,186.17	
1/6/2026		5191 M&G Investors, LLC	Janitorial Svcs-Wkly Cleaning	1,250.00	70,936.17	
1/6/2026		5192 ECS Integrations LLC	camera mgmt	750.00	70,186.17	
1/6/2026		5193 Suncoast Rust Control, Inc.	Monthly water treatment	1,135.00	69,051.17	
1/6/2026		5194 Arrow Exterminators Inc	Pest Control	52.00	68,999.17	
1/6/2026		5195 Kilinski Van Wyk PLLC	Legal Services	9,466.12	59,533.05	
1/6/2026		5196 Stantec Consulting Services Inc.	Prof Engineering Svcs	5,097.08	54,435.97	
1/9/2026		1/9/2026 Credit Card Charges	Credit Card Purchases	3,587.21	50,848.76	
1/12/2026		5197 Suncoast Pool Service	Swimming Pool svc	2,300.00	48,548.76	
1/12/2026		5198 Arrow Exterminators Inc	pest control	52.00	48,496.76	
1/12/2026		5199 Jessica LaBarbera.	BOS MTG 1-8-26	200.00	48,296.76	
1/12/2026		5200 Randall W. Griffin	1-8-26 BOSMTG	200.00	48,096.76	
1/12/2026		5201 Marcela Cisternas	1-8-26 BOSMTG	200.00	47,896.76	
1/12/2026		5202 Kevin Wagner	1-8-26 BOSMTG	200.00	47,696.76	
1/12/2026		5203 Fred Berdeguez	1-8-26 bos mtg	200.00	47,496.76	
1/13/2026		5204 Arrow Exterminators Inc	pest control	52.00	47,444.76	
1/13/2026			Funds Transfer	100,000.00	147,444.76	
1/14/2026	011426ACH	ADT Security Services	18636 Mentmore Blvd	60.33	147,384.43	
1/15/2026	011526ACH	Heartland Payroll	PR	8,210.73	139,173.70	
1/15/2026	011526ACH2	Heartland Payroll	Employee Payroll	1,815.40	137,358.30	
1/15/2026	011526ACH3	Heartland Payroll	Payroll	91.00	137,267.30	
1/16/2026	011626ach	FL Dept of Revenue	Sales Tax	176.53	137,090.77	
1/19/2026		5205 Cintas Fire 636525	sprinkler test	51.00	137,039.77	
1/19/2026		5206 Cintas Fire 636525	backflow inspection	258.00	136,781.77	
1/19/2026		5207 Cintas Fire 636525	hydrant inspection	150.00	136,631.77	
1/19/2026		5208 Cintas Fire 636525	alarm syst inspection	556.52	136,075.25	
1/20/2026	012026ach	WASTE MANAGEMENT INC. OF FLORIDA, INC.		148.23	135,927.02	
1/22/2026		5210 Steadfast Alliance	landscape maint	16,990.50	118,936.52	
1/22/2026		5211 Sniffen & Spellman, PA	Legal Svc 12/31/25	1,050.00	117,886.52	
1/23/2026	012326ach	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,	117.84	117,768.68	
1/23/2026	012326ach1	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD	389.91	117,378.77	
1/23/2026	012326ach6	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR	11.00	117,367.77	
1/25/2026		5213 Egis Insurance Advisors LLC	WC Policy # 100125607	2,735.00	114,632.77	
1/25/2026		5214 ECS Integrations LLC	camera mgmt	11,150.00	103,482.77	
1/27/2026	012726ach	Duke Energy	3440 Buckinghamshire Blvd - Entry Light	30.97	103,451.80	
1/27/2026	012726ach2	Duke Energy	18636 MENTMORE BLVD clbhouse/pool	2,678.57	100,773.23	
1/27/2026	012726ach3	Duke Energy	18230 SNOWDONIA DR	30.80	100,742.43	
1/27/2026	012726ach4	Duke Energy	18108 MENTMORE BLVD lite entry	31.31	100,711.12	
1/27/2026	012726ach5	Duke Energy	19069 lake patience rd sign	30.80	100,680.32	
1/27/2026	012726ach6	Duke Energy	18433 MENTMORE BLVD irrig	325.04	100,355.28	
1/27/2026	012726ach7	Duke Energy	19109 Mentmore Blvd - Entry Wall Light	30.80	100,324.48	
1/27/2026	012726ach8	Duke Energy	18552 Mentmore Blvd - Entry Light	38.66	100,285.82	
1/27/2026	012726ach1	Duke Energy	18933 Chislehurst Dr - Irrig	49.47	100,236.35	
1/27/2026	012726ach11	Duke Energy	19135 Manassas Dr - Sign Lights	30.80	100,205.55	
1/27/2026	012726ach12	Duke Energy	3936 Buckinghamshire Dr - Irrig	82.49	100,123.06	
1/27/2026	012726ach13	Duke Energy	18661 State Road 54	232.13	99,890.93	
1/27/2026	012726ach15	Duke Energy	18933 Mentmore Blvd - Sign Lights	1,385.15	98,505.78	
1/27/2026	012726ach18	Duke Energy	18636 MENTMORE BLVD	30.80	98,474.98	
1/27/2026	012726ach17	Duke Energy	3869 SUNLAKE BLVD sign irrig	30.80	98,444.18	
1/27/2026	012726ach19	Duke Energy	18636 MENTMORE BLVD splash	241.54	98,202.64	
1/27/2026	012726ach20	Duke Energy	3444 TUCKERTON DR sign entry	31.67	98,170.97	
1/27/2026	012726ach21	Duke Energy	3882 Sunlake Blvd	125.97	98,045.00	
1/27/2026	012726achj2	Duke Energy	3753 TUCKERTON DR irrig	139.74	97,905.26	
1/29/2026		12926 Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights	6,078.12	91,827.14	
1/30/2026	013026ach	Heartland Payroll	Employee Payroll	2,145.89	89,681.25	
1/30/2026	013026ach2	Heartland Payroll	Payroll	100.00	89,581.25	
1/30/2026	013026ach3	Heartland Payroll	PR	8,035.09	81,546.16	
1/30/2026				100,000.00	102,701.89	81,546.16
2/2/2026		5215 Solitude Lake Management	Annual Aquatic Maint	9,223.00	72,323.16	
2/2/2026		5216 Arborist Aboard Inc.	Review Trees/Community Options	400.00	71,923.16	
2/2/2026	020226ach	Bright House Networks	18636 MENTMORE Blvd (1.14-2.13.26)	728.89	71,194.27	
2/3/2026		5217 Suncoast Rust Control, Inc.	Monthly water treatment	1,135.00	70,059.27	
2/5/2026			Deposit	1,374.45	71,433.72	
2/9/2026	020926ach	Stantec Consulting Services Inc.	Prof Engineering Svcs	6,658.98	64,774.74	
2/9/2026		5219 Steadfast Alliance	landscape maint	22,654.00	42,120.74	
2/9/2026			Funds Transfer	100,000.00	142,120.74	
2/11/2026		5220 Suncoast Pool Service	Swimming Pool Service	2,300.00	139,820.74	
2/11/2026	021126ach	Harland Clarke	Check Reorder-Operating acct	483.92	139,336.82	
2/12/2026	021226ach	Heartland Payroll	PR	8,254.16	131,082.66	
2/12/2026	021226ach2	Heartland Payroll	Payroll	91.00	130,991.66	
2/12/2026	021226ach3	Heartland Payroll	Employee Payroll	1,886.86	129,104.80	
2/16/2026		5221 Arrow Exterminators Inc	pest control	52.00	129,052.80	

2/17/2026	021726ach1	ADT Security Services	18636 Mentmore Blvd Feb		60.33	128,992.47
2/17/2026	021726ach	FL Dept of Revenue	Sales Tax Jan 2026		206.46	128,786.01
2/19/2026	021926ach	Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,112.36	127,673.65
2/19/2026		5226 Jessica LaBarbera.	BOS MTG 2/12/26		200.00	127,473.65
2/19/2026		5225 Randall W. Griffin	02-12-26 BOSMTG		200.00	127,273.65
2/19/2026		5224 Fred Berdeguez	02-12-26 bos mtg		200.00	127,073.65
2/19/2026		5223 Marcela Cisternas	02-12-26 BOSMTG		200.00	126,873.65
2/19/2026		5222 Kevin Wagner	02-12-26 BOSMTG		200.00	126,673.65
2/23/2026		5228 Kutak Rock LLP	Prof Legal Svcs		6,163.91	120,509.74
2/23/2026		5227 Your Total Entertainment, LLC	Holiday Event		1,179.00	119,330.74
2/23/2026		5230 Cintas Fire 636525	inspection-sprinkler		283.64	119,047.10
2/23/2026	022326ach	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		24.88	119,022.22
2/23/2026	022326ach2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		528.62	118,493.60
2/23/2026	022326ach3	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		239.52	118,254.08
2/25/2026	022526ach1	Duke Energy	3440 Buckinghamshire Blvd - Entry Light		30.80	118,223.28
2/25/2026	022526ach2	Duke Energy	18636 MENTMORE BLVD clbhouse/pool		1,907.58	116,315.70
2/25/2026	022526ach3	Duke Energy	18230 SNOWDONIA DR		30.80	116,284.90
2/25/2026	022526ach3	Duke Energy	18108 MENTMORE BLVD lite entry		30.80	116,254.10
2/25/2026	022526ach4	Duke Energy	18433 MENTMORE BLVD irrig		38.78	116,215.32
2/25/2026	022526ach5	Duke Energy	19109 Mentmore Blvd - Entry Wall Light		30.80	116,184.52
2/25/2026	022526ach6	Duke Energy	18552 Mentmore Blvd - Entry Light		34.86	116,149.66
2/25/2026	022526ach7	Duke Energy	18933 Chislehurst Dr - Irrig		41.84	116,107.82
2/25/2026	022526ach8	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	116,077.02
2/25/2026	022526ach9	Duke Energy	3936 Buckinghamshire Dr - Irrig		69.92	116,007.10
2/25/2026	022526ach10	Duke Energy	18661 State Road 54		189.47	115,817.63
2/25/2026	022526ach11	Duke Energy	18933 Mentmore Blvd - Sign Lights		1,234.86	114,582.77
2/25/2026	022526ach12	Duke Energy	18636 MENTMORE BLVD splash		31.50	114,551.27
2/25/2026	022526ach13	Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	114,520.47
2/25/2026	022526ach14	Duke Energy	18636 MENTMORE BLVD splash		188.00	114,332.47
2/25/2026	022526ach15	Duke Energy	3444 TUCKERTON DR sign entry		30.80	114,301.67
2/25/2026	022526ach16	Duke Energy	3882 Sunlake Blvd		89.30	114,212.37
2/25/2026	022526ach17	Duke Energy	19069 lake patience rd sign		125.69	114,086.68
2/26/2026	022626ach	WASTE MANAGEMENTINC.OF FLORIDA,	Waste Mgt Svc: 2/1-2/26/26		148.23	113,938.45
2/26/2026		5232 MPLC	MPLC Umbrella License cvg:		1,727.22	112,211.23
2/26/2026	022626ach1	Duke Energy	19069 lake patience rd sign		115.35	112,095.88
2/26/2026	2/26/2026	Heartland Payroll	Payroll		91.00	112,004.88
2/26/2026	2/26/26-2	Heartland Payroll	Employee Payroll		1,808.67	110,196.21
2/26/2026	2/26/26-3	Heartland Payroll	PR		7,953.82	102,242.39
2/28/2026					101,374.45	80,678.22
3/1/2026						102,242.39
3/1/2026	5233	Haven Management Solutions, LLC	February Management Services		2,240.64	100,001.75
3/2/2026	5234	Solitude Lake Management		5464	9,223.00	90,778.75
3/2/2026	5236	M&G Investors, LLC	Janitorial Services-Weekly Cleaning		1,250.00	89,528.75
3/2/2026	5237	M&G Investors, LLC	Janitorial Services-Weekly Cleaning		1,250.00	88,278.75
3/2/2026	5238	Bandit Fitness Equipment	Fitness equipment maintenance / replacement		316.97	87,961.78
3/2/2026	030226ach1	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights		5,634.44	82,327.34
3/2/2026	030226CC	Credit Card Charges	Credit Card Purchases		1,015.86	81,311.48
3/3/2026	030326ach	Bright House Networks	18636 MENTMORE Blvd (2.14-3.13.26)		737.72	80,573.76
3/4/2026	5239	Schoolnow	SchoolNow CDD ADA -PDF		1,515.00	79,058.76
3/6/2026	5241	Suncoast Rust Control, Inc.	Commercial Svc: Monthly water treatment		1,135.00	77,923.76
3/6/2026	030626ach2	Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,061.58	76,862.18
3/9/2026	5242	Stantec Consulting Services Inc.	Prof Engineering Svcs		3,018.32	73,843.86
3/9/2026	5243	Piper Fire Protection, LLC	Fire alarm monitoring		300.00	73,543.86
3/9/2026	5244	Suncoast Pool Service	Swimming Pool Svc-Rcvd 3.9.26		2,300.00	71,243.86
3/9/2026	5245	Suncoast Pool Service	Swimming Pool Service		2,300.00	68,943.86
3/10/2026	5246	Arrow Exterminators Inc	pest control		54.00	68,889.86
3/11/2026	5247	Business Observer	Legal Advertising		43.75	68,846.11
3/11/2026	5248	Business Observer	Legal Advertising		83.13	68,762.98
3/12/2026	031226ach	Heartland Payroll	Payroll 03-12-26		7,876.58	60,886.40
3/12/2026	031226ach-2	Heartland Payroll	Payroll 03-12-26		1,821.39	59,065.01
3/12/2026	3/12/2026	Heartland Payroll	Payroll		92.00	58,973.01
3/15/2026	5250	Fitness Logic	Repairs/Maint		175.00	58,798.01
3/15/2026	5251	Steadfast Alliance	landscape maint		18,793.00	40,005.01
3/16/2026	031626ach	ADT Security Services	18636 Mentmore blvd march		65.02	39,939.99
3/16/2026			Funds Transfer	150,000.00		189,939.99
3/17/2026	5252	Jessica LaBarbera.	BOS MTG 3/12/26		200.00	189,739.99
3/17/2026	5253	Randall W. Griffin	03-12-26 BOSMTG		200.00	189,539.99
3/17/2026	5254	Fred Berdeguez	03-12-26 bos mtg		200.00	189,339.99
3/17/2026	5255	Marcela Cisternas	03-12-26 BOSMTG		200.00	189,139.99
3/17/2026	5256	Kevin Wagner	03-12-26 BOSMTG		200.00	188,939.99
3/17/2026	5257	Fitness Logic	Repairs/Maint		375.97	188,564.02
3/19/2026	031926ach	FL Dept of Revenue	Sales Tax Feb 2026		204.16	188,359.86
3/20/2026	032026ach1	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		11.00	188,348.86
3/20/2026	032026ach2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		379.24	187,969.62
3/20/2026	032026ach3	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		31.82	187,937.80
3/22/2026	5258	Advanced Drainage Solutions	maint/repair		5,175.00	182,762.80
3/25/2026	032526ach	Duke Energy	3440 Buckinghamshire Blvd - Entry Light		30.80	182,732.00
3/25/2026	032526ach2	Duke Energy	18636 MENTMORE BLVD clbhouse/pool		1,695.53	181,036.47
3/25/2026	032526ach3	Duke Energy	18230 SNOWDONIA DR		30.80	181,005.67
3/25/2026	032526ach4	Duke Energy	18108 MENTMORE BLVD lite entry		30.80	180,974.87
3/25/2026	032526ach5	Duke Energy	18433 MENTMORE BLVD irrig		414.56	180,560.31
3/25/2026	032526ach6	Duke Energy	19109 MENTMORE BLVD entr wall		30.80	180,529.51
3/25/2026	032526ach7	Duke Energy	18552 Mentmore Blvd - Entry Light		33.84	180,495.67
3/25/2026	032526ach8	Duke Energy	3753 Tuckerton Dr - Irrig		106.18	180,389.49
3/25/2026	032526ach9	Duke Energy	18933 Chislehurst Dr - Irrig		30.80	180,358.69
3/25/2026	032526ach10	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	180,327.89
3/25/2026	032526ach11	Duke Energy	3936 Buckinghamshire Drive - Irrig		64.40	180,263.49
3/25/2026	032526ach12	Duke Energy	18661 State Road 54		171.70	180,091.79
3/25/2026	032526ach12	Duke Energy	18933 Mentmore Blvd - Sign Lights		1,234.43	178,857.36
3/25/2026	032526ach13	Duke Energy	18636 Mentmore Blvd - CH Main Bld		30.80	178,826.56
3/25/2026	032526ach14	Duke Energy	3869 Sunlake Blvd - Sign Irrig		30.80	178,795.76
3/25/2026	032526ach15	Duke Energy	18636 Mentmore Blvd - Splash		173.46	178,622.30
3/25/2026	032526ach16	Duke Energy	3444 Tuckerton		30.80	178,591.50
3/25/2026	032526ach18	Duke Energy	3882 SUNLAKE BLVD SIGN		34.86	178,556.64

3/25/2026	3/25/2026	Credit Card Payment	Credit Card Payment		3,445.97	175,110.67
3/26/2026	5259	Steadfast Alliance	landscape maint		21,250.00	153,860.67
3/26/2026	032626ach1	Duke Energy	19069 Lake Patience Rd - sign		204.91	153,655.76
3/26/2026	032726ach	Heartland Payroll	Employee Payroll		1,875.20	151,780.56
3/26/2026	032726ach	Heartland Payroll	Payroll 03-27-26		8,243.01	143,537.55
3/26/2026	3/26/2026	Heartland Payroll	Payroll		92.00	143,445.55
3/26/2026	3/26/2026	Heartland Payroll	Employee Payroll		1,551.32	141,894.23
3/27/2026	032726ach	WASTE MANAGEMENTINC.OF FLORIDA,	Waste Mgt Svc: 3/1-3/31/26		148.23	141,746.00
3/27/2026	5260	Your Total Entertainment, LLC	Easter Event-Remaining bal		1,179.00	140,567.00
3/27/2026			Deposit	933.59		141,500.59
3/30/2026	033026ach	Duke Energy	(576) 10920 STATE ROAD 54 -streetlights		5,633.22	135,867.37
3/31/2026	3/31/2026	Bright House Networks	18636 MENTMORE Blvd Need Backup		738.50	135,128.87
3/31/2026					150,933.59	118,047.11
4/1/2026	040126ach	Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,061.41	134,067.46
4/1/2026	5264	Haven Management Solutions, LLC	March Management Services		4,812.50	129,254.96
4/1/2026	5265	Solitude Lake Management		5464	7,839.55	121,415.41
4/2/2026	5266	Grout Rhino	Maint.Repair		2,517.70	118,897.71
4/2/2026	5267	M&G Investors, LLC	Janitorial Services		1,250.00	117,647.71
4/2/2026	5268	Suncoast Rust Control, Inc.	Water Treatment		1,135.00	116,512.71
4/7/2026	5269	Stantec Consulting Services Inc.	Prof Engineering Svcs 3.6.26		1,342.85	115,169.86
4/7/2026	5270	Steadfast Alliance	spring annuals		411.25	114,758.61
4/7/2026	5271	ECS Integrations LLC	camera mgmt		750.00	114,008.61
4/7/2026	5272	Kutak Rock LLP	Prof Legal Svcs		6,642.50	107,366.11
4/10/2026	041026ach1	Heartland Payroll	Employee Payroll		1,982.53	105,383.58
4/10/2026	041026ach2	Heartland Payroll	Payroll 03-27-26		8,584.01	96,799.57
4/10/2026	041026ach3	Heartland Payroll	Payroll		91.00	96,708.57
4/12/2026			Funds Transfer	1,858,911.10		1,955,619.67
4/12/2026	5273	Concord Station CDD c/o US Bank	Due to Debt Service for May 1 2026 Payment		1,858,911.10	96,708.57
4/12/2026	5274	ECS Integrations LLC	access key fobs		350.00	96,358.57
4/12/2026	5275	Steadfast Alliance	IRRIGATION REPAIRS		207.70	96,150.87
4/12/2026	5276	Suncoast Pool Service	Swimming Pool Service		2,300.00	93,850.87
4/12/2026	5277	Arrow Exterminators Inc	pest control		54.00	93,796.87
4/13/2026	5278	Kilinski Van Wyk PLLC			12,586.68	81,210.19
4/14/2026	4/14/2026	ADT Security Services	18636 Mentmore Boulevard, April		65.02	81,145.17
4/17/2026	5279	Steadfast Alliance	landscape maint		21,250.00	59,895.17
4/17/2026	5280	Steadfast Alliance	fertilization		2,457.00	57,438.17
4/20/2026	042026ach	FL Dept of Revenue	Sales Tax March 2026		300.52	57,137.65
4/20/2026	5281	ECS Integrations LLC	install locks-tennis courts		990.00	56,147.65
4/20/2026	5282	ECS Integrations LLC	gate maint		2,315.00	53,832.65
4/20/2026			Funds Transfer	100,000.00		153,832.65
4/20/2026	042026ach	Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		11.00	153,821.65
4/20/2026	042026ach2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		485.94	153,335.71
4/20/2026	042026ach4	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	153,324.71
4/21/2026	5283	MPLC	MPLC Umbrella License cvg: 2.1.26-1.31.27		2,098.57	151,226.14
4/21/2026	5284	Randall W. Griffin	4-9-26 BOSMTG		200.00	151,026.14
4/21/2026	5286	Marcela Cisternas	04-09-26 BOSMTG		200.00	150,826.14
4/21/2026	5287	Kevin Wagner	04-09-26 BOSMTG		200.00	150,626.14
4/21/2026	5288	Fred Berdeguez	04-09-26 bos mtg		200.00	150,426.14
4/22/2026			Funds Transfer	100,000.00		250,426.14
4/23/2026	5289	ECS Integrations LLC	pvc pipe		1,755.00	248,671.14
4/24/2026	42426	WASTE MANAGEMENTINC.OF FLORIDA,	Waste Mgt Svc: 4/1-4/30/26		273.23	248,397.91
4/24/2026	042426ach	Heartland Payroll	Payroll 04-24-26		8,405.39	239,992.52
4/24/2026	042426ach2	Heartland Payroll	Payroll		96.00	239,896.52
4/24/2026	042426ach3	Heartland Payroll	Employee Payroll		1,926.31	237,970.21
4/27/2026	5290	Steadfast Alliance	fertilization		2,808.00	235,162.21
4/27/2026	5291	Steadfast Alliance	landscape maint		21,250.00	213,912.21
4/27/2026	042726ach1	Duke Energy	3440 Buckinghamshire Blvd - Entry Light		30.80	213,881.41
4/27/2026	042726ach2	Duke Energy	18230 SNOWDONIA DR		30.80	213,850.61
4/27/2026	042726ach3	Duke Energy	18108 MENTMORE BLVD lite entry		30.80	213,819.81
4/27/2026	042726ach4	Duke Energy	19109 Mentmore Blvd - Entry Wall Light		30.80	213,789.01
4/27/2026	042726ach5	Duke Energy	18933 Chislehurst Dr - Irrig		30.80	213,758.21
4/27/2026	042726ach6	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	213,727.41
4/27/2026	042726ach7	Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	213,696.61
4/27/2026	042726ach8	Duke Energy	3444 TUCKERTON DR sign entry		30.80	213,665.81
4/27/2026	042726ach9	Duke Energy	18552 Mentmore Blvd - Entry Light		34.55	213,631.26
4/27/2026	042726ach10	Duke Energy	3882 SUNLAKE BLVD SIGN		38.78	213,592.48
4/27/2026	042726ach11	Duke Energy	18636 Mentmore Blvd - maint		43.89	213,548.59
4/27/2026	042726ach12	Duke Energy	3936 Buckinghamshire Drive - Irrig		67.75	213,480.84
4/27/2026	042726ach13	Duke Energy	3753 TUCKERTON DR irrig		112.15	213,368.69
4/27/2026	042726ach14	Duke Energy	18636 MENTMORE BLVD splash		165.59	213,203.10
4/27/2026	042726ach15	Duke Energy	18661 State Road 54		182.47	213,020.63
4/27/2026	042726ach16	Duke Energy	18433 MENTMORE BLVD irrig		265.76	212,754.87
4/27/2026	042726ach18	Duke Energy	18636 Mentmore Blvd - clubhouse/pool		1,562.09	211,192.78
4/27/2026	042726ach20	Duke Energy	18933 Mentmore Blvd - Sign Lights		1,234.43	209,958.35
4/28/2026	042826ACJ	Duke Energy	19069 Lake Patience Rd - sign		244.80	209,713.55
4/29/2026	042926ach	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights		5,633.22	204,080.33
4/29/2026	705		Credit Card Transactions		5,292.36	198,787.97
4/30/2026					2,058,911.10	1,995,252.00
5/1/2026	5292	Florida Dept of Health In Pasco County	Permit # 51-60-1969945/Bill # 51-BID-8201002		145.00	198,642.97
5/1/2026	5293	Florida Dept of Health In Pasco County	Permit # 51-60-00674/Bill # 51-BID-8201330		280.00	198,362.97
5/4/2026	050426ach	Grau and Associates	Auditing Services FY 9/30/25		1,500.00	196,862.97
5/4/2026	5294	Solitude Lake Management		5464	7,839.55	189,023.42
5/4/2026	5295	Kutak Rock LLP	Prof Legal Svcs		2,927.50	186,095.92
5/4/2026	5296	M&G Investors, LLC	Janitorial Services-Weekly Cleaning		1,250.00	184,845.92
5/4/2026	050426ach11	Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,061.41	183,784.51
5/5/2026	5298	Suncoast Rust Control, Inc.	Commercial Svc: Monthly water treatment		1,135.00	182,649.51
5/6/2026	5300	ECS Integrations LLC	pvc pipe		1,755.00	180,894.51
5/7/2026	5/7/2026	Heartland Payroll	Payroll - Need Backup		96.00	180,798.51
5/7/2026	05/07/26-2	Heartland Payroll	Employee Payroll		1,902.84	178,895.67
5/7/2026	05/07/26-3	Heartland Payroll	Payroll 05/07/26 - Need Backup		8,341.97	170,553.70
5/8/2026	5301	Suncoast Pool Service	Swimming Pool Service		2,300.00	168,253.70
5/11/2026	5302	Steadfast Alliance	irrigation repairs		5,950.00	162,303.70
5/11/2026	5299	Haven Management Solutions, LLC	April Management Services		4,812.50	157,491.20

5/14/2026	051426gach	ADT Security Services	18636 Mentmore Blvd	65.02	157,426.18
5/14/2026	051426gach	Bright House Networks	18636 MENTMORE Blvd Need Backup	738.42	156,687.76
5/16/2026		5303 Pasco County Property Appraiser	Annual renewal fee.	150.00	156,537.76
5/16/2026		5304 LLS Tax Solutions Inc.	arbitrage calc	500.00	156,037.76
5/16/2026		5305 Steadfast Alliance	irrigation repairs	480.00	155,557.76
5/19/2026	051926gach	FL Dept of Revenue	Sales Tax	289.28	155,268.48
5/20/2026		5306 Arrow Exterminators Inc	pest control	54.00	155,214.48
5/20/2026		5307 Jessica LaBarbera.	BOS MTG 05/14/26	200.00	155,014.48
5/20/2026		5308 Fred Berdeguez	05-14-26 bos mtg	200.00	154,814.48
5/20/2026		5309 Marcela Cisternas	05-20-26 BOSMTG	200.00	154,614.48
5/20/2026		5310 Kevin Wagner	05-14-26 BOSMTG	200.00	154,414.48
5/21/2026		5311 Devin Lofton	Reimbursement	250.00	154,164.48
5/21/2026		5312 Business Observer	Legal Advertising	61.25	154,103.23
5/21/2026	052126gach	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR	11.00	154,092.23
5/21/2026	052126gach2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD	581.97	153,510.26
5/21/2026	052126gach3	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR	11.00	153,499.26
5/21/2026	5/21/2026	Heartland Payroll	Payroll - Need Backup	96.00	153,403.26
5/21/2026	05/21/26-2	Heartland Payroll	Employee Payroll - Need Backup	2,035.19	151,368.07
5/21/2026	5/21/26-3	Heartland Payroll	Payroll 05/21/26 - Need Backup	8,757.73	142,610.34
5/24/2026	052426gach	WASTE MANAGEMENTINC.OF FLORIDA,	Waste Mgt Svc	148.23	142,462.11
5/26/2026		5314 Jessica LaBarbera.	BOS MTG 04/09/26	200.00	142,262.11
5/26/2026		5315 Your Total Entertainment, LLC	Summer Bash Event-Deposit	1,164.50	141,097.61
5/26/2026	052626gach	Duke Energy	3440 Buckinghamshire Blvd Entry Light	30.80	141,066.81
5/26/2026	052626gach1	Duke Energy	18636 Mentmore Blvd - clubhouse/pool	1,721.13	139,345.68
5/26/2026	052626gach3	Duke Energy	18230 SNOWDONIA DR	30.80	139,314.88
5/26/2026	052626gach4	Duke Energy	18108 MENTMORE BLVD lite entry	30.80	139,284.08
5/26/2026	052626gach5	Duke Energy	19069 lake patience rd sign	282.51	139,001.57
5/26/2026	052626gach6	Duke Energy	18433 MENTMORE BLVD irrig	75.32	138,926.25
5/26/2026	052626gach7	Duke Energy	19109 Mentmore Blvd - Wall Light	30.80	138,895.45
5/26/2026	052626gach8	Duke Energy	18552 Mentmore Blvd - Entry Light	33.25	138,862.20
5/26/2026	0526269	Duke Energy	3753 Tuckerton Dr - Irrig	111.71	138,750.49
5/26/2026	052626gach11	Duke Energy	18933 Chislehurst Dr - Irrig	30.80	138,719.69
5/26/2026	052626gach12	Duke Energy	19135 Manassas Dr - Sign Lights	30.80	138,688.89
5/26/2026	052626gach16	Duke Energy	18661 State Road 54	170.25	138,518.64
5/26/2026	052626gach17	Duke Energy	18933 Mentmore Blvd - Sign Lights	1,234.43	137,284.21
5/26/2026	052626gach18	Duke Energy	18636 Mentmore Blvd - maint	45.92	137,238.29
5/26/2026	052626gach19	Duke Energy	3869 SUNLAKE BLVD sign irrig	30.80	137,207.49
5/26/2026	052626gach20	Duke Energy	18636 Mentmore Blvd - Splash	198.21	137,009.28
5/26/2026	052626gach21	Duke Energy	3444 TUCKERTON DR sign entry	30.80	136,978.48
5/26/2026	052626gach22	Duke Energy	3882 SUNLAKE BLVD SIGN	65.58	136,912.90
5/26/2026	052626gach30	Duke Energy	3936 Buckinghamshire Drive - Irrig	67.62	136,845.28
5/28/2026	052826gach	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights	5,615.36	131,229.92
5/28/2026			Deposit	775.66	132,005.58
5/31/2026				775.66	67,558.05
					132,005.58

EXHIBIT 20

[RETURN TO AGENDA](#)

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**MINUTES OF 05/14/2026 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, May 14th, 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 Zoom.

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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
- 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, Anchor Stone Management
- Mark Looknanan, Jr. Amenity Manager, Concord Station CDD
- Kevin Hiller Owner, Steadfast
- Yovani Cordero Irrigation Manager, Steadfast
- Kyle Magee (via virtual means) District Counsel, Kutak Rock
- Kyle Wilson Account Manager, Solitude
- Emelina Robinson Account Manager, Solitude

Opening Remarks and Attendance Notes

The Meeting was called to order. Establishing the quorum, Chairwoman LaBarbera, Cisternas, Wagner, and Berdeguez were present in person.

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

The Board allowed non-agenda items to be addressed. Manny Amparo asked the Board if he could use this space to set up mats to teach jiu-jitsu classes for children and adults in the community. He explained that jiu-jitsu is a martial art, and primarily consists of grappling, and noted that it would teach self-defense and instill discipline in younger kids and teenagers. Mr. Amparo also noted that for adults it would serve as a form of fitness, self-defense, and a way to bring the community together. Chairwoman LaBarbera asked what days and times he was looking for. Mr. Amparo answered a few nights a week from around 6 to 8 PM, and maybe late morning/early afternoon on Saturdays and Sundays. Supervisor Cisternas stated that she would be willing to consider it for a lesser amount of time where the calendar permits. She noted that the community calendar was pretty busy so they would likely be able to fit him in pockets of time here and there, but not for the full amount he was suggesting. Chairwoman LaBarbera asked Mr. Amparo where he trains and if he was starting his own practice. Mr. Amparo informed the Board that he trains at Checkmat Olympus on Lake Padgett, has been training for about 7 years, and started in Maryland. Chairwoman LaBarbera asked what his fee structure would look like. Mr. Amparo stated that it would be funded via donations first for people who are interested in learning more about jiu-jitsu and then would turn into a planned fee structure as he becomes more established. Mr. Amparo noted that for younger kids, ages 5 to 9, he would only need about 45 minutes of instruction and 10-15 minutes of game time. Chairwoman LaBarbera asked if he would need this room, noting that jiu-jitsu requires space. Supervisor Berdeguez commented on the Girl Scout use of the room Mr. Looknanan advised that the Girl Scouts do use the whole room when they meet on Mondays and Wednesdays. He noted that the only day with time available is Tuesday. Supervisor Cisternas added that they have CDD and HOA meetings in the evening, noting that there are pockets of time available, but not space to have a consistent schedule. Mr. Looknanan advised that he and Mr. Amparo had exchanged emails where he had explained the requirements and potential liabilities. He noted that it was up to the Board to discuss it. Mr. Magee advised that the

48 Board would want to get a license agreement anyway to use the property for jiu-jitsu classes. He asked if Mr. Amparo
49 could provide insurance. Mr. Amparo confirmed that he has a release of liability waiver reviewed by an attorney for his
50 business, but if the Board allowed him to, he could put one together. Mr. Magee advised that the license agreement he
51 would draw up would have insurance liability limits included in it. He asked Mr. Amparo if he could provide liability
52 coverage. Mr. Amparo confirmed that he could do so. Chairwoman LaBarbera stated they would discuss it later in the
53 meeting.

54 Morgan Lusk introduced himself as a pastor of the Suncoast Presbyterian Church and shared that they meet at his
55 house in Wellington. He noted that if the community ever needed anything they would love to help.

56 Connie Larkin thanked the Board for repaving the basketball courts. She noted there weren't any windscreens yet,
57 the nets hadn't been replaced, the fence hadn't been tacked down to the cement, and the signs were misspelled. She noted
58 not being sure if those items had been addressed as she had not attended a meeting in months. Chairwoman LaBarbera
59 informed her that those items had been addressed during last month's meeting. She noted that they would be discussing
60 the updates on these items during the meeting.

61 **III. Professional Vendor Presentations**

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

63 Mr. Woodcock presented his report, informing the Board that the construction of the stormwater repairs had been
64 completed and everything looked good. He noted that they had reviewed the remaining items associated with the original
65 scope of services or proposals that they had received. Mr. Woodcock reminded the Board that they had done Phase 1 and
66 2 as a priority, and the remaining work was \$44,675. He noted that the total cost of repairs, including \$44,675 and an
67 extra emergency \$25,000, equaled about \$75,000 to be budgeted for in the next year. Mr. Woodcock confirmed that F1,
68 F2, and F5 were included in the \$75,000 for the budget and were included in the initial report. Chairwoman LaBarbera
69 noted several retention ponds that Mr. Woodcock confirmed were Phase 2.

70 **B. Solitude Lake Management**

71 **1. Waterway Inspection Report – Emilina Robinson**

72 Ms. Robinson presented the Solitude Lake Report, noting that she had been on-site on May 5th and completed the
73 19-pond report. She noted that everything looked good except W13, which hosts a cracked and lifted flow structure. Ms.
74 Robinson continued, noting the erosion on top of the flow structure. She assured the Board that there were some sites
75 with shoreline growth that they were planning to put their attention on. Supervisor Cisternas noted that she had been
76 hearing people complain about garbage in the empty ponds. Ms. Robinson noted that those areas get a lot of their attention
77 when they're there because as the waters drop, old trash is exposed. She added that they also try to pay special attention
78 to the sites along the road. Ms. Robinson stated that she would address any specific sites or areas of concern the Board
79 had. Ms. Thibault confirmed she would email Mr. Woodcock to ensure W13 was accounted for within the \$75,000.

80 **C. Steadfast Environmental Services – Yovani Cordero and Kevin Hiller**

81 **1. Landscape Daily Logs**

82 Mr. Hiller gave a landscaping update. He noted that he and Mr. Lookninan had discussed residents calling about
83 conservation areas backing up to their homes and were working on identifying those areas on a case-by-case basis. He
84 noted that from a maintenance perspective, they try to spend a lot of time trimming everything and working on the details.
85 Supervisor Berdeguez asked if they were still coming out every week. Mr. Hiller stated that they were still coming every
86 week, but they weren't mowing every time as the grass didn't need it. He mentioned that with the upcoming rain, they
87 will likely see a difference in the grass' growth rate. Supervisor Cisternas asked if the palm trees could be cleaned. Mr.
88 Hiller confirmed that they could up to a certain height, tentatively 12 feet, but anything over that would require a proposal
89 from another division of their company due to the insurance policy/policies needed to avoid liability. Supervisor Cisternas
90 noted that she didn't think they were that tall. She mentioned that there were numerous dead frogs by the pumps on the

91 first block across the street from the clubhouse and Shire. Mr. Hiller confirmed they would look at it. Mr. Looknanan
92 noted one of the main complaints he gets from residents is about the branches and grass behind their fences. He reported
93 that he and Mr. Hiller had driven through several of the mentioned areas and noted that they believed the landscaping
94 people used the areas to get from one pond to the other. He noted that his advice to the residents has been to self-insure
95 as there are some spots they couldn't get to anymore. Chairwoman LaBarbera noted that they had sent out letters to the
96 residents when they had put their fences up, requiring them to give the Board access, and put in a back fence straight
97 through so the mowers could get back there. She asked Ms. Thibault where they left off with that as she knew they had
98 identified people they knew they needed to address the issue with. Supervisor Cisternas noted that the person before
99 Lindsey, Vivek, had sent the letters, but she wasn't sure if the residents had granted access. Chairwoman LaBarbera noted
100 that it had turned into a situation, as some of the letters had come back wrong. She suggested having the residents fix
101 their properties so they can have access rather than taking on additional costs to mow the easements that aren't a part of
102 the contract. Mr. Magee noted that this is an issue he has run into with many of his districts and confirmed he would be
103 able to send out a new round of letters if provided with the addresses of the easements that were being blocked. He noted
104 that the district easements should be on the plat and they need access to the easements, so they are able to enforce the
105 easements and take the fences down. Ms. Thibault mentioned that she has a file called Easement Access Agreements.

106 Supervisor Cisternas stated that she thought it was a part of their contract that the easements that are not blocked by
107 fences were maintained as part of the landscaping. Chairwoman LaBarbera noted that the complaints they had first
108 received stemmed from residents without fences upset about the wear on their grass and property from the landscaping
109 company using it to reach the ponds because all of their other neighbors have fences that blocked the easement.
110 Supervisor Wagner asked if they had had any access problems. Mr. Hiller reported that they had to cut through people's
111 yards because the fences blocked the easement. Chairwoman LaBarbera noted that they identified the houses with the
112 fences and directed them to either remove the fence or add a gate for direct access. Supervisor Cisternas suggested
113 verifying the list. Supervisor Wagner advised having Mr. Looknanan get eyes on the area to verify with the map Mr.
114 Hiller had. Ms. Thibault shared that there were 6 addresses in the 2025 folder. Chairwoman LaBarbera reported that they
115 had initially sent the letter to about 200 people. Supervisor Berdeguez shared that the HOA approved his fence because
116 they knew it was a drainage easement, not an access easement. Ms. Thibault advised that she had records from 2017.
117 The Board noted they didn't need the 2017 records. Chairwoman LaBarbera noted that a lot of residents had received
118 letters that they shouldn't have regarding access versus drainage easements. She suggested having Mr. Looknanan walk
119 around and take a look with the map to identify the problem fences. Ms. Thibault confirmed she would send the 2025
120 list. Supervisor Berdeguez suggested that the HOA keep track of where the fences go up and if they are being placed in
121 an easement. Chairwoman LaBarbera noted that the HOA had sent everyone to them and now they haven't had a fence
122 proposal in over a year. Supervisor Cisternas commented that the HOA had started a new policy a few months ago making
123 it so that any requests for fence approvals come through the ACC committee. She noted that they look at it, and if it
124 meets the criteria, they approve it and add a caveat saying that HOA approval does not constitute CDD approval if their
125 property sits on an easement.

126 **2. Irrigation Maintenance Report**

127 Ms. Cordero shared that the only thing left to get the clubhouse up and running was to jack and bore, and to run
128 water. She noted that the decoders and cylinders were changed out, and the wire nuts were properly put in. Ms. Cordero
129 advised that Dave Bollard from Hunter would meet her, and the Board if they wished to be there, so they can go through
130 the system together and make sure it is Hunter approved. She presented her proposals. The first, to jack and bore, a
131 proposal for wiring to get the last set of valves up and running, and then a proposal from the timer on Mentmore to make
132 those valves operational. Ms. Cordero reported that the original proposals and inspections for Timer 1 on Mentmore by
133 the lift station, the Pasco County area there, and off of Tuckerton had been completed. She stated that everything was
134 working there, but they did find a mainline break at a valve and had some wires that were exposed in Tuckerton. She
135 noted the breaks in the issue could have been caused by the fence that got pulled up. Ms. Cordero noted that the original
136 proposals for 4, 6, and 7 were tabled last month because the Board had questions about the adjustments, clogged nozzles,
137 etc. She noted that their technician had made the adjustments and the updated proposals were included in the agenda.

138 Ms. Thibault asked that the proposals be addressed in order. Mr. Looknanan advised that upon his review and
139 conversation with Ms. Cordero, he agreed with all of the proposals they included in the agenda. Ms. Cordero explained
140 that they had included the original and updated proposals in the agenda so the Board could see the changes. She noted
141 exhibit 8, for timer number 4 across the street from the clubhouse, exhibit 11, and exhibit 13 had the original and updated
142 proposals. Supervisor Wagner summarized the exhibit bundles. Ms. Cordero stated that they will continue to unearth
143 smaller issues as they knock the bigger ones out, noting the inspection on Umberland that unearthed a 3-inch mainline
144 break. Supervisor Berdeguez noted there were open boxes behind the monument on Sunlake. He explained that there
145 was a line that went from the back of people's houses to the water. Ms. Cordero confirmed that she and Mr. Looknanan
146 would look at it. Ms. Thibault and Supervisor Wagner discussed the exhibits they were looking at. Ms. Cordero confirmed
147 that they would update the irrigation system to make all areas rain sensitive.

148 On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board
149 Approved the Steadfast Proposals for Exhibits 4, 5, 6, 8, 9, 11, and 13 for the Concord Station Community Development
150 District.

151 Supervisor Wagner asked what the next month would look like now. Ms. Cordero advised that once everything is
152 operational, they will receive fewer proposals and can focus mostly on the routine maintenance. She noted the wear on
153 the area used for ice cream and other vendors would be difficult to keep track of, and that Jeanette found numerous
154 broken rotors at an area in Sunlake where a lot of parents park to pick up their kids, something she advised the Board to
155 keep an eye on. Supervisor Berdeguez noted there was supposed to be a line going out to the apartments, but it was
156 capped. Ms. Cordero advised that they had a couple valves and other items that needed to be replaced at the entrance of
157 Alexandria Lee. She reiterated that ideally after all of this, they would only be working on routine maintenance.
158 Supervisor Berdeguez noted they were ahead of schedule. Ms. Cordero advised that she would remain hands-on until
159 she felt comfortable passing it on.

160 **D. Presentation of Team Deliverables -**

161 **E. Kutak Rock – District Counsel – Kyle Magee**

162 **1. Discussion of Waiver and Release of Liability (Bounce House)**

163 Mr. Magee advised that the contract may be a bit onerous, but he was confident what he had drafted would fully
164 protect the district. Supervisor Cisternas asked Mr. Looknanan if they were going to have a sign posting the age limit for
165 the bounce house. She asked what the cutoff age was going to be, having noted that the waiver stated minor children,
166 and referenced a previous issue with a resident who wasn't a minor but had a mental disability. Supervisor Cisternas
167 noted they could run into issues with smaller older kids and younger bigger kids if they don't have a sign with an age
168 limit. Mr. Looknanan stated that he had been thinking 16 and under, though Supervisor Cisternas suggested that 16 was
169 too old for a bounce house. Mr. Looknanan suggested that if they have older children come to the bounce house, they set
170 them aside until the younger children finish. The Board agreed no one over the age of 18 would be allowed in the bounce
171 house. Chairwoman LaBarbera suggested each page of the waiver require the guardian to sign as well. Mr. Magee
172 confirmed that he could add that to the document. Mr. Looknanan noted that they planned to email the waiver ahead of
173 the event so the children could arrive with most, if not all, of the waiver already filled out. Supervisor Cisternas asked if
174 they were still planning to use wristbands; Mr. Looknanan confirmed yes.

175 **2. Discussion of HOA Tot Lot Update**

176 Mr. Magee reported that he had reached out to the HOA attorney and let him know that the Board was open to taking
177 on the Trilby lot as well and informed him of the not to exceed amount. He noted that he had not received a response but
178 would continue to reach out.

179 Mr. Magee noted that he looked through the district amenity policies, which state that an individual can bring 4
180 guests in who would need to be registered with the amenity staff. He noted it was really 4 guests per household at a time,

181 and if they wished to bring more people in, they would have to rent a room in the facility. Supervisor Cisternas noted
182 that renting a party room does not grant pool access. Mr. Magee confirmed that the policy states a resident can bring in
183 more than 4 people if they rent a room, but it does not note whether the same goes for pool access. He advised that any
184 behavioral problems or breaking of the amenity policy caused by the guests could result in a suspension of amenity
185 access for the patron. Supervisor Cisternas confirmed that amenity privileges could be suspended if they were to notice
186 spouses bringing in 4 guests each. Mr. Magee confirmed that the policy allows 4 guests per household. Supervisor
187 Cisternas asked if they could also suspend privileges if a family could bring in 8 kids and say that 4 are their kids and 4
188 are their guests and it wasn't true. Mr. Magee advised that if the children aren't registered with the household, then the
189 amenity staff has the ability to enforce the rules. Chairwoman LaBarbera asked about other districts (Ballantrae and
190 Heritage Harbor) that use key fobs and access cards. She believed that Heritage Harbor has a picture of the user on their
191 card along with their first and last name, and street address. Supervisor Cisternas noted it might not work with adult or
192 older children. Chairwoman LaBarbera and Ms. Thibault discussed the caregiver card that Ballantrae uses, noting that it
193 would allow access to certain venues for a certain amount of time. Chairwoman LaBarbera noted that they did away with
194 key cards to switch to key fobs, but they have options and can get creative with what they decide to do. Supervisor
195 Cisternas suggested addressing it later if people passing around key fobs becomes an issue, as she noted not having an
196 appetite to spend money on switching back to cards at this time. Chairwoman LaBarbera agreed. Supervisor Wagner
197 asked if the resident who had wanted to run a summer camp at the clubhouse pool would be limited to 4 guests. Mr.
198 Magee confirmed that their policy supports that. Supervisor Cisternas updated the Board, informing them that the
199 aforementioned resident had sent out an announcement noting that the camp was going to run from June 1st to the 5th,
200 and would be run by her 12 or 13-year-old daughter, who is CPR certified. Ms. Thibault noted that depending on how
201 many children enroll, they may be violating some statutes involving minors. Supervisor Cisternas advised that the
202 resident had stated she would assist her daughter, but it would be her daughter's camp. Supervisor Wagner asked if they
203 had contacted the resident. Mr. Lookninan reported that the resident had responded and said she would ensure no rules
204 or policies were broken, and that she wouldn't bring in more than 4 guests at a time. Mr. Magee advised that per the
205 amenity policy, minors would need to be accompanied by an adult, so her daughter would not be able to bring in 4 guests.
206 He advised the Board to be very diligent with their amenity policy.

207 **F. Clubhouse and Amenities Manager – 7:38**

208 **1. Presentation of Amenity Center Report**

209 The Board briefly discussed uniforms. They noted that Mr. Lookninan wouldn't need one, but the in-house team
210 members should have shirts that say Concord Station on them. Mr. Lookninan noted they had reached the 1-year
211 anniversary of in-house management, and upon checking records from 2024, seem to be doing better than they used to.
212 He noted that a large part of that is the staff, and he thanked the Board for placing their trust in his team. Ms. Thibault
213 advised that they would be extending the increases that had been established via their policy. Mr. Lookninan reminded
214 the Board that per the handbook, the team would receive merit increases at the yearly mark. Supervisor Cisternas asked
215 how the percentages of the increases would be determined. Ms. Thibault advised that if they don't make any adjustments
216 to team members, noting that Mr. Lookninan had wanted to bring on a team member full-time, they are projected to be
217 around \$50,000 under budget. The Board discussed the longevity of their team members, noting that Mr. Hernandez had
218 become a full-time team member at the end of last June. Ms. Thibault confirmed that salary increases were budgeted
219 when there were more members of the staff, which is why they are experiencing that level of savings. Supervisor Wagner
220 asked what rate increase they had been considering. Ms. Thibault confirmed they had been looking between 3% and 4%.
221 She noted that she and Mr. Lookninan had established 3% for some of the team, 4% for maintenance, and 6% for Mr.
222 Lookninan. The Board confirmed that the increase is upon their 1 year, which would be now for Mr. Lookninan and
223 June for Mr. Hernandez. Supervisor Cisternas asked what Mr. Lookninan and Mr. Salas' annual salaries were. Mr.
224 Lookninan noted that his was \$82,500 and he believed Mr. Salas to be at \$63,000 and Mr. Hernandez to be at \$50,000.
225 Chairwoman LaBarbera noted she thought Mr. Hernandez was at \$42,000. Ms. Thibault advised that his hourly rate was
226 \$24.08 per hour, but including FICA, FUTA, SUTA, and worker's comp the total burden cost was \$60,830, though the
227 base figure was \$50,086.40. She advised that Mr. Hernandez's hourly rate was \$30.29, making his annual cost \$77,129.

228 Similarly, Ms. Thibault noted that Mr. Looknanan's hourly rate was \$39.66, making his annual cost \$99,689. She advised
229 that their part-time concierge staff, at \$17 an hour, average about \$20,000 to \$22,000. The district's burden would be
230 \$23,000 to \$26,000. Supervisor Wagner suggested creating an equation or scale to measure and judge performance to
231 justify an increase. Supervisor Berdeguez asked if that was in the handbook. Ms. Thibault noted that she believed it was.
232 Supervisor Wagner noted that for anything above 3 to 4%, they would need to have a conversation about whether they
233 would want to set a precedent. He noted that increasing salaries is an ongoing cost increase, building up year after year,
234 and made it known that he was not in support of saving money in one avenue and using it on salaries. He said he was
235 happy with bonuses if they do them off cycle, though he also noted that he was not aware of the staff's market values
236 and whether they are under or overpaid. Chairwoman LaBarbera stated that she was also unfamiliar with what fair market
237 value for a clubhouse manager is, but what they really have is a jack of all trades. She confirmed that she would vote yes
238 on 6%, explaining that 6% now would be equivalent or less than what they would pay out as a bonus later. Ms. Thibault
239 agreed, stating that Mr. Looknanan has saved the districts a substantial amount on capital projects. She noted that while
240 the reserve study was underfunded, Mr. Looknanan and his team had accomplished quite a few of the reserve study tasks
241 in-house with their current funding. Ms. Thibault suggested that he had probably saved the district over \$100,000 by
242 doing so. Mr. Looknanan advised that they had been able to save \$264,750. Supervisor Cisternas agreed that he has saved
243 them money and noted that one of the reasons they had hired Mr. Looknanan was to fill most of those roles. Supervisor
244 Berdeguez noted that he thought the 6% raise was good and that they should raise the amount of funding in the reserve
245 study. Ms. Thibault explained that the Board will be able to make decisions regarding the reserve fund at the budget
246 workshop. She noted that she will have all of the numbers and worksheets for the Board to discuss, mentioning now that
247 they will need to decide whether or not to increase assessments as they are moving into the new year with savings. Ms.
248 Thibault stated that Mr. Woodcock had advised \$75,000, and the reserve study would provide \$85,000. She noted that
249 she had converted the reserve study to an Excel project and impacted it with 1.2%, which did have a large effect, but
250 needs to be readjusted with all of the items Mr. Looknanan had taken care of. Supervisor Berdeguez noted he thought
251 Mr. Looknanan deserved more than 6%. Mr. Looknanan advised that as a business owner, he looks at money in a similar
252 way to Supervisor Wagner. He noted that it can be hard for anyone to gauge how much they do and what it takes to do
253 what they do. He assured the Board that when he asks for something like this, it is not selfish. He showed the Board a
254 graphic that displayed the amount he was able to save. Mr. Looknanan also noted that 3% was the usual pay ratio, but
255 the rest would be a merit increase based on what the individual has done. Supervisor Berdeguez suggested that they keep
256 Mr. Looknanan at 6% and give him the year-end bonus depending on how he meets those expectations. Mr. Looknanan
257 posed a question to the Board: what if he is not there at the end of the year. Supervisor Wagner explained his thoughts
258 on offering an off-cycle raise, noting that if it wasn't planned for, it would be better to wait until the end of the fiscal year
259 so they could examine their cost savings. Chairwoman LaBarbera noted if they do a bonus, they have to set goals and
260 measurements in between that, which someone would have to manage. She noted having no problem with that.
261 Supervisor Cisternas shared her opinion, noting that she prefers to reward people who are bringing in revenue or saving
262 money, in this case Mr. Looknanan and Mr. Salas. She stated she had no problems with giving them the 6% and 4% that
263 they were asking for. Supervisor Cisternas noted that a 3% increase for Mr. Hernandez and the concierge team would be
264 fair. She advised the increase be communicated with the caveat that this is what they are receiving this year, merit
265 increases are never guaranteed, and even if they were to get another one, it may not be at the same percentage. She
266 emphasized that it would be addressed on a case-by-case basis every year. Supervisor Cisternas noted that a bonus would
267 require Mr. Looknanan to manage himself. Supervisor Wagner asked if they were over or under budget as a district and
268 how much Mr. Looknanan had saved in the operating side of the house. Ms. Thibault advised that it was likely close to
269 \$200,000 because he had taken on so many projects.

270 On a MOTION by Supervisor Cisternas SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board
271 Approved the 6% Merit Increase for Mr. Looknanan, the 4% Merit Increase for Mr. Salas, and the 3% Merit Increase for
272 Mr. Hernandez and the 2 Part-Time Concierge Staff Upon Their 1 Year Anniversary with the District, to be Reviewed
273 Each Year and not Guaranteed for the Concord Station Community Development District.

274

275 Supervisor Berdeguez asked if Mr. Looknanan was going to review Mr. Hernandez, which was confirmed.
276 Supervisor Wagner asked about Mr. Looknanan's previous request to increase one of the concierge's hours. Ms. Thibault
277 advised that the impact on the budget would be \$21,347, meaning they would still be under budget. Mr. Looknanan
278 explained that Olivia has been working a hybrid role between maintenance and the concierge. The Board discussed the
279 rate of pay, noting that the roles she was taking on needed to be accounted for when calculating her rate. Mr. Looknanan
280 informed the Board that he and Mr. Hernandez had sat down and put together a job role and responsibilities, what hours
281 and days will be spent where. Mr. Looknanan noted that she would probably be working 50-50 between maintenance
282 and concierge. Ms. Thibault advised that she had included her at \$20 an hour, which would make her total cost burden
283 to the district \$51,234. The salary not all in is \$41,000 including the insurance stipend. Supervisor Wagner noted that
284 they would need to readdress the previous motion if they decided to make Olivia full-time. Chairwoman LaBarbera noted
285 that they would have to change the handbook and discussed the potential added burden of Olivia's full-time salary on
286 the budget. Mr. Looknanan stated they would still be under the budget by about \$32,000. Ms. Thibault noted they would
287 still have to take care of Mr. Looknanan's salary. Supervisor Cisternas asked what the Board thought about giving Olivia
288 her 3% increase and the full-time hours now and waiting to change her role to the hybrid position until she had been
289 there for a year. Ms. Thibault advised that they had funding for additional coverage at the pool in the amount of \$43,000,
290 which was contributing to the carry-forward amount. Supervisor Wagner asked if Mr. Looknanan had talked to Olivia
291 about the pay rate moving from \$17 to \$20 an hour. He reported that yes, he had included the pay increase in the new
292 job description. Supervisor Cisternas advised against mentioning the potential pay increase in the future in case it doesn't
293 get approved, though she noted that it could be a good thing for Olivia to work toward. She suggested Olivia work full-
294 time as a concierge for a year and then shift to the hybrid position. Mr. Looknanan noted that he did not have enough
295 work for a full-time concierge. Supervisor Cisternas mentioned Mr. Looknanan's request for another person to walk
296 around the pool during the summer. Mr. Looknanan expressed concern over differentiating between her position and
297 Lauren's. Supervisor Cisternas suggested Lauren make an extra 25 cents and Olivia make an extra 50 cents, noting that
298 they don't need to know how much the other makes. Chairwoman LaBarbera suggested raisin Olivia's hourly by a dollar
299 and increasing her responsibilities to what Mr. Looknanan needed until she reaches a year with the district.

300 Mr. Looknanan emphasized his knowledge of how much work is being done in the district, noting that Olivia has
301 proven herself and has not needed to be asked to help with tasks. He advised that the Board provide her with the \$20 an
302 hour and let her work the schedule he had worked out for her. Supervisor Wagner advised that they heard what he was
303 saying, but they do also have to consider everything based on their fiduciary responsibility. He noted that they agree with
304 what he was saying but have to ask these questions because the brunt of the residents' anger or displeasure will fall onto
305 the Board if they have to raise their assessments and can't validate anything. Supervisor Cisternas noted that Mr.
306 Looknanan has proven himself with numbers, but Olivia has yet to do so. She advised that could be the beneficial part
307 of waiting 9 months for her to reach a year with the district, as there will be time to put together a list of what she had
308 worked on, where she had contributed, and what she had saved. Supervisor Cisternas used her job as an example, noting
309 that she typically has to do the job first and prove herself before earning a title. Supervisor Berdeguez remarked that if
310 Mr. Looknanan were trying to hire someone new for the hybrid position, they would not take \$17 an hour. Supervisor
311 Cisternas stated that they didn't have a hybrid position yet. Supervisor Berdeguez suggested that Mr. Looknanan was
312 asking them to trust him to fill this role. Supervisor Cisternas explained that if they decided not to approve the hybrid
313 position, they would still approve Olivia to go full-time. She noted that if Olivia declines the full-time role at that rate
314 and leaves, Mr. Looknanan would only be replacing the concierge position at \$17 an hour. Chairwoman LaBarbera
315 reminded Supervisor Berdeguez that the hybrid position would have to be approved and added to the handbook.
316 Supervisor Cisternas noted that she trusts Mr. Looknanan but has concerns over the residents' reactions to the increased
317 pay rate without numerical validation. Supervisor Wagner noted that they needed to amend the previous motion.
318 Chairwoman LaBarbera noted that she wished they had known about the hybrid position at the last meeting so they could
319 have discussed it more. She stated that she trusts Mr. Looknanan, and though she was unsure about the need for a hybrid
320 position, she understood that Mr. Looknanan was saying they needed it. Chairwoman LaBarbera asked about the weekend
321 schedule, which Mr. Looknanan noted they were still working out. He advised that maintenance is Monday through
322 Friday when he and Mr. Salas are there. He also noted that if she doesn't get approved for the hybrid position, he would

323 not need her to come on full-time. Supervisor Wagner advised moving forward with the original motion for this month
324 and revisiting the full-time position in June. Ms. Thibault advised that the Board would have the fully loaded burden
325 Excel sheet by the next meeting. Supervisor Cisternas noted that there will always be maintenance tasks to be done and
326 expressed concern over needing the hybrid role down the road. The Board agreed that they would have to update the
327 handbook before they can bring her on in the hybrid role. Supervisor Wagner noted that the role couldn't be 50-50 all
328 year. Supervisor Berdeguez noted that they would need her there on the weekends to monitor the pool. Chairwoman
329 LaBarbera discussed the possible staffing options on the weekends. Supervisor Cisternas stated that they would need to
330 see the job description first to get the handbook approved. Supervisor Wagner noted that the handbook would need to be
331 on the agenda for the next month. Supervisor Cisternas reiterated that the suggested motion.

332 On an AMENDED MOTION by Supervisor Cisternas SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR,
333 the Board Approved the 6% Merit Increase for Mr. Looknanan, the 4% Merit Increase for Mr. Salas, and the 3% Merit
334 Increase for Mr. Hernandez and 1 Part-Time Concierge Staff Upon Their 1 Year Anniversary with the District, to be
335 Reviewed Each Year and not Guaranteed for the Concord Station Community Development District.

336 Supervisor Cisternas issued directions, stating that Olivia would remain part-time for now, Mr. Looknanan needed
337 to give the Board the job description for the hybrid position so they could move forward with amending the handbook,
338 at which time they would decide on the salary. Mr. Magee asked for confirmation that the referenced handbook was the
339 employee handbook. Ms. Thibault confirmed it was. Mr. Magee confirmed he would look into the handbook. Ms.
340 Thibault informed the Board that it was 8:45.

341 Mr. Looknanan reported that they had been enforcing the age limit at the clubhouse and have had some pushback
342 from parents. He noted that he informed them that it was a part of the district policy that no one under the age of 16 can
343 be in the clubhouse without a parent.

344 Mr. Looknanan advised that the Summer Splash Bash was scheduled for June 27th and they had already started
345 sending announcements for it. He noted he was trying to combine Oktoberfest with the Halloween celebration. He also
346 noted that they were going to have a business expo at the event on the 27th.

347 Mr. Looknanan reported that Gregory Safer, who came to the February meeting to ask about the fences being
348 pressure washed by the district, came to his office and would not take the feedback he was being offered. Supervisor
349 Cisternas reported that per the last meeting, the Board had agreed to see if they or Suncoast Rust could get the rust stains
350 removed from the fence or if they needed to look into placing shrubs over the rusted sections. Mr. Looknanan noted that
351 he had gone out with CLR to scrub the fence. He reported that he couldn't power wash it because of the water restrictions,
352 but with vigorous scrubbing, he was able to get the rust to look a lot better, though it wasn't as white as it used to be.
353 Supervisor Cisternas suggested revisiting placing shrubs. Mr. Looknanan proposed waiting for the water to come back
354 so he and Mr. Salas could go out and pressure wash the fence. Ms. Thibault advised that the water restrictions are
355 supposed to be lifted in July. Mr. Looknanan reported that the cameras and TV were installed. He noted the cameras are
356 infrared so anybody at night can be seen. Mr. Looknanan shared that they had painted the gazebos. Supervisor Cisternas
357 noted that they had talked about painting the gazebos dark brown, but they are too far into the project now to change it.
358 She added that the white looked beautiful. Mr. Looknanan stated that they were going to paint it the same way as the
359 clubhouse, which Supervisor Cisternas noted would have been dark brown at the top. Mr. Looknanan reported that the
360 stronger magnets had been placed on the playground, and the basketball and tennis courts. The playground and tennis
361 courts were not connected to the power yet, but the one at the basketball court was working. Chairwoman LaBarbera
362 noted that she had seen that the magnets were \$6,000, and she asked if that included the pool, playground, tennis court,
363 and basketball court. Mr. Looknanan confirmed that it did. He noted that it was \$4,500 for the playground, and \$6,600
364 in total. He confirmed that was for 3 locks. Chairwoman LaBarbera asked about the magnets. Mr. Looknanan noted that
365 they went for heavier locks, which would likely mean the fence would break before the locks would. The Board discussed
366 what they would do with the locks they replaced. Mr. Looknanan confirmed that there is not a reader on the back gate.
367 Chairwoman LaBarbera and Supervisor Cisternas explained why there was a back gate. Mr. Looknanan noted that the
368 jobs for the tennis and basketball court fences were going to be completed over the next couple of months. He mentioned

369 the installation of windbreakers at a cost of \$1,250. He noted he needed to buy 2 nets for the tennis courts at \$148.99
370 each. Mr. Looknanan advised that they would also have to replace the cord for the right net. Supervisor Cisternas asked
371 about the Tuckerton benches. He confirmed the July timeline. Chairwoman LaBarbera asked what needed to be repaired
372 with the soccer nets. Mr. Looknanan reported that both nets were rotten. Chairwoman LaBarbera noted that they would
373 need to purchase new nets/structures in Waterford Village. Mr. Looknanan noted that he needed to do more research into
374 pool furniture, but there was a set that was very low maintenance and would last a long time. The proposal he was looking
375 at was \$45,000. He noted the furniture was really heavy, likely why they were so expensive. Mr. Looknanan reported
376 that they had bought new furniture in 2017 and 2019, and he noted the poor shape the straps were in. For a new one, they
377 paid \$290, to restrap cost \$20. Supervisor Cisternas suggested going with Pollywood instead of the aluminum. She
378 advised that people had complained about the condition of the furniture. The Board discussed the different sizes of the
379 tables. Ms. Thibault noted that Pollywood was \$45,000. Supervisor Wagner asked if they were going with Pollywood or
380 aluminum. He confirmed that graffiti would come off Pollywood and scratches wouldn't show.

381 **IV. District Manager**

382 **V. 1. Presentation of District Qualified Electors for Concord Station Community Development District – 3,077**

383 Ms. Thibault noted they had an increase in voters of 110.

384 **1. Discussion of Budget Workshop to be Held June 2**

385 On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board
386 Approved the Budget Workshop to be Held June 2 for the Concord Station Community Development District.

387 Mr. Magee advised that he had a conflict for that time and he would be happy to find someone from his office to
388 cover the meeting. The Board declined.

389 **VI. Administrative Items**

390 **A. Consideration for Acceptance – January 2026 Unaudited Financial Statements**

391 Chairwoman LaBarbera noted that there wasn't any revenue under key fobs, etc. Ms. Thibault confirmed that
392 everything was combined under clubhouse rentals. She noted the interest income contributed to their budget. Mr.
393 Looknanan asked about replacing a key fob that was not damaged but was not working. Chairwoman LaBarbera advised
394 that residents have to pay for a replacement card. Supervisor Cisternas noted that was unfair. Supervisor Berdeguez
395 suggested that residents shouldn't pay to replace broken cards. Chairwoman LaBarbera suggested that a resident should
396 have to pay for a broken card. Supervisor Cisternas suggested residents who admitted to breaking their cards should have
397 to pay, but those who say their cards stopped working without a reason deserved the benefit of the doubt. Supervisor
398 Wagner suggested they add something to their policy. Ms. Thibault asked Mr. Magee to amend their policy. He confirmed
399 he would try, but it could be difficult to differentiate between a break and regular wear and tear. Supervisor Cisternas
400 asked if Mr. Magee could find a way to make it up to Mr. Looknanan's discretion to determine if a person is abusing the
401 system or not. Mr. Magee advised that as a government entity, when dealing with fees and fines, they need to observe a
402 hard line. Mr. Looknanan noted that the policy states damage or loss. Mr. Magee advised the district replace cards without
403 any signs of damage. Supervisor Wagner suggested the replacement of 1 card per household. Supervisor Cisternas
404 suggested allowing 2 to 3 replacements per household. Supervisor Wagner noted that they need a demarcation line. Mr.
405 Magee noted that he didn't want to write an amenity policy for the 0.1%.

406 On a MOTION by Supervisor Wagner, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board
407 Accepted the March 2026 Unaudited Financial Statements for the Concord Station Community Development District.

408

409 **B. Consideration for Approval – The Minutes of the Board of Supervisors of the Concord Station CDD Held**
410 **March 12, 2026**

411 Chairwoman LaBarbera and Ms. Thibault discussed the spelling of Mr. Looknanan’s last name.

412 On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board
413 Approved the Minutes of the Board of Supervisors Held on March 12, 2026, for the Concord Station Community
414 Development District.

415 **C. Consideration for Approval – The Minutes of the Board of Supervisors of Concord Station CDD Held on**
416 **April 09, 2026**

417 Chairwoman LaBarbera noted she was present in person. She noted for lines 386 and 387, the party was in the
418 clubhouse, not the pool, and line 514 stated there was discussion of the tot lot, though the tot lot as not discussed
419 there.

420 On a MOTION by Supervisor Cisternas, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board
421 Approved the Minutes of the Board of Supervisors Held on April 09, 2026, With the Above Revisions for the Concord
422 Station Community Development District.

423 VII. **Audience Comments – New Business – (Limited to 3 minutes per individual)**

424 No audience members were present.

425 VIII. **Supervisor Request**

426 **2. Adjournment – 9:27**

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

429 On a MOTION by Supervisor Cisternas, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board
430 adjourned the Meeting for the Concord Station Community Development District.

431 ~Any individual who wishes to appeal a decision made by the Board with respect to any matter considered at this meeting
432 is hereby advised that they may be responsible for ensuring that a verbatim record of the proceedings is made, including
433 all testimony and evidence upon which the appeal is based.~

434
435 The meeting minutes were approved by a vote of the Board of Supervisors during a publicly noticed meeting held on
436 , 2026.

440 **Signature**

Signature

445 **Printed Name** Secretary Assistant Secretary

Printed Name Chairman Vice Chairman

447

EXHIBIT 21

[RETURN TO AGENDA](#)

1 **MINUTES OF 06/11/2026 REGULAR MEETING**
2 **CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**
3

4 The Regular Meeting of the Board of Supervisors of the Concord Station Community Development District was held
5 Thursday, June 11th, 2026, at 6:30 p.m. at the Concord Station Amenity Center, 18636 Mentmore Blvd., Land O'Lakes,
6 Florida 34638. The public was able to listen and/or participate in person or live via Zoom.
7

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

9 The meeting was called to order by Ms. Thibault. Roll was called, and a quorum was confirmed with the following
10 Supervisors present:

11 Jessica LaBarbera..... Board of Supervisors, Chairwoman
12 Randy Griffin.....Board of Supervisors, Vice Chair
13 Marcela Cisternas..... Board of Supervisors, Assistant Secretary
14 Kevin Wagner Board of Supervisors, Assistant Secretary
15 Fred Berdeguez..... Board of Supervisors, Assistant Secretary

16 Also present were:

17 Patricia Thibault.....District Management, Anchor Stone Management
18 Mark Looknanan, Jr.....Amenity Manager, Concord Station CDD
19 Kevin Hiller.....Account Manager, Steadfast
20 Yovani Cordero.....Irrigation Manager, Steadfast
21 Kyle Wilson.....Account Manager, Solitude
22 Emelina Robinson.....Account Manager, Solitude
23

24 **Opening Remarks and Attendance Notes**

25 The Meeting was called to order. Establishing the quorum, Chairwoman LaBarbera, Griffin, Cisternas, Wagner, and
26 Berdeguez were present in person.

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

28 An audience member requested clubhouse and amenity staff members who address unaccompanied children wear
29 an item that identifies them as clubhouse employees.

30 An audience member informed the Board that Steadfast had not been mowing behind Marmalade Court 3450 and
31 3452. Mr. Hiller confirmed he would address those areas tomorrow.

32 **III. Professional Vendor Presentations**

33 **A. Solitude Lake Management**

34 **1. Waterway Inspection Report – Emelina Robinson**

35 Ms. Robinson presented the Solitude Lake Report, noting that large rocks had fallen into the channel for the water
36 flow structure for ponds W30 and W31. She confirmed that her team would remove the rocks during their visit next
37 week. Ms. Robinson advised that there were not any algae blooms in the pods she inspected during this report. Supervisor
38 Griffin asked if Ms. Robinson knew how the rocks fell into the water. Ms. Robinson mentioned that there are occasional
39 issues with adolescents throwing rocks into the water, noting that she and her team would observe the area and other
40 structures for similar issues. Ms. Robinson noted that they were trying to stay on track of clearing the pond shorelines.
41 She advised they would monitor the lily pads in the lake by Mentmore, Supervisor Cisternas noted there were balls in
42 W18. Ms. Robinson confirmed that she or a technician could take care of that.

43 **B. Steadfast Environmental Services – Yovani Cordero and Kevin Hiller**

44

1. Irrigation Maintenance Report

45

Ms. Cordero reported that Jeanette had the clubhouse irrigation running 100% without any issues from the timer. She reported that they had to wire track 2 valves that were across the clubhouse because they were on battery timers. Ms. Cordero advised that Jeanette found that the wire under the ground was damaged. She noted that she did not have a proposal for this item as it was only 2 to 3 valves, and not an immediate issue. She explained that if they were to address this issue now, they would have to jack and bore again. Ms. Cordero advised that they could use battery timers for the time being, or place a small, solar timer for 2 valves. She advised against the solar timer, noting that it would stick out of the ground and be an eyesore. She explained that the issue was that the 2 valves were not communicating and confirmed for the Board that she would honor the estimated a not to exceed amount of \$3,458 next year if they wished to wait. She noted the bulk of that price was the cost to jack and bore. Chairwoman LaBarbera asked if it would be more beneficial to wait and see how many valve issues there are. Ms. Cordero advised the Board to wait, as it was not an emergency item. Supervisor Berdeguez noted they were heading into the rainy season and it would be wise to wait. Ms. Cordero informed the Board that Pasco County was doing work by the lift station. She reported that they were very close to the water, though they hadn't broken anything yet. Supervisor Berdeguez asked about the open box and the lack of running water by the retreat. Ms. Cordero confirmed that everything was on a timer and that everything was flowing, even the flower beds. She advised she would double check.

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2. Landscape Daily Logs

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Mr. Hiller advised that the district would legally receive extra water for irrigation once they put new flowers in. He asked the Board if they were ready to put in flowers now that the irrigation system was up and running. He advised that they would set up the annual zones internally. Ms. Cordero advised that the watering would occur in the mornings, between 4 and 5:30 in the morning. Chairwoman LaBarbera noted she had received an email from a resident at the retreat reporting that the sprinklers were hitting the fences and causing rust. She relayed the resident's report that there was rust along the sidewall for the pocket park, weeds in the park, and that the trees had been the same size for about 4 years. Ms. Cordero noted the trees' growth may have been stunted by irrigation issues. Mr. Hiller noted the pocket park trees do not grow fast and advised that he would investigate them tomorrow. Mr. Hiller further advised that they would have to cut the growth at one of the access points to get to one of the ponds. Chairwoman LaBarbera asked who was on an easement and put up a fence without getting CDD approval so that they could gain access from those points. Mr. Hiller advised that he hadn't found any areas that were blocked, though he noted there were areas he still needed to check. He confirmed he had found the access point for pond W12 and reported that the pink maintenance lines were a little off. He noted that his only concern was that their weed eaters would tear the plastic off the white fence. Mr. Hiller confirmed that he had mentioned the problem to Mr. Looknanan, who had confirmed that he would reach out to some of the home owners to ask them to spray Roundup, or to allow the landscaping team to do so. Chairwoman LaBarbera expressed concerns over spraying non-CDD property. She suggested they inform the owners and leave the choice in their hands.

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Mr. Hiller confirmed he would put together a proposal for the flowers, noting that it would be around \$2,300. He reiterated that they would make sure all the water was adjusted, noting that some more rain would help. Mr. Hiller also noted that they did get the palm trees trimmed. Mr. Looknanan mentioned the rust on the fences. Ms. Cordero suggested Snowcap, which would lighten the rust, and Rustoff, which was PVC safe. Mr. Hiller asked the board when they would like to plant their annuals. He suggested a not to exceed amount of \$2,400. He suggested the summer mix of 5 different flowers.

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Ms. Thibault opened the floor to audience comments on this walk-on agenda item. Hearing none, Ms. Cordero noted the clubhouse area would be watered on Thursday between midnight and 4 am. She advised that everywhere else would be watered on Fridays, also starting at midnight.

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On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Approved the Not to Exceed of \$2,400 for Annuals for the Concord Station Community Development District.

87

88 **C. Presentation of Team Deliverables –**

89 **D. District Engineering – Stantec – Greg Woodcock**

90 Ms. Thibault reported that Mr. Woodcock did not have anything to report and abstained from attending the meeting
91 to save the District on engineering fees. Supervisor Griffin noted some of the riprap had been falling off. He asked if Mr.
92 Woodcock’s team would take a look at that. He also asked if all of the home-bank erosion projects had been completed.
93 Ms. Thibault advised that they had about \$75,000 budgeted for the next year.

94 **E. Kutak Rock – District Counsel – Kyle Magee**

95 **1. Discussion of Fishing Signage Draft Language**

96 Mr. Magee reported that he had synthesized the policies to fit on the average sized sign. Chairwoman LaBarbera
97 suggested the bullet points would be too large for a sign. She shared her understanding of the policy to be that all ponds
98 are allowed to be fished in as long as there is catch and release, no nets, etc. She suggested all ‘no fishing’ signs be
99 removed. The Board discussed the inconsistencies in the signage and the policy. Mr. Magee noted that other districts
100 have signs similar to what he was proposing. Chairwoman LaBarbera suggested residents may not want to read that
101 much. Supervisor Cisternas suggested placing a few lines of text and a QR code on the sign. Supervisor Griffin suggested
102 taking the signs down. Chairwoman LaBarbera suggested placing extra trash cans to mollify resident complaints about
103 trash everywhere. Supervisor Cisternas expressed concerns over human exposure to wildlife if they don’t have a sign
104 warning about wildlife. Mr. Magee noted that another district of his had contacted the insurance provider, Egis, and found
105 that there was no requirement for wildlife signage, though they would recommend it. Supervisor Berdeguez suggested
106 only placing signs on bigger ponds. The Board agreed to remove all signs that say, “no fishing”.

107 **2. Discussion on HOA Tot Lot**

108 Mr. Magee reported that he had reached out to the HOA legal counsel regarding the transfer of the tot lot and the
109 second proposed lot. He noted he had just received an answer from their legal counsel stating that he did not have
110 direction from the HOA Board as to whether they wish to engage. Supervisor Cisternas advised that the HOA had
111 unofficially approved the no to exceed \$50,000 but were unable to get it to him because they did not have enough of a
112 quorum on Tuesday to make it official. She advised that the members in attendance did agree to the not to exceed and
113 that he should expect to receive that in the next week or so. Mr. Magee confirmed he would start drafting documents to
114 get that transfer started once he receives the official confirmation.

115 **F. Clubhouse and Amenities Manager – 7:38**

116 **1. Presentation of Amenity Center Report**

117 Mr. Looknanan asked to move the concierge maintenance hybrid profile position proposal to the end of his report as
118 he had a prepared presentation. He reported that they were on track for the summer splash event on June 27th. He reported
119 that 2 residents came into the clubhouse to complain about solicitors. Mr. Looknanan asked if they should get bigger
120 signs. Chairwoman LaBarbera noted that it wouldn’t make a difference. Supervisor Berdeguez asked if they were wearing
121 badges. Chairwoman LaBarbera noted there is the non-emergency line, but by the time the police have come out, the
122 people are usually gone.

123 Mr. Looknanan addressed the reckless operations of electric bikes and scooters throughout the neighborhood. He
124 noted the sheriffs have been stopping the e-bikes. It was pointed out that children under 8 have to be accompanied by an
125 adult at the playground, and children 9 through 12 could be there unsupervised. Chairwoman LaBarbera suggested
126 updating the signs. Supervisor Cisternas noted they had replaced the signs recently and found that they didn’t have all of
127 the rules posted on them currently. Supervisor Griffin noted that the signs were correct, noting that anyone who had read
128 the policy and requirements should know what the rules are. Ms. Thibault advised that the policies were available on the
129 District website. A resident noted that the sign noted no children over 12 on the equipment and children under the age of
130 8 must be accompanied by an adult. He stated that the rules didn’t indicate that his 10- and 11-year-old children needed

131 to be accompanied by an adult. Chairwoman LaBarbera advised that it was in the rules that if they are under 16, they
132 need to be accompanied by an adult. The resident stated that Mr. Looknanan had said he could flatten or tighten the rules
133 as he saw fit. Mr. Looknanan denied saying that and noted that what he actually said was that the children who were 16
134 and 17, who were misbehaving, could be asked to leave. The resident stated the issue was not that children were
135 misbehaving. He reiterated his statement regarding Mr. Looknanan's comment about the rules. Ms. Thibault asked if the
136 Board wanted to consider adjusting the signage. The Board decided against it.

137 Mr. Looknanan advised that all of the projects in green in the report had been completed. He noted projects under
138 current project updates that were not highlighted, were completed in the last month. Supervisor Griffin asked where they
139 stood with the parking lot paving and ECS. Mr. Looknanan advised that the parking lot paving would be next week, and
140 that ECS had completed the technical report and the tennis court. He advised that ECS had an issue with the payment
141 that delayed the schedule. Ms. Thibault noted she was unaware of this update. Supervisor Griffin asked Mr. Looknanan
142 to get with the decision maker and give them a date to complete this project. Mr. Looknanan advised that along with the
143 parking lot seal coating, they would be seal coating the inside section of the clubhouse parking lot. He asked the Board
144 if they had any preferences for paint or color. Chairwoman LaBarbera wanted to make sure the parking lot project would
145 not be pushed to Father's Day weekend in the event of weather delays. Mr. Looknanan informed the Board of the coating
146 process. Chairwoman LaBarbera noted she did not have a preference on color. Supervisor Cisternas asked about paint
147 samples. She noted she would stop by his office to look at them.

148 Mr. Looknanan presented the projects for FY 2026 and 2027. Supervisor Berdeguez asked about the gate magnets.
149 Mr. Looknanan confirmed that they were not able to get credit for the other unused magnets. Chairwoman LaBarbera
150 stated that they had to purchase new locks when they put up the new fence. Ms. Thibault advised that they had included
151 a budget of about \$100,000 for fiscal year 25-26. Supervisor Cisternas mentioned the benches in Tuckerton for \$3,000,
152 \$1,500 per bench. Mr. Looknanan advised that \$3,000 was the not to exceed amount.

153 Mr. Looknanan presented the pool furniture proposals. He noted that the Home Depot furniture was less costly, but
154 not in stock. Supervisor Griffin expressed his concerns regarding the pollywood proposal, noting that brand weakens in
155 the sun. Supervisor Cisternas shared that she had 8 chairs from Lowe's sitting in the sun in her backyard, noting that the
156 furniture is supposed to last for a long time in the sun. Supervisor Wagner asked Ms. Thibault if any of her other districts
157 use pollywood. She advised that they used the aluminum, likely because they were lighter and easier to replace.
158 Chairwoman LaBarbera asked about the storage methods in case of a hurricane or storm. Mr. Looknanan noted that they
159 would place them in the clubhouse. Supervisor Cisternas noted that the furniture was heavy enough for a child to be
160 unable to lift it. The board discussed the price comparison, noting the difference between repairing and buying new was
161 only about \$1,000. Ms. Thibault advised that the furniture was considered for the FY 25-26 fiscal year budget.
162 Chairwoman LaBarbera noted that she did not have experience with pollywood. The Board noted they were more
163 comfortable with cushions. Mr. Looknanan asked about strapping the lounges. Supervisor Cisternas suggested against it.
164 The Board noted chlorine removed color from the cushions, and they get stained from food and drinks. Supervisor
165 Wagner noted their immediate need was tables and chairs, noting that the tables were falling apart. Supervisor Griffin
166 stated the Board's decision to replace the tables with Pollywood. Chairwoman LaBarbera stated she would like to keep
167 the chairs and lounges uniform and the tables uniform with each other. Ms. Thibault asked Mr. Looknanan to gather
168 proposals for Pollywood tables and side tables, and aluminum for the loungers and chairs. Supervisor Cisternas reiterated
169 the Board direction. Ms. Thibault noted the time was 7:37.

170 **2. Discussion of the Updated Concord Station CDD Employee Handbook**

171 Mr. Looknanan began his presentation by noting that they have high amenity usage, weekend activity, in-house
172 projects, and resident expectations. He stated that the goal was to improve operational flexibility while maintaining cost
173 control. Mr. Looknanan presented the current operational system, noting that large projects have often been limited and
174 take longer than anticipated to complete. He reminded the Board of previous resident complaints about how long it took
175 them to build the monuments. Mr. Looknanan presented the current challenges the amenity team was facing, noting that
176 they have increased weekend and summer amenity usage and that one full-time employee was not sufficient to deal with

177 the children and motorized vehicles. He stated that they have a need for visible operational presence during peak periods
178 and that the purpose of the hybrid position would be to provide double coverage during weekends and peak usage periods.
179 Mr. Looknanan advised that the position would assist with portal duties, rapid response operational items, light
180 maintenance tasks, and preventative maintenance tasks. He explained that having one employee performing multiple
181 operational functions would be more cost effective than separate positions, allowing management and maintenance staff
182 to focus on larger projects, would improve physical service levels and resident experience, and would improve cleanliness
183 and responsiveness. Mr. Looknanan continued, noting that the hybrid position would support the faster handling of
184 operation concerns, and provide additional support during advanced and high traffic areas. He referenced last month's
185 meeting, noting that every time they bring someone on for a part-time job, they leave once they have found a full-time
186 position. Mr. Looknanan noted he would rather have a full-time position that would grant him the flexibility to fill
187 multiple positions. Supervisor Griffin voted to support Mr. Looknanan, noting that he trusted him to run the clubhouse.
188 He supported Mr. Looknanan's request to bring the employee he suggested into the full-time hybrid role. Supervisor
189 Berdequez agreed. Chairwoman LaBarbera noted she was fine with making the role full-time but questioned how the
190 position would help maintenance. She agreed that they did need someone to cover the pool and concierge duties but did
191 express concerns over the need for the role in 6 months when all of the big projects had been completed. Mr. Looknanan
192 noted that he had done the math and found that even with the added salary they would be below budget, expending
193 \$317,000 with the full-time role filled for a year. Chairwoman LaBarbera reiterated her concerns about the long-term
194 need for the hybrid position. She noted that Mr. Looknanan may need 2 full-time concierge staff members. The Board
195 discussed Olivia's hours, noting that she was working 29 hours and was not receiving benefits. Supervisor Wagner noted
196 they did not remember agreeing to go over 29 hours because they would have to provide benefits. Supervisor Cisternas
197 stated they had agreed not to approve more than 29 hours. Chairwoman LaBarbera noted that the problem was that Olivia
198 had been working over 29 hours and they had not been providing her benefits. Supervisor Wagner suggested calling a
199 motion to vote. Ms. Thibault presented the options to the Board, stating that they were sticking to the status quo,
200 consideration of the hybrid position, or consideration of an additional part-time concierge position.

201 On a MOTION by Supervisor Griffin, SECONDED by Supervisor Berdequez, WITH A NAY FROM Supervisor
202 Cisternas, the Board Approved the Hybrid Position at \$18 with a \$350 Insurance Stipend for the Concord Station
203 Community Development District.

204 Chairwoman LaBarbera asked about vacation time. Mr. Looknanan confirmed that everyone would get 10 days. He
205 confirmed the days are given as soon as the employee starts full-time as stated in the handbook. Supervisor Cisternas
206 suggested they rewrite that policy to avoid misuse. Ms. Thibault asked Mr. Magee to revise the handbook so the time off
207 would accrue over time. Chairwoman LaBarbera asked how this update would work for employees who were hired
208 before the policy change. Mr. Magee stated he would have to reach out to someone in his firm with more employment
209 law expertise.

210 Supervisor Cisternas reminded Mr. Looknanan about the staff badges. He reported they would arrive on Monday.
211 She reminded Mr. Looknanan about the defibrillator and asked if there was any Red Cross training. Chairwoman
212 LaBarbera noted that at least a year ago, they had spoken about purchasing a defibrillator for about \$2,400 to \$3,000 but
213 were advised by counsel that it would be a liability. Supervisor Cisternas advised that she had sent the information for a
214 training intended to provide assistance while waiting for EMS to arrive to Mr. Looknanan. She noted it was \$40 and
215 would take about 45 minutes. The Board agreed for Mr. Looknanan to look into the programs and insurance.

216 Chairwoman LaBarbera commented on the rust in the District. Ms. Thibault confirmed it was the well water that
217 was causing the rust issues. Chairwoman LaBarbera asked if they had looked into another company. Mr. Looknanan
218 noted that he had spoken to Suncoast. Supervisor Griffin noted that the injections were going in but not coming out.
219 Chairwoman LaBarbera expressed her concerns that they were wasting money. She emphasized the need to call Suncoast
220 on a regular basis to deal with the rust.

221 Ms. Thibault noted it was 8:05.

222 **IV. District Manager**

223 **1. Presentation of the FY 2026-2027 Proposed Budget**

224 **2. Consideration to Adopt Resolution 2026-11 Adopting the Preliminary Budget and Setting a Public**
225 **Hearing**

226 Ms. Thibault presented the budget, noting that it did not consider an overall increase. She reported it did consider
227 \$300,000 to come forward from their fund balance, a \$14,229 increase for financial and administrative costs, \$10,000 of
228 which was a District Counsel increase, a \$5,000 increase for the District Engineer, a \$300 decrease for the website, a
229 \$2,500 decrease from Haven, a \$70 decrease for the debt administrative total, a \$4,620 increase to the electric utility
230 services, a \$1,060 increase in solid waste assessment, and an overall \$4,750 increase in utility recreation. Ms. Thibault
231 also reported a \$110,738 increase in stormwater control, an overall \$67,137 decrease in physical environment, a decrease
232 in insurance, a \$9,350 decrease related to the Steadfast contract, a \$1,152 decrease in landscape fertilizer, a \$48,280
233 decrease in holiday decorations, a \$6,200 decrease in landscape pest control, and a \$100 decrease in landscape mulch.
234 She continued, noting that landscape annuals increased by \$2,900, roadway repair and maintenance remained flat at
235 \$5,000, parks and recreation increased \$2,687, an increase of \$8,000 in operations, maintenance, and repair. Ms. Thibault
236 noted wildlife management services would decrease \$2,000, and the salaries would increase by \$687. She continued,
237 stating that they impacted the reserve study with about a 20% increase to close the \$467,000 they were underfunded.
238 Supervisor Wagner noted that the reserve would go from \$785,000 to just over a million. Ms. Thibault explained the
239 difference between carry-forward money and the reserves and noted they would have about \$56,000 in the non-
240 spendable, \$262,000 assigned to subsequent year's expenditures, \$1,032,970 assigned to capital reserves, and \$401,319
241 unassigned. Supervisor Wagner explained that they were not increasing assessments this year but would for fiscal year
242 2028. Ms. Thibault and Supervisor Wagner answered questions, noting that they were not going on record to say they
243 were decreasing this fiscal year and increasing the next. Chairwoman LaBarbera noted that they won't know what their
244 savings will look like next year.

245 On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board
246 Adopted Resolution 2026-11 Adopting the Preliminary Budget and Setting a Public Hearing for the Concord Station
247 Community Development District.

248 **3. Consideration to Approve LLS Tax Solutions Proposal for Arbitrage Services - \$500**

249 Ms. Thibault informed the board that they were required by the trust indenture to have an arbitrage rebate calculation
250 done annually on the bond. Supervisor Wagner and Ms. Thibault explained that this would keep them from arbitrage
251 liability,

252 On a MOTION by Supervisor Wagner, SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board
253 Approved the LLS Tax Solutions Proposal for Arbitrage Services for \$500 for the Concord Station Community
254 Development District.

255 **4. Reminder: Form 1 – Due July 1**

256 Ms. Thibault reminded the Board.

257 **V. Administrative Items**

258 **A. Consideration for Acceptance – April 2026 Unaudited Financial Statements**

259 Ms. Thibault informed the Board that they were trending favorably at \$169,731. She noted that Mr. Looknanan had
260 projects earmarked in the amount of \$89,447.

261 On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board
262 Accepted the April 2026 Unaudited Financial Statements for the Concord Station Community Development District.

263 **B. Consideration for Approval – The Minutes of the Board of Supervisors of the Concord Station CDD Held**
264 **May 14, 2026**

265 The Board agreed to table the item until the next meeting.

266 **VI. Other Items to be Introduced**

267 **A. Consideration to Approve Duke’s Outdoor Lighting Agreement**

268 Ms. Thibault informed the Board that the proposal would save the District \$122.49 each month. She reported that
269 the fixture charge was decreased by \$64.64, the maintenance charge decreased about \$47.76, and the energy charge
270 decreased about \$10.09. Supervisor Cisternas asked about the 10-year minimum service term. Ms. Thibault confirmed
271 that was standard. Mr. Magee confirmed that he would take a look at the agreement.

272 On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board
273 Approved Duke Energy’s Outdoor Lighting Agreement for the Concord Station Community Development District.

274 **C. Consideration to Approve Proposal for Staff Uniforms - \$411.75**

275 Mr. Looknanan advised that they had decided on 3 shirts per employee. Supervisor Cisternas suggested employees
276 have to purchase their own shirts if they lose or ruin them. Chairwoman LaBarbera suggested they get the shirts back,
277 noting that they will replenish the 3 shirts each year.

278 On a MOTION by Supervisor Cisternas, SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board
279 Approved the Proposal for Staff Uniforms at \$411.75 for the Concord Station Community Development District.

280 **D. Presentation of Letter to the Board**

281 Ms. Thibault presented the financial audit noting that there were not any issues with staff, ethics, or significant
282 accounting assets. She noted that estimates were maintained correctly, and accounting practices were maintained.

283 **E. Presentation of Concord Station CDD Final Financial Report**

284 Ms. Thibault emphasized the importance of the first page of the report where it stated that in their opinion, the
285 financial statements refer to above fairly present, in all material aspects, the financial position of the governmental
286 activities in each major fund of the district as of September 30, 2025. She advised that the last page was the most
287 important as it stated that they had discussed findings and recommendations, of which there were none for the current
288 year. The letter noted they were in compliance with the provisions of the Auditor General of the State of Florida. Ms.
289 Thibault noted she would be happy to walk them through the document

290 On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board
291 Approved the Final Financial Report for the Concord Station Community Development District.

292 **VII. Audience Comments – New Business – (Limited to 3 minutes per individual)**

293 A resident reported that the lightning proximity alerts were not working. He shared his understanding that signs
294 couldn’t list all of the rules and emphasized that the signs do not match the rules listed in the policy. He suggested a
295 barcode be placed on the sign that would address that and clarify which rules the residents should follow. He thanked the
296 Board for purchasing the uniforms, noting that random individuals should not be addressing resident children.

297 **VIII. Supervisor Requests**

298 Supervisor Cisternas asked if they could place shrubs over the 10 fence panels on Buckinghamshire that had been
299 stained with rust. She noted the panels had been sprayed several times already and that if they have been damaging
300 residents' property, they should own up to it and get it fixed. Chairwoman LaBarbera agreed and suggested they also find
301 a solution to prevent further staining. Supervisor Berdeguez suggested adjusting the sprinkler heads. Chairwoman
302 LaBarbera suggested they put up bushes and shrubbery by all of the fence areas that had been affected, including the
303 retreat. Supervisor Cisternas suggested they start with Buckinghamshire, stating that it wouldn't be fair to those residents
304 to have to wait for an assessment of the entire community to be conducted. Chairwoman LaBarbera asked about the cost
305 of bushes/shrubbery. Supervisor Cisternas noted that there wasn't a perfect solution. Chairwoman LaBarbera asked Mr.
306 Looknanan to gather proposals for the bushes/shrubbery. Supervisor Wagner stated that he was fine adding hedges to the
307 Buckinghamshire panels because they had sprayed it at least 3 times. He suggested they attempt the spray on the rest of
308 the areas suffering from rust before placing shrubs there. Chairwoman LaBarbera asked about the cost. Supervisor
309 Cisternas noted that she would work with Mr. Looknanan regarding the Buckinghamshire panels and asked that he work
310 on getting a quote from Steadfast.

311 A resident asked if there was a service to pick up tree limbs that residents had cut from their yards. Supervisor Griffin
312 noted that they could speak to Steadfast. Ms. Thibault noted the time was 8:40.

313 **A. Discussion of Clubhouse Hours of Operation**

314 **B. Discussion of Early Closures**

315 Supervisor Cisternas reported that she had seen Mr. Hernandez leaving early. When she asked him about it, he stated
316 that the clubhouse closed at 7 pm that day and to turn off the lights when they left. She expressed her concerns that he
317 would feel comfortable leaving the clubhouse unsupervised with 2 people who had nothing to do with the clubhouse.
318 She noted she left with the other person there, though she stated that she couldn't find the lights and had been able to
319 walk into the office to make a photocopy. She expressed concern that someone else may have been able to walk in and
320 take something or break something. She reiterated her concern that Mr. Hernandez felt comfortable leaving. Mr.
321 Looknanan advised that Mr. Hernandez had called him and asked if he could leave early. He reported that he had asked
322 him who was there and told Mr. Hernandez to ask them if they were okay closing up behind him. Supervisor Cisternas
323 stated that he did not ask, he just told them he was leaving and that they could turn out the lights on their way out. Mr.
324 Looknanan noted there usually isn't anyone there after 7 pm and apologized if he had misstepped. Supervisor Cisternas
325 suggested that they do not do that in the future, noting that she was uncomfortable being tasked with that responsibility
326 that she had no knowledge of. Chairwoman LaBarbera suggested that he should have told them he was looking to leave.
327 It was noted that everyone there are residents, they know they're on camera and are unlikely to steal. Supervisor Cisternas
328 reiterated that she was uncomfortable with that responsibility. Supervisor Griffin noted this was a teachable moment for
329 Mr. Hernandez, as he should have gone to supervisor Cisternas and relayed that he had permission from Mr. Looknanan
330 and asked if she was comfortable with him leaving. He emphasized that it has to be a compromise. Supervisor Cisternas
331 noted that it gets darker later, so it does not make sense to close the clubhouse early when people are still allowed in the
332 pool. She also noted that the clubhouse closes early on Valentine's Day, Mother's Day, and Father's Day, and suggested
333 they change those hours to reflect the regular clubhouse business hours. Supervisor Cisternas noted that if they leave the
334 clubhouse at 7 pm and there are still people inside, there is no one there to make sure they leave at 8 pm. She mentioned
335 safety concerns as well, noting that there would be no one to call if something happened. Supervisor Cisternas suggested
336 they close the clubhouse at 8 pm when the pool closes. She noted that their sign doesn't state an exact time, it just says
337 dusk to dawn. Chairwoman LaBarbera suggested they place bright motion lights around the pool to act as a deterrent.
338 Mr. Looknanan advised that the cameras do not record videos of the motion activation. Mr. Looknanan listed some of
339 the holiday hours. Ms. Thibault advised that they would need to amend the employee handbook and the website to change

